

INTERNACIONAL EJECUTIVA DE AVIACIÓN S.A.S. TERMS AND CONDITIONS OF THE AIRPORT STOPOVER AND GROUND HANDLING SERVICE

This document contains the basic conditions of the airport stopover and ground handling services provided by INTERNACIONAL EJECUTIVA DE AVIACION S.A.S, (hereinafter "IEA" or the "company"), to the Client (hereinafter "THE CLIENT") which are understood to be known and accepted by "THE CLIENT" when signing the corresponding service order.

1. IEA undertakes with THE CUSTOMER to provide in its facilities located at the José María Córdova Airport in Rionegro ("the Hangar"), in relation to THE CUSTOMER's aircraft, airport stopover and ground handling services. IEA undertakes directly, with its own personnel, equipment and with full administrative, technical and financial autonomy, to provide the services under the required conditions.

2. The services that IEA shall be able to offer under this Service Order shall be performed to the extent that they are expressly requested by the CUSTOMER, by means of the document called "FBO Service Request Form".

3. THE CUSTOMER undertakes to:

3.1 Inform IEA by means of the "FBO Service Request Form", at least 24 working hours in advance for flights during the week and 72 working hours for flights on weekends and holidays, the services to be requested, the date and time of arrival and departure from the Hangar and the list of passengers. If this is not the case, IEA reserves the right of admission and has the right not to provide the service.

3.2 The CLIENT shall comply with all requirements established by the aeronautical, customs, anti-narcotics police, airport and Migration Colombia for the departure or arrival of domestic and international flights. Likewise, it shall prepare and submit through its officials and crew, the respective flight plans to the Colombian aviation authority.

3.3 According to the Colombian Aeronautical Regulations RAC 91 appendix 25, or the one applicable to foreign aircraft of general aviation (non-commercial), they will require special authorization for entry and stay in the Colombian territory when they have to remain for more than 48 hours in Colombia or when they have to make flights to any airport within the national territory other than the one of entry. Therefore which is the responsibility of the CUSTOMER (Operator / operator of the aircraft) to manage such procedures before the competent authority.

3.4 The CUSTOMER shall keep in force all certificates, insurance policies, permits and licenses required by the respective aeronautical authority for the operation of the Aircraft.

4. Payment for the services provided by IEA shall be made no later than eight (8) days after receipt of the invoice to the bank account determined by IEA for such purpose and payment shall be made by bank transfer, payment of invoices by consignment or in cash is not allowed.

4.1. Payment for the services provided by IEA must be made no later than eight (8) days after receipt of the invoice to the bank account that IEA determines for this purpose and payment must be made by bank transfer, the Clients residing in Colombia must make payments to the bank account in Colombia CUENTA CORRIENTE BANCOLOMBIA 24500012530. Clients residing in another country have the possibility of making the payment through the compensation account (the payment instruction for the compensation account can be requested to the IEA customer service staff). Payment of invoices by consignment, cash or check is **NOT** allowed. IEA also has the payment option enabled through a virtual payment gateway, if the client wishes, they can ask the customer service staff for a payment link that will take them directly to the virtual platform to make the transfer. In case of delays or default in payment, late payment interest corresponding to the maximum rate established by Colombian law will apply.

4.2. In case of delays or default in payment, default interest will be applied at the maximum rate established by Colombian law.

5. The duration of the services referred to in this document will depend on the time the Aircraft remains in the Hangar.

6. Both IEA and THE CUSTOMER agree to respect the safety standards established in the Colombian Aeronautical Regulations (RAC) and other provisions in force, both in Colombia and abroad, as well as other rules issued by the aeronautical authority, AIRPLAN and all policies established by IEA within its facilities, in relation to the operations to and from the Hangar.

