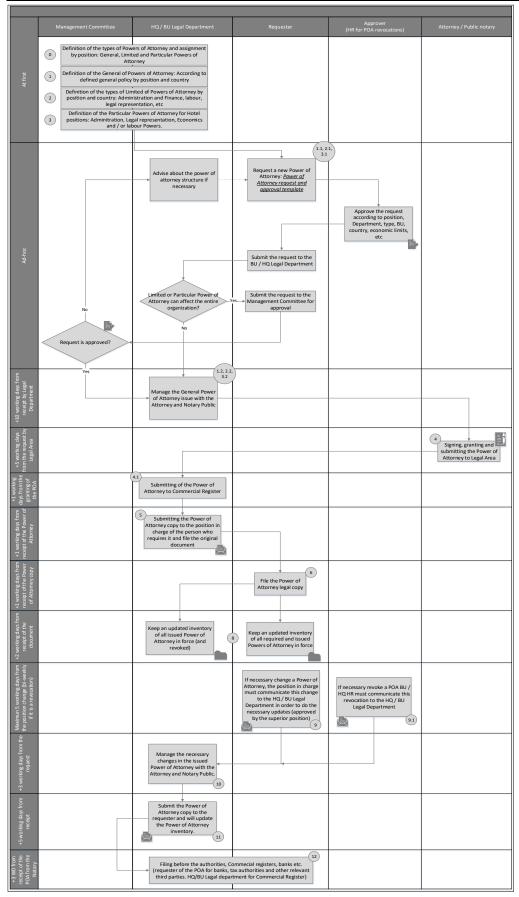
## **TH** | HOTEL GROUP Organization - Business Transformation Process: Legal Representation in NH Hotel Group Subprocess: Power of Attorney general process Process Owner: Tamara Wegmann Lecue Proces Leader: Paula Aparicio Obregón Miguel Pérez Author 10.04.2018 Last modification date Document version **NH Approvals** Date Tamara Wegmann Lecue Process Owner 10.04.2018 10.04.2018 Paula Aparicio Obregón Process Leader **Modification History** Document Version Modified by Date Comments

is Owner: Tamara Wegmann Lecue Proces Leader: Paula Aparicio Obr



Shape		Name	Description		
		Task	Represents a manual activity of the process.		
		Automatic Task	Represents an automatic activity of the process.		
-		Flow direction	Input or output of the task or decision.		
Internal Audit Control		Internal Audit Control	Controls defined by NH Internal Audit		
		Systems	Applicatio or Tool.		
		Start/End	Indicates the beginning or the end of a process.		
		Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and		
$\langle \rangle$		Decision point	It is originated after one task and it generates two or another decision.		
		Report or document	It is a physical or electronic file used as input or output of a task.		
		Notifications	External/Internal Notifications.		

## **TH** | HOTEL GROUP

Process: Legal Representation in NH Hotel Group Subprocess: Power of Attorney general process Process Owner: Tamara Wegmann Lecue

Proces Leader: Paula Aparicio Obregón

1 Notice of Contract of Power of Alternacy 1 Alternacy 1 Reposition of the Secretary Power of Alternacy 2 Power of Alternacy 2 Power of Alternacy 3 Reposition of the Secretary Power of Alternacy 3 Reposition of the Power of Alternacy 3 Reposition of	Order Task	Task	Task Description	When	Responsible	Frequency	Tools
1. Requested a former of control of the control of	Definition of the types of Powers of Attorney (POAs)	ition of the types of Powers of Attorney (POAs) - Gener - Limiter Comme	neral Power of Attorney  itted / Special Power of Attorney (Labor POA, Finance POA, Treasury POA, Licenses POA, mercial POA, Hotel POA)	At first	Management Committee Legal Department	N/A	N/A
Segmenting of greating of a forming of the second of companies the companies of the compani	Definition of the General of Powers of Attorney	on of the General of Powers of Attorney Definition country.		At first	Management Committee Legal Department	N/A	Management Committee minute NH Hotel Group General POA Policy
The state is assessed and security of the company o	1.1 Requesting of granting of a new General of Power of Attorney	uesting of granting of a new eneral of Power of Attorney  According	ording to defined general policy by position, the position in charge of the person who requires the aral Power of Attorney will require it to the Legal Department.	Ad-hoc	Position in charge of the person who requires the General Power of Attorney	Ad-hoc	E-mail  Power of Attorney request and approval  template.xls
Advancy in the united of Power of Authors of the Limited Power of Authors of Author	1.2 Manage the General Power of Attorney to be issued	e the General Power of Attorney to be issued	age the General Power of Attorney to be issued with the Attorney and Notary Public		HQ / BU Legal Department	Ad-hoc	N/A
Chef Office or Security Manager to Limited Power of Alloway Actively (PSQ and Bills position)  Advancey (PSQ and Bills position)  Advancey (PSQ and Bills position)  Advancey (PSQ and Bills position)  Decreased (PSQ and Bills position)  Definition of the Particular Power of Alloway (Establish Power of Allo	2 Definition of the Limited of Powers of Attorney (HQ and BUs positions)	ion of the Limited of Powers of reey (HQ and BUs positions)  - Admin - Treast - Labor - Hotel I - Comm	ministration and Finance POAs. assury POA or POA. el POA el POA	N/A	Management Committee Management Committee member or GM	Ad-hoc	NH Hotel Group Limited / Special POA Policy
2.2 Manage the Linded Power of Alternary (1994) and the power of Alternary and November 1, 200 power of Alternary (1994) and the Power of Alternary power of Alternary (1994) and the Power of Alternary power of Alternary (1994) and the Power of Alternary power		uest a new Limited Power of ney (HQ and BUs positions)  Chief O - Reaso - Autorm - List of - Econo SVP Le If the lim	I Officer or Executive Managing Director and it must include: soons for the request sones for the request of a specific facilities and powers normic limits Legal will advise to the SVP / Director Department about the power of attorney structure. Legal will advise to the SVP / Director Department about the power of attorney structure. I limited power of attorney can affect the entire organization, SVP / Director position must submit it rangement Committee for approval and communicate it to Legal Department.			Ad-hoc	E-mail  Power of Attorney request and approval template.xls
