

**ONE MORE STEP
TOWARDS
BUSINESS
OPTIMIZATION**

**CORPORATE
GOVERNANCE
REPORT**



04

Part 1

Mandatory information on shareholder structure, organisation and corporate governance.

Introduction

This Corporate Governance report was prepared in accordance with the Regulation of CMVM n.º 4/ 2013 from July 12.

The reports follows the structure of Annex I of the previously mentioned CMVM Regulation.

A. Shareholder structure

I. Capital structure

01 / The capital structure (share capital, number of shares, distribution of capital by shareholders, etc.), including an indication of shares that are not admitted to trading, different classes of shares, rights and duties of same and the capital percentage that each class represents (Article 245º-A/1, al. a).

The share capital is represented by 150,000,000 ordinary shares with no face value and a €1 emission value and 300,980,441 preferred shares with no voting right, no face value and €0.18 emission value. Ordinary shares represent 33.3% of total issued share and preferred shares 66.7%.

By resolution of the Board of Directors of September 22, 2017, registered in the Commercial Registry of Lisbon by the inscription 27, Ap. 34/2017, the shares representing the capital of the company were converted into registered shares to comply with Law n.º 15 / 2017, of May 3rd.

All shares are listed in the Euronext Stock Exchange and give their respective owners the same right to participate on the results of the company, being considered that the preferred shares, due to its nature, have a dividend

preference corresponding to 5% of their emission value, being the remaining dividend distributed in the proportion of ordinary and preferred shares owners.

All ordinary shares and preferred shares, when they have voting right, qualify for the same voting rights – 1 vote per share, without prejudice of the voting right limitations stated on article 13A of the company bylaws that state “during the time horizon in which the preferred shares have voting right, according to article 342 n.º3 of the Commercial Code, it will not be considered the votes from one shareholder, in his name or representing other, which exceed one third of the total votes of the share capital.”

The Company has not established any mechanism that has the effect of undermining the free transferability of shares, free appraisal by the shareholders of the performance of members of the governing body or cause mismatch between the right to receive dividends or to subscribe for new securities and the right to vote for each ordinary share.

On point 7 it is described the information about qualified stakes.

On the Extraordinary General Meeting of August 6, 2014 it was approved that during the time horizon when the preferred shares have voting right, the votes owned by one shareholder or in representation of other that exceed one third of the voting rights shall not be considered. The voting rights concerning shares held by a shareholder with a common domain are also encompassed and are proportionally limited when the shares affect several stakeholders.

On the Ordinary General Meeting of November 15, 2018 at 9:30 and on the Special General Meeting of November 15, 2018 at 10:30, a proposal presented by the shareholder Parcaixa, SGPS, S.A. was approved by the shareholders. This proposal concerns the conversion of non-voting preferential shares into ordinary shares so that each preferred share corresponds to 1,25 ordinary shares.

In addition, at the first of said General Meetings, it was decided an amendment to the bylaws that established that the votes cast by one shareholder, in his own name or as representative of another, exceeding one third of the total votes to social capital will not be considered. The voting rights corresponding to shares owned by a shareholder that is subject to a common domain are also covered, and are limited proportionally, when it affects several shareholders. Subsequently, the shareholder Nova Expressão, SGPS, S.A. filed (i) an injunction to suspend the social resolutions to convert the preferred shares, to which the company filed opposition and (ii) lawsuit to annul said resolutions, which the company contested.

02 / Restrictions on the transfer of shares, such as clauses on consent for disposal, or limits on the ownership of shares (Article 245-A/1/b).

There are no restrictions to the free transfer of ownership of the shares other than the ones arising from the applicable law (namely the obligation to launch a public tender offering when the shareholder ownership exceeds $\frac{1}{3}$ or $\frac{1}{2}$ of the total voting rights).

03 / Number of own shares, the percentage of share capital that it represents and corresponding percentage of voting rights that corresponded to own shares (Article 245-A/1/a).

The company does not hold any own share.

04 / Important agreements to which the company is a party and that come into effect, amend or terminated in cases such as a change in the control of the company after a takeover bid, and the respective effects, except where due to their nature, the disclosure thereof would be seriously detrimental to the company; this exception does not apply where the company is specifically required to disclose said information pursuant to other legal requirements (Article 245-A/1/j).

The Company is not a party to any agreement that will come into force, be amended or terminate in the event of a mere change in the Company's controlling shareholder. It is not included, on what was previously mentioned, any dispositions medium/ long term financing established with the banking system, in obedience to certain clauses typified amendment or termination of contracts provisions, whenever a new shareholder structure may not offer the same guarantees the solvency of the company.

05 / A system that is subject to the renewal or withdrawal of countermeasures, particularly those that provide for a restriction on the number of votes capable of being held or exercised by only one shareholder individually or together with other shareholders.

Pursuant to the provisions of the statutory amendment referred to in 1, the Board of Directors shall submit, every five years, a proposal for a resolution to the General Meeting to amend or maintain the limiting provision of voting rights, without aggravated quorum requirements for the quorum supplemented by law and in which all votes cast shall be counted, without limiting the voting rights.

06 / Shareholders' agreements that the company is aware of and that may result in restrictions on the transfer of securities or voting rights (Article 245-A/1/g).

The company is not aware of any agreements signed by its shareholders.

II. SHAREHOLDINGS AND BONDS HELD

07 / Details of the natural or legal persons who, directly or indirectly, are holders of qualifying holdings (Article 245-A/1/c) & /d) and Article 16) with details of the percentage of capital and votes attributed and the source and causes of the attribution.

The shareholders with qualifying holding on 31 December 2018 were:

	ORDINARY SHARES	% ORDINARY SHARES	PREFERRED SHARES	% PREFERRED SHARES	% VOTING RIGHTS
Shares attributed to State (Art. 20 CVM)	50,084,738	33.39%	148,888,866	49.47%	33.33%
- Parpública - Participações Públicas SGPS, S.A.	50,084,738	33.39%			8.39%
- Portuguese Finance and Treasury Department	3,564	0.00%	148,888,866	49.47%	24.94%
Shares attributed to Millenium BCP (Art. 20 CVM)	12,709,636	8.47%	121,559,194	40.39%	29.77%
- BCP Group Pension Fund	12,708,636	8.47%	45,810,827	15.22%	12.98%
- Banco Comercial Português S.A.	1,000	0.00%	75,748,367	25.17%	16.80%
Novo Banco			27,556,665	9.16%	6.11%
Nova Expressão SGPS, S.A.	19,800,000	13.20%	1,348,000	0.45%	4.69%
Total Qualified Holdings	82,594,374	55,06%	299,352,725	99,46%	73,91%

Last update: December 31, 2018.

The shares from "Fundo de Pensões do Grupo BCP" have been allocated to Banco Comercial Português, S.A. in accordance with Article 16 of CVM and the opinion on generic allocation of voting rights to pension Funds from CMVM on May 25, 2006, as stated in the statement of Banco Comercial Português, S.A., which was the object of a notice issued by the company on February 25, 2008.

08 / A list of the number of shares and bonds held by members of the management and supervisory boards. [NOTE: the information should be provided so that Article 447/5 CCC is complied with].

	NUMBER OF ORDINARY SHARES	NUMBER OF PREFERRED SHARES	NUMBER OF BONDS
Álvaro João Duarte Pinto Correia (term of functions at March 23, 2018)	0	0	0
Diogo Francisco Bastos Mendes Rezende	0	0	0
António Pedro Valente da Silva Coelho	0	0	0
Arndt Jost Michael Klippen	0	0	0
António José Gomes da Silva Albuquerque	0	0	0
Frederico João de Moser Lupi	0	0	0
João Miguel Pacheco de Sales Luís	0	0	0
Gonçalo Cruz Faria de Carvalho	0	0	0

09 / Special powers of the Board of Directors, especially as regards resolutions on the capital increase (Article 245-A/1/i) with an indication as to the allocation date, time period within which said powers may be carried out, the upper ceiling for the capital increase, the amount already issued pursuant to the allocation of powers and mode of implementing the powers assigned.

At the Ordinary General Meeting of November 15 at 11:30 am, the issuance of 15,000 convertible bonds, with the nominal value of € 1,000 each, amounting to € 15,000,000, was approved to be subscribed by Papyrus AB and/ or Papyrus GmbH for the payment of part of the price related with the acquisition of Papyrus Deutschland GmbH & Co. KG and Papyrus Deutschland Verwaltungs GmbH. It was also approved a suppression of the shareholders subscription rights on the mentioned convertible bonds, as well as a capital increase from the current € 180,135,111.43 to € 195,135,111.43 through conversion of the aforementioned convertible bonds.

10 / Information on any significant business relationships between the holders of qualifying holdings and the company.

No business or transactions, out of normal market conditions, were entered into by the Company and owners of qualifying holdings or entity relationships with the former, as envisaged in Article 20 of the CVM (Securities Code).

The transactions with related entities are described on note 34 of the consolidated financial statements.

B. Corporate Boards and Committees

I. GENERAL MEETING

a) Composition of the Presiding Board of the General Meeting (throughout the said year)

11 / Details and position of the members of the Presiding Board of the General Meeting and respective term of office (beginning and end).

At present, the Board of the General Meeting of Shareholders is composed by the following members:

- Chairman – Nuno Galvão Teles
- Secretary – Ricardo Andrade Amaro

The current composition of the Board of the General Meeting of Shareholders, for the period 2016-2018, was established jointly with the election of the Governing Bodies in the General Meeting of April 15, 2016.

Besides the support of the secretary, the Chairman of the Board of the General Meeting also has the support of the company's secretary as well as its administrative services that are deemed adequate and sufficient for the right performance of his duties.

b) Exercising the right to vote

12 / Any restrictions on the right to vote, such as restrictions on voting rights subject to holding a number or percentage of shares, deadlines for exercising voting rights, or systems whereby the financial rights attaching to securities are separated from the holding of securities (Article 245-A/1/f).

The Company's Articles of Association does not stipulate any minimum number of shares to exercise the voting rights.

Paragraph 1 of Article 23-C CVM (Securities Exchange Commission) stipulates, as written in Decree-Law 49/2010 of May 19, that "Shareholders may participate and exercise their voting rights at meetings of the General Meeting

provided they hold shares, at 0 hours (TMG) of the fifth business day prior to the date of the meeting (registration date), that entitle them, according to the law and the Company's Articles of Associations, to at least one vote". According to paragraph 5 of Article 13 of the Company Bylaws, for each share there is one vote.

Statutory regulations on the exercise of voting by post are set out in paragraph 2 of Article 13 of the company's bylaws, which stipulate that:

"Shareholders may exercise their voting rights by post. To do so, they should address a registered letter with recorded delivery to the Chairman of the Board of the General Meeting at least three working days prior to the date of the session of the General Meeting in question."

The ballot paper and the model of proxy are available on the company's website, and interested shareholders may send such documentation via email in order to exercise their right to vote.

The company's bylaws do not contemplate any rules relatively to systems to detach equity rights.

The company considers that it is in the best interest of its shareholders not to implement a telematics voting system, as there was no request or intention of participation on a General Meeting from a shareholder or potential investors to use such a systems, i) on the past General Meetings there was a low number of participants and ii) the implementation of a system allowing telematics voting in a safe way, would represent a significant cost.

13 / Details of the maximum percentage of voting rights that may be exercised by a single shareholder or by shareholders that are in any relationship as set out in Article 20/1.

On the Extraordinary General Meeting of August 6, 2014 it was approved that during the period of time in which the preferred shares have voting right, the votes owned by one shareholder or in representation of other that exceed one third of the voting rights shall not be considered. The limitation also applies to the shares that are hold by a shareholder with a common domain, being limited proportionally, when this applies to several shareholders.

On this deliberation, it is also defined that the Board of Directors has to submit every five years a proposal to change or maintain this limitation, without super quorum requirements relative to complementarily quorum established by law. On this deliberation all votes are counted, not being applied the limitation.

At the General Shareholders' Meeting held at 9:30 am on November 15, an amendment was also approved to Article 13-A of the Articles of association, in which a limit of one-third of the total votes corresponding to the share capital is stipulated.

14 / **Details of shareholders' resolutions that, imposed by the Articles of association, may only be taken with a qualified majority, in addition to those legally provided, and details of said majority.**

The Company's Articles of Association do not impose any qualified majority, in addition to those legally provided:

- The General Meeting shall decide at first call about changes in the Articles of Association, mergers, asset split, dissolution and other issues that require a qualified majority, whenever a number of shareholders or their representatives, whose holdings represent at least $\frac{1}{3}$ of share capital are in attendance; on a second call the General Meeting can decide independently of the represented share capital (Article 383, paragraphs 2 and 3 of the Companies Act);

- The resolutions mentioned on the previous paragraph need to be approved by $\frac{2}{3}$ of the votes, in first or second call; in the case of second call, if at least half of the share capital is represented, the resolutions can be approved by simple majority.

II. MANAGEMENT AND SUPERVISION (BOARD OF DIRECTORS, EXECUTIVE BOARD AND THE GENERAL AND SUPERVISORY BOARD)

a) Composition (throughout the said year)

15 / Details of corporate governance model adopted.

According to the resolution of the General Meeting of May 31, 2007, the company adopted as a model of administration and supervision the contemplated in paragraph b) of Article 278 CSC, a Board of Directors, comprising an audit committee, and statutory auditor.

At the meeting on April 15, 2016, the Board of Directors approved its regulations and to create an executive committee, in which it delegate day-to-day management.

Article 4 of the Board of Directors' regulations stipulates that the Board shall meet ordinarily once a quarter.

The Articles of association of the company, in Article 21, provide that the members of the Audit Committee shall be appointed at a General Meeting, which shall be composed of three members, one of whom shall serve as chair. The chairman shall be responsible for convening the respective meetings, and the audit committee shall ordinarily meet at least every two months.

Minutes of each meeting of the Board of Directors, the Executive Committee and the Audit Committee are drawn up.

16 / Articles of association rules on the procedural requirements governing the appointment and replacement of members of the Board of Directors, the Executive Board and the General and Supervisory Board, where applicable. (Article 245-A/1/h).

In conformity with provision of paragraph 1 of Article 18 of the company's bylaws, the Board of Directors should be composed by 5 to 12 members, elected on the General Meeting.

Paragraph 2 of the same Article states that "the shareholders who vote against a motion to elect the Directors have

the right to appoint one Director, as long as this minority represents at least 10% of the share capital".

Paragraph 3 of the same Article states that the Director designated by the minority will automatically replace the less voted person, or in case of equal votes, the person on the last position of the same list.

In conformity with the provisions of paragraph 7 of Article 18 of its Bylaws, "if the Board of Directors is composed of fewer members than the maximum set forth in item 1 of this Article and it deems it necessary for the management of the company business to increase the number of Directors, it may appoint two new members prior to the next scheduled annual General Meeting. Clearly, this must not result in more than the limit of twelve members for the Board of Directors as stipulated in these Articles of association. The first annual General Meeting to be held after such appointment will either confirm or reject the advice of the Board of Directors with regard to the number of Directors. If the instruction is confirmed, the appointment of the new members will be ratified."

Paragraphs 8 and 9 of Article 19 establish that "if a Director fails to attend more than two meetings of the Board of Directors in a calendar year without good reason accepted by the latter, this will be considered definitive absence of the Director in question" and "The Board of Directors will elect replacements for any members deemed definitively absent, dismissed under the terms of the law, or who resign their post. Any replacements thus made will remain in force until the end of the term to which the members of the Board of Directors who made the selection were elected, unless the selection is not ratified by the first subsequent General Meeting. Replacements must be submitted to the General Meeting for approval, as stipulated by Article 393(4) of the Company Code."

Paragraph 5 of Article 18 of the Bylaws states that "The Board of Directors may delegate the day-to-day management of the company to one or more Directors or an Executive Committee".

The company has not introduced any type of measure that could imply a future payment or assumption of charges by the company in the event of a change of control or changes in the composition of the management body that may be liable to impair the economic interest in the transmission of shares and shareholders 'appreciation of the managers' performance.

17 / Composition of the Board of Directors, the Executive Board and the General and Supervisory Board, where applicable, with details of the Articles of association's minimum and maximum number of members, duration of term of office, number of effective members, date when first appointed and end of the term of office of each member.

According to the Bylaws, the Board of Directors is composed by five to twelve members, elected by the General Meeting, for periods of 3 years renewable, being able to delegate the daily management of the company to an Executive Committee.

In the use of this prerogative, the Board of Directors decided on April 15 2016 to delegate the daily management to an Executive Committee, being the composition of the two entities the following:

	BOARD OF DIRECTORS AND FUNCTION	EXECUTIVE COMMITTEE AND FUNCTION	DATE OF FIRST APPOINTMENT	END OF TERM OF OFFICE
Álvaro João Duarte Pinto Correia (ceased functions on March 23, 2018 due to incidental disability)	Chairman		11.05.2010	31.12.2018
Diogo Francisco Basto Mendes Rezende	Member and Chairman (since May 5, 2018)	Chairman	29.07.2015	31.12.2018
António Pedro Valente da Silva Coelho	Member		15.04.2016	31.12.2018
Arndt Jost Michael Klippgen	Member		31.05.2007	31.12.2018
António José Gomes da Silva Albuquerque	Member	Member	11.05.2010	31.12.2018
Frederico João de Moser Lupi	Member	Member	01.10.2015	31.12.2018
João Miguel Pacheco de Sales Luís	Member		07.05.2013	31.12.2018
Gonçalo Cruz Faria de Carvalho	Member		07.05.2013	31.12.2018

18 / Distinction to be drawn between executive and non-executive directors and, as regards non-executive members, details of members that may be considered independent, or, where applicable, details of independent members of the General and Supervisory Board.

