

Documents to be provided by the Contractor.

General Company Documents

A. Before signing the Contract

- Certificate attesting that it has no pending debts to HMRC or to any other tax authority.
- Copy of the personal I.D. or passport of each worker.
- Public liability insurance policy.
- Motor insurance policies.
- Copy of its VAT Registration number and any other information required for tax purposes.

Certificate of the Tax Authorities attesting compliance with all its tax obligations

- The following bank data: Agency, address and Bank code and Bank Account Code
 - Confidentiality Agreement, (Annex 4 of the TS/102 "General Contracting Conditions"), if expressly required.

(The documents to be provided regarding the Subcontractors shall be identical to the ones described above and shall be provided by the **Main Contractor** in accordance with the instructions provided for each case by EDP Renováveis).

B. During the execution of the contract

B.1. At any time, when

- There is a change in the conditions or scope of the insurance policies provided.

B.2. Every three months

- Certificate issued by the Social Security General Fund attesting that the Company has complied with its payment obligations.[NI /tax obligations]

B.3. Every year

- Specific certificate issued by HMRC and any other appropriate tax authorities attesting compliance with all its tax obligations
- Certificate attesting compliance issued by the Safety managing entity

Health and Safety documents

- Registration of the employees assigned for the works that are the object of the Contract in the Social Security until the first day following the beginning of the works, to show that the Contractor has complied with all PAYE/ National Insurance requirements.

Every month:

- Copy of the Social Security Reports , corresponding to the execution period of the contracted works.
- In the case of Independent Entrepreneurs, besides the Social Security Reports corresponding to their employees, they shall provide a copy of the receipt attesting that they have paid their own Social Security fees.

- Individual medical certificates, issued upon admission and periodic, attesting their fitness for the said work, issued by the entity in charge of managing the Occupational Medicine in the company. (obligatory medical examinations)
- Policy of the Employer's liability insurance
- List of employees assigned for carrying out the works indicating their positions.
- Assignment of a spokesperson for the contractor's as well as the subcontractors' prevention matters.
- Specific Health and Safety Plan for the works to be carried out in EDP Renováveis' worksites which shall include the assessment of own risks of the works to be carried out, as well as the preventive measures taken.
- Certificates of the information provided to all employees about the contents of the specific Health and Safety Plan and the specific risks of the installation.
- Health and Safety training certificates of the employees assigned to the works (training in the activity's specific risks; training certificates for works at high altitude; first aid training; fire fighting training).
- Specific medical fitness certificates of the workers for the activities to be carried out (handling lifting machinery, carrying out work under electrical risk, works at high altitude, etc.
- Minutes of the assignment of the Health and Safety Resources and certificate of basic level training in prevention of their occupational risks.
- Certificates of delivery of the personal protection equipment (PPE) to the workers in accordance with the specific prevention Plan.
- Documents regarding machinery:

In general, the EC conformity certificate of the machine shall be provided as well as evidence that the periodic maintenance checks indicated by the manufacturer have been carried out.

In particular, the following documents regarding tower Cranes shall be provided:

 - Evidence of registration in any tower crane register
 - Certificate of compliance with the periodic inspection according to the regulations.
 - Valid insurance
 - Maintenance booklet or certificate of the maintenance check-ups.
- The list mentioned above shall be kept updated with regard to:
 - Employees not included in the initially provided list who are assigned for the contracted work or service. Training and medical fitness.
 - Check-up certificates of the machines and tools to be applied.
- Report of any accident, event or injury suffered by the contractor during the execution of the works or services, according to the TS/103 "Reporting of accidents, events and others by the contractors" (in addition to its compliance with RIDDOR)
- Copies of the reports sent informing about the accidents, events or injuries, according to the TS/103 "Reporting of accidents, events and others by the contractors"

- The contractor shall obtain from the companies it sub-contracts for executing part of the contracted services the same documents required in the previous sections to be provided to the person in charge of the requesting unit, who shall allow or deny the subcontractor to begin the work.
- The contractor shall provide a certificate signed by the subcontractor attesting it has received and accepted the information about risks contained in the Risks Guide of the installation.