Actions of the Head of High Elly positions - Administration, Legal Representation, Economics and or labor Powers.  This impacts must invalve floated or High Elly positions - Administration Legal Representation (Economics and or labor Powers of Attorney for Host or High Elly positions - Administration Legal Representation (Economics and Administration Legal Representation Report of Attorney) to be issued (Hold and Blub)  Administration Legal Representation Report of Attorney (Logal Representation Report of Attorney) to be issued (Hold and Blub)  Department will manage the Power of Attorney to be issued with the Attorney and Notary Public Report of Attorney (Economics)  Administration Legal Representation Report of Attorney (Economics)  Administration Legal Representation Report of Attorney (Economics)  Administration Legal Representation Report of Attorney (Economics)  Adhord  But Legal Department  Adhord  But Legal Department  Adhord  But Legal Department  Adhord  But Legal Department  Adhord  Legal			e the limited Power of Attorney request has been approved, Legal Department will manage the	SVP / Director / Management Committee	Legal Department	Ad-hoc	Limited Power of Attorney issue document
Request a new Practicular Prowers of Abstractive Chief or Holital politics of the Chief or Holital Abstractive Chief or Holital Chief or Holit	3 Definition of the Particular Powers of Attorney for Hotel or HQ / BU positions	ion of the Particular Powers of y for Hotel or HQ / BU positions - Admin	nition of the Particular Powers of Attorney for Hotel or HQ / BU positions: ninistration, Legal Representation, Economics and / or labor Powers.	N/A	Management Committee	Ad-hoc	Management Committee minute
Attorney for be issued (HQ and BUs positions) Positions) Positions		and powers a new Particular Powers of In the case of the Foundation of the Powers of Particular Powers of Particul	powers and economic limits.  e case of POAs for Hotels: Legal Department will advise to the Operations Director about the power of attorney structure.  the particular power of attorney can affect other part of the organization, BU Legal Department must	Ad-hoc	SVP position	Ad-hoc	E-mail  Power of Attorney request and approval template xls
4.1. Submitting of the Power of Altorney to Commercial Register value and the POA to the Commercial Register, when legally required 4.1 working days from the granting of the Power of Altorney of the person who requires it and commercial Register, when legally required 4.1 working days from the granting of the Power of Altorney of the person who requires it and working days from the receipt of the Power of Altorney of Altorney of the power of Altorney on the power of	3.2 Attorney to be issued (HQ and BUs	ey to be issued (HQ and BUs Departn	artment will manage the Particular Power of Attorney to be issued with the Attorney and Notary	receipt by BU Legal	BU Legal Department	Ad-hoc	Limited Power of Attorney document
4.1. Submitting of the Power of Altorney of Commercial Register will be in charge of the Commercial Register will be in charge of the person who requires it copy to position in charge of the person who requires it receipt of the Power of Altorney (original course) and legal copy of the power of Altorney (original course) and legal copy of the commercial register will be in charge of the person who requires it receipt of the Power of Altorney (original course) and legal copy of the power of Altorney has been issued and received from the Altorney or Notary Public. Legal Department will find the original document and will submit a legal copy to the requester.  7 Request a Power of Altorney (original Course) and legal copy of the legal Department will find the original document and will submit a legal copy to the requester.  8 Powers of Altorney inventory and filing of the copies  8 Powers of Altorney inventory and filing of the copies  9 Revocation of POA  1 If any position need an original Power of Altorney with the Power of Altorney with all Power of Altorney is used (with a record of receipt, in, by enable). Power of Altorney inventory and filing of the copies  1 If any position need an original Power of Altorney with the Power of Altorney with the Power of Altorney in force and scanned copies of them.  1 If any position need an original Power of Altorney will be in charge of the Power of Altorney in force (and received). Ad-hoc Power of Altorney inventory will be in charge of the Power of Altorney will be in charge of the Power of Altorney will be in charge of the Power of Altorney will be in charge of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be a self-cet of the Power of Altorney will be position charge of the Power of A			ing, granting and submitting the Power of Attorney to Legal Area		Attorney and Notary Public	Ad-hoc	On site