7. In this regard, the CUSTOMER shall at all times respect the provisions regarding the taking of photographs or videos inside the Hangar, especially considering that under no circumstances shall it be allowed to record or photograph IEA logos, aircraft license plates, IEA personnel, or perform acts that endanger the normal activities of IEA. Likewise, it is expressly stated that photographs or videos taken at IEA facilities may not be used for advertising purposes, be uploaded to social networks, have violent or sexual content, nor may they use the name of IEA for any purpose.

8. The CUSTOMER must provide IEA with updated information regarding its personnel, employees, crew, officials and passengers, under the terms and conditions required by IEA for the provision of airport ground handling and ground handling services.

9. IEA reserves the right of admission to the Hangar with respect to passengers and crew of the aircraft to which it provides services, in the event that their presence or actions endanger the safety of IEA property or personnel or when they do not comply with the policies or rules of coexistence established by IEA, in which case, IEA may prevent their entry or request that they leave the Hangar.

10. IEA may subcontract with third parties any of the services agreed upon in the corresponding Service Order, without requiring authorization from THE CUSTOMER.

11. IEA expressly states that it shall not be liable for the luggage of the CUSTOMER during the provision of the services contracted herein, nor for the content thereof.

12. If during the reception or permanence of the Aircraft in the Hangar providing the FBO

Service, or during the provision of any service in progress, IEA's Technical Maintenance Staff notices any evidence of external damage to the Aircraft, such as structural shocks, leaks of fuel, hydraulic or oil fluids, or any other evidence that implies the need for corrective actions for the proper operation of the Aircraft, IEA's Technical Team will provide appropriate feedback to the crew of the Aircraft by way of information, or any other evidence that implies the need to perform corrective actions for the correct operation of the Aircraft, the IEA Technical Team will provide due feedback to the Aircraft crew as information, but is not authorized to repair or intervene in the respective corrective actions of these types of findings.

12.1. The handling of the above eventualities will be the full responsibility of the Aircraft Operator and will be recorded in the "FBO Attention Record" format with the respective signature of the person informed by the Aircraft Crew.

12.2. If the Aircraft Operator does not perform the respective actions to ensure the proper operation of the Aircraft, and such omission prevents the effective provision of the services provided by IEA, IEA is not obliged to provide the contracted services until the aforementioned recommendation is complied with, without this generating any type of non-compliance in the provision of the service by IEA.

13. The CUSTOMER shall be liable for any damages caused by willful or negligent conduct



of its employees, crew, dependents and passengers during the development of the service provided by IEA, as well as for any action or omission that is in violation of any rule, law or regulation.

14. The CUSTOMER is obliged to: (i) maintain appropriate conduct so as not to endanger persons, property or flight safety, or limit or impede the activities of the crew; (ii) maintain appropriate behavior so as not to cause discomfort, inconvenience, damage or injury to other Passengers. (iii) comply with the instructions of IEA personnel regarding the behavior of the CUSTOMER in the hangar, and may take any measures it deems necessary to prevent behavior by the CUSTOMER that deviates from its obligations. Without prejudice to any criminal prosecution that may be applicable, the CUSTOMER who fails to comply with any of these obligations may be removed from IEA's facilities and may be denied service. (iv) comply with all biosafety protocols established by IEA and by law, both in the aircraft and inside the IEA hangar, and which is described in the "Protocol of permanence and care in the IEA hangar" defined by IEA, and which is sent as a separate document to these terms and conditions. If the CUSTOMER does not comply with the established protocols, the CUSTOMER shall pay a penalty that will be stipulated by IEA.

15. The CLIENT is obliged to constitute and maintain in force its aviation policies (Hulls, Civil Responsibility, among others) during the time of execution of the service here contracted.

16. THE CLIENT must send to IEA a copy of the current aviation Insurance policy; Likewise, THE CLIENT must send a copy of these each time it is renewed.

17. IEA will have the faculty to charge THE CLIENT or the aircraft operator, directly or through its aviation Insurance policy, any cost or expense in which IEA has incurred in the support provided during any emergency, incident and / or accident suffered by THE CLIENT Aircraft.