The independence criteria that served as a basis to the evaluation of the function of the Directors were the provisions set out in the Companies Act – Articles 414 and regulation 4/2013 of CMVM.

	NON-EXECUTIVE	INDEPENDENT
Álvaro João Duarte Pinto Correia (ceased functions on March 23, 2018 due to incidental disability)	Yes	Yes
Diogo Francisco Bastos Mendes Rezende	No	-
António Pedro Valente da Silva Coelho	Yes	YES
Arndt Jost Michael Klippgen	Yes	No*
António José Gomes da Silva Albuquerque	No	-
Frederico João de Moser Lupi	No	-
João Miguel Pacheco de Sales Luís	Yes	Yes**
Gonçalo Cruz Faria de Carvalho	Yes	Yes

* In the date of his re-election for the Board of Directors – April 15 2016 – he had ceased its work relationship with the Group for more than 3 years - Article 18.1 paragraph a) from Regulation number 4/2013 of CVM. He was re-elected for the Board of Directors for more than 2 terms – Article 414, n.º5, paragraph b, of the Commercial code.

** In the date of his re-election for the Board of Directors – April 15 2016 – he had ceased its activity with a qualified shareholder – Millennium BCP – for more than 3 years [Article 414 number 5 paragraph a) of the Commercial Code and Article 18.1 from Regulation number 4/2013 of CVM].

In assessing the independence criteria of non-executive directors, the provisions of CVM Regulation No. 4/2013 (in particular, Article 18.1) and the Commercial Companies Code (Article 414, paragraph 5, letter b) were taken into account. When applying the criteria deriving from the IPCG code (2018), there were no discrepancies in the assessment of the independence of managers.

The company elected a Chairman of the Board of Directors for the 2016-2018 term, to which no executive functions were assigned. On March 23, 2018, the Chairman of the Board of Directors resigned for supervening incapacity. At the General Meeting held on May 4, 2018, the proposal presented by the shareholder Nova Expressão SGPS, S.A. of electing the director Diogo Rezende to the Chairman of the Board of Directors was approved in accumulation with the functions of Chairman of the Executive Committee.

It was considered that it would not be appropriate to introduce additional measures resulting from the accumulation of functions, since most of the Board's term of office had already passed.

19 / Professional qualifications and other relevant curricular information of each member of the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable.



**Álvaro João
Duarte Pinto
Correia**
Chairman

Ceased functions on March 23, 2018.

Academic Qualifications

- Degree in Engineering by Superior Technical Institute in Lisbon
- Associate Professor in Superior Technical Institute in Lisbon
- Professor in Military Academy

Professional Qualifications

- Chairman of the Board of Directors of Tagusgás – Empresa de Gás do Vale do Tejo, S.A. (from 06.02.1997 to 30.05.2008)
- Director of SHCB – Sociedade Hidroelétrica de Cabora Bassa (from 27.11.2007 to 12.04.2010)
- Chairman of the Board of Directors of Sofid – Sociedade para o Financiamento do Desenvolvimento – Instituição Financeira de Crédito, S.A. (from 04.04.2008 to 12.05.2010)
- Chairman of the Supervisory Board of UCCLA – União das Cidades Capitais Luso-Afro-Américo-Asiáticas (since 16.02.1989)
- Chairman of the Supervisory Committee of Instituto de Seguros de Portugal (Portuguese Insurance Institute) (since 19.12.2004)
- Chairman of the Board of Directors of Fundação Cidade de Lisboa (since 01.07.2000)
- Chairman of the General Board of Nersant – Associação Empresarial da Região de Santarém (since 17.07.2000)
- Coordinator of the Business Committee of Angola's Debt Negotiation (since 07.02.2003)
- Coordinator of the Project Team for the follow-up of the study and implementation of the New Lisbon Airport, and coordination with the privatization of ANA, S.A. (since 12.12.2006)
- Chairman of the Remuneration Committee of PT – Portugal Telecom, SGPS, S.A. (since 22.06.2007)
- Chairman of the Supervisory Board of CPF – Centro Português de Fundações (since 24.03.2010)
- Member of the Remuneration Committee of Banco Espírito Santo, S.A. (since 22.03.2012)
- Member of the Remuneration Committee of EDP – Energias de Portugal (since 17.04.2012)
- Chairman of the Supervisory Board and Valuation Committee of Caixa Económica Montepio Geral (07.08.2015 until March 2018)



**Diogo Francisco
Bastos Mendes
Rezende**

Academic Qualifications

- Degree in Economics by Nova University of Lisbon
- MBA from INSEAD

Professional Qualifications

- Marketing and sales director of Ford Lusitana (from 1992 to 1998)
- Marketing professor at Economics School of Nova University (from 1996 to 1998)
- CEO of Chrysler Jeep in Portugal (from 1998 to 2003)
- CEO of Ford Lusitana (from 2004 to 2014)
- Assistant professor of applied entrepreneurship on the master program (from 2013 to 2015) and member of the Consulting Board (since 2011) of Nova School of Business and Economics
- Chairman of the Board of Directors/ Management of the subsidiary companies of Inapa Group:
 - Inapa Portugal Distribuição de Papel, S.A.
 - Inapa Deutschland, GmbH
 - Papier Union, GmbH
 - Inapa France, SAS
 - Inapa España Distribución de Papel, S.A.
 - Inapa Belgium, S.A.
 - Inapa Packaging, SAS
 - Inapa Merchants Holding, Ltd
 - Europackaging – SGPS, Lda.
 - Inapa Packaging, Lda.
 - Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi
 - Inapa Angola, S.A.



**António Pedro
Valente da Silva
Coelho**

Academic Qualifications

- Degree in Finance by Economics and Management Institute in Lisbon
- Chartered Accountant

Professional Qualifications

- Partner of ESAC - Espírito Santo & Associados SROC, Lda. (since 1995)
- Chartered Accountant in individual regime (between 1991 and 1995)
- Liberal professional (between 1988-1990)
- Board assistant of EUROMINAS - Electro Metalurgia, S.A. (between 1972 and 1987)



**Arndt Jost
Michael
Klippgen**

Academic Qualifications

- Diplom-Kaufmann academic degree from the University of Hamburg

Professional Qualifications

- Chairman of the Hamburger Kunstsammlungen Foundation - Foundation for the Hamburg Art Collections (since 2015)
- Member of the Investment Committee of Foundation Bürgerstiftung Hamburg (since 2013)
- General Manager of the following subsidiary companies of Inapa Group (until September 2013):
 - Papier Union, GmbH
 - Inapa Deutschland, GmbH
 - PMF – Print Media Factoring, GmbH
 - Inapa Packaging, GmbH
 - Inapa VisCom, GmbH



**António José
Gomes da Silva
Albuquerque**

Academic Qualifications

- Degree in Finance Administration from Economics and Management Institute in Lisbon

Professional Qualifications

- Director of Parpública – Participações Públicas, SGPS, S.A. (from 2004 to 2010)
- Director and President of Sagesecur, SGPS, S.A. (from 2004 to 2010)
- Director of Capitalpor, SGPS, S.A. (from 2008 to 2010)
- Director/ General Manager of the following subsidiary companies of Inapa Group:
 - Inapa Portugal Distribuição de Papel, S.A.
 - Inapa España Distribución de Papel, S.A.
 - Inapa France, SAS
 - Inapa Deutschland, GmbH
 - Papier Union, GmbH
 - Inapa Belgium, S.A.
 - Europackaging – SGPS, Lda.
 - Inapa Shared Center, Lda.
 - Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi



**Frederico
João de Moser
Lupi**

Academic Qualifications

- Degree in Economics by Nova University of Lisbon
- Three post-graduate executive programs from INSEAD (Fontainebleau, France)

Professional Qualifications

- Financial director and deputy administration in Lusalite (from 1993 to 1995)
- Bancassurance director (from 1996 to 2002), being a member of the management of BCP group (since 2002)
- Commercial director of Banco Pinto e Sotto Mayor (2003)
- Director coordinator of Millennium Bank in Athens (from 2003 to 2004)
- Member of the Executive Committee of Millennium Bank in Athens, responsible for Private Banking and Bancassurance (from 2005 to 2006)
- Commercial director of retail network in Millennium BCP (from 2007 to 2010)
- Director of real estate business in BCP (from 2011 to 2014)
- CFO of EIP group (in 2015)
- Director/ General Manager of the following subsidiary companies of Inapa Group:
 - Inapa Portugal Distribuição de Papel, S.A.
 - Inapa España Distribución de Papel, S.A.
 - Inapa France, SAS
 - Inapa Shared Center, Lda.
 - Inapa Belgium, S.A.
 - Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi
 - Inapa Angola, S.A.



**João Miguel
Pacheco
de Sales Luís**

Academic Qualifications

- PADE (Program for Top Corporate Managers) from AESE (1999/2000)
- MBA in Nova University (1997)
- Chartered Accountant
- Degree in Business Economics and Administration by Universidade Católica Portuguesa (1981)

Professional Qualifications

- Department of Planning and Control in Sorefame (Metalworking Industry and Railways) (1986-1991)
- Department of Studies and Planning of BCP (1986-1991)
- General Manager of BCPI (Asset Management company of BCP) (1991-1994)
- Commercial manager of Nova Rede (1995-1997)
- Marketing manager of the Insurance company Seguros Ocidental (1997-1998)
- Top manager of “Internacional Private Banking” (1998-2000)
- Top manager of Private Banking in the South region of BCP (2000-2001)
- Top manager of the brokerage business of BCPInvestimento (2001-2003)
- Commercial manager of the retail network (2003-2008)
- Top manager of the retail network of Millennium BCP (2008-2012)
- Chairman of Supervisory Committee of Unicre – Instituição Financeira de Crédito, S.A. (since 2013)
- Chairman of Foundation FORSDI – Fundação da Obra Social das Religiosas Dominicanas Irlandesas (since 2015)



**Gonçalo
Cruz Faria
de Carvalho**

Academic Qualifications

- Degree in Business Economics and Administration by Universidade Católica Portuguesa (1989)

Professional Qualifications

- Controller e financial manager on Renascença Group (1991-1997)
- Head of Financial and Administrative department of Sojornal (Expresso Group) (1998-2002)
- Director of Intervoz and Member of the Management Committee of Renascença Group (2002 - 2009)
- Director of Económica Group (Ongoing Media) (since 2009)
- CFO Ongoing Group, vice-chairman of Ongoing Media and CEO of Ongoing Shared Services (2013-2016)
- Consultant (since 2016)

The lists proposed for the election of the Board of Directors are accompanied by a curriculum vitae of the candidates, in order to assess the suitability of the members for the exercise of the mandate that includes the academic qualifications and a description of the professional activity throughout the career. This information is made available to shareholders within the deadlines set forth in the law for the elective General Meetings.

To date, no specific criteria have been established regarding the profile, individual attributes or diversity of managers, as recommended in the most recent IPCG recommendations. For the forthcoming elections, some of the recommendations to improve the performance and balance of the Board of Directors and Audit Committee will be taken into account, particularly with regard to gender issues.

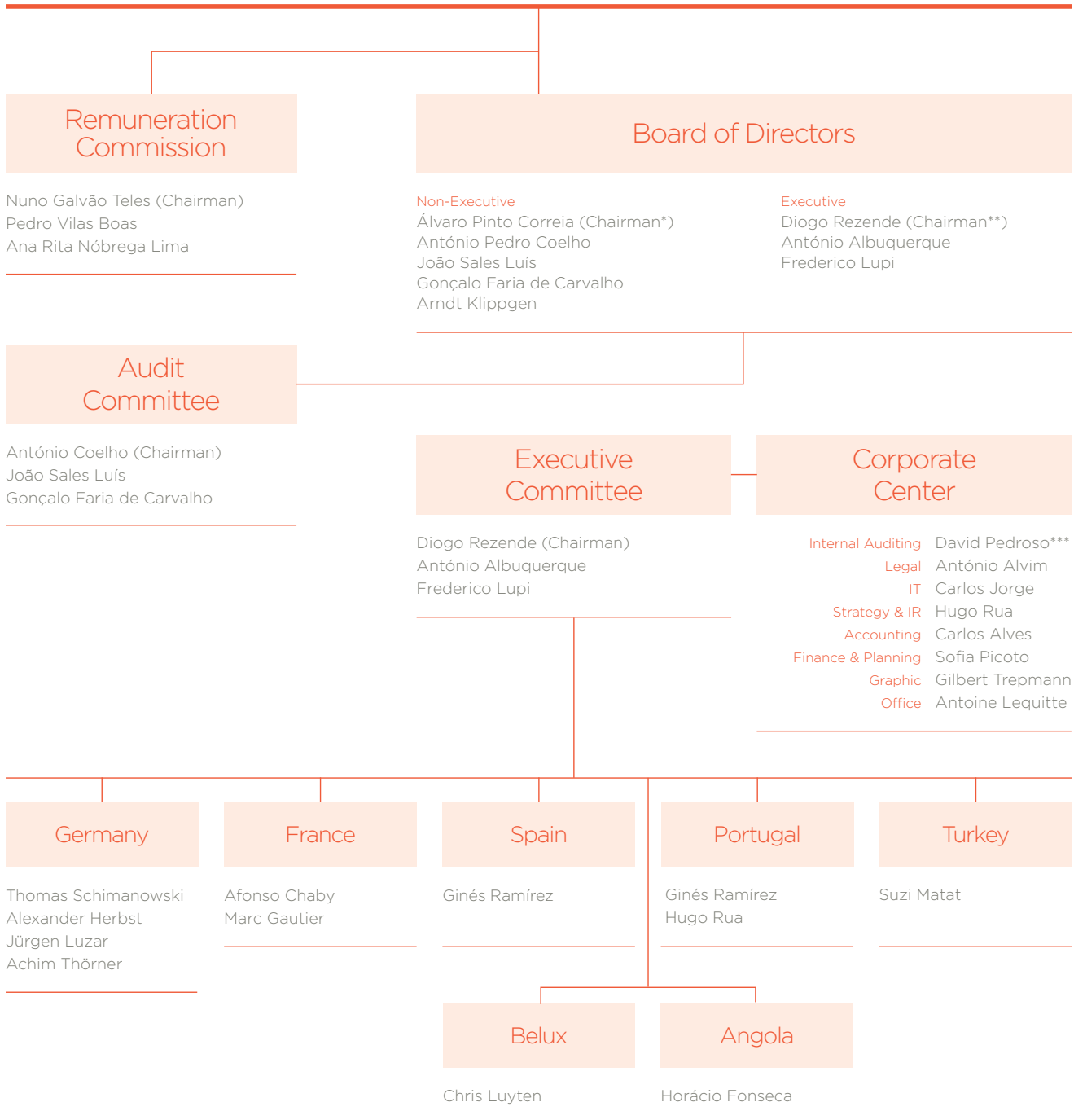
Inapa's strategic plan seeks to reconcile growth and profitability objectives with adequate risk management, such as financial risks, which are one of the strategic pillars of its plan.

20 / Customary and meaningful family, professional or business relationships of members of the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable, with shareholders that are assigned qualifying holdings that are greater than 2% of the voting rights.

There are no family, professional or business relationships of members of the Board of Directors with shareholders with a qualified stake greater than 2% of voting rights.

21 / Organisational charts or flowcharts concerning the allocation of powers between the various corporate boards, committees and/or departments within the company, including information on delegating powers, particularly as regards the delegation of the company's daily management.

General Meeting



* Until March 23, 2018.
 ** From May 4, 2018.
 *** Also reports to the Audit Committee.

In accordance with the resolution of April 15, 2016 of the Board of Directors and the provisions of paragraphs 3 and 4 of Article 407 of the Companies Act, the following powers have been delegated to the Executive Committee, without prejudice to the Board of Directors, in conformance with the provisions of paragraph 8 of the aforementioned Act, of being entitled to pass resolutions on the matters it delegated:

- The day-to-day management of the Company;
- Monitoring and coordination of subordinate companies, including the definition of management and control guidelines;
- Setting out plans for the implementation of Company and Group policies, objectives and strategy for approval by the Board of Directors;
- Setting out general guidelines concerning the Company's internal organisation, including internal control and risk management, for approval by the Board of Directors;
- Compiling operational budgets and medium and long-term investment and development plans for approval by the Board of Directors;
- Approving contracts for the procurement of goods and services by the Company up to a limit of € 500,000.00 or less, per category of goods or services;
- Negotiating and contracting short-term bank finance agreements to fund the Company or subsidiary companies, under the terms and conditions that most adequately suit the interests of the Group;
- Negotiating and celebrating agreements that change, substitute or renew financing contracts, including commercial paper programs, under the terms and conditions most favourable to the interest of the company;
- Negotiating bank finance agreements with a term longer than a year and a day to fund the Company and its subsidiary companies and the issuing of corporate bonds and commercial paper programs, for which purpose binding the Company under any such transactions shall be made expressly conditional to a prior resolution of the Board of Directors to the effect;
- Provide financial support to subsidiaries, according to a structure and conditions more adequate to the best interest of the Company;
- Purchasing, selling and pledging goods or assets accounted for as fixed assets of the Company in accordance with budgets approved by the Board of Directors;
- Purchasing, selling and pledging goods or assets accounted for as fixed assets of the Company not included in budgets approved by the Board of Directors up to a value of 1.5% of the realized share capital per item;
- Purchasing, selling or pledging shares in other companies, provided the transactions in question are included in the budget or in approved action plans not exceeding 2,5% of the realized share capital per item, above which limit prior approval from the Board of Directors shall be required;
- Deliberate on the realization of investments, divestitures and restructurings in and by the subordinate company.
- Renting or letting out any buildings or sectional title properties;
- Representing the Company in court and out of court, either as plaintiff or as defendant, as well as proposing and filing any legal suits, admitting guilt, withdrawing or settling out of court and committing to abide by arbitration proceedings;
- Entering into, amending and terminating employment contracts and exercising powers of discipline over the staff;
- Opening, transacting and closing bank accounts;
- Appointing duly mandated representatives of the Company.