Submitting of the Power of Attorney copy to position in charge of the person who requires it place of the person of position in charge of the person who requires it attorney.  File of the Power of Attorney (criginal Concern the Limited Power of Attorney has been issued and received from the Attorney or Notary Public.  File of the Power of Attorney (criginal Concern the Limited Power of Attorney) has been issued and received from the Attorney or Notary Public.  File of the Power of Attorney (criginal Concern the Limited Power of Attorney) has been issued and received from the Attorney or Notary Public.  File of the Power of Attorney (criginal Concern the Limited Power of Attorney) has been issued and received from the Attorney or Notary Public.  File of the Power of Attorney (criginal Concern the Limited Power of Attorney) has been issued and received from the Attorney.  File of the Power of Attorney (criginal Concern)  File of Attorney (criginal Concern)  F			ubmit the POA to the Commercial Register, when legally required	granting of the Power of	Legal Department	Ad-hoc	On site
File of the Power of Attorney (riginal document) and legal copy to the requester.  Request a Power of Attorney filed in Ho / BU Legal Department will file the original document and usual submit a legal copy to the requester.  Request a Power of Attorney filed in Ho / BU Legal Department will file the original document and usual submit a legal copy to the requester.  Request a Power of Attorney filed in Ho / BU Legal Department by e-mail in Ho / BU Legal Department by e-mail in Ho / BU Legal Department will be in charge of the Power of Attorney while it is in his / her possession.  Requester must keep a inventory with all Power of Attorney in force (and revoked).  Revocation of POA If necessary to revoke a Power of Attorney in force (and revoked).  Revocation of POA BU Legal Department must keep a inventory with all Power of Attorney in force (and revoked).  Revocation of POA BU Legal Department must keep a liventory with the Powers of Attorney in force and scanned copies of them.  If necessary to revoke a Power of Attorney in force and scanned copies of them.  If necessary to revoke a Power of Attorney (position is no more working in the company or he / she is affected by a position change, etc.). HR HQ and HQ BU must communicate this change to legal HQ / BU Legal Department. accordingly and SVP Legal in CC.  Change in Power of Attorney.  Communication (1) If necessary revoke or change a Power of Attorney (position is no more working in the company or he / she is affected by a position change, etc.). HR HQ and HQ BU must communicate this change to legal HQ / BU Legal Department. accordingly and SVP Legal in CC.  Revocation and / or change in Power of Attorney. Communication (1) If necessary revoke or change a Power of Attorney (position is no more working in the company or he / she is affected by a position change, etc.), the position in charge must communicate this change to the HQ / BU Legal Department in order to do the necessary updates (approved by the superior position).  Revocation and / or change in Pow	5 copy to position in charge of the person	position in charge of the person Submitt	nitting the Power of Attorney copy to the position in charge of the person who requires it	+1 working days from the receipt of the Power of	HQ / BU Legal Department	Ad-hoc	E-mail / On site
Request at Power of Attorney filed in Ho / BU Legal Department with the Power of Attorney with all Power of Attorney is used (with a record of receipt, ie, by e-mail).  Requester must be refurn it as soon as the Power of Attorney with all Power of Attorney in force (and revoked).  Requester will be in charge of the Power of Attorney with all Power of Attorney in force (and revoked).  Requester will be in charge of the Power of Attorney in force (and revoked).  Requester will be in charge of the Power of Attorney in force (and revoked).  Reduction of POA  Revocation of POA  Revocation of POA  If necessary to revoke a Power of Attorney in force and scanned copies of them.  If necessary to revoke a Power of Attorney in force and scanned copies of them.  If necessary to revoke a Power of Attorney in force and scanned copies of them.  If necessary revoke or charge a Power of Attorney in force and scanned copies of them.  If necessary revoke or charge a Power of Attorney in the Company or he / she is affected by a position change, etc.). HR NQ and HQ BU must communicate this change to flegal HQ / BU Legal Department, accordingly and SVP Legal in CC.  Thange in Power of Attorney.  Communication  Revocation and / or change in Power of Attorney in the power of Attorney in the company or he / she is affected by a position change, etc.), the position in charge must communicate this change to the HQ / BU Legal Department in order to do the necessary updates (approved by the superior position).  Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will manage the necessary changes in the issued Power of Attorney with the Attorney and Notary Public.  Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  Power of Attorney in the position change in Power of Attorney in the power of Attorney in the power of Attorney in the position change in Power of Attorney in the power of Attorney in the power of A				receipt by Legal		Ad-hoc	Physical file E-mail
