

**MANUAL FOR SHAREHOLDER PARTICIPATION AT THE  
55TH ANNUAL GENERAL MEETING AND 115TH  
EXTRAORDINARY GENERAL MEETING OF COMPANHIA DE  
SANEAMENTO DO PARANÁ - SANEPAR**

SAPR3 (ON)  
SAPR4 (PN)  
SAPR11 (Units)

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## MESSAGE FROM MANAGEMENT

Esteemed shareholders,

With the intention of facilitating and helping shareholders to exercise their voting rights and participation in the General Shareholder Meetings of **Companhia de Saneamento do Paraná - SANEPAR**, and based on the practice of Corporate Governance, we are providing you with this manual.

Drafted in line with the Company values – Responsibility, Innovation, Competence, Respect, Commitment, Professionalism, Transparency and Ethics – with a view to facilitating and instructing your participation.

This Manual's objective is to provide information in relation to the Company's General Shareholder Meetings, by offering guidance to promote understanding of the proposals for deliberation, encouraging and driving shareholder participation in Company Assemblies.

Your participation is very important given the relevance of the issues dealt in General Shareholder Meetings.

Sincerely,  
Company Management

## 1. GUIDANCE FOR SHAREHOLDER PARTICIPATION

With a view to providing shareholders with an understanding of the procedures used to participate in the Meeting, we have made this Manual of the General Shareholder Meeting available.

The General Meeting will be held in the Country's official language.

Pertinent information to the deliberations are at shareholders' disposal on the Investor Relation Website (<http://site.sanepar.com.br/investidores>), at the CVM website ([www.cvm.gov.br](http://www.cvm.gov.br)) and at Rua Engenheiros Rebouças, 1376, Rebouças, Curitiba, State of Paraná, CEP 80215-900, with the Investor Relations Department (Gerência de Relações com Investidores – GRI/DFRI).

### 1.1. Shareholder Participation:

Shareholders may participate in person or by duly established power of proxy, or via remote vote bulletin. This Manual and the Company Administration Proposal provide detailed guidance on the documents required to vote remotely, in addition to item 12.2 of the Company Reference Form.

### 1.2. Shareholder Present

Shareholders wishing to participate in General Meetings must be in the venue, preferably, 30 minutes in advance of the time informed in the Convening Note, bearing the following documents:

- Identity document (RG, RNE, CNH or officially recognized professional card); and
- Proof of the status of Company shareholder, issued by the depository financial institution, or by shareholding interest position issued by Sanepar.

### 1.3. Shareholder Represented by Power of Proxy

Shareholders not able to attend and wishing to participate in the General Meeting may establish a power of proxy with powers to represent them.

As established in the Corporation Law (Lei das S.A. - Lei no. 6404, of 15.12.1976, paragraph 1st of art. 126), *shareholders may be represented in general meetings by power of proxy established under 1 (one) year before, that is shareholder, company manager or attorney; in listed companies, powers of proxy may, also, the financial institutions, with the administrator of the investment fund representing its members.*

To this end, the following documents are required:

- Instrument of mandate (power of proxy) with special and specific powers to represent them in the General Meeting of Sanepar, with notarized signature by the grantor (shareholder), as established in Law no. 6404/76.

- Bylaws or Articles of Incorporation and instrument of appointment/nomination of administrators in case the grantor is a corporate entity; and
- proof of ownership of the shares issued by the Company, issued by the depository institution and/or custodian or shareholding interest position issued by Sanepar.
- DVB duly completed and signed.

#### **1.4. Foreign Shareholders Present at the Meeting**

Foreign shareholders must present the same documentation as Brazilian shareholders, except that the documents must be notarized, registered in a national consulate and placed in apostille, with sworn translation, as the case may be, addressed Decree no. 8660, of January 29, 2016.

#### **1.5. Remote Vote Bulletin:**

In order to comply with the shareholder participation regulation, Sanepar shall adopt the remote vote system in the terms defined in CVM Instruction no. 561/2015, which regulated articles 121 and 127 of Law 6404/1976, allowing its shareholders to submit remote vote bulletins through their respective custody or bookkeeping agents, or directly to the Company, by following the instructions below:

Shareholders choosing to exercise their right to remote vote may (i) transmit completion instructions to their respective custodian agents; or (ii) bookkeeping agent for the shares issued by the company; or directly to the Company:

##### **(i) Vote through custodian agents**

Shareholders choosing to exercise their right to remote vote through their respective Company custodian agent must inform their voting instructions addressing the rules defined by them, that will then refer said voting intent to the B3 Depository Central. Shareholders must contact their respective custodian agents, in order to check on the procedures these have defined for issuing vote instruction via bulletin, as well as the documents and information required to this end.