The Regulation of the Board of Directors approved states that it is Inapa's Board of Directors competence, non-delegable on the Executive Committees, to:

- Deliberate on the matters stated on paragraphs a) and m) of Article 406 of the Companies Commercial Code;
- Deliberate, according to the law, on binding instructions to subsidiary companies;
- Deliberate on the budget and plan for the Company and its subsidiaries;
- Deliberate on the realization of relevant investments or divestments on or by its subsidiaries;
- Deliberate on acquisition or sale of majority or dominance stakes, as well as those subject to a special process of acquisition or sale under the terms of CVM;
- Deliberate on spin-off, merger or dissolution of subsidiaries or associate companies.

The strategic plan 2016-18, where the priorities, policies and strategic goals are set, was discussed and approved by the Board of Directors on April 15, 2016.

It is important to note that in the aforementioned resolution the Board of Directors has granted to the Chairman of the Executive Committee, according to provisions stipulated in paragraph 6 of Article 407 CSC, the following duties:

- Ensure that all relevant information is provided to the other members of the Board of Directors regarding the operations and resolutions of the Executive Committee, namely, send to the Chairman of the Board of Directors and the Audit Committee convocations and minutes of the meeting;
- Ensure the fulfilling of the delegated limits, the company's strategy and the duties to collaborate towards the Chairman of the Board of Directors.

The Chairman of the Executive Committee regularly sends the minutes of the Executive Committee to the Chairman of the Board of Directors and Audit Committee.

In conformance with the provisions of applicable legislation and with the aforementioned resolution of the Board of Directors of April 15, 2016, the following powers have specifically been granted to the Audit Committee:

- Supervising the administration of the Company;
- Ensuring due compliance with the law and the provisions of the Bylaws;
- Verifying due compliance of the accounting books, records and supporting documentation;
- Verifying, when and in the form deemed convenient, cash balances and stocks of any type of goods or assets owned by the Company or held in lieu of security or in trust or under any other entitlement;
- Verifying the accuracy of the financial statements;
- Verifying whether the accounting policies and valuation criteria adopted by the Company are conducive to appropriately represent its assets and results;
- Compiling, on an annual basis, an audit report on its audit and supervisory action and issuing an opinion on the annual report and accounts and proposals of the Board of Directors, where it states its agreement or not on the management report and financial statements and include the declaration subscribed by its members, according to Article 245, number 1, paragraph c) of CVM;

- Convening a meeting of the General Meeting of Shareholders, having a duty so to act, should its Chairman fail to do so;
- Auditing the efficacy of the risk management system, the internal control system and the internal audit system;
- Being the recipient of reports on irregularities which shareholders, employees of the Company or other parties may submit;
- Auditing the process of preparation and disclosure of financial statements;
- Validate if the Governance Report includes the elements referred on Article 245-A of CVM;
- Propose to the General Meeting of Shareholders the appointment of a Chartered Accountant and Auditor, approve annually the scope of its work and remuneration, approve any additional services and oversee its independence;
- Provide its previous opinion to any relevant business with qualified shareholders or with entities with relationship with them under the terms of Article 20 of CVM;
- Notifying the Office of the Public Prosecutor of any contraventions of the law constituting a public crime of which it may have become aware;
- Contracting for the provision of expert services in order to assist one or more of its members in the performance of their duties.

In the performance of its duties the Audit Committee meets with the external auditor and the chartered accountant - the two functions are assigned to the same entity - and is the first recipient of the reports.

Annually, the Audit Committee makes an assessment of the work performed by the auditor. In case it considers adequate the dismissal of the auditor, the Committee proposes its substitution in the General Meeting.

In case it considers adequate its dismissal, it should propose its substitution in the General Meeting.

The Audit Committee annually gives its opinion on the report and accounts submitted by management, which lists the strategic pillars and objectives of the current mandate.

The statutory auditor carries out work on the company every six months. The audit work plan is reviewed jointly with the Audit Committee. The continuation of the work, including its completion, is monitored by the Audit Committee.

In the scope of its work, as evidenced by its legal certification of accounts, the statutory auditor carried out:

- Identification and evaluation of risks of material misstatement of the financial statements due to fraud or error;
- An understanding of the internal control relevant to the audit;
- An assessment of the adequacy of accounting policies;
- A conclusion about the appropriation of the use of the continuity assumption and whether there is any material uncertainty related to events or conditions that could raise significant doubts about the ability to continue the activities;
- An assessment of the overall presentation, structure and content of the financial statements;
- A communication with those in charge of governance, including the oversight body, scope, planned audit schedule and significant audit findings including any significant weaknesses in internal control identified during the audit;
- A communication to the heads of governance, including the supervisory body, on the most important matters in auditing the financial statements for the year;
- A statement to the supervisory body on compliance with relevant ethical requirements regarding independence and any relationships that may be perceived as threats to independence.

b) Functioning

22 /

Availability and place where rules on the functioning of the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable, may be viewed.

On April 15 2016, the regulations of the following governing bodies were approved: Board of Directors, Executive Committee and Audit Committee.

The above mentioned regulations can be obtained in the company headquarters (Rua Braamcamp, 40 - 9ºD – Lisbon, Portugal) or through the website www.inapa.com.

23 /

The number of meetings held and the attendance report for each member of the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable.

From January 1 to December 31, 2018, the Board of Directors had the following assiduity:

- Number of meetings: 19
- Attendance of each member:
 - Álvaro João Duarte Pinto Correia: 0% (*)
 - Diogo Francisco Bastos Mendes Rezende: 100% (**)
 - António José Gomes da Silva Albuquerque: 100%
 - Frederico João de Moser Lupi: 100% (***)
 - António Pedro Valente da Silva Coelho: 100%
 - João Miguel Pacheco de Sales Luís: 100%
 - Gonçalo Cruz Faria de Carvalho: 100% (****)
 - Arndt Jost Michael Klippgen: 63% (*****)

(*) The director, Álvaro João Duarte Pinto Correia, ceased functions due to incidental disability by deliberation of the Audit Committee on March 23, 2018;

(**) The director, Diogo Francisco Bastos Mendes Rezende was represented in one meeting of the Board of Directors;

(***) The director, Frederico João de Moser Lupi was represented in three meetings of the Board of Directors;

(****) The director, Gonçalo Cruz Faria de Carvalho was represented in one meeting of the Board of Directors;

(*****) The director, Arndt Jost Michael Klippgen was represented in five meetings of the Board of Directors.

From January 1 to December 31, 2018, the Executive Committee had the following assiduity:

- Number of meetings: 31
- Attendance of each member:
 - Diogo Francisco Bastos Mendes Rezende: 100%
 - António José Gomes da Silva Albuquerque: 100%
 - Frederico João de Moser Lupi: 96%

In any meeting of the Executive Committee a member was represented by a third party.



24 / Details of competent corporate boards undertaking the performance appraisal of executive directors.

The performance assessment of executive directors is done by the General Meeting, the Board of Directors and, within its own competence, the Audit Committee.

For remuneration purposes the performance assessment of the executive directors still lies to the Remuneration Committee.

25 / Predefined criteria for assessing executive directors' performance.

The performance assessment of executive directors is based on the following criteria that are stated in the remunerations policy:

- Improvement of financial results of the year and pluri-annual plan;
- Achievement of the initiatives and strategy outlined in the pluri-annual plan;

- Value creation to the shareholder;
- Group image and concept in the financial markets and all of its stakeholders.

26 / The availability of each member of the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable, and details of the positions held at the same time in other companies within and outside the group, and other relevant activities undertaken by members of these boards throughout the financial year.

The 5 non-executive members are in part-time regime relatively to the management of the company.

The functions that each member has inside and outside the company are the following:

Álvaro Pinto Correia

(ceased functions due to incidental disability on March 23, 2018)

In the Company:

- Chairman of the Board of Directors

In the Group:

- None

Outside the Group:

- Chairman of the Board of Directors of Fundação Cidade de Lisboa (since 01.07.2000)
- Chairman of the General Board of Nersant – Associação Empresarial da Região de Santarém (since 17.07.2000)
- Coordinator of the Business Committee of Angola's Debt Negotiation (since 07.02.2003)
- Coordinator of the Project Team for the follow-up of the study and implementation of the New Lisbon Airport, and coordination with the privatization of ANA, S.A. (since 12.12.2006)
- President of the Supervisory Board and Valuation Committee of Caixa Económica Montepio Geral (since 07.08.2015)

Arndt Jost Michael Klippgen

In the Company:

- Member of the Board of Directors

In the Group:

- None

Outside the Group:

- President of Foundation Hamburger Kunstsammlungen -
- Foundation for the Hamburg Art Collections (since 2015)

António Pedro Valente da Silva Coelho

In the Company:

- Member of the Board of Directors
- Chairman of the Audit Committee

In the Group:

- None

Outside the Group:

- Partner of ESAC - Espírito Santo & Associados SROC, Lda.
(since 1995)

João Miguel Pacheco de Sales Luís

In the Company:

- Member of the Board of Directors
- Member of the Audit Committee

In the Group:

- None

Outside the Group:

- President of Foundation FORSDI – Fundação da Obra Social das Religiosas Dominicanas Irlandesas (since 2015)
- Chairman of Supervisory Committee of Unicre –
– Instituição Financeira de Crédito, S.A. (since 2013)

Gonçalo Cruz Faria de Carvalho

In the Company:

- Vogal do Conselho de Administração
- Vogal da Comissão de Auditoria

In the Group:

- None

Outside the Group:

- Consultor

The 3 executive members work on a full time basis in the management of the company and its subsidiaries.

The functions that each member has inside and outside the company are the following:

Diogo Francisco Bastos Mendes Rezende

In the Company:

- Member of the Board of Directors
- Chairman of the Executive Committee
- Chairman of the Board of Directors (since May 4, 2018)

In the Group:

- Chairman/ General Manager:
 - Inapa Portugal Distribuição de Papel, S.A.
 - Inapa Deutschland, GmbH
 - Papier Union, GmbH
 - Inapa France, SAS
 - Inapa España Distribución de Papel, S.A.
 - Inapa Belgium, S.A.
 - Inapa Packaging, SAS
 - Inapa Merchants Holding, Ltd
 - Europackaging – SGPS, Lda.
 - Inapa Packaging, Lda.
 - Inapa Packaging, GmbH
 - Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi

Outside the Group:

- Manager of:
 - Bica Consult, Lda.

António José Gomes da Silva Albuquerque

In the Company:

- Member of the Board of Directors
- Member of the Executive Committee

In the Group:

- Director/ General Manager:
 - Inapa Portugal – Distribuição de Papel, S.A.
 - Inapa España Distribución de Papel, S.A.
 - Inapa France, SAS
 - Inapa Deutschland, GmbH
 - Papier Union GmbH
 - Inapa Belgium, S.A.

- Europackaging – SGPS, Lda.
- Inapa Shared Center, Lda.
- Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi

Outside the Group:

- None

Frederico João de Moser Lupi

In the Company:

- Member of the Board of Directors
- Member of the Executive Committee

In the Group:

- Director/ General Manager:
 - Inapa Portugal – Distribuição de Papel, S.A.
 - Inapa España Distribución de Papel, S.A.
 - Inapa France, SAS
 - Inapa Shared Center, Lda.
 - Inapa Belgium, S.A.
 - Korda Kagit Pazarlama Ve Ticaret Anonim Şirketi
 - Inapa Angola, S.A.

Outside the Group:

- None

c) Committees within the Board of Directors or Supervisory Board and Board Delegates

27

Details of the committees created within the Board of Directors, the General and Supervisory Board and the Executive Board, where applicable, and the place where the rules on the functioning thereof is available.

The Board of Directors has created an Executive Committee, in which it has delegated the daily management of the company.

Given the small size of the company (Bearing in mind the provisions of Article 413 ^o n. 2 of the CSC), the limited number of members of the Board of Directors - 8 (reduced to seven since March 23, 2018) -, the functions performed by its Audit Committee, and the number of the Directors that are part of the Executive Committee (3) and the Audit Committee (3), Board deems that the appointment of any of the indicative special committees is not justifiable.

28 / Composition of the Executive Board and/ or details of the Board Delegate/s, where applicable.

The Executive Committee has the following composition:

- Chairman: Diogo Francisco Bastos Mendes Rezende;
- Member: António José Gomes da Silva Albuquerque;
- Member: Frederico João de Moser Lupi.

29 / Description of the powers of each of the committees established and a summary of activities undertaken in exercising said powers.

The competences of the Audit and Executive Committees are detailed on section 21.

III. SUPERVISION (SUPERVISORY BOARD, THE AUDIT COMMITTEE OR THE GENERAL AND SUPERVISORY BOARD)

a) Composition (*throughout the said year)

30 / Details of the Supervisory Body (Supervisory Board, the Audit Committee or the General and Supervisory Board) representing the model adopted.

The company has adopted the model in which the Audit Committee is the Supervisory Body.

31 / Composition of the Supervisory Board, the Audit Committee, the General and Supervisory Board or the Financial Matters Committee, where applicable, with details of the Articles of association's minimum and maximum number of members, duration of term of office, number of effective members, date of first appointment, date of end of the term of office for each member and reference to the section of the report where said information is already included pursuant to paragraph 18.

Paragraph 4 of Article 22 of the company's bylaws states "The Audit Committee of the Board of Directors will comprise of three members who fulfil the applicable legal requirements, one of whom will act as Chairperson, to be appointed by the General Meeting from among the members of the Board of Directors".

The members of the Audit Committee have been elected by the General meeting for a 3 years term.

The Audit Committee has the following Board of Director members:

	FUNCTION	DATE OF FIRST APPOINTMENT	DATE OF END OF TERM OF OFFICE
António Pedro Valente da Silva Coelho	Chairman	15.04.2016	31.12.2018
João Miguel Pacheco de Sales Luís	Member	07.05.2013	31.12.2018
Gonçalo Cruz Faria de Carvalho	Member	07.05.2013	31.12.2018

32 / Details of the members of the Supervisory Board, the Audit Committee, the General and Supervisory Board and the Financial Matters Committee, where applicable, which are considered to be independent pursuant to Article 414/5 CSC and reference to the section of the report where said information already appears pursuant to paragraph 19.

- Chairman: António Pedro Valente da Silva Coelho;
- Member: João Miguel Pacheco de Sales Luís
- Member: Gonçalo Faria Carvalho.

33 / Professional qualifications of each member of the Supervisory Board, the Audit Committee, the General and Supervisory Board and the Financial Matters Committee, where applicable, and other important curricular information, and reference to the section of the report where said information already appears pursuant to paragraph 21.

On section 19 of this report, the qualifications of the Audit Committee are further described.

b) Functioning

34 / Availability and place where the rules on the functioning of the Supervisory Board, the Audit Committee, the General and Supervisory Board and the Financial Matters Committee, where applicable, may be viewed, and reference to the section of the report where said information already appears pursuant to paragraph 24.

The regulations of the Audit Committee are accessible to the shareholders and anyone that is interested in the company's website – www.inapa.com - or on its headquarters.

35 / The number of meetings held and the attendance report for each member of the Supervisory Board, the Audit Committee, the General and Supervisory Board and the Financial Matters Committee, where applicable, and reference to the section of the report where said information already appears pursuant to paragraph 25.

From January 1 until December 31, 2018:

- Number of meetings: 12
- Attendance of each member:
 - António Pedro Valente da Silva Coelho: 100%
 - João Miguel Pacheco de Sales Luís: 100%
 - Gonçalo Cruz Faria de Carvalho: 92% (*)

* The Board member, Gonçalo Cruz Faria de Carvalho was represented in one meeting of the Audit Committee.

36 / The availability of each member of the Supervisory Board, the Audit Committee, the General and Supervisory Board and the Financial Matters Committee, where applicable, indicating the positions held simultaneously in other companies inside and outside the group, and other relevant activities undertaken by members of these Boards throughout the financial year, and reference to the section of the report where such information already appears pursuant to paragraph 26.

The Audit Committee members are in part-time regime relatively to the management of the company and do not have any functions in the company or the Group, besides the ones relative to their role as members of the Board of Directors.

The function of the Audit Committee members outside the company and the Group are the following:

- António Pedro Valente da Silva Coelho
 - Partner of ESAC - Espírito Santo & Associados SROC, Lda. (since 1995)
- João Miguel Pacheco de Sales Luís
 - President of Foundation FORSDI – Fundação da Obra Social das Religiosas Dominicanas Irlandesas (since 2015)
 - Chairman of Supervisory Committee of Unicre – Instituição Financeira de Crédito, S.A. (since 2013)
- Gonçalo Cruz Faria de Carvalho
 - Consultant

c) Powers and duties

37 / A description of the procedures and criteria applicable to the supervisory body for the purposes of hiring additional services from the external auditor.

The company has established procedure to hire additional services to the external auditor, which require the previous analysis by the Audit Committee.

During the last and current term, the Audit Committee has give its consent to the proposed additional works given the limited relevance of the corresponding costs and the fact that they did not involve any conflict of interest, thereby safeguarded its independence.

38 / Other duties of the supervisory body and, where appropriate, the Financial Matters Committee.

The Audit Committee has no other duties than the ones described on section 21 of this report.

IV. STATUTORY AUDITOR

39 / Details of the statutory auditor and the partner that represents same.