18. The service contracted here may end, by mutual agreement of the parties, due to breach of the obligations agreed herein by any of the parties and for incurring in any of the actions described in number 19 of this document.

19. THE CLIENT will be responsible for those taxes, rates and contributions of national, international, territorial order that take place and that correspond to assume.

20. The Parties declare that: (i) they do not incur in actions related to fraud, bribery and/or corruption, (ii) they do not carry out illicit activities, (iii) they will not use the other Party or the business relationship with the other Party to commit illicit acts or acts related to fraud, bribery and/or corruption, (iv) they will comply with all applicable regulations and the requirements and orders of the competent authorities, national and international, regarding the prevention, control and management of the risk of fraud, bribery and corruption. (v) the resources, money, assets or goods (jointly goods) related to the service provided have a lawful origin and are not linked to money laundering, or any of its source crimes, (vi) the services provided will not be used for the financing of criminal conduct, in accordance with current criminal regulations, (vii) The CLIENT, its directors, shareholders, partners or employees (jointly Related Parties), have not been included in risk control lists of money laundering and financing of terrorism national or international, including the OFAC list, (viii) The CLIENT does not incur in its activities in any illicit activity of those referred to in the Colombian Criminal Code or any other rule that amends or adds to it.

21. IEA shall not be liable for damages that may be caused to the aircraft, employees and personnel of the CUSTOMER, for any accident, incident or emergency that may occur. The CUSTOMER hereby releases IEA from any liability arising from the provision of the contracted service.

22. CUSTOMER shall make no claim of any kind against IEA and shall hold IEA harmless against all claims, demands, legal actions and costs that may arise out of or be the cause of:

(i) Any conduct deployed by IEA, its officers and/or employees, in the performance of this contract that causes damage or loss to property owned by the CUSTOMER, officers, employees, crew, third parties or passengers, or those assets that are under its control, custody, supervision or operation, unless such conduct arises from fraud or slight negligence.

(ii) Damages, delays, injuries, death or damage caused to a third party passenger, any member of the crew assigned to the aircraft, employee and / or officer of the CLIENT, for the services covered by this contract.

23. The CUSTOMER agrees to comply with the following security instructions: (i) In the event that the CUSTOMER or any of its guests has a special security scheme, the CUSTOMER must inform IEA of its scope at the time of the operation of its aircraft. (ii) In case the CUSTOMER has any doubts about the transportation of any item, he/she must ask IEA staff about it before contracting the airport stopover and ground handling service. (iii) If the CUSTOMER intends to travel with a pet or transport any type of animal, he/she should ask IEA about the requirements for the transportation of such animals prior to booking the flight. (iv) If the CUSTOMER is traveling with a sick person, with mental disorders, with recent surgeries, under medical treatment, requiring permanent oxygen, or with any special condition that requires special care, the CUSTOMER must notify IEA two (2) days prior to the flight, to ensure that the person is able to make the flight. Notwithstanding the foregoing, such person shall take the service under his/her sole responsibility, holding IEA harmless for any event that may occur due to his/her medical condition. (v) THE CUSTOMER must take into account the amount of money allowed to be transported for domestic and international flights and not exceed this limit. (vi) If the CUSTOMER wishes to travel with a minor, he/she must ensure that he/she has all the legal documents required for the departure of the minor from the country. (vii) IEA does not provide the service of transporting corpses; for the transport of ashes, the CLIENT must have the documents required by national and international authorities and inform them prior to the flight. (viii) IEA does not transport anatomical components. (ix) In case the CUSTOMER wishes to travel with goods that require special handling (large boxes, paintings, perishable goods, fragile or delicate items, among others), he/she must alert IEA prior to contracting the flight in order to verify that the goods can be transported safely.