##### **(ii) Vote through bookkeeping agent**

Shareholders choosing to exercise their right to remote vote through their respective bookkeeping agent for the shares issued by the Company must inform their voting instructions addressing the rules defined by them, that will then refer said voting intent to the Company. Shareholders must contact their respective bookkeeping agents, in order to check on the procedures these have defined for issuing vote instruction via bulletin, as well as the documents and information required to this end.

#### **Institution contracted by the Company to provide securities bookkeeping services:**

##### **Itaú Corretora de Valores S.A.**

Avenida Brigadeiro Faria Lima, 3.500, 3º andar  
São Paulo - SP

##### **Shareholder care:**

3003-9285 (capitals and metropolitan regions)  
0800 720 9285 (other locations)

Service available on banking days from 9 AM to 6PM.

Email: [atendimentoescrituracao@itau-unibanco.com.br](mailto:atendimentoescrituracao@itau-unibanco.com.br)

**(iii) Shareholders send bulletin directly to the Company** - Shareholders choosing to exercise their right to remote vote may, alternatively, do so by sending directly to the Companhia on electronic media to [bvd@sanepar.com.br](mailto:bvd@sanepar.com.br), and must send the following documents to the Sanepar head offices, located on Rua Engenheiros Rebouças nº 1376, Curitiba, PR, CEP 80215-900, c/o Gerência de Governança, Riscos e Compliance/DP, addressed the deadlines:

- (i) physical copy of the bulletin duly completed, signed and initialed on every page; and
- (ii) notarized copies of the following documents:
  - (a) for individuals: - identity document with picture of the shareholder;
  - (b) for business entities: - latest version of bylaws or consolidated articles of incorporation and company documents attesting to the shareholders effective legal representation; and - identity document with picture of the legal representative;
  - (c) for investment funds: - the fund's latest version of the consolidated regulations; - bylaws; and - identity document with picture of the legal representative.

For bulletins sent directly to the Company, should the Company check that if the Bulletin is not in its last version or it has not been correctly and fully completed, observed the questions pertinent to each type of share, or accompanied by the required documents described in item (ii), the Bulletin shall be disregarded and the shareholder advised of the necessary rectifications needed through email from "[bvd@sanepar.com.br](mailto:bvd@sanepar.com.br)".

Further to this, the Company shareholder is responsible for sending the remote vote bulletin in good time (D-7)\* for reception and use in the Meeting. Finally, the deadline (D-7) for shareholders to submit their votes may vary according to calendars in order to deal with weekends and holidays.

#### **1.6. On the Referral of Power of Proxy Documents**

With a view to promoting agility for the work in the Meeting, shareholders are asked to refer the documents set out in the items above, enablers of Shareholder participation or representation in the Meeting, to take place, preferably, 72 hours in advance of the date set for the Meeting to:

**Companhia de Saneamento do Paraná - SANEPAR**  
**A/C Gerência de Governança, Riscos e Compliance/DP**  
**Rua Engenheiros Rebouças, 1376, Bairro Rebouças**  
**Curitiba, Paraná**  
**CEP 80215-900**

Company Shareholders are responsible for the remittance of any documents and their receipt in good time for the Meeting.



However, it should be highlighted that, in the terms of §2º of article 5 of ICVM 481, Shareholders attending the Meeting holding all the documents required are entitled to participate and vote, even if they failed to provide them previously, as requested by the Company.

The Company does not accept powers of proxy issued electronically by Shareholders.



**COMPANHIA DE SANEAMENTO DO PARANÁ – SANEPAR**  
**PUBLIC HELD COMPANY**  
**CVM REGISTRY No. 01862-7 CNPJ No. 76.484.013/0001-45**  
**CALL NOTICE**  
**55<sup>th</sup> ANNUAL GENERAL MEETING**

**Date: April 24, 2019**

**Time: 10:00 am**

**Venue: Sanepar Headquarters, Rua Engenheiros Rebouças, 1376, Curitiba/PR.**

The shareholders are invited to meet at the Annual General Meeting on April 24, 2019, at 10:00 am, at the Company's headquarters, to deliberate on the following agenda:

Item 1 - Examination, discussion and vote of the 2018 Annual Report and Financial Statements;

Item 2 – Management Proposal for deployment of profits;

Item 3 - Establishment of the total compensation amount for Management, Fiscal Council and Committee members;

Item 4 - Dismissal and election of members of the Board of Directors. At the time, the rule contained in item II, paragraph 4 of article 141 of Law 6,404/1976 will be observed, if applicable;

Item 5 - Election of members for