The statutory auditor is the firm Deloitte & Associados, SROC, S.A. represented by Jorge Carlos Duarte Batalha Catulo Appointed Chartered Accountant, being Carlos Luís Oliveira de Melo Loureiro the Substitute Chartered Accountant.

40 / State the number of years that the statutory auditor consecutively carries out duties with the company and/ or group.

The statutory auditor – Deloitte – is presently serving his third mandate, after being appointed for these duties on April 15, 2016, in substitution of the company PricewaterhouseCoopers.

Jorge Carlos Duarte Batalha Catulo represents the statutory audit company Deloitte & Associados, SROC, S.A. since April 15, 2016.

41 / Description of other services that the statutory auditor provides to the company.

Deloitte & Associados, SROC, S.A. has provided consulting services related with the General Data Protection Regulation.

V. EXTERNAL AUDITOR

42 / Details of the external auditor appointed in accordance with Article 8 and the partner that represents same in carrying out these duties, and the respective registration number at the CMVM.

The external auditor is the firm Deloitte & Associados, SROC, S.A. represented by Jorge Carlos Duarte Batalha Catulo and Carlos Luís Oliveira de Melo Loureiro as substitute.

The external auditor has the CMVM registration number 20161389.

43 / State the number of years that the external auditor and respective partner that represents same in carrying out these duties consecutively carries out duties with the company and/ or group.

The external auditor is presently serving its first mandate, after being appointed for the first time for these duties on April 15, 2016, in substitution of the company PricewaterhouseCoopers.

The partner in charge is serving since April 15, 2016.

44 / Rotation policy and schedule of the external auditor and the respective partner that represents said auditor in carrying out such duties.

The policies and schedule of rotation regarding the external auditor and respective partner are those established by the law.

45 / Details of the Board responsible for assessing the external auditor and the regular intervals when said assessment is carried out.

In addition to the General Assembly, the Audit Committee evaluates the performance of the external auditor.

The Audit Committee supervises the work performed by the external auditor every six months, particularly during the limited review of the first half accounts and full review of the annual accounts.

46 / Details of services, other than auditing, carried out by the external auditor for the company and/ or companies in a control relationship and an indication of the internal procedures for approving the recruitment of such services and a statement on the reasons for said recruitment.

The work performed by the external auditor in addition to the audit are described in section 41 of this report.

47 / Details of the annual remuneration paid by the company and/ or legal entities in a control or group relationship to the auditor and other natural or legal persons pertaining to the same network and the percentage breakdown relating to the following services (For the purposes of this information, the network concept results from the European Commission Recommendation No. C (2002) 1873 of 16 May):

COMPANY*	
Statutory account review services (€)	53,250 (100%)
Audit reliability services (€)	-
Tax consulting services (€)	-
Other non-statutory auditing services (€)	-
ENTITIES THAT ARE PART OF THE GROUP*	
Statutory account review services (€)	235,800 (97%)
Audit reliability services (€)	-
Tax consulting services (€)	-
Other non-statutory auditing services (€)	6,667 (3%)

* Including individual and consolidated accounts.

C. INTERNAL ORGANIZATION

I. ARTICLES OF ASSOCIATION

48 / The rules governing amendment to the Articles of association (Article 245-A/1/h).

The company bylaws, with the exception of changing the headquarters, in which the Board of Directors has a specific delegation, can only be changed by resolution of the General Meeting.

The General Meeting shall meet at first call whenever a number of shareholders or their representatives, whose holdings represent at least $\frac{1}{3}$ of share capital are in attendance; a second call shall be deemed valid regardless of the number of shareholders in attendance or duly represented and whichever the percentage of share capital their holdings may represent (Article 383, paragraph 2 and 3 of the Bylaws).

General Meeting resolutions require a majority of $\frac{2}{3}$ of the issued votes in first and second call; in the case of second call, if at least half of the share capital is represented, the resolutions can be approved by simple majority.

II. REPORTING OF IRREGULARITIES

49 / Reporting means and policy on the reporting of irregularities in the Company.

The Board of Directors has adopted internal regulations for disclosure of irregular practices, containing the following features:

1. The employees of Inapa Group (management and staff of the parent company, Directors, and management and staff of its affiliate companies) are bound to report any irregular practices of which they may have become aware being perpetrated in Inapa Group companies to the following officials:

- a) To the Chairman of the Executive Committee of the Board of Directors of Inapa – Investimentos, Participações e Gestão, S.A. should such irregular practices involve the management and staff of the parent company, Directors or the management of its affiliate companies;
- b) Without prejudice to what stated on the following paragraph, to the Chairman of the Audit Committee of the Board of Directors should such irregular practices involve the Directors of Inapa – Investimentos, Participações e Gestão, S.A. or of its supervisory board and/ or its staff;
- c) To the Chairman of the Board of Directors should such irregular practices involve a member of the Audit Committee of the Board of Directors of the Company;
- d) By email ethics@inapa.com when related with other employees from affiliate companies.

2. In the situations referred in sub-paragraph a) of paragraph 1 above, the Chairman of the Executive Committee shall submit such allegations, with the urgency deemed necessary, to the Chairman of the Audit Committee of the Board of Directors.

3. Such allegations shall be submitted in writing, and their author shall be entitled to demand from the recipient a written statement to the effect that the information in question shall be treated in the strictest confidence.

4. The reporting official shall be assured that, barring allegations of a calumnious nature, any information provided within the scope of these regulations shall neither be raised as grounds for instituting proceedings against him or her nor for any unfavourable treatment towards him or her.

To be able to act in a swift manner, the company decided that communications should be directed to the executive members or the legal head of the Group. Notwithstanding this communication being performed normally to the CEO or the legal head of the Group, the Audit Committee is informed of all communications that are performed, analysing any irregularities and monitoring its resolutions.



All reported non-compliance situations are treated as confidential and, if requested, anonymously.

III. INTERNAL CONTROL AND RISK MANAGEMENT

50 / Individuals, boards or committees responsible for the internal audit and/ or implementation of the internal control systems.

The Board of Directors approved the systems of internal control and risk management of the company and the group, on its own initiative or the Executive Committee of the Board of Directors.

The internal auditor of the Group is responsible for the implementation and evaluation of internal control systems.

Planning and control services of the group are responsible for monitoring the activity of each of the Group companies.

Audit Committee and the External auditor, under the powers which he is legally committed, regularly evaluation the mechanisms and discusses adjustment to the needs of society and the group.

The review of procedures and reporting of information on risk management will be timely subject to independent validation by independent external entity.

51 / Details, even including organisational structure, of hierarchical and/ or functional dependency in relation to other boards or committees of the company.

The organizational structure and hierarchical and functional dependencies are described in section 21.

It should be highlighted that the internal auditor reports functionally to the Audit Committee and the Executive Committee, ensuring to the first one all the support to fulfil its duties.

52 / Other functional areas responsible for risk control.

In addition to the areas identified above should also be noted as areas with responsibility for risk control, the central IT and information systems department, internal control and accounting department in each of the companies and at the level of the shared services centre.

53 / Details and description of the major economic, financial and legal risks to which the company is exposed in pursuing its business activity.

The Group's main activity is the distribution of paper, and as such, it acts as a link between the upstream paper producers and the downstream intermediate consumers (namely companies and paper manufacturing industries, such as printers, advertisers, media companies, and newspaper and book publishers, among others), modern distributors (large-scale suppliers and specialized retail chains) and end consumers (companies in the office segment and individuals).

Inapa is subject to the inherent risks of the economic sector where it operates and especially to fluctuations in paper price, short-term imbalances between demand and supply, changes in consumption patterns and the performance of the economy in general.

In this context, the most relevant risks to which Inapa is exposed while conducting its business are associated with its capacity to pass changes in the purchase price of paper and in its operating costs on to customers through selling prices, particularly costs related to logistics and transportation.

Additionally, the paper distribution business is sensitive to changes in the behavioural patterns of the demand, mainly in segments such as advertising and media, and to changes in the distribution structure.

The balance between supply and demand depends on a variety of factors, among which we highlight the trends in installed production capacity and the level of overall economic activity.

The Group's ability to pass paper price and/ or oil price increases on to its customers through the selling prices of its products, or the fees it charges for the services it provides, is not fully elastic, and so the direct margins of products sold and the net contribution of services rendered may be adversely impacted by such adverse trends, with the result that transport costs associated with its delivery services may increase and consequently adversely impact on the Group's performance, financial situation, and earnings.

Inapa counts with some means of mitigating this risk, among which stand out its systems, which introduce various levels of authority according to the margin generated by the operation in the sales process.

The developments in the productive capacity of the different geographical markets, trends in paper demand in emerging economies such as China and India and its impact on those markets' suppliers, the impact of exchange rate fluctuation on the competitiveness of the various markets, and a number of regulatory issues that affect the world paper trade are all factors which, either in combination or in isolation, may directly or indirectly impact the performance of the Company, its financial situation, and its earnings performance.

Furthermore, the paper distribution business has undergone structural changes in recent years, as a result of mergers among paper merchants, especially in Europe. Competitor moves may directly or indirectly impact the Company's future strategic decisions and, therefore, its positioning in each particular market and, consequently, affect its economic and financial returns and asset allocation.

Given the fact that Inapa conducts its business in six European countries and, since 2009 and 2013, in Angola and Turkey, in conjunction with the fact that about 95% of its total turnover is originated in foreign markets, the company is naturally exposed to risks arising as a result of the specific performance of the economies of the countries where it operates, notwithstanding the fact that the very nature of that exposure may equally constitute a risk-mitigating factor as a result of the low probability that exactly the same economic performance pattern will occur at once in every one of those markets.

The exposure to currency risk is limited but real on account of the fact that the Group's aggregate turnover in currencies other than Euro (namely US Dollar, Angolan Kwanza and Turkish Lira) accounts for approximately 4% of the total turnover.

As it is the case with any other company or group of companies, Inapa's performance depends on its ability to retain its customer base.

In addition to serving quite a significant customer base – of over 70,000 customers – that are widely distributed from a geographical perspective and to offering a wide range of competitive, top-quality products and appropriate service levels, Inapa has been developing a customer loyalty program aimed at its traditional clientele through a comprehensive offer of products and services that complement its core business with a view to increasingly assert itself as a Global Service Provider.

The impact on local economies of a downturn in the world economy may make it difficult for customers of the Inapa Group to meet their obligations towards the Group.

As a credit risk mitigation factor, Inapa contracted in 2011, a credit insurance policy to cover for credit risk of its operating subsidiaries with a major insurance company in Europe. This insurance covers core countries of the Group (Germany, France, Portugal, Spain and Turkey), thus covering the majority of Group sales.



Regardless of the coverage contemplated above, Inapa also manages credit risk by acting as follows: each Group subsidiary has its credit collections committee composed by the CEO, CFO and head of sales and purchases; credit limits are defined and recorded in the information system and inhibit new orders when limit is fully utilized; limits of credit granting are subject to annual review and/ or whenever there is relevant information arising from the recommendation of the internal and external monitoring systems; approval of sales above the defined credit limits are subject to Board approval.

A slowdown in economic growth rates or a decrease in consumer and producer confidence indexes may, in turn, lead to a slowdown or fall in the paper demand, namely the demand for writing and printing paper, thereby adversely affecting its operations, sales, earnings, and the overall financial standing of the Inapa Group.

The Group's ability to successfully implement the established strategy is a function of its ability to retain, and if necessary to hire, the most competent and adequately skilled staff to perform each duty.

Although the Group's human resources policy strives to reach these objectives, it is not possible to guarantee that constraints may not arise in that regard.

Inapa awards supplemental retirement and subsistence pension benefits to the personnel of the subsidiaries Inapa France SAS, Inapa Packaging SAS, Semaq SAS and Papier Union GmbH, having duly accounted for the inherent expenses and costs associated with such benefits in accordance with the specifications of International Accounting Standard 19 (IAS 19).

The balance reported in the consolidated accounts under liabilities for pension benefits is based on predefined assumptions on mortality rates, whereas the beneficiaries of the pension fund schemes in question may live longer than what such assumptions accounted for and, as such, may draw benefits from the pension fund in excess of the provisions for such benefits. Therefore, liabilities for pension benefits may have an adverse impact on cash flows.

As regards the consolidation of accounts, Inapa has methods to mitigate internal and external risks.

As in any other activity, Inapa may be a party in litigation arising from the conduct of its business, including legal proceedings which may have been ruled in favour of the Group, fully or partially, or sentences that may be subject to recourse or petition for their annulment by the counterparties in conformance with applicable legal procedure and until that time as such sentences have been upheld in a court of final appeal.

At present, the main legal suit to which Inapa is a party concerns a petition under ordinary procedure filed by Papelaria Fernandes – Indústria e Comércio, S.A., in August 01, 2007, which claim has been valued at 24,459,906.14 euros, relative to events occurring from 1991 to 1994.

In the aforementioned legal suit, and in essence, Papelaria Fernandes is petitioning to be declared null the contracts and transactions entered into during the above mentioned period by the Group and Papelaria Fernandes. Notwithstanding the Group's firm belief that it is right, Inapa cannot guarantee that the court case in question will be ruled in its favour or that any other such legal suits relative to its operations will be ruled in its favour in the future. Unfavourable rulings on legal suits filed against it may have an adverse impact on the operations, financial situation, and earnings performance of the Inapa Group.

Inapa Group's operations require investments. It is Inapa's intention to partly fund those investments with cash resources generated from operations. However, should its operations fail to generate sufficient cash resources, Inapa may be required to partly fund the envisaged investments with funding raised from external sources, including bank finance and bond issues.

In addition, Inapa Group is exposed to a number of other risks, namely liquidity risk, interest rate risk, market risk on the price of raw materials, operating, environment risk and other risks.

Considering that Inapa does not hedge its exposure to adverse changes in market interest rates, such changes may, in turn, have an adverse impact on its performance, financial situation, and earnings.

Nevertheless, and in order to manage such risks, the Group's Finance Department strives to manage the impact of changing interest rates by monitoring market developments on an ongoing basis and by being in a position to contract financial instruments to mitigate the impact of interest rate volatility.

In a context of sector consolidation, Inapa may be the target of a public tender offer.

Despite the fact that the Group has been implementing careful risk management methodologies to manage every type of risk to which it is exposed, in the event of exceptionally adverse scenarios materializing, the policies and procedures employed by Inapa to identify, monitor, manage, and mitigate such risks may prove not to be fully effective.

The Company believes that it is sufficiently equipped to effectively control the risks arising from the business conducted by the Company and the companies it controls, and deems that the actions being conducted by the Heads of its Management Control and Finance Departments, who have been specifically charged to manage its risks, particularly Inapa Group's liquidity risk, are effective.

Inapa manages the Group's liquidity risk by acting as follows: striving to structure the Group's financial indebtedness to feature a large percentage of medium and long-term debt, with a maturity that adequately matches its ability to generate cash resources; resorting to credit facilities it may draw on at any time (credit facilities on current accounts); treasury management is done locally in each Group company supervised by the Holding Company; cash flow forecast is regularly updated and monitored to avoid potential deviations.

On note 3 of the consolidated financial accounts there is more detailed information about the management of the different natures of financial risks (market, receivables, concentration of credit lines and liquidity risk).

On notes 8 and 9 of the consolidated financial accounts it can be analysed the goodwill and intangible assets with their impairment and sensitivity tests.



In the course of conducting Inapa's normal business, and owing to its organizational structure, the Group is subject to certain operational risks, including possible interruptions in the services it renders or delays in providing such services, omissions, errors.

Those risks are monitored by the Company on an ongoing basis by means of the administrative and information systems it implemented for that purpose, having also arranged for insurance policies to cover certain operational risks.

Inapa Group's operations are also dependent on IT processing, which involves the storing and processing of financial reporting records, monitoring and control records from its logistics, warehousing and delivery services, and internal accounting records.

Notwithstanding the ongoing assessment of the condition of its information systems and the fact that our capacity has proven to be reliable, it is not possible to absolutely guarantee a full identification and timely redressing of every single issue concerning the information technology systems or the unqualified success of every single implementation of a technological enhancement to such systems.

The risk of IT fraud/ cyber-attack has been increasing its importance internationally, not being possible to totally mitigate those risks, despite the measures and procedures that have been implemented.

In this scenario, there could be significant changes in Inapa's current strategy with implications for the several businesses and markets where it operates.

Inapa Group may be adversely affected by amendments to ruling legislation and to other tax legislation applicable in Portugal, the European Union, and the particular countries where it operates, including to follow environmental rules issued at an European level.

The Group's units are subject to risks that are inherent to the conduct of any economic activity, such as accidents, faults, or natural catastrophes that may cause damages to the Group's assets or a temporary interruption of its trading activities.

54 / Description of the procedure for identification, assessment, monitoring, control and risk management.

Risk identification and risk assessment is an ongoing process taking part in the Board of Directors, Executive Committee, Audit Committee and internal audit. Risks and mechanisms that allow its identification and assessment are described in the previous section.

The monitoring, control and risk management is carried out continuously by the Executive Committee. The Audit Committee and External Auditor also conduct audits of the effectiveness of risk management and internal control.

55 / Core details on the internal control and risk management systems implemented in the company regarding the procedure for reporting financial information (Article 245-A/1/m).

The process of disclosure of financial information is monitored by both the management and supervisory bodies, as well as by business units and the corporate centre. The accounting documents and other financial information are prepared by the Consolidation and Planning and Control Departments, based on the information provided by the business units.

In its report and opinion, the Audit Committee states that it monitored and appreciated the implementation of systems to collect data and relevant elements that make up Inapa's internal risk management and control and monitored the implementation of common IT platforms to strengthen mechanisms of control.

IV. INVESTOR ASSISTANCE

56 / Department responsible for investor assistance, composition, functions, the information made available by said department and contact details.