24. DATA PROCESSING. The Parties reciprocally authorize the other to incorporate their data in their respective databases and exercise the treatment according to the Data Treatment Policies that each party has defined, which they declare to know and accept with the subscription of this document, data that will have the purpose of strengthening our business relationships, to comply with the obligations under this contract, to inform about new requirements, to enter into agreements with third parties, to evaluate the levels of service received, to perform control processes and accounting records of the obligations, to conduct security studies, to carry out procedures and to inform the various authorities required for the provision of the service, such as, among others, the aviation authority, the customs authority and the immigration authority in Colombia and abroad; carry out procedures and inform the different authorities required for the provision of the service such as the aeronautical authority, customs authority and immigration authority in Colombia and abroad; carry out tests and security controls; comply with fiscal, accounting, commercial, tax and procedural

regulations and with the provisions of governmental and regulatory entities; exercise control of payments for services rendered, and carry out consultations, audits, simulations and reviews derived from our business relationship. Likewise, the Parties reciprocally authorize the other to consult their data in the restrictive lists binding for Colombia that register antecedents of Money Laundering and Financing of Terrorism.

I acknowledge that, as the data subject, I may exercise the right to know, update, delete information from INTEREJECUTIVA's databases, and revoke this authorization through the free means and channels established in INTEREJECUTIVA's personal data processing policy available at www.interejecutiva.com. However, the request for data deletion will mean that they cannot be accessible for the development of the Companies' normal activities, but they may be kept in their records for statistical, historical purposes, or to comply with requests from administrative or judicial authorities.

I have been informed that I am not obliged to answer questions related to sensitive data or minors unless they are strictly necessary to access the benefits offered by INTEREJECUTIVA. For any concerns or additional information related to the processing of personal data, it is possible to contact protecciondedatos@interejecutiva.com.

With the signing of this contract, THE CLIENT informs that they are aware of and accept, declare, and guarantee that they know and have informed their shareholders, employees, officials, and guests of IEA's information processing policies and the purposes of the data processing described herein. These individuals also accept these policies, declare that they are aware of them, and authorize the processing of their personal data when they voluntarily visit IEA's facilities or enjoy its services.

The acceptance of the terms and conditions contained in this document either in writing, by electronic means, and/or via email by an authorized representative of the CLIENT, shall be deemed a valid acceptance for all purposes, in accordance with the provisions of the regulations of Electronic Commerce Law 527 of 1999.

25. LA/FT/FPADM and C/ST RISK PREVENTION. The Parties declare that the resources used in the execution of this contract, as well as their income, goods, assets, products and/or services, come from lawful activities and will not be used for the commission of crimes related to money laundering, terrorist financing and financing of the proliferation of weapons of mass destruction (LA/FT/FPADM) or related to corruption, bribery and transnational bribery (C/ST). They also declare that they are not on lists for the control of LA/FT/FPADM or C/ST, administered by any national or foreign authority or entity and that, consequently, they are obliged to respond for all damages that may be caused as a consequence of non-compliance with this declaration. Likewise, they state that they have no current investigations, or have been convicted for LA/FT/FPADM or C/ST crimes and undertake to comply with the company's policies on the matter.

FIRST PARAGRAPH: The Parties, in accordance with the regulations in force on the matter, must implement policies of knowledge of the counterparties, as well as mechanisms for the prevention and control of their operations, in order to avoid that these are used for the commission of LA/FT/FPADM or C/ST crimes.

SECOND PARAGRAPH: The Parties may unilaterally terminate the contract if the following circumstances arise:

- i) The failure to deliver or update truthful and verifiable information in accordance with the provisions of the regulations related to the System of Self-Control and Integral Risk Management of Money Laundering, Terrorism Financing and Financing of the Proliferation of Weapons of Mass Destruction (SAGRILAFT) and the Business Ethics and Transparency Program (PTEE).
- ii) In case the Parties, their shareholders, administrators or employees, are included in restrictive or control lists related to LA/FT/FPADM or C/ST or convicted for any crime in the matter.
- iii) Any other non-compliance in relation to the SAGRILAFT or the PTEE.