Powers of Attorney inventory and filling of the copies    Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Powers of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the copies   Power of Attorney inventory and filling of the power of Attorney inventory in the company or he/she is affected by a position change, act), the position is no more working in the company or he/she is affected by a position change, act), the position in charge must communicate this change to legal HQ /   Power of Attorney inventory in the company or he/she is affected by a position change, act), the position in charge must communicate this change to the HQ / BU Legal Department in order to do the necessary updates (approved by the superior position).   Power of Attorney inventory in the position change in Power of Attorney in the position change in the issued Power of Attorney inventory.		t a Power of Attorney filed in HQ / BU Legal Department - Reque e-mail).	quest if to the Legal Department by e-mail quester must be return it as soon as the Power of Attorney is used (with a record of receipt, ie, by iii).	Ad-hoc	Director Position Managing Director BU Operations Director	Ad-hoc	E-mail
9 Revocation of POA affected by a position change, etc), HR HQ and HQ BU must communicate this change to legal HQ / BU Legal Department, accordingly and SVP Legal a ln CC.  9.1 Change in Power of Attorney: Communication  10 Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will manage the necessary change in Power of Attorney change / revocation request has been received from Attorney / Notary Public, Legal  11 Revocation and / or change in Power of Attorney change / revocation request has been received from Attorney / Notary Public, Legal  12 Revocation and / or change in Power of Attorney change / revocation request has been received from Attorney / Notary Public, Legal  13 Revocation and / or change in Power of Attorney change / revocation request has been received from Attorney / Notary Public, Legal  14 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  15 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  16 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  17 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  18 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  19 Revocation and / or change in Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal  10 Revocation and / or change in Power of Attorney inventory.		of the copies	dition, each Department or position (SVP / Director / Chief / Managing Director) must keep an	receipt of the Power of	Director Position Managing Director BU Operations Director	Ad-hoc	Electronic file Corporate server (SharePoint site)
9.1 Change in Power of Attorney: Communication  10 Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will attorney: Communication (ii)  11 Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will request request from Attorney: Communication (ii)  12 Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will request request request request from Attorney: Communication (ii)  13 Revocation and / or change in Power of Attorney change / revocation request has been received, Legal Department will request re	9 Revocation of POA	Revocation of POA affected	ted by a position change, etc), HR HQ and HQ BU must communicate this change to legal HQ /	Bi- Weekly		Ad-hoc	E-mail Power of Attorney request and approval template.xls
Attorney: Communication (I) manage the necessary changes in the issued Power of Attorney with the Attorney and Notary Public. request HQ / BU Legal Department Ad-hoc E-min Ad-hoc Attorney: Communication (II) Power of Attorney of Attorney of Attorney with the Attorney and Notary Public. Legal Ad-hoc E-min Ad-hoc Attorney: Notary Public Ad-hoc Attorney: Notar		ange in Power of Attorney: she is a	s affected by a position change, etc), the position in charge must communicate this change to the		Director Position Managing Director	Ad-hoc	E-mail Power of Attorney request and approval template.xls
Attorney: Communication (II) Department will submit it to the requester and will update the Power of Attorney inventory. receipt PU / BU Legal Department. Ad-noc Corporate server (S					HQ / BU Legal Department	Ad-hoc	E-mail
Requester of the POA for banks, tax	11 Revocation and / or change in Power of Attorney: Communication (II)	tion and / or change in Power of torney: Communication (II)	e the Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal artment will submit it to the requester and will update the Power of Attorney inventory.	+5 working days from receipt	HQ / BU Legal Department	Ad-hoc	Electronic file Corporate server (SharePoint site)
+3 working days from	12 Filings				authorities and other relevant third parties HQ/BU Legal department for Commercial	Ad-hoc	Electronic file