The Company has an Investor Relations Office headed by the responsible for relations with the market.

Role of the Office:

- To provide all investors – corporate or particular – with the most complete and accurate information, in the strict respect for the applicable legislation, concerning the corporate structure of the Company and the Group, on the rights and duties of the shareholders in conformance with the legislation and the Company's Articles of Association, on its financial and economic situation according to the disclosed elements and the indication of the probable calendar of the most relevant events of corporate initiative.
- To provide investors, in due respect for applicable legislation, with any additional or complementary information and clarification they may ask for.

Type of information made available:

- Information published by the company with corporate or economic-financial nature, of at least in the last three years, in Portuguese and English.
- Any relevant fact that can influence the company activity, in Portuguese and English.

Access means to the office;

- By post: Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal
- By fax: + 351 21 382 30 16
- By telephone: + 351 21 382 30 07
- By e-mail: hugo.rua@inapa.pt
- By website: www.inapa.com

57 / Market Liaison Officer.

The Company's representative for market relations is Mr. Hugo Duarte de Oliveira Rua.

58 / Data on the extent and deadline for replying to the requests for information received throughout the year or pending from preceding years.

The investor relations received 35 information requests, by email or phone, having answered all the requests in the same business day.

V. WEBSITE

59 / Address (es).

The corporate website on the internet is: www.inapa.com.

60 / Place where information on the firm, public company status, headquarters and other details referred to in Article 171 of the Commercial Companies Code is available.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website www.inapa.com.

61 / Place where the Articles of association and regulations on the functioning of the boards and/ or committees are available.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website www.inapa.com.

62 / Place where information is available on the names of the corporate boards' members, the Market Liaison Officer, the Investor Assistance Office or comparable structure, respective functions and contact details.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website www.inapa.com.

63 / Place where the documents are available and relate to financial accounts reporting, which should be accessible for at least five years and the half-yearly calendar on company events that is published at the beginning of every six months, including, inter alia, general meetings, disclosure of annual, half-yearly and where applicable, quarterly financial statements.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website (www.inapa.com) and the CMVM website (www.cmvm.pt).

64 / Place where the notice convening the general meeting and all the preparatory and subsequent information related thereto is disclosed.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website (www.inapa.com) and the CMVM website (www.cmvm.pt).

65 / Place where the historical archive on the resolutions passed at the company's General Meetings, share capital and voting results relating to the preceding three years are available.

The information can be obtained in the company headquarters, Rua Braamcamp, n.º 40 - 9º D, 1250-050 Lisbon - Portugal. The information is also available in the company's website (www.inapa.com) and the CMVM website (www.cmvm.pt).

D. REMUNERATION

I. POWER TO ESTABLISH

66 / Details of the powers for establishing the remuneration of corporate boards, members of the executive committee or chief executive and directors of the company.

The remuneration of the Governing Bodies is determined by:

- The Remunerations Committee, and;
- The General Meeting.

The company considers its directors, according to paragraph 3 of Article 248º B from CVM, exclusively the members of the Board of Directors and Audit Committee.

II. REMUNERATION COMMITTEE

67 / Composition of the remuneration committee, including details of individuals or legal persons recruited to provide services to said committee and a statement on the independence of each member and advisor.

On the General Meeting of April 15, 2016 it was elected the following remunerations committee:

- Chairman: Nuno Galvão Teles;
- Member: Pedro Vilas Boas as the representative of Millennium BCP;
- Member: Ana Rita Rodrigues Nóbrega de Lima.

All members of the Remunerations Committee are independent relatively to the members of the Board of Directors.

The Chairman of the Remuneration Committee was present at the General Meeting of May 4, 2018, where the proposal on the remuneration policy was appraised and voted on.

68 / Knowledge and experience in remuneration policy issues by members of the Remuneration Committee.

The elected members or entities of the Remunerations Committee have experience in the remunerations policy, as it can be verified by the curricula which was presented in the General Meeting, here transcript:

Nuno Galvão Teles

Academic Qualifications:

- Law Degree by University of Lisbon
- LL.M in International Commercial Law by University of London
- Member of the Portuguese Bar Association

Professional Qualifications:

- Partner of the firm Morais Leitão, Galvão Teles, Soares da Silva & Associados, Sociedade de Advogados and responsible for the Commercial, Societary and Capital markets areas
- Lawyer in Morais Leitão, Galvão Teles, Soares da Silva & Associados, Sociedade de Advogados (since 1987)

Pedro Manuel Macedo Vilas Boas

Academic Qualifications:

- Management and Administration Degree from the School of Economics and Business Sciences of the Portuguese Catholic University
- “PDO - Programa para Diretores Operacionais” (Program for operational managers) from the Catholic Lisbon School of Business and Economics
- “PADE - – Progama de Alta Direção de Empresas” (Program for top management) from AESE – Business School

Professional Qualifications:

- Central manager of BCP (Millennium BCP), responsible for the department of Specialized Monitoring
- Coordinator of the area of special projects in Millennium BCP
- Responsible for a department of Corporate Finance and for the Department of Relationship in Investment Banking

Ana Rita Rodrigues Nóbrega de Lima

Academic Qualifications:

- Degree in Management by International University (Lisbon)
- Post-graduation in Financial analysis by Instituto Superior de Economia e Gestão (Lisbon)

Professional Qualifications:

- CFO of Nova Expressão, Plan. de Media e Pub., S.A.
- CFO of Lisboplano Imobiliária, Lda.
- CEO of Nova Expressão, SGPS, S.A.
- Director of Powermedia, S.A.

III. REMUNERATION STRUCTURE

69 / Description of the remuneration policy of the Board of Directors and Supervisory Boards as set out in Article 2 of Law No. 28/2009 of 19 June.

The remuneration policy has been the object of a separate assessment by the General Meeting of May 4, 2018.

In such General Meeting, the following description on remuneration policy has been approved:

I. Introduction

Under the terms of paragraph 1 Article 2 of Law 28/2009 of June 19, the Remuneration Committee of Inapa – Investimentos, Participações e Gestão, S.A. (“Inapa” or “Company”) must submit annually the approval to the General Meeting of a declaration about the remuneration policy of its Governing Bodies.

Additionally, Recommendation II.3.3 of the Companies Governance Code, approved by the Securities Exchange Commission (CMVM) in 2013, established a set of additional elements must be included to the submission to the General Meeting.

It should be noted that this declaration, in addition to being mandatory, aims to constitute itself as an effective instrument of good Corporate Governance, in order to provide information to shareholders, protect their interests and provide greater transparency in the remuneration policies of Governing Bodies.

On this statement current remuneration policies have been examined and made suggestions to ensure that remuneration policies are appropriate and reflect the risk profile and long-term objectives of the Company, taking into account market practices and assuming that practice should be based on uniform, consistent, fair and balanced criteria.

On the market where Inapa is present, one of the main critical success factors is the ability to attract, motivate and retain the best existing professionals.

Current declaration has been prepared by the Remuneration Committee of Inapa elected on the General Meeting of April 15, 2016, being composed by three members, independent from the Board of Directors and Audit Committee and with knowledge and experience in remuneration policies.

In order to comply with the applicable legislation and regulations, the Remuneration Committee submits to the annual General Meeting, to be convened on May 4, 2018, the declaration of the remuneration policies applicable to Inapa Governing Bodies and the variable remuneration to the executive members of the Board of Directors, relative to the 2017 performance.

II. Remuneration policy to the Governing Bodies

In order to determine the remuneration to be attributed to the members of the Governing Bodies, which shall be disclosed in the Corporate Governance Report, Inapa shall be governed by the following criteria:

- Simplicity, clarity, transparency and alignment with the Company’s culture, also taking into account the Group in which it operates;
- Competitiveness, taking into account market practices and fairness and the remuneration practice is based on uniform, consistent, fair and balanced criteria;
- Pursuing excellence in management through a set of benchmark business practices that enable the Company to achieve balance and sustainability; and
- Determination of the individual variable remuneration considering the respective performance evaluation, based on financial and non-financial criteria, according to the functions and level of responsibility, as well as the results of the Company.

III. Remuneration policy to non-executive directors, including Audit Committee members

The remuneration of the non-executive members of the Governing Bodies had exclusively a fixed component, paid 12 times a year. The fix remuneration takes into consideration that some directors have higher levels of responsibility, such as the Chairman of the Board of Directors.

Similarly, the additional fixed remuneration also takes into consideration the function on the Audit Committee and the functions of the Chairman of the Audit Committee.

Specifically, the remuneration of non-executive directors was determined for the 2016/2018 mandate. In 2017, the fixed remuneration paid to non-executive directors corresponds to the amount indicated in the company’s 2016 governance report.

IV. Remuneration policy for executive directors in effect and allocation of variable remuneration component to the executive members of the Board of Directors for 2017

With the change in the remuneration policy, as a result of the approval of the proposal of this Remuneration Committee submitted to the approval of Inapa shareholders at the general meeting of April 28, 2017, the remuneration of the executive members of the Board of Directors is now composed of a fixed component and a variable component, as set out in point V below.

The application of the variable remuneration allocation rules, outlined in point V below, results that the executive members of the Board of Directors will be entitled to receive the variable component of the annual remuneration related to their performance in 2017.

In order to determine the exact amount of the variable remuneration component of the executive members of the Board of Directors for 2017, the Remuneration Committee: (i) approved the remuneration regulation of Inapa's corporate bodies; (ii) defined the regulation of compensation criteria of Inapa's corporate bodies, assisted by the services of an external and independent entity (and based on the work that it had already developed in the context of the review of Inapa's remuneration policy); and (iii) requested the services of said external and independent entity to calculate, on the basis of the quantitative variable remuneration criteria, the amount of this part of the variable remuneration to be attributed to the executive members of the Board of Directors.

Thus, based on: (i) the report prepared by said external and independent entity on the application of the quantitative criteria for the attribution of variable remuneration (including the evaluation of Inapa's performance through quantitative indicators, as detailed below), with which the Remuneration Committee has agreed; and (ii) the decision of the Remuneration Committee to apply the qualitative criteria for the attribution of variable remuneration (covering the competency assessment of the executive member of the Board of directors, as described below), the following variable compensation was applied to the executive members of the Board of Directors relative to 2017:

Variable remuneration based on quantitative criteria:

- Chairman of the Executive Committee: € 46,452.00;
- Members of the Executive Committee: € 34,374.00.

Variable remuneration based on qualitative criteria:

- Chairman of the Executive Committee: € 21,000.00;
- Members of the Executive Committee: € 12,432.00.

Total variable remuneration (corresponding to the sum or variable remuneration based on quantitative and qualitative criteria):

- Chairman of the Executive Committee: € 67,452.00;
- Members of the Executive Committee: € 46,806.00.

Notwithstanding the amount of the variable remuneration of the executive members of the Board of Directors determined by the Remuneration Committee, according to the aforementioned methodology, the remuneration regulation of Inapa's corporate bodies (approved by the Remuneration Committee) does not allow such variable remuneration to exceed in every year the amount equivalent to 10% of the net results of the Inapa year.

Taking into account that Inapa's net income for the year ended December 31, 2017 (calculated according to Inapa's income statement for the same period, which was subject to legal certification by the company's statutory auditor) was approximately € 210,000.00, the variable remuneration of all the executive members of the Board of Directors can not exceed the total amount of € 21,000.00.

To this extent, the Remuneration Committee proposes to the shareholders the allocation to the executive members of Inapa's Board of Directors, as a variable remuneration referring to their performance in 2017 (taking into account: (i) an overall ceiling of € 21,000.00 and (ii) the proportion of the variable remuneration that would be attributable to them as a result of applying the above methodology):

- Chairman of the Executive Committee: € 8,794.00;
- Members of the Executive Committee: € 6,103.00.

The Remuneration Committee also points out that, despite the fact that it has used high standards in assessing the performance of the executive members of Inapa's Board of Directors during 2017, the presentation of this variable remuneration proposal reflects an evaluation quite satisfactory (both in which relates to the achievement of the quantitative criteria and to the assessment of the qualitative competences of the latter).

However, the Remuneration Committee also considers that there is scope (for future years) for progression in such performance and, consequently, in its evaluation of the executive members of the Board of Directors, and therefore hopes that they will remain committed and dedicated to the strategic and financial objectives of Inapa.

V. Fixed and variable components of attribution of variable remuneration to the executive members of the Board of Directors

Fixed component

The value of the fixed component was set on the term 2016/2018. On 2017 the paid fixed remuneration to executive directors corresponds to the amount presented on the 2016 Governance Report, paid 14 times a year.

Variable component

The attribution of variable remuneration is based on the achievement of quantitative and qualitative objectives, which are associated with objective, simple, transparent and quantifiable (quantitative objectives) performance indicators, as outlined below:

1. The variable remuneration shall be paid in cash, taking into account the following reference values (Target) and ceilings:
 - i) Target variable remuneration - 20% of the respective fixed remuneration of the respective executive member of the Board of Directors;
 - ii) Maximum amount of attributable remuneration - 30% of the respective fixed remuneration of the respective executive member of the Board of Directors.
2. Specifically, the allocation and calculation of the variable remuneration is based on the results of the

performance evaluation of the executive members of the Board of Directors, carried out with reference to the whole calendar year concerned, and is determined by considering the following components:

- i) Quantitative component - includes the evaluation of Inapa's performance through quantitative indicators (i) reduction of the weight of debt in the balance sheet total; (ii) recurrent EBITDA annual growth; (iii) annual savings in operating costs; (iv) annual billing growth of the packaging and viscom segments; and (v) maintenance of market share), with a global weight of 80%;
 - ii) Qualitative component - covers the weighted average of the competency assessment of the executive member of Inapa's Board of Directors (i) leadership skills and contribution to the performance of the executive members of the Board of Directors, (ii) relation with stakeholders (iii) contribution to Inapa's reputation, with an overall weight of 20% (on a scale of 1 to 5).
3. The concrete achievement of the mentioned quantitative objectives must be previously validated and certified by an independent external entity at an earlier time.
 4. The annual variable remuneration of each executive director is attributed in cash, after approval of accounts for the year to which he refers, in compliance with the minimum limits and legal conditions, and is paid as follows: (a) 50% of the remuneration variable is paid in the month following the date of the meeting of Inapa's annual shareholders' meeting, (b) the remaining 50% of the deferred variable remuneration being paid during each of the 3 years following the date of payment of the amount referred to in (a) (1/3 per year).
 5. The variable remuneration is subject, in whole or in part, to mechanisms of (a) reduction of the variable remuneration prior to its attribution (malus) and (b) reversal by way of retention of part or all of the remuneration a variable attributed whose payment of any of its instalments has not yet been performed (claw back), the latter being a supplementary mechanism if the reduction mechanism proves to be insufficient, in the following situations:

- i. The executive member of Inapa's Board of Directors in question participated directly and decisively or was responsible for an action that resulted in significant losses for Inapa;
- ii. Serious or fraudulent breach of Inapa's code of conduct or internal rules by the executive member of the Board of Directors with a significant negative impact on Inapa, or situations justifying just cause of dismissal of the executive member of the Board of Directors; and/ or
- iii. False statements and/or material errors or omissions in Inapa's financial statements for which the objective conduct of the executive member of the Board of Directors has contributed decisively.

6. In the event of termination of duties of the executive member of the Board of Directors, for any reason (other than dismissal for good cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms), after the end of the variable remuneration period, but before the full payment of the respective variable remuneration, the full variable remuneration will be paid.

7. The payment of the variable remuneration corresponding to the fiscal year in which the executive member of the Board of Directors ceases functions shall not be due, except in cases of termination by mutual agreement, retirement, death, invalidity or in any other case of early termination of the mandate, for reasons not attributable to the executive member of the Board of Directors (in particular, changes in the control of the Company, among others, following a takeover bid or other fact unrelated to the executive member of the Board of Directors), in which case variable remuneration will be due pro rata temporis.

8. In the event of the termination of the duties of the executive members of the Board of Directors, before the end of the term of office due to dismissal for just cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms, the last will lose the right to receive all the variable remuneration paid but not paid.

9. The variable remuneration of the executive members of the Board of Directors shall not exceed 10% in each year of the net results of the Inapa year.

Benefits

The followings benefits are assigned to Executive Directors:

- a) Life insurance, whose value is measured according to the amount of basic compensation of each of the executive directors;
- b) Automobile, including the maintenance and insurance, whose total value varies among executive directors according to the responsibilities assumed;
- c) Fuel fleet card; and
- d) Mobile phone.

VI. Remuneration policy of the Statutory Auditor

The Statutory Auditor of the Company is remunerated in the terms and conditions agreed in the service agreement entered into between it and Inapa, in accordance with market practices and the legal and recommendation framework.

VII. Alignment of interest of members of the Board of Directors with Inapa

a. Non-executive directors, including Remuneration Committee members

Although the remuneration practices take into account the financial condition of Inapa and its holding, no form of variable remuneration is foreseen for the non-executive members of the administrative body or for the members of the supervisory body.

In this way, non-executive directors do not have any component of their remuneration dependent on the fulfilment of objectives in order to safeguard their independence.

The remuneration of the non-executive directors was based on the actual performance and the balance in the appraisal.

b. Executive directors

With the change in the remuneration policy approved by the General Meeting of Inapa on April 28, 2017, the remuneration of the executive members of the Board of Directors:

- a) Is now aligned with the market and with the functions effectively performed, stimulating the performance of the executive members of the Board of Directors, in individual and group terms;
- b) Allows to reward the results achieved by the executive members of the Board of Directors;
- c) Help in attracting and retaining qualified staff to Inapa.

