

## EMPLOYMENT PLAN - GENERAL INFORMATION SHEET

This document provides relevant information for you about this Employment Pension Plan. This is not promotional material, but information required by the currently in force Pension Plan and Funds regulations, which will help you understand the nature and risks associated with this Scheme. Please read it carefully in order to make an informed decision about whether to hire it or not. We also advise you to consult all the legal documentation related to the Scheme and the Pension Fund in which it is integrated.

Pension Fund/Plan	Defined contribution plan N° reg 5020 integrated in Fondloreto Empleo, FP. (Reg. No. F-0793)
Depository Entity	Banco Bilbao Vizcaya Argentaria, S.A. (Reg. no. D-0025), Plaza San Nicolás, nº4, 48005 Bilbao
Management company	Loreto Mutua, M.P.S (N° Reg. G-0124), Paseo de la Castellana nº 40, 28046 Madrid
Promoting Entity	Confederación Española de Mutualidades de Previsión Social, Calle Santa Engracia, nº6 Madrid

### PRODUCT DEFINITION

An Employment Pension Plan is a voluntary savings scheme, promoted by a company for the benefit of its employees, as a complement to Social Security. Through the contributions made by the promoter and the participant, if applicable, a savings fund is set up for the purpose of covering contingencies such as retirement, disability and/or death, as well as exceptional liquidity situations, which allows the holder to have a capital/income available in these situations.

#### Historical evolution of profitability

Quarterly .....	-2,78%	Last 5 FY * .....	0,54%
Present year.....	-6,15%	From Start Date .....	1,35%
Last Financial Year * .....	3,13%	Start date: 4 September 2015	
Last 3 FY* .....	1,23%	*In these data, profitability corresponds to periods from January to December	

#### No guarantee of profitability.

The Pension Plan is not guaranteed, and may incur on losses, depending on the performance of the financial markets

**Past profitability does not guarantee future profitability.**

**FEES AND EXPENSES:** These fees and expenses are deducted from the value of the share.

Management Fee: 0.20%	Depository Fee: 0.09%	Other Fund expenditures in 2021: 0.57%
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### INVESTMENT POLICY

The financial asset management of Fondloreto Empleo, FP is contracted with LORETO INVERSIONES SGIIC SAU (NIF A88022199), which belongs to the Loreto Mutua group.

The percentage of investment in variable income may fluctuate from 0% to 30% of the pension fund's assets. Investment in variable income will preferably be made in large cap stocks traded on OECD markets and may include cash or derivative positions.

The fixed income portfolio will be mainly composed of securities issued by Governments and issuers from the OECD. The creditworthiness and average credit quality of the portfolio will be assessed through the assessment of fundamental analysis, credit ratings and other statistical measures of counterparty risk. The duration of the fixed income portfolio will be managed in line with interest rate expectations and most of the assets will be denominated in euro. Investment in fixed income instruments may include cash or derivative positions.

Investments shall be sufficiently diversified so as to avoid dependence on a single asset, issuer or group of entities. Investments may be made within the following limits:

- Up to 5% of assets in securities or instruments issued by the same entity. It may be of 10% if the fund does not invest more than 40% of its assets in entities that exceed 5%.
- Up to 10% in companies of the same group.
- Up to 2% in securities/instruments not admitted to trading on regulated markets. It may be 4% if they are securities issued/validated by entities of the same group.
- Up to 3% in securities/rights issued by the same entity on the Alternative Stock Market/Alternative Bond Market or units of a closed-end Venture Capital or Collective Investment Institutions. It may be 6% if they are several entities of the same group.
- Up to 20% in the same CII or in several of the same group. Collective Free Investment Institutions are not included.
- Up to 5% in securities/instruments issued by entities in the promoter's group. It may be 20% in the case of CIIs.

Investment in securities or financial instruments issued or guaranteed by the State or States belonging to the OECD shall not be subject to any limit, provided that the investment in securities of the same issue does not exceed 10% of the nominal value of the same issue.

