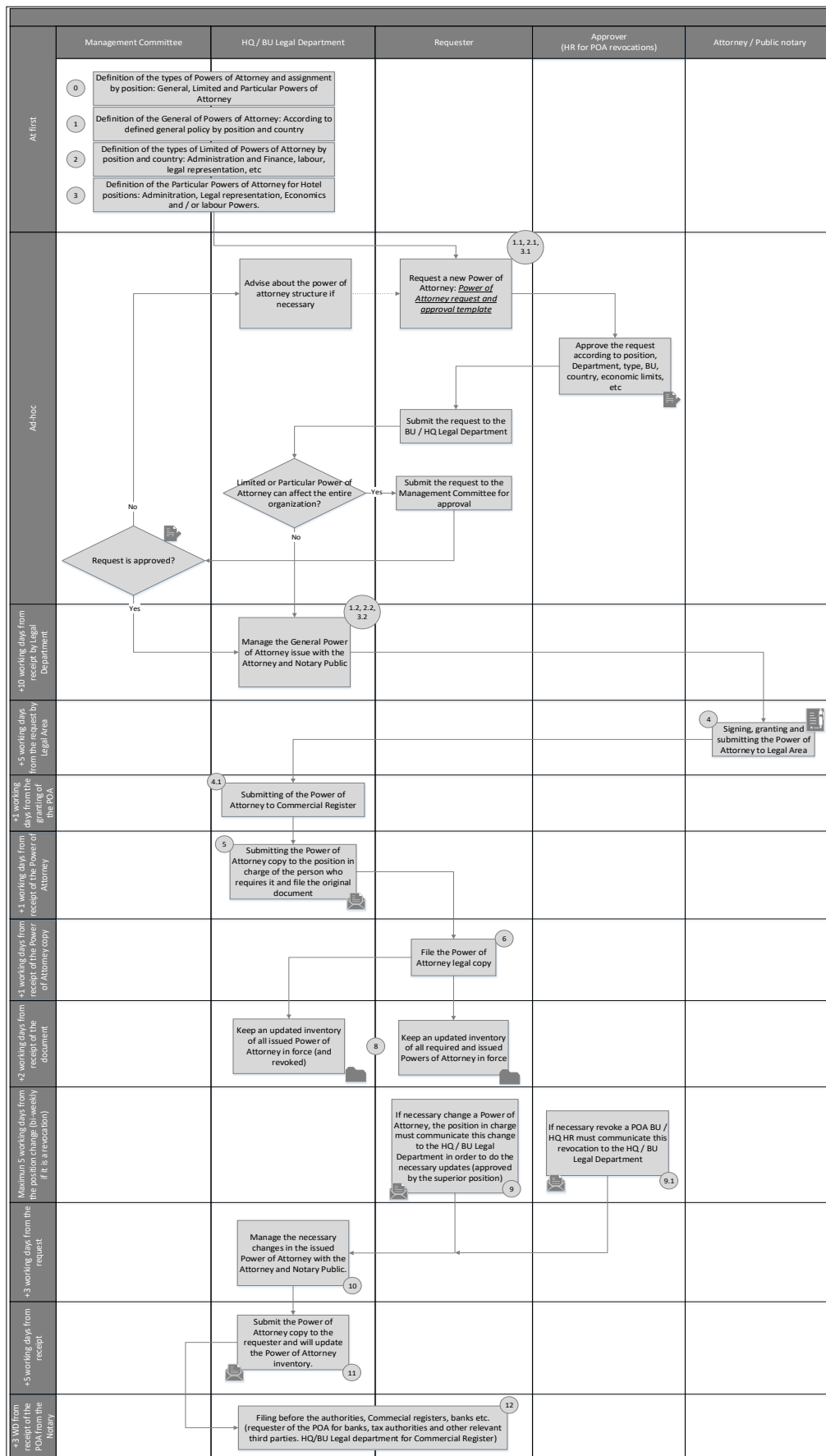
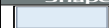
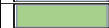
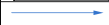



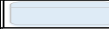





NH HOTEL GROUP		Organization - Business Transformation	
Process: Legal Representation in NH Hotel Group			
Subprocess: Power of Attorney general process			
Process Owner: Tamara Wegmann Lecue		Proces Leader: Paula Aparicio Obregón	
Author	Miguel Pérez		
Date	10.04.2018		
Last modification date			
Document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



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	Controls defined by NH Internal Audit
	Systems	Application 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
	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.