It should also be noted that, in order to align the interests of the members of the management body with Inapa's interests, the executive members of the Board of Directors should not conclude contracts or other instruments, either with Inapa or with third parties, mitigate the risk inherent in the variability of their remunerations.

VIII. Stock plans or stock options

The Company has no stock plans or stock options of Inapa titles to its Governing Bodies or employees.

IX. Information regarding the enforceability or unenforceability of payments related to dismissal and dismissal of directors

There are no contractual limitations in place for any compensation to be paid to managers for dismissal without just cause.

The Remuneration Policy does not establish any express mechanisms to demand any compensation or compensation beyond that legally due.

Inapa has no agreements in place with members of its Board and/ or top managers that provide for compensation in the event of dismissal, unjustified dismissal or termination of the employment relationship following a change of control of the Company.

X. Information on the maximum potential amount, on an individual basis, and the maximum potential amount, in aggregate terms, payable to the members of the Governing Bodies and identification of the circumstances in which those maximum amounts may be due

The maximum potential amount, in individual terms and the maximum potential amount, in aggregate terms, payable to the members of the Executive Board of the Board of Directors is as follows:

- a) Chairman of the Executive Committee: € 455,000.00
- b) Members of the Executive Committee: € 336,700.00
- c) Total: € 1,128,400.00

XI. Remuneration Policy Review

As already mentioned, the proposal presented by the Remuneration Committee to review the remuneration policy of the executive members of Inapa's Board of Directors was approved by the company's shareholders at the annual meeting of Inapa on April 28, 2017.

Following the approval of the Remuneration Committee's proposal, steps were taken to fully implement the new remuneration policy, including:

- a) The preparation of a study by an external and independent entity to define the criteria for the attribution of variable remuneration of the executive members of Inapa's Board of Directors, which was submitted to the Remuneration Committee on October 31, 2017;
- b) Preparation of the remuneration regulation of Inapa's governing bodies, prepared with basis on the study of the external and independent entity referred to in the previous paragraph, approved by the Remuneration Committee on March 22, 2018;
- c) Approval of the evaluation report of the executive members of Inapa's Board of Directors regarding its performance in 2017, which determines the calculation of the variable remuneration to be attributed to the latter.

The Remuneration Committee will continue to closely monitor the results of the implementation of the new remuneration policy of Inapa's corporate bodies (in particular, the executive members of the Board of Directors) and, if necessary and in time, will propose to shareholders, pursuant to the powers legally assigned to it, any changes to the remuneration policy it deems appropriate.

70 /

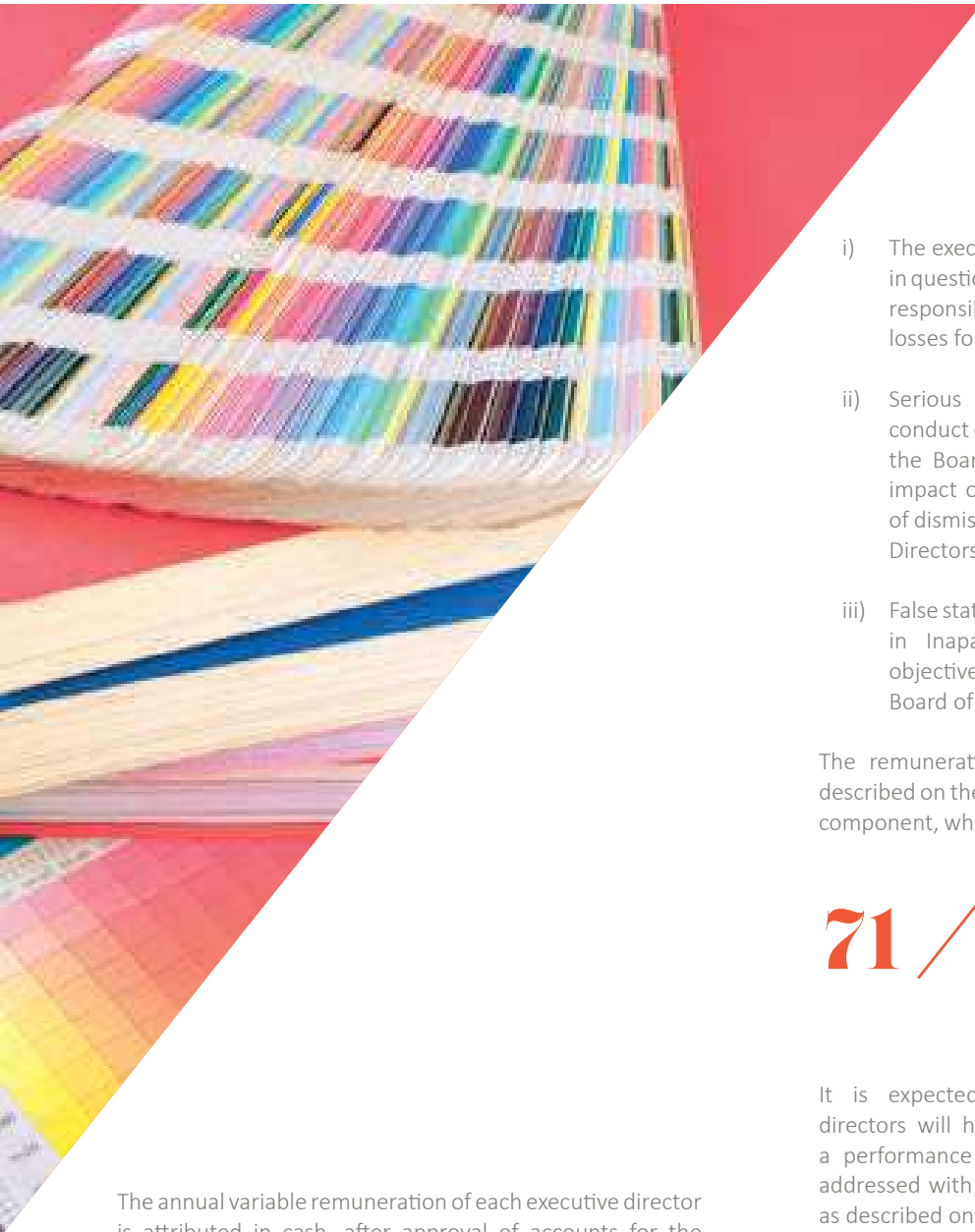
Information on how remuneration is structured so as to enable the aligning of the interests of the members of the board of directors with the company's long-term interests and how it is based on the performance assessment and how it discourages excessive risk taking.

The remuneration of the non-executive members of the Board of Directors did not include any variable remuneration.

Executive members can have a variable remuneration based on the degree of achievement of quantitative and qualitative objectives that are associated with performance indicators:

- i) Quantitative component - includes the evaluation of Inapa's performance through quantitative indicators (i) reduction of the weight of debt in the balance sheet total; (ii) recurrent EBITDA annual growth; (iii) annual savings in operating costs; (iv) annual billing growth of the packaging and viscom segments; and (v) maintenance of market share), with a global weight of 80%;
- ii) Qualitative component - covers the weighted average of the competency assessment of the executive member of Inapa's Board of Directors (i) leadership skills and contribution to the performance of the executive members of the Board of Directors, (ii) relation with stakeholders (iii) contribution to Inapa's reputation, with an overall weight of 20% (on a scale of 1 to 5).

The concrete achievement of the mentioned quantitative objectives must be previously validated and certified by an independent external entity at an earlier time.



- i) The executive member of Inapa's Board of Directors in question participated directly and decisively or was responsible for an action that resulted in significant losses for Inapa;
- ii) Serious or fraudulent breach of Inapa's code of conduct or internal rules by the executive member of the Board of Directors with a significant negative impact on Inapa, or situations justifying just cause of dismissal of the executive member of the Board of Directors; and/ or
- iii) False statements and/ or material errors or omissions in Inapa's financial statements for which the objective conduct of the executive member of the Board of Directors has contributed decisively.

The remuneration structure of the executive directors, described on the previous point, establishes a fix and variable component, which should be aligned with market practices.

71 / Reference, where applicable, to there being a variable remuneration component and information on any impact of the performance appraisal on this component.

It is expected that the remuneration of executive directors will have a variable component dependent on a performance assessment under the terms previously addressed with a quantitative and qualitative component, as described on the previous point.

72 / The deferred payment of the remuneration's variable component and specify the relevant deferral period.

Half of the variable remuneration to executive directors should be deferred into the three subsequent years counting from the data of the payment in three equal instalments.

The annual variable remuneration of each executive director is attributed in cash, after approval of accounts for the year to which he refers, in compliance with the minimum limits and legal conditions, and is paid as follows: (a) 50% of the remuneration variable is paid in the month following the date of the meeting of Inapa's annual shareholders' meeting, (b) the remaining 50% of the deferred variable remuneration being paid during each of the 3 years following the date of payment of the amount referred to in (a) (1/3 per year).

The variable remuneration is subject, in whole or in part, to mechanisms of (a) reduction of the variable remuneration prior to its attribution (malus) and (b) reversal by way of retention of part or all of the remuneration a variable attributed whose payment of any of its installments has not yet been performed (claw back), the latter being a supplementary mechanism if the reduction mechanism proves to be insufficient, in the following situations:

73 / The criteria whereon the allocation of variable remuneration on shares is based, and also on maintaining company shares that the executive directors have had access to, on the possible share contracts, including hedging or risk transfer contracts, the corresponding limit and its relation to the total annual remuneration value.

The remuneration of executive Directors does not establish any component based in shares.

The shares that are hold by directors do not result of any variable remuneration scheme.

74 / The criteria whereon the allocation of variable remuneration on options is based and details of the deferral period and the exercise price.

The remuneration of executive Directors does not establish any component based in options.

75 / The key factors and grounds for any annual bonus scheme and any additional non-financial benefits.

The Remuneration Committee considers that with the change in the remuneration policy approved by the General Meeting of Inapa on April 28, 2017, the remuneration of the executive members of the Board of Directors:

- a) Is now aligned with the market and with the functions effectively performed, stimulating the performance of the executive members of the Board of Directors, in individual and group terms;
- b) Allows to reward the results achieved by the executive members of the Board of Directors;
- c) Help in attracting and retaining qualified staff to Inapa.

It should also be noted that, in order to align the interests of the members of the management body with Inapa's interests, the executive members of the Board of Directors should not conclude contracts or other instruments, either with Inapa or with third parties, which could mitigate the risk inherent in the variability of their remunerations.

No other benefits are defined, in addition to those provided for in the remuneration policy:

- a. Life insurance, whose value is measured according to the amount of basic compensation of each of the executive directors;



- b. Automobile, including the maintenance and insurance, whose total value varies among executive directors according to the responsibilities assumed;
- c. Fuel fleet card; and
- d. Mobile phone.

76 / Key characteristics of the supplementary pensions or early retirement schemes for directors and state date when said schemes were approved at the general meeting, on an individual basis.

There are no supplementary pensions or early retirement schemes for Board of Directors and Audit Committee members.

IV. REMUNERATION DISCLOSURE

77 / Details on the amount relating to the annual remuneration paid as a whole and individually to members of the company's board of directors, including fixed and variable remuneration and as regards the latter, reference to the different components that gave rise to same.

	INAPA - IPG		SUBSIDIARIES	
	FIXED REMUNERATION PAID IN 2018	VARIABLE REMUNERATION IN 2018	FIXED REMUNERATION PAID IN 2018	VARIABLE REMUNERATION IN 2018
Álvaro João Duarte Pinto Correia	€ 18,000	-	-	-
Diogo Francisco Bastos Mendes Rezende	€ 350,000	€ 4,387	-	-
Arndt Jost Michael Klippen	€ 10,500	-	-	-
António José Gomes da Silva Albuquerque	€ 259,000	€ 3,052	-	-
Frederico João de Moser Lupi	€ 259,000	€ 3,052	-	-
António Pedro Valente da Silva Coelho	€ 70,500	-	-	-
João Miguel Pacheco Sales Luís	€ 16,500	-	-	-
Gonçalo Faria de Carvalho	€ 16,500	-	-	-

78 / Any amounts paid, for any reason whatsoever, by other companies in a control or group relationship, or are subject to a common control.

No payments were done by other companies in a group relationship or controlled by the group are in common control.

79 / Remuneration paid in the form of profit sharing and/ or bonus payments and the reasons for said bonuses or profit sharing being awarded.

The remuneration scheme approved at the General Meeting contemplates, in its quantitative component, indicators that influence the generation of results of the Group, but there are no mechanisms for reimbursement of results.

It should be noted that the remuneration regulation of Inapa's corporate bodies (approved by the Remuneration Committee) does not allow such variable remuneration to exceed in each year the amount equivalent to 10% of net income for Inapa's year.

80 / Compensation paid or owed to former executive directors concerning contract termination during the financial year.

No compensation were paid to former executive directors nor are due compensations for the cessation of their duties during the last financial year.

The remuneration policy in what regards to variable remunerations establishes:

- In the event of termination of duties of the executive member of the Board of Directors, for any reason (other than dismissal for good cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms), after the end of the variable remuneration period, but before the full payment of the respective variable remuneration, the full variable remuneration will be paid.

- The payment of the variable remuneration corresponding to the fiscal year in which the executive member of the Board of Directors ceases functions shall not be due, except in cases of termination by mutual agreement, retirement, death, invalidity or in any other case of early termination of the mandate, for reasons not attributable to the executive member of the Board of Directors (in particular, changes in the control of the Company, among others, following a takeover bid or other fact unrelated to the executive member of the Board of Directors), in which case variable remuneration will be due pro rata temporis.
- In the event of the termination of the duties of the executive members of the Board of Directors, before the end of the term of office due to dismissal for just cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms, the last will lose the right to receive all the variable remuneration paid but not paid.

The variable remuneration is subject, in whole or in part, to mechanisms of (a) reduction of the variable remuneration prior to its attribution (malus) and (b) reversal by way of retention of part or all of the remuneration a variable attributed whose payment of any of its instalments has not yet been performed (claw back), the latter being a supplementary mechanism if the reduction mechanism proves to be insufficient, in the following situations:

- i. The executive member of Inapa's Board of Directors in question participated directly and decisively or was responsible for an action that resulted in significant losses for Inapa;
- ii. Serious or fraudulent breach of Inapa's code of conduct or internal rules by the executive member of the Board of Directors with a significant negative impact on Inapa, or situations justifying just cause of dismissal of the executive member of the Board of Directors; and/ or
- iii. False statements and/ or material errors or omissions in Inapa's financial statements for which the objective conduct of the executive member of the Board of Directors has contributed decisively.

81 / **Details of the annual remuneration paid, as a whole and individually, to the members of the company's supervisory board for the purposes of Law No. 28/2009 of 19 June.**

The Audit Committee members remunerations described under section 77.

During 2018 the Audit Committee member were:

- António Pedro Valente da Silva Coelho
- João Miguel Pacheco Sales Luís
- Gonçalo Faria de Carvalho

82 / **Details of the remuneration in said year of the Chairman of the Presiding Board to the General Meeting.**

The declaration sets that remuneration of the Chairman of the General Meeting of Shareholders, approved in May 4, 2018, is € 5,000.00 (five thousand euros) payable for every meeting chaired.

During the year, there were four General Meeting, for which it was paid the approved remuneration of € 20,000.00 (twenty thousand euros).

V. AGREEMENTS WITH REMUNERATION IMPLICATIONS

83 / **The envisaged contractual restraints for compensation payable for the unfair dismissal of directors and the relevance thereof to the remunerations' variable component.**

No contractual limitations have been establish to pay eventual compensations for the unfair dismissal of directors.

On the adopted remunerations policy there have not been stated any mechanisms for anyone not requiring compensation or compensation, in addition to the legally due.

In what concerns to the variable remuneration, the remuneration policy defines that:

- In the event of termination of duties of the executive member of the Board of Directors, for any reason (other than dismissal for good cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms), after the end of the variable remuneration period, but before the full payment of the respective variable remuneration, the full variable remuneration will be paid.
- The payment of the variable remuneration corresponding to the fiscal year in which the executive member of the Board of Directors ceases functions shall not be due, except in cases of termination by mutual agreement, retirement, death, invalidity or in any other case of early termination of the mandate, for reasons not attributable to the executive member of the Board of Directors (in particular, changes in the control of the Company, among others, following a takeover bid or other fact unrelated to the executive member of the Board of Directors), in which case variable remuneration will be due pro rata temporis.

84 / **Reference to the existence and description, with details of the sums involved, of agreements between the company and members of the board of directors and managers, pursuant to Article 248-B/3 of the Securities Code that envisages compensation in the event of resignation or unfair dismissal or termination of employment following a takeover bid. (Article 245-A/1/I).**

No agreements between the Company and members of the Board of Directors and/ or senior management containing provisions on the payment of compensations upon resignation, unfair dismissal or termination of employment following a change in the company's controlling shareholder are in force.

In what concerns to the variable remuneration, the remuneration policy defines that in the event of the termination of the duties of the executive members of the Board of Directors, before the end of the term of office due to dismissal for just cause or due to the verification of another situation giving rise to the application of the malus or claw back mechanisms, the last will lose the right to receive all the variable remuneration paid but not paid.

VI. SHARE-ALLOCATION AND/ OR STOCK OPTION PLANS

85 / Details of the plan and the number of persons included therein.

The Company does not have any share-allocation or stock option scheme to award shares in the capital of the Company to its governing bodies or personnel.

86 / Characteristics of the plan (allocation conditions, non-transfer of share clauses, criteria on share-pricing and the exercising option price, the period during which the options may be exercised, the characteristics of the shares or options to be allocated, the existence of incentives to purchase and/ or exercise options).

The Company does not have any share-allocation or stock option scheme to award shares in the capital of the Company to its governing bodies or personnel.