The investments underlying this financial product do not take into account the EU criteria for environmentally sustainable economic activities.

The investment process takes into account sustainability risks and is based on our own and third-party analyses. To do this, the Manager uses its own methodology based on ESG ratings published by ratings companies, as well as other information provided by external providers. The Manager of this Fund does not take into account adverse events on sustainability factors, as it does not currently have due diligence policies in place in relation to such adverse events. For more information, you can go to [www.loretomutua.com](http://www.loretomutua.com).

## FINANCIAL RISKS:

**Market risk:** Asset prices depend on the performance and evolution of financial markets and issuers, which in turn are affected by the general state of the world economy and other political circumstances.

- **Market risk due to investment in equities:** derived from variations in the price of assets. Volatility means that the price can fluctuate significantly.
- **Interest rate risk:** Interest rate changes/fluctuations affect the price of fixed income assets. Rate rises generally have a negative effect on prices, while rate falls generally lead to price rises. The sensitivity of the changes in the price of these assets is greater the longer the maturity of the assets.
- **Exchange rate risk:** for investments in assets denominated in currencies other than the euro, due to exchange rate fluctuations.

**Credit risk:** relating to the issuer and/or the issue of fixed-income assets. This is the risk that the issuer will not be able to meet the payment of principal and interest when they become due. Credit rating agencies assign credit ratings to certain fixed income issuers/issues to indicate their likely credit risk. Issuers/issues with high credit ratings have low credit risk and issuers/issues with medium credit ratings have moderate risk. The low credit rating or the lack of rating determines the assumption of a high credit risk.

**Liquidity risk:** Investing in small-cap securities and/or markets with a small size and limited trading volume may deprive liquidity and negatively influence the price to sell, buy or modify positions.

**Risks due to investment in financial derivative instruments:** even as a hedge of cash investments, they entail risks, such as the possibility of imperfect correlation between the movement in the value of derivative contracts and the hedged items, as well as other additional risks due to the leverage they entail, which makes them particularly sensitive to variations in the price of the underlying and can multiply the losses in value of the portfolio. Likewise, trading in derivatives not contracted in organised markets entails additional risks, as there is no clearing house between the parties to ensure that the transactions are carried out correctly.

**Investment risk in emerging countries:** they can be more volatile than investments in developed markets. The risk of nationalization or expropriation of assets, and/or social, political and economic instability is higher in emerging markets; in addition, stock markets tend to have lower turnover, leading to a lack of liquidity and high price volatility.

## Caution on the liquidity and non-refundable nature of the vested rights.

The payment of the benefit is only possible in the event of the occurrence of any of the contingencies or exceptional cases of liquidity provided in the Regulations of the Loreto Empresas plan. The value of vested rights in the event of mobilisation and benefits depends on the market value of the pension fund's assets and can lead to significant losses.

## SUMMARY OF THE SCHEME:

For expanded information, please refer to the Plan Specifications and the Fund's Operating Rules.

Contribution scheme	No minimum limit up to a maximum of 1,500 euros per year, which may be increased by an additional 8,500 euros. The reduction limit in Income Tax Base: 30% of income from work / economic activities or 1,500 euros per year, this limit will be increased by 8,500 euros if it comes from business contributions or contributions from the worker to the plan for an amount equal to or greater than the business contribution.
Collection contingencies	Retirement (including layoff and early retirement as of 60 years old without access to Social Security pension), permanent disability or death. Non-refundable consolidated rights until collection request for any contingency or exceptional case of liquidity (unemployment) / early disposal (LFAP).
Exceptional liquidity event	Long-term unemployment.
Collection mode	Capital, income or mixed benefit.
Mobilisation	Possibility of mobilization of vested rights, in the event of termination of employment, to other pension plans, insured pension plans or corporate social security plans.
Loreto Mutua contact and offices	900 844 855   <a href="mailto:info@loretomutua.com">info@loretomutua.com</a> Paseo de la Castellana, 40 (Madrid) <a href="http://www.loretomutua.com">www.loretomutua.com</a> Opening hours: Mon. to Thu. 9h to 17h - Fri. 9h to 15h

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### HOW DOES LORETO EMPRESAS WORK?

