

December 19, 2024
179/2024-PRE

CIRCULAR LETTER

Listed B3 Participants

Re.: **Changes to the B3 Central Depository Operating Procedures Manual**

B3 hereby informs you that on **January 2, 2025**, a new version of the B3 Central Depository Operating Procedures Manual (Manual) will come into effect, containing the following changes:

- (i) Extended deadline for transferee custodians to confirm the transfer of assets held by the same holder.
- (ii) Improved process for corporate actions in assets that involve the donation of fractions.
- (iii) Updated operating procedures for remote voting, to encompass the changes foreseen in CVM Resolution 204, dated June 4, 2024.

Change (i) is related to the procedure for transferring assets, held by the same holder, between deposit accounts that are under the responsibility of different custody agents, when confirmation by the transferee custody agent is required. The purpose of the change is to add another day to the deadline for custody agents to confirm instructions before they are automatically cancelled.

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Change **(ii)**, which is related to corporate actions that involve the donation of fractions, consists of a provision that fractions subject to donation must be available in the deposit account before execution of the corporate action. The purpose of the change is to guarantee the credit of assets to investors during corporate action processing, granting greater resilience to the process.

Change **(iii)**, which is related to remote voting, aims to improve the disclosure process for remote voting maps and ballots and to improve how voting instructions are received, in line with CVM Resolution 204. The Resolution foresees investors being able to send votes directly to the B3 Central Depository and foresees changes to the flow for sending voting maps.

The changes to the Manual are described in the Annex hereto.

The new version of the Manual will be available as of **January 2, 2025**, at www.b3.com.br/en-us/, Regulation, Regulatory framework, Regulations and manuals, Central Depository, Listed, Access the documents.

Further information can be obtained from the Depository and OTC Operations Department by telephone on +55 11 2565-5042 or by email at depositaria.listados@b3.com.br.

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Annex to CIRCULAR LETTER 179/2024-PRE

Description of the Changes to the B3 Central Depository Operating Procedures Manual

CHAPTER 4. CENTRALIZED SAFEKEEPING OF ASSETS

Section 4.2. Movements of assets – Deposit, withdrawal and transfer between deposit accounts

Subsection 4.2.3.1. Transfer of assets held by the same holder

We have added one business day to the deadline for custody agents to confirm instructions (before they are automatically cancelled) to transfer assets that are held by the same holder but where the transferor and transferee deposit accounts are under the responsibility of different custody agents.

The requirement to confirm the transferee custody agent in transfers with the same holder occurs if **(i)** the custody agent has stipulated a confirmation requirement in the transfer process or **(ii)** it involves assets that use analytical balance control.

CHAPTER 6. PROCESSING CORPORATE ACTIONS

Section 6.2. Corporate actions in assets

Subsection 6.2.2. Payment

We have included a provision whereby securities that are the object of donation must be available in the B3 Central Depository before execution of a corporate action with the donation of fractions.

CHAPTER 7. REMOTE VOTING

The changes to the introduction of this chapter:

- include summarized voting map disclosure, as foreseen in CVM Regulation 204
- clarify the need for participants to comply with conditions, timeframes and timetables established for the remote voting services that the B3 Central Depository provides
- exclude a section about custody agent provision of services as this is a regulatory provision and does not need to be put in the Manual.

Section 7.1. Inclusion and announcement of the remote voting ballot

- We have improved the rule about the announcement of the ballot, which now encompasses disclosure to the investors, as foreseen in CVM Resolution 204.
- We have excluded the excerpt about the need to comply with the established conditions and deadlines, as this information has been added to the introduction to Chapter 7.
- We have substituted “systems” with “screens, messages or files” to provide the detail of the options for remote voting ballot publication.

Section 7.2. Sending remote voting instructions

We have updated the rule for sending remote voting ballot instructions to the B3 Central Depository, which now allows for the receipt of instructions directly from investors, as well as from custody agents, as foreseen in CVM Resolution 204.

Accordingly, section 7.2 has been divided into two subsections, 7.2.1 and 7.2.2, which respectively contain the specifications for the custody agent to send voting instructions and for the investor to send instructions directly.

Section 7.3. Announcement of the analytical voting map

We have made an inclusion to foresee that, in addition to the analytical voting map, we will also provide the issuer or registrar with a summarized voting map, as foreseen in CVM Resolution 204.