87 / Stock option plans for the company employees and staff.

The Company does not have any share-allocation or stock option scheme to award shares in the capital of the Company to its governing bodies or personnel.

88 / Control mechanisms for a possible employee-shareholder system inasmuch as the voting rights are not directly exercised by said employees (Article 245-A/1/e).

The Company does not have any share-allocation or stock option scheme to award shares in the capital of the Company to its governing bodies or personnel and has no control mechanisms in case of eventual voting rights exercised by employees.

E. RELATED PARTY TRANSACTIONS

I. CONTROL MECHANISMS AND PROCEDURES

89 / Mechanisms implemented by the Company for the purpose of controlling transactions with related parties (For said purpose, reference is made to the concept resulting from IAS 24).

The Board of Directors of Inapa – Investimentos, Participações e Gestão, S.A. has approved, on proposal of the Audit Committee, regulations related to business deals to be carried out between the Company and entity relationships with the former.

For purposes of the aforementioned regulations, the owners of qualifying holdings or entity relationships as well as the Company board members and/ or of its subsidiaries are considered, under the terms of Article 20 of the CVM (Securities Code).

With such regulations it has been defined, as object of specific supervisory duties of the Audit Committee, the deals carried out between those entities and the Company and/ or its subsidiary companies establishing three supervisory actions:

- Previous binding recommendation;
- Previous recommendation;
- A posteriori appraisal.

Under the terms of the referred regulations, the deals to be carried out between the Company board members and/ or of its subsidiary companies with the Company or subsidiaries, are subjected to previous and binding recommendation of the Audit Committee, with exception of the deals within the scope of the company's business itself, in which no special advantage is granted to the persons in question.

The relevant deals or transactions to be carried out between the Company and/ or its subsidiary companies with owners of qualifying holdings or entity relationships with the former are subjected to previous recommendation, in conformance with Article 20 of CVM (Securities Code).

Given the situation of the Company and its subsidiary companies the following limits have been fixed, after which the business or transactions are deemed as significantly relevant:

TYPE OF TRANSACTION	LIMIT
Purchasing and selling of goods and services	€ 750,000
Financial investments	€ 5,000,000
Loans and other type of funding, excluding simple renewals	€ 10,000,000
Other transactions	€ 500,000

Notwithstanding the aforementioned criteria, the deals or transactions with owners of qualifying holdings or entity relationships with the former that, due to its nature, value or conditions may have particular relevance in terms of transparency and/ or conflict of interests, are also subject to a previous recommendation of the Audit Committee.

Finally, it is stated in the referred regulations that all transactions with entities having a relationship with the Company that do not require a previous recommendation of the Audit Committee (either binding or not) are compulsorily submitted to the appraisal by this supervisory body and, for this effect, shall be notified up to the end of the month subsequent to said transactions.

In addition, the regulations stipulate that the Audit Committee shall deem the reasonability and transparency of the business and transactions submitted to its appraisal, namely in what regards to pursuing the interests of the Company and its subsidiary companies, taking into account the normal market conditions where such operations are carried out and that they do not provide, directly or indirectly, a more favourable treatment than the one obtained by third parties under equal circumstances and, in the case of owners of qualifying holdings or entity relationships with the former, an unfair treatment in relation to the other shareholders.

The Executive Committee reports all cases to the Audit Committee, being subject to analysis in the next meetings.

90 / Details of transactions that were subject to control in the referred year.

There were no transactions with related parties that needed the specific control from the Audit Committee, besides time extensions of existing financing facilities.

91 / A description of the procedures and criteria applicable to the supervisory body when same provides preliminary assessment of the business deals to be carried out between the company and the holders of qualifying holdings or entity-relationships with the former, as envisaged in Article 20 of the Securities Code.

The procedures and criteria are described in section 89.

II. DATA ON BUSINESS DEALS

92 / Details of the place where the financial statements including information on business dealings with related parties are available, in accordance with IAS 24, or alternatively a copy of said data.

The information about business deals with related parties is described on note 34 to the consolidated financial statements of the company.

III. OTHER ELEMENTS

93 / Means for prevention and management of conflicts of interest.

In December 2017, the Board of Directors approved the new Code of Conduct, which covers all employees and administrators of the Inapa Group (including members of the Board of Directors).

The Code of Conduct indicates that there is a conflict of interest when your personal activities interfere, or seem to interfere, with your judgment in acting in the best interest of Inapa.

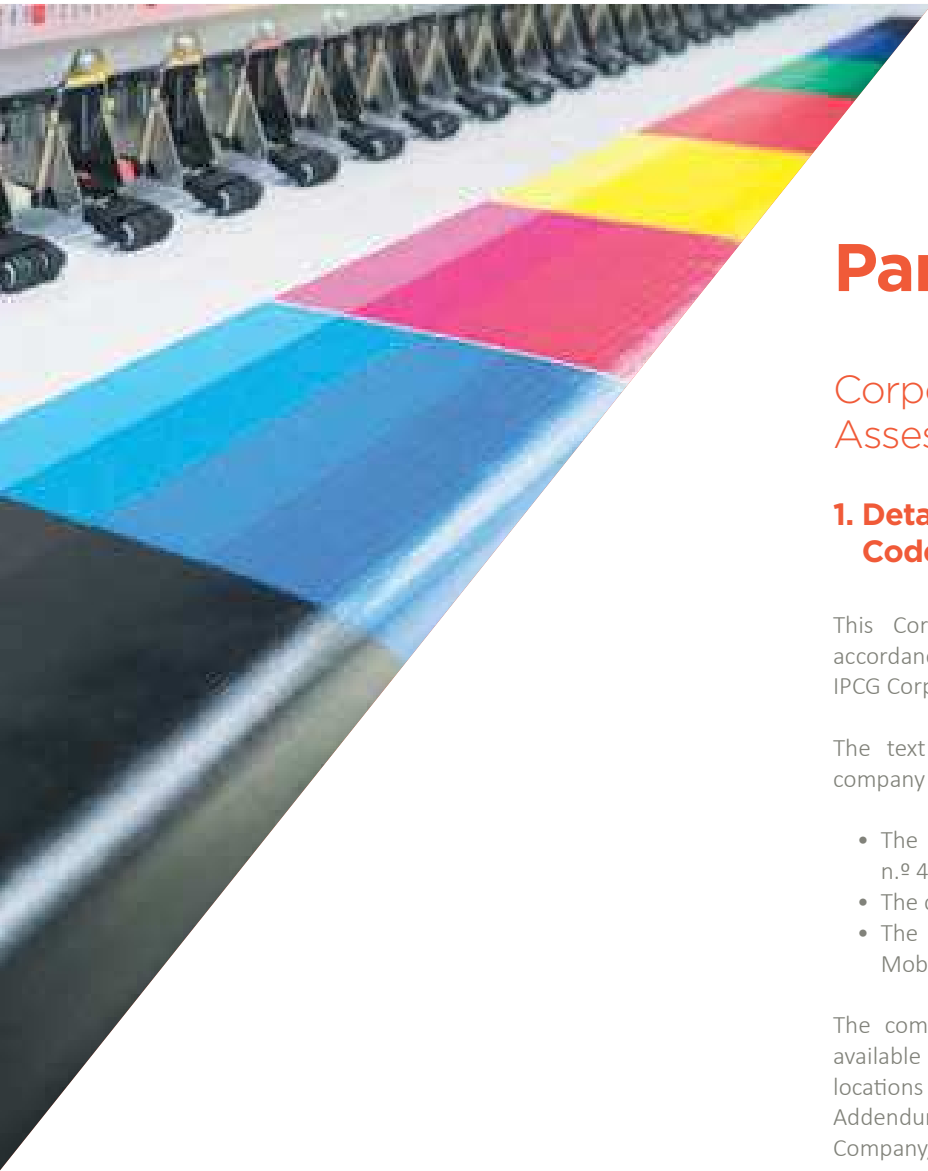
It is defined that employees and directors should refrain from doing business with family members or with others with whom they have relevant relationships. Members should not use their position in Inapa to get special treatment for themselves or their family or someone with meaning that is relevant to them. It applies to the purchase of products, sales, investments, contracting selection of contractors or suppliers or any other business relationships.

All external professional activities, whether paid or not, must be communicated and can not raise any conflicts of interest with Inapa. No assets of the company may be used during the exercise of any external professional activity.

If any director is in a situation of possible conflict of interests, he or she must notify the Chairman of the Board of Directors, or if the potential conflict affects him, to the Chairman of the Audit Committee, and exclude himself from the decision-making process.

It is further envisaged that no employee, manager or director should participate in the decision-making related to a company where it may have a direct or indirect financial interest.

Finally, the Code of Conduct further stipulates that gifts, meals, entertainment or any favour from suppliers, service providers or customers should not be accepted that could compromise or appear to compromise their judgment when making objective decisions in the best interests of the Inapa.



Part II

Corporate Governance Assessment

1. Details of the Corporate Governance Code implemented

This Corporate Governance report was prepared in accordance with the recommendations contained in the IPCG Corporate Governance Code (2018).

The text of the governance reports referring to this company is available at:

- The Company's Head Office, at Rua Braamcamp, n.º 40 – 9.º D, Lisbon - Portugal;
- The company's corporate website: - www.lnapa.pt;
- The website of Comissão do Mercado de Valores Mobiliários (CMVM): www.cvm.pt.

The company hereby informs that this Report will be available for consultation at all of the aforementioned locations and may be obtained separately or as an Addendum to the Annual Report and Accounts of the Company, of which it is an integral part.

2. Compliance analysis of the implemented Corporate Governance Code

The structure followed in the evaluation of corporate governance follows, in its structure, the scheme recommended in the IPCG Corporate Governance Code (2018).

For each of the recommendations, it is stated whether or not it is adhered to. An explanation is provided through the references to the Articles in Part I - mandatory information on the shareholder structure, organization and governance of the company and complemented. In the case of non-follow-up, partial follow-up or when the recommendation was considered not applicable, further information is presented after the table, in point 3 - Other Information.

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
CHAPTER I – GENERAL		

General Principle:

Corporate Governance should promote and enhance the performance of companies, as well as of the capital markets, and strengthen the trust of investors, employees and the general public in the quality and transparency of management and supervision, as well as in the sustained development of the companies.

I.1. Company's relationship with investors and disclosure

Principle:

Companies, in particular its directors, should treat shareholders and other investors equitably, namely by ensuring mechanisms and procedures are in place for the suitable management and disclosure of information.

Recommendations:

I.1.1 The company should establish mechanisms that adequately and precisely ensure the production, treatment and timely disclosure of information to its corporate bodies, shareholders, investors and other stakeholders, financial analysts and the market in general	Yes	22 34 56 to 65
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I.2. Diversity in the composition and functioning of the company's governing bodies

Principles:

I.2.A A Companies ensure diversity in the composition of its governing bodies, and the adoption of requirements based on individual merit, in the appointment procedures that are exclusively within the powers of the shareholders.

I.2.B Companies should be provided with clear and transparent decision structures and ensure a maximum effectiveness of the functioning of their governing bodies and commissions.

Recommendations:

I.2.1 Companies should establish standards and requirements regarding the profile of new members of their governing bodies, which are suitable according to the roles to be carried out. Besides individual attributes (such as competence, independence, integrity, availability, and experience), these profiles should take into consideration general diversity requirements, with particular attention to gender diversity, which may contribute to a better performance of the governing body and to the balance of its composition.	No	15 to 19
I.2.2 The company's managing and supervisory boards, as well as their committees, should have internal regulations — namely regulating the performance of their duties, their Chairmanship, periodicity of meetings, their functioning and the duties of their members —, and detailed minutes of the meetings of each of these bodies should be carried out.	Yes	15 to 19
I.2.3 The internal regulations of the governing bodies — the managing body, the supervisory body and their respective committees — should be disclosed, in full, on the company's website.	Yes	21 23 34

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
I.2.4 The composition, the number of annual meetings of the managing and supervisory bodies, as well as of their committees, should be disclosed on the company's website.	Yes	23 35
I.2.5 The company's internal regulations should provide for the existence and ensure the functioning of mechanisms to detect and prevent irregularities, as well as the adoption of a policy for the communication of irregularities (whistleblowing) that guarantees the suitable means of communication and treatment of those irregularities, but safeguarding the confidentiality of the information transmitted and the identity of its provider, whenever such confidentiality requested.	Yes	49 50 52 54 55

I.3 Relationships between the company bodies

Principle:

Members of the company's Board, especially directors, should create, considering the duties of each of the boards, the appropriate conditions to ensure balanced and efficient measures to allow for the different governing bodies of the company to act in a harmonious and coordinated way, in a possession of the suitable amount of information in order to carry out their respective duties.

Recommendations:

I.3.1 The bylaws, or other equivalent means adopted by the company, should establish mechanisms that, within the limits of applicable laws, permanently ensure the members of the managing and supervisory boards are provided with access to all the information and company's collaborators, in order to appraise the performance, current situation and perspectives for further developments of the company, namely including minutes, documents supporting decisions that have been taken, calls for meetings, and the archive of the meetings of the managing board, without impairing the access to any other documents or people that may be requested for information.	Yes	21
I.3.2 Each of the company's boards and committees should ensure the timely and suitable flow of information, especially regarding the respective calls for meetings and minutes, necessary for the exercise of the competences, determined by law and the bylaws, of each of the remaining boards and committees.	Yes	21

I.4 Conflicts of interest

Principle:

The existence of current or potential conflicts of interest, between members of the company's Board or Committees and the company, should be prevented. The non-interference of the conflicted member in the decision process should be guaranteed.

Recommendations:

I.4.1 The duty should be imposed, to the members of the company's boards and committees, of promptly informing the respective Board or Committee of facts that could constitute or give rise to a conflict between their interests and the company's interest.	Yes	93
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PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
I.4.2 Procedures should be adopted to guarantee that the member in conflict does not interfere in the decision making process, without prejudice to the duty to provide information and other clarifications that the board, the committee or their respective members may request.	Yes	93

I.5 Related party transactions

Principle:

Due to the potential risks that they may hold, transactions with related parties should be justified by the interest of the company and carried out under market conditions, subject to principles of transparency and adequate supervision.

Recommendations:

I.5.1 The managing body should define, in accordance with a previous favourable and binding opinion of the supervisory body, the type, the scope and the minimum individual or aggregate value of related party transactions that: (i) require the previous authorisation of the managing board, and (ii) due to their increased value require an additional favourable report of the supervisory body.	Yes	89
I.5.2 The managing body should report all the transactions contained in Recommendation I.5.1. to the supervisory body, at least every six months.	Yes	15 21 89

CHAPTER II – SHAREHOLDERS AND GENERAL MEETING

Principles:

- II.A As an instruments for the efficient functioning of the company and the fulfilment of the corporate purpose of the company, the suitable involvement of the shareholders in matters of corporate governance is a positive factor for the company's governance.
- II.B The company should stimulate the personal participation of shareholders in General Meetings, which is a space for communication by the shareholders with the company's Board and Committees and also of reflection about the company itself.
- II.C The company should also allow the participation of its shareholders in the General Meeting through digital means, postal votes and, especially, electronic votes, unless this is deemed to be disproportionate, namely taking into account the associated costs.

Recommendations:

II.1 The company should not set an excessively high number of shares to confer voting rights, and it should make its choice clear in the corporate governance report every time its choice entails a diversion from the general rule: that each share has a corresponding vote.	Yes	1 12 13
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PRINCIPLE/ RECOMMENDATION		COMPLIANCE	REMISSION Part I
II.2	The company should not adopt mechanisms that make decision making by its shareholders (resolutions) more difficult, specifically, by setting a quorum higher than that established by law.	Yes	14
II.3	The company should implement adequate means for the exercise of voting rights through postal votes, including by electronic means.	Yes (shareholders can cast their vote through a form sent by email)	12
II.4	The company should implement adequate means in order for its shareholders to be able to digitally participate in general meetings.	No	12
II.5	The bylaws, which specify the limitation of the number of votes that can be held or exercised by a sole shareholder, individually or in coordination with other shareholders, should equally provide that, at least every 5 years, the amendment or maintenance of this rule will be subject to a shareholder resolution — without increased quorum in comparison to the legally established — and in that resolution, all votes cast will be counted without observation of the imposed limits.	Yes	13
II.6	The company should not adopt mechanisms that imply payments or assumption of fees in the case of the transfer of control or the change in the composition of the managing body, and which are likely to harm the free transferability of shares and a shareholder assessment of the performance of the members of the managing body.	Yes	16 69 80 83 84

CHAPTER III – NON-EXECUTIVE MANAGEMENT, MONITORING AND SUPERVISION

Principles:

- III.A The members of governing bodies who possess non-executive management duties or monitoring and supervisory duties should, in an effective and judicious manner, carry out monitoring duties and incentivise executive management for the full accomplishment of the corporate purpose, and such performance should be complemented by committees for areas that are central to corporate governance.
- III.B The composition of the supervisory body and the non-executive directors should provide the company with a balanced and suitable diversity of skills, knowledge, and professional experience.
- III.C The supervisory body should carry out a permanent oversight of the company's managing body, also in a preventive perspective, following the company's activity and, in particular, the decisions of fundamental importance.