NH 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			
Order	Task	Task Description	When	Responsible	Frequency	Tools
0	Definition of the types of Powers of Attorney (POAs)	Definition of the types / scopes of Powers of Attorney (POAs) and assignment by position: - General Power of Attorney - Limited / Special Powers of Attorney (Labor POA, Finance POA, Treasury POA, Licenses POA, Commercial POA, Hotel POA) - Particular Powers of Attorney: Issued for particular cases or operations	At first	Management Committee Legal Department	N/A	N/A
1	Definition of the General of Powers of Attorney	Definition of the General of Powers of Attorney: According to defined general policy by position and country.	At first	Management Committee Legal Department	N/A	Management Committee minute NH Hotel Group General POA Policy
1.1	Requesting of granting of a new General of Power of Attorney	According to defined general policy by position, the position in charge of the person who requires the General 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
1.2	Manage the General Power of Attorney to be issued	Manage the General Power of Attorney to be issued with the Attorney and Notary Public	+10 working days from the receipt of the request	HQ / BU Legal Department	Ad-hoc	N/A
2	Definition of the Limited of Powers of Attorney (HQ and BUs positions)	Definition of the types (scopes) of Limited of Powers of Attorney by position and country: - Administration and Finance POAs. - Treasury POA - Labor POA - Hotel POA - Commercial POA - POAs for legal representation, Licenses, etc	N/A	Management Committee Management Committee member or GM	Ad-hoc	NH Hotel Group Limited / Special POA Policy
2.1	Request a new Limited Power of Attorney (HQ and BUs positions)	Request a new Limited Power of Attorney. This request must be approved by BU Managing Director, Chief Officer or Executive Managing Director and it must include: - Reasons for the request - Attorney in fact name/s - List of specific faculties and powers - Economic limits SVP Legal will advise to the SVP / Director Department about the power of attorney structure. If the limited power of attorney can affect the entire organization, SVP / Director position must submit it to Management Committee for approval and communicate it to Legal Department.	Ad-hoc	SVP position Director Position	Ad-hoc	E-mail Power of Attorney request and approval template.xls
2.2	Manage the Limited Power of Attorney to be issued (HQ and BUs positions)	Once the limited Power of Attorney request has been approved, Legal Department will manage the Limited Power of Attorney issue with the Attorney and Notary Public.	+10 working day from the SVP / Director / Management Committee approval	Legal Department	Ad-hoc	Limited Power of Attorney issue document
3	Definition of the Particular Powers of Attorney for Hotel or HQ / BU positions	Definition of the Particular Powers of Attorney for Hotel or HQ / BU positions: - Administration, Legal Representation, Economics and / or labor Powers.	N/A	Management Committee	Ad-hoc	Management Committee minute
3.1	Request a new Particular Powers of Attorney for Hotel or HQ/BU positions	This request must include: Reasons for the request, attorney in fact name/s, list of specific faculties and powers and economic limits. In the case of POAs for Hotels: - BU Legal Department will advise to the Operations Director about the power of attorney structure. - If the particular power of attorney can affect other part of the organization, BU Legal Department must communicate it to HQ Legal Department.	Ad-hoc	BU Operations Director SVP position Director Position	Ad-hoc	E-mail Power of Attorney request and approval template.xls
3.2	Manage the Particular Power of Attorney to be issued (HQ and BUs positions)	Once the limited Power of Attorney request has been approved and received, BU or HQ Legal Department will manage the Particular Power of Attorney to be issued with the Attorney and Notary Public.	+10 working days from receipt by BU Legal Department	BU Legal Department	Ad-hoc	Limited Power of Attorney document
4	Signing and granting of the Power of Attorney	Signing, granting and submitting the Power of Attorney to Legal Area	+5 working days from the request by Legal Area	Attorney and Notary Public	Ad-hoc	On site
4.1.	Submitting of the Power of Attorney to Commercial Register	To submit the POA to the Commercial Register, when legally required	+1 working days from the granting of the Power of Attorney	Legal Department	Ad-hoc	On site
5	Submitting of the Power of Attorney copy to position in charge of the person who requires it	Submitting 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 Attorney	HQ / BU Legal Department	Ad-hoc	E-mail / On site
6	File of the Power of Attorney (original document) and legal copy	Once the Limited Power of Attorney has been issued and received from the Attorney or Notary Public, Legal Department will file the original document and will submit a legal copy to the requester.	+1 working days from receipt by Legal Department	BU / HQ Legal Department All Departments involved	Ad-hoc	Physical file E-mail
7	Request a Power of Attorney filed in HQ / BU Legal Department	If any position need an original Power of Attorney document issued by the Attorney: - Request it to the Legal Department by e-mail - Requester must be return it as soon as the Power of Attorney is used (with a record of receipt, ie, by e-mail). - Requester will be in charge of the Power of Attorney while it is in his / her possession.	Ad-hoc	SVP / Chief position Director Position Managing Director BU Operations Director Hotel Manager	Ad-hoc	E-mail
8	Powers of Attorney inventory and filing of the copies	Legal Department must keep a inventory with all Power of Attorney in force (and revoked). In addition, each Department or position (SVP / Director / Chief / Managing Director) must keep an updated inventory with the Powers of Attorney in force and scanned copies of them.	+2 working days from receipt of the Power of Attorney (original or copy)	SVP / Chief position Director Position Managing Director BU Operations Director HQ / BU Legal Department	Ad-hoc	Electronic file Corporate server (SharePoint site)
9	Revocation of POA	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.	Bi- Weekly	HQ Human Resources BU Human Resources	Ad-hoc	E-mail Power of Attorney request and approval template.xls
9.1	Change in Power of Attorney: Communication	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).	Maximum 5 working days from the position change	SVP / Chief position Director Position Managing Director BU Operations Director	Ad-hoc	E-mail Power of Attorney request and approval template.xls
10	Revocation and / or change in Power of Attorney: Communication (I)	Once the 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.	+3 working days from the request	HQ / BU Legal Department	Ad-hoc	E-mail
11	Revocation and / or change in Power of Attorney: Communication (II)	Once the Power of Attorney change / revocation has been received from Attorney / Notary Public, Legal Department 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)
12	Filings	Once the POA are granted, revoked or changed the requester is responsible in filing before the authorities, Commercial registers, banks etc.	+3 working days from receipt of the POA from the Notary	Requester of the POA for banks, tax authorities and other relevant third parties HQ/BU Legal department for Commercial Register	Ad-hoc	Electronic file