



BRAZILIAN
PETROLEUM, GAS
AND BIOFUELS
INSTITUTE

The home
to our
industry.



Members | **IBP**

General Assembly

Frequently Asked Questions

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1. What is the General Assembly?

The General Assembly is the highest body of the IBP. It brings together all associates of the Institute and it has the authority to decide on every matter related to its purposes. The Assembly takes place ordinarily, until March 31st of each year, and extraordinarily, whenever social interests require.

2. What happens at the Ordinary General Assembly?

At the Ordinary General Assembly, the following matters are included:

- 1) Presentation of the activities carried out in the previous year;
- 2) Presentation and approval of financial statements for the last financial year;
- 3) Election of members of the administrative bodies of IBP (Board of Directors, Financial Board, and Executive Board), with terms expiring in that year; and
- 4) Approval of associate's maintenance contribution for the following year.

In addition, other matters of interest to the Institute can be dealt with.

3. What happens at the Extraordinary General Assembly?

At the Extraordinary General Assembly decisions are taken on institutional matters of the IBP that cannot be await the holding of the next Extraordinary General Assembly. This is the case of the election of Council Members and Directors vacancies opened before the expiration of mandates, or amendments to the Bylaws that may be necessary, for example.

4. Who can participate at the General Assemblies of IBP?

All IBP good standing associate members of all categories of association can participate at the General Assemblies: maintaining, industry, collaborator, professional, students, and institutional members. However, only maintaining, industry and collaborating membership categories have voting power in the deliberations of the Assemblies.

5. How does the voting power work?

- The vote of maintaining associates weights two point four (2.4) for every one per cent (1%) of the interest thereof in the IBP Social Fund;
- One vote of industry and E&P industry member weights three (3); and
- One vote of a cooperator member weights one (1).

6. My company is an associated member of IBP. How can I participate at the General Assemblies?

In order to participate at the General Assemblies, you must be able to represent your company before IBP, and to certify this capacity by means of a supporting document. This document may be a proxy appointment, or another instrument vesting you with authority, such as your company's Articles of Organization. In addition, you must also present a photo identity document, valid throughout the Brazilian territory.

We kindly request that, upon confirmation of your participation at the Assemblies, you seek to submit your proxy appointment and articles of organization in advance, to the email address assembleia@ibp.org.br. This facilitates and makes your registration easier on the day of the Assembly.

7. Can I participate at the General Assembly without proxy appointment or Articles of Organization?

No. All participants of the General Assemblies shall submit their supporting documents of representation to the email address assembleia@ibp.org.br, or present them at the time of registration. All documents presented in advance or at the time of registration shall be assessed by the Legal Department of IBP.

8. What type of information must the supporting document contain?

The supporting document must contain the corporate name and the number of the National Register of Corporate Taxpayers (CNPJ) of the associated member, in addition to the name and the Individual Taxpayer Identification Number (CPF) of your representative at IBP's General Assembly. Furthermore, the document shall grant powers of representation to IBP's General Assembly, or general powers comprising this type of representation. A template of a proxy appointment is available on IBP's website, on the page of the [General Assembly](#). However, other templates will be accepted.

9. Is it mandatory to use IBP's proxy appointment template?

No. Other proxy appointment templates will be accepted, as well as other supporting documents. However, all documents presented in advance or at the time of registration shall be assessed by the Legal Department of IBP.

10. Why can't I make reuse of the document already submitted in other editions of the General Assemblies?

In order to protect the rights of all its associates, IBP needs to ensure that the document submitted is valid and effective by the day of the General Assemblies.

11. I am a member of ABEP. Is the proxy appointment used at ABEP's General Assembly valid at IBP's General Assemblies?

No. Although they are related, IBP and ABEP are distinct entities and, for this reason, they have different General Assemblies. You may prepare a proxy appointment granting powers of representation to both Assemblies, or you may submit both of your proxy appointments together. However, it is indispensable that both Assemblies be treated distinctly.

12. Why do I have to present a photo ID?

The document with photo is an efficient way to ensure that the person presenting him/herself at the time of registration is the one to whom the power of representation was granted.

13. Is my company allowed to refer more than one representative?

Yes. However, we recommend that only one representative be referred, in order to ensure that we can accommodate, comfortably, all members of the Institute. In addition, we emphasize that all representatives referred shall have powers of representation and supporting documents, and the company represented will still be entitled to one vote, only.

14. How can I apply for a position in the administrative bodies of IBP?

The candidates for IBP Administrative bodies's positions shall apply their application through e-mail (assembleia@ibp.org.br) during the period of January, 1st up to 30 days before the Assembly.

15. Can I record the General Assemblies on video and audio?

No. In order to ensure the freedom of action and image rights of our associates and their representatives, it is forbidden to record IBP's General Assemblies on video and audio.

16. Where can I access detailed information or the history of IBP's General Assemblies?

IBP has on its website the page of the [General Assembly](#). On that page, it is possible to check all material necessary to have an active participation at the Meeting, in addition to enable the access of information from previous meetings. Also, in 2019, to bring more transparency to its members, the Members' Portal was created, which has exclusive information about IBP, including the General Assemblies. To request your login and password, please email us at relationship@ibp.org.br

**Any additional inquiries can be
submitted to assembleia@ibp.org.br.**



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