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
Recommendations:		
III.1 Without prejudice to the legal powers of the chair of the managing body, if he or she is not independent, the independent directors should appoint a coordinator (lead independent director), from amongst them, namely, to: (i) act, when necessary, as an interlocutor near the chair of the board of directors and other directors, (ii) make sure there are the necessary conditions and means to carry out their functions; and (iii) coordinate the independent directors in the assessment of the performance of the managing body, as established in recommendation V.1.1.	Not applicable	18
III.2 The number of non-executive members in the managing body, as well as the number of members of the supervisory body and the number of the members of the committee for financial matters should be suitable for the size of the company and the complexity of the risks intrinsic to its activity, but sufficient to ensure, with efficiency, the duties which they have been attributed.	Yes	17 18 27
III.3 In any case, the number of non-executive directors should be higher than the number of executive directors.	Yes	18
III.4 Each company should include a number of non-executive directors that corresponds to no less than one third, but always plural, who satisfy the legal requirements of independence. For the purposes of this recommendation, an independent person is one who is not associated with any specific group of interest of the company, nor under any circumstance likely to affect his/ her impartiality of analysis or decision, namely due to: <ul style="list-style-type: none"> (i) Having carried out functions in any of the company's bodies for more than twelve years, either on a consecutive or non-consecutive basis; (ii) Having been a prior staff member of the company or of a company which is considered to be in a controlling or group relationship with the company in the last three years; (iii) Having, in the last three years, provided services or established a significant business relationship with the company or a company which is considered to be in a controlling or group relationship, either directly or as a shareholder, director, manager or officer of the legal person; (iv) Having been a beneficiary of remuneration paid by the company or by a company which is considered to be in a controlling or group relationship other than the remuneration resulting from the exercise of a director's duties; (v) Having lived in a non-marital partnership or having been the spouse, relative or any first degree next of kin up to and including the third degree of collateral affinity of company directors or of natural persons who are direct or indirect holders of qualifying holdings; (vi) Having been a qualified holder or representative of a shareholder of qualifying holding. 	Yes	18
III.5 The provisions of (i) of recommendation III.4 does not inhibit the qualification of a new director as independent if, between the termination of his/her functions in any of the company's bodies and the new appointment, a period of three years has elapsed (cooling-off period).	Yes	18

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
III.6 Non-executive directors should participate in the definition, by the managing body, of the strategy, main policies, business structure and decisions that should be deemed strategic for the company due to their amount or risk, as well as in the assessment of the accomplishment of these actions.	Yes	21
III.7 The supervisory body should, within its legal and statutory competences, collaborate with the managing body in defining the strategy, main policies, business structure and decisions that should be deemed strategic for the company due to their amount or risk, as well as in the assessment of the accomplishment of these actions.	Not applicable (the company does not have a General and Supervisory Board)	-
III.8 The supervisory body, in observance of the powers conferred to it by law, should, in particular, monitor, evaluate, and pronounce itself on the strategic lines and the risk policy defined by the managing body.	Yes	21
III.9 Companies should create specialised internal committees that are adequate to their dimension and complexity, separately or cumulatively covering matters of corporate governance, remuneration, performance assessment, and appointments.	Yes (given the size of the Company, of its Board of Directors, and of the duties performed by its Audit Committee, it was considered that the appointment of any of the indicated committees is not necessary)	27
III.10 Risk management systems, internal control and internal audit systems should be structured in terms adequate to the dimension of the company and the complexity of the inherent risks of the company's activity.	Yes	21 50 to 55
III.11 The supervisory body and the committee for financial affairs should supervise the effectiveness of the systems of risk management, internal control and internal audit, and propose adjustments where they are deemed to be necessary.	Yes	21 51
III.12 The supervisory body should provide its view on the work plans and resources of the internal auditing service, including the control of compliance with the rules applied to the company (compliance services) and of internal audit, and should be the recipient of the reports prepared by these services, at least regarding matters related with approval of accounts, the identification and resolution of conflicts of interest, and the detection of potential irregularities.	Yes	21 51 55

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
CHAPTER IV – EXECUTIVE MANAGEMENT		

Principles:

IV.A	As way of increasing efficiency and the quality of the managing body's performance and the suitable flow of information in the board, the daily management of the company should be carried out by directors with qualifications, powers and experience suitable for the role. The executive board is responsible for the management of the company, pursuing the company's objectives and aiming to contribute towards the company's sustainable development.		
IV.B	In determining the number of executive directors, it should be taken into account, besides the costs and the desirable agility in the functioning of the executive board, the size of the company, the complexity of its activity, and its geographical spread.		

Recommendations:

IV.1	The managing body should approve, by internal regulation or equivalent, the rules regarding the action of the executive directors and how these are to carry out their executive functions in entities outside of the group.	Partial	93
IV.2	The managing body should ensure that the company acts consistently with its objects and does not delegate powers, namely, in what regards: i) the definition of the strategy and main policies of the company; ii) the organisation and coordination of the business structure; iii) matters that should be considered strategic in virtue of the amounts involved, the risk, or special characteristics.	Yes	21 89
IV.3	In matters of risk assumption, the managing body should set objectives and look after their accomplishment.	Yes	50 52 to 55
IV.4	The supervisory board should be internally organised, implementing mechanisms and procedures of periodic control that seek to guarantee that risks, which are effectively incurred by the company are consistent with the company's objectives, as set by the managing body.	Yes	54 55

CHAPTER V – EVALUATION OF PERFORMANCE, REMUNERATION AND APPOINTMENTS**V.1 Annual evaluation of performance****Principle:**

The company should promote the assessment of performance of the executive board and its members individually, and also the assessment of the overall performance of the managing bodies and its specialized committees.

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
Recommendations:		
V.1.1 The managing body should annually evaluate its performance as well as the performance of its committees and delegated directors, taking into account the accomplishment of the company's strategic plans and budget plans, the risk management, the internal functioning and the contribution of each member of the body to these objectives, as well as the relationship with the company's other bodies and committees.	Yes	24 25 27
V.1.2 The supervisory body should supervise the company's management, especially, by annually assessing the accomplishment of the company's strategic plans and of the budget, the risk management, the internal functioning and the contribution of each member of the body to these objectives, as well as the relationship with the company's other bodies and committees.	Yes	24 25 27

V.2 Remuneration

Principle:

The remuneration policy of the members of the managing and supervisory boards should allow the company to attract qualified professionals at an economically justifiable cost in relation to its financial situation, induce the alignment of the member's interests with those of the company's shareholders – taking into account the wealth effectively create by the company, its financial situation and the market's – and constitute a factor of development of a culture of professionalization, promotion of merit and transparency within the company.

Recommendations:		
V.2.1 The remuneration should be set by a committee, the composition of which should ensure its independence from management.	Yes	66 to 68
V.2.2 The remuneration committee should approve, at the start of each term of office, execute, and annually confirm the company's remuneration policy for the members of its boards and committees, including the respective fixed components. As to executive directors or directors periodically invested with executive duties, in the case of the existence of a variable component of remuneration, the committee should also approve, execute, and confirm the respective criteria of attribution and measurement, the limitation mechanisms, the mechanisms for deferral of payment, and the remuneration mechanisms based on the allocation of options and shares of the company.	Yes	69 to 72

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
<p>V.2.3 The statement on the remuneration policy of the managing and supervisory bodies, pursuant to Article 2 of Law no. 28/2009, 19th June, should additionally contain the following:</p> <ul style="list-style-type: none"> (i) The total remuneration amount itemised by each of its components, the relative proportion of fixed and variable remuneration, an explanation of how the total remuneration complies with the company's remuneration policy, including how it contributes to the company's performance in the long run, and information about how the performance requirements were applied; (ii) Remunerations from companies that belong to the same group as the company; (iii) The number of shares and options on shares granted or offered, and the main conditions for the exercise of those rights, including the price and the exercise date; (iv) Information on the possibility to request the reimbursement of variable remuneration; (v) Information on any deviation from the procedures for the application of the approved remuneration policies, including an explanation of the nature of the exceptional circumstances and the indication of the specific elements subject to derogation; (vi) Information on the enforceability or non-enforceability of payments claimed in regard to the termination of office by directors. 	Yes	8 69 78 85 to 88
<p>V.2.4 For each term of office, the remuneration committee should also approve the directors' pension benefit policies, when provided for in the bylaws, and the maximum amount of all compensations payable to any member of a board or committee of the company due to the respective termination of office.</p>	No	69 75
<p>V.2.5 In order to provide information or clarifications to shareholders, the chair or, in case of his/ her impediment, another member of the remuneration committee should be present at the annual general meeting, as well as at any other, whenever the respective agenda includes a matter linked with the remuneration of the members of the company's boards and committees or, if such presence has been requested by the shareholders.</p>	Yes	69
<p>V.2.6 Within the company's budgetary limitations, the remuneration committee should be able to decide, freely, on the hiring, by the company, of necessary or convenient consulting services to carry out the committee's duties. The remuneration committee should ensure that the services are provided independently and that the respective providers do not provide other services to the company, or to others in controlling or group relationship, without the express authorisation of the committee.</p>	Yes	69

V.3 Director remuneration

Principle:

Directors should receive compensation:

- (i) That suitably remunerates the responsibility taken, the availability and the competences placed at the disposal of the company;
- (ii) That guarantees a performance aligned with the long-term interests of the shareholders, as well as others expressly defined by them; and
- (iii) That rewards performance.

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
Recommendations:		
V.3.1 Taking into account the alignment of interests between the company and the executive directors, a part of their remuneration should be of a variable nature, reflecting the sustained performance of the company, and not stimulating the assumption of excessive risks.	Yes	69 70
V.3.2 A significant part of the variable component should be partially deferred in time, for a period of no less than three years, thereby connecting it to the confirmation of the sustainability of the performance, in the terms defined by a company's internal regulation.	Yes	69 to 72
V.3.4 When variable remuneration includes the allocation of options or other instruments directly or indirectly dependent on the value of shares, the start of the exercise period should be deferred in time for a period of no less than three years.	Non applicable	74
V.3.5 The remuneration of non-executive directors should not include components dependent on the performance of the company or on its value.	Yes	69
V.3.6 The company should be provided with suitable legal instruments so that the termination of a director's time in office before its term does not result, directly or indirectly, in the payment to such director of any amounts beyond those foreseen by law, and the company should explain the legal mechanisms adopted for such purpose in its governance report.	No	69 83

V.4 Appointments

Principle:

Regardless of the manner of appointment, the profile, the knowledge, and the curriculum of the members of the company's governing bodies, and of the executive staff, should be suited to the functions carried out.

Recommendations:

V.4.1 The company should, in terms that it considers suitable, but in a demonstrable form, promote that proposals for the appointment of the members of the company's governing bodies are accompanied by a justification in regard to the suitability of the profile, the skills and the curriculum vitae to the duties to be carried out.	Partial	19
V.4.2 The overview and support to the appointment of members of senior management should be attributed to a nomination committee, unless this is not justified by the company's size.	Non applicable (due to the company size, the creation of a nomination committee was not necessary)	27

PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
V.4.3 This nomination committee includes a majority of nonexecutive, independent members.	Non applicable (company has no nominations committee)	27
V.4.4 The nomination committee should make its terms of reference available, and should foster, to the extent of its powers, transparent selection processes that include effective mechanisms of identification of potential candidates, and that those chosen for proposal are those who present a higher degree of merit, who are best suited to the demands of the functions to be carried out, and who will best promote, within the organisation, a suitable diversity, including gender diversity.	Non applicable (company has no nominations committee)	27

CHAPTER VI – RISK MANAGEMENT

Principle:

Based on its mid and long-term strategies, the company should establish a system of risk management and control, and of internal audit, which allow for the anticipation and minimization of risks inherent to the company's activity.

Recommendations:

VI.1 The managing body should debate and approve the company's strategic plan and risk policy, which should include a definition of the levels of risk considered acceptable.	Yes	19
VI.2 Based on its risk policy, the company should establish a system of risk management, identifying (i) the main risks it is subject to in carrying out its activity; (ii) the probability of occurrence of those risks and their respective impact; (iii) the devices and measures to adopt towards their mitigation; (iv) the monitoring procedures, aiming at their accompaniment; and (v) the procedure for control, periodic evaluation and adjustment of the system.	Yes	50 to 55
VI.3 The company should annually evaluate the level of internal compliance and the performance of the risk management system, as well as future perspectives for amendments of the structures of risk previously defined.	Yes	54 55

CHAPTER VII – FINANCIAL STATEMENTS AND ACCOUNTING

VII.1 Financial information

Principles:

VII.A The supervisory body should, with independence and in a diligent manner, ensure that the managing body complies with its duties when choosing appropriate accounting policies and standards for the company, and when establishing suitable systems of financial reporting, risk management, internal control, and internal audit.
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PRINCIPLE/ RECOMMENDATION	COMPLIANCE	REMISSION Part I
VII.B The supervisory body should promote an adequate coordination between the internal audit and the statutory audit of accounts.		
Recommendations:		
VI.1.1 The supervisory body's internal regulation should impose the obligation to supervise the suitability of the preparation process and the disclosure of financial information by the managing body, including suitable accounting policies, estimates, judgments, relevant disclosure and its consistent application between financial years, in a duly documented and communicated form.	Yes	19
VII.2 Statutory audit of accounts and supervision		
Principle:		
The supervisory body should establish and monitor clear and transparent formal procedures on the form of selection of the company's statutory auditor and on their relationship with the company, as well as on the supervision of compliance, by the auditor, with rules regarding independence imposed by law and professional regulations.		
Recommendations:		
VII.2.1 Through the use of internal regulations, the supervisory body should define: (i) The criteria and the process of selection of the statutory auditor; (ii) The methodology of communication between the company and the statutory auditor; (iii) The monitoring procedures destined to ensure the independence of the statutory auditor; (iv) The services, besides those of accounting, which may not be provided by the statutory auditor.	Yes	21 37 41 44 46 47
VII.2.2 The supervisory body should be the main interlocutor of the statutory auditor in the company and the first recipient of the respective reports, having the powers, namely, to propose the respective remuneration and to ensure that adequate conditions for the provision of services are ensured within the company.	Yes	21
VII.2.3 The supervisory body should annually assess the services provided by the statutory auditor, their independence and their suitability in carrying out their functions, and propose their dismissal or the termination of their service contract by the competent body when this is justified for due cause.	Yes	21
VII.2.4 The statutory auditor should, within their powers, verify the application of policies and systems of remuneration of governing bodies, the effectiveness and the functioning of the mechanisms of internal control, and report any irregularities to the supervisory body.	Partial	21 50 54
VII.2.5 The statutory auditor should collaborate with the supervisory body, immediately providing information on the detection of any relevant irregularities as to the accomplishment of the duties of the supervisory body, as well as any difficulties encountered whilst carrying out their duties.	Yes	21

3. Additional clarifications in the recommendations in which there was no adherence, partial adherence or was considered not applicable

I.2.1 – The Company considered not to establish criteria and requirements for the profile of new members of corporate bodies, since past selection processes duly guarded such attributes as competence, independence, integrity, availability and experience.

In the election of the governing bodies of the next term, 2019-2021, to be held next in the General Assembly, gender criteria will be incorporated, in the quotas provided by law.

II.4 – Due to the high costs inherent to the application of telematic voting, the small number of participants in the last General Meetings and not having received any request or intention to participate by telematic means, the company considered it to be in the best interest of its shareholders not to implement any telematics voting system.

III.1 – In the election of the corporate bodies, an independent director was appointed as Chairman of the Board of Directors. On March 23, 2018, the Chairman of the Board of Directors, resigned due to intervening incapacity. By proposal of the shareholder Nova Expressão, approved at the General Meeting of May 4, 2018, it was decided to maintain the current composition of the Board of Directors and that the current Chairman of the Executive Committee, Diogo Rezende, accumulates as Chairman of the Board of Directors, until the definition of the new governance model and election of the new Corporate Bodies (to be held at the next Annual Shareholders' Meeting).

III.7 – The Company does not have a General and Supervisory Board.

IV.1 – There is no internal regulation that defines the role of executives members or executive functions outside the group, however the Code of Conduct provides that all external professional activities, whether paid or not, have to be communicated and cannot conflict with Inapa.

V.2.4 – The remuneration policy does not provide for any type of pension scheme for directors and no provisions are set for any indemnification or compensation other than that legally due. Inapa has no agreements in force with members of its governing bodies and/ or managers that provide for compensation in the event of dismissal, unjustified dismissal or termination of the employment relationship following a change of control of the Company.

V.3.4 – The remuneration scheme does not contemplate the allocation of options or other instruments directly or indirectly dependent on the value of the shares.

V.3.6 – There are no mechanisms for indemnification or compensation beyond what is legally required. Inapa does not have agreements in force with members of its governing bodies and/ or managers that provide for compensation in case of dismissal with just cause, dismissal without just cause or termination of employment following a change of control of the Company. The remuneration policy, in point V, establishes the situations in which executive directors may or may not be entitled to variable remuneration for the current year when the termination occurs. As there are no agreements and mechanisms for variable remuneration the Company understands that the provisions of the law are part of good governance practices in the event of termination before the expiration of the mandate.

V.4.1 – The proposal for the election of the members of the governing bodies submitted for approval by the General Assembly shall be accompanied by a description of the academic qualifications and professional experience of each member. The description is not accompanied by a justification for each profile.

V.4.2 – In view of the size of the company, the constitution of the remuneration committee is not justified.

V.4.3 – The company does not have a nomination committee.

V.4.4 – The company does not have a nomination committee.

VII.2.4 – In the scope of its work, as stated in its legal certification of accounts, the statutory auditor carried out inter alia: i) an identification and evaluation of risks of material misstatement of the financial statements due to fraud or error; ii) an understanding of the internal control relevant to the audit; (iii) a communication with those responsible for governance, including the oversight body, scope, planned audit schedule and significant audit findings including any significant weaknesses in internal control identified during the audit; (iv) a communication to the persons in charge of governance, including the supervisory body, on the most important matters in the audit of the financial statements for the year. Regarding the attribution of remuneration, the concrete achievement of the quantitative objectives for the attribution of variable remuneration was validated and certified by an independent external entity, different from the statutory auditor.