The Loreto Empresas employment pension plan is a savings product promoted by the Spanish Confederation of Mutual Provident Societies (CNEPS) in which any natural person employed by the promoter who, having legal capacity, expresses their willingness to join and make a contribution, can be a participant. It is a scheme of the employment system of defined contribution, that is, contributions are predetermined but does not guarantee or define future benefits, which depend on the savings of each one and the market value of the assets of the fund at the time of collection.

### Contribution scheme

The Promoter will make for each participant the contribution established at any given time in the collective agreement or written agreement to that effect, up to a maximum of 8,500 euros. The participant would also be able to make contributions to the plan either periodically or annually, up to a maximum limit of € 1,500 / year. The reduction in the Personal Income Tax Base will be the lesser of the following amounts: 1,500 euros per year or 30% of the sum of the net income from professional income and economic activities received individually in the financial year. This limit shall be increased by a further €8,500 when it comes from company contributions, i.e., the total joint limit will be € 10,000.

The transfer of vested rights from other pension plans does not have the nature of a contribution, although it maintains its nature as a vested right. Financial allocations from donations made by third parties to the Plan shall also not be considered as a contribution, without prejudice to the corresponding tax effects.

The participant has the possibility of continuing to contribute after the situation giving entitlement to Social Security payment has arisen and may make extraordinary contributions at any time up to the limit provided for. Loreto Mutua shall proceed to refund contributions in the event that the contributions to Pension Plans, as a whole and within the same calendar year, exceed the maximum limit established.

Loreto Mutua may suspend the payment of contributions or not process modifications / new extraordinary contributions when the contributions already made by the participant and the obligatory contributions of the Promoter foreseen for the calendar year exceed the maximum limit, informing the participant about this.

As this limit applies to all contributions, the participant may request the withdrawal of the excess before the 30th of June of the following year without the application of the corresponding administrative penalty, by means of a request addressed to Loreto Mutua accompanied by the certificate(s) of membership of other plans showing the amount of contributions made. Once the application has been examined in accordance with the legislation in force, if applicable, the amount contributed to excess will be refunded, charged to the vested right of the participant. If positive, any profit arising from the excess contribution is added to the equity of the fund; if negative, any loss is charged to the member.

### Beneficiaries

Individuals who are entitled to receive benefits, whether or not they have been participants. In the absence of express designation of beneficiaries by the deceased participant or beneficiary, the following shall be designated in preferential and exclusive order: spouse, children, parents, siblings and other legal heirs.

### Suspended participants

Suspended participants are those who, regardless of whether or not they have ceased their employment relationship with the Plan Promoter, have ceased their contributions but maintain their vested rights. The processing of the rights will be maintained in the same way as that applied for the rest of the unitholders.

### Contingencies covered and collection methods

The holder will be able to draw their benefit whenever they wish, as soon as any of the following situations arise retirement (including layoff and early retirement), incapacity, death, and in exceptional cases of liquidity due to long-term unemployment. The benefits are taxed as professional income for personal income tax purposes and the payment of the benefit may be made in the form of capital, temporary income (insured and non-insured), life annuity, or mixed benefit (capital - income). The receipt in the form of insured or lifetime income is guaranteed by collective insurance contracted with the company Mapfre Vida SA. Income without the right to reversion.

In general, the condition of participant and beneficiary cannot be combined for the same contingency. Contributions subsequent to the collection of the ordinary or early retirement benefit may only be used for death, unless work is restarted. The collection of the benefit in case of ERE and those of disability are compatible with subsequent contributions for any contingency (once collected or suspended collection).

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### Mobilisation

The vested rights can be mobilized to other pension plans, insured pension plans or corporate social security plans, by unilateral decision of the participant, in the event of cease on the labour relationship with the promoter company. The mobilisation will be carried out free of charge and without penalties, by sending a request to the managing entity of destiny together with the necessary documentation for its processing. Within a maximum period of two working days from receipt of the necessary documentation, the receiving institution will send the transfer request to the sending institution, which will have a maximum period of twenty working days for the Company Insurance Plan, to order the bank transfer and send all the financial and tax information necessary to complete the transfer.

In case of total or partial collection or mobilization of vested rights, the participant must indicate if those that he/she wishes to receive correspond to contributions before or after 01/01/2007, if any. If no indication is made, the oldest participations will be liquidated.

### Procedure for benefits request

The beneficiary of the pension plan or their representative will apply for the benefit at Loreto Mutua using the form provided, indicating the form chosen for the payment of the benefit, together with all the documentation necessary to accredit the circumstances that entitle the beneficiary to the payment. Loreto Mutua will not be able to start any process, until all the required documentation has been submitted.

Loreto Mutua shall notify the beneficiary of the recognition of the right to the benefit within a maximum period of fifteen working days from the submission of all the necessary documentation. If the type of payment recognised is in the form of a temporary insured annuity or life annuity, the beneficiary must sign the individual insurance certificate with MAPFRE VIDA, S.A. de Seguros y Reaseguros Sobre la Vida Humana (Tax ID No.: A-28229599. Carretera Pozuelo de Alarcón, KM 52/50-1, 28.222- MAJADAHONDA, MADRID). In the case of immediate capital, the time limit is reduced to seven working days.

The daily value applicable to the mobilisation of rights, payment of benefits and liquidity of rights in exceptional cases, as well as the early provision of rights, will be the value of the position account of the plan corresponding to the business day prior to that on which the mobilisation, liquidity or payment of the benefit becomes effective.

The vested rights derived from contributions made up to 31/12/2006 may be subject to the 40% reduction in the taxable income tax base applicable in a single tax year for all their pension plans, provided that the form of payment is a single capital sum and they have been in existence for more than two years from the first contribution until the recognition of the contingency, except for disability.

### Claim.

Customer Service: It is obliged to resolve within a month, the complaints and claims that are presented in accordance with the provisions of its own Regulations. You may address your writing to: Loreto Mutua MPS, Pº de la Castellana, 40 28046 Madrid, or email: [serviciodeatencion@loretomutua.com](mailto:serviciodeatencion@loretomutua.com).

It will be necessary to exhaust this route prior to the formulation of Complaints and Claims on paper before the Claims Service of the General Directorate of Insurance and Pension Funds or through its website [www.dgsfp.mineco.es](http://www.dgsfp.mineco.es), due to lack of resolution or disagreement with the response of the Customer Service.

### ADDITIONAL INFORMATION:

The management company has no relationship whatsoever with the depositary and has procedures in place to avoid conflicts of interest and manage related-party transactions in accordance with the Spanish Securities Market Act. You may see the content of this document, as well as the rest of the legal documentation on the Loreto Mutua website [www.loretomutua.com](http://www.loretomutua.com) (Pension Fund Operating Regulations, Pension Plan Specifications, Internal Code of Conduct, and Statement of Investment Principles).

### LEGISLATION:

Regulatory Law on Pension Schemes and Funds (approved by RDL 1/ 2002 of 29 November), its development Regulation (approved by RD 304/ 2004 of 20 February), and the rest of the legal provisions that may be applicable.

The tax regime for contributions and benefits will be in accordance with the provisions of Law 35/2006 of 28 November, regulating Personal Income Tax (IRPF), except for residents of Álava, Vizcaya, Guipúzcoa and Navarre, for whom their own provincial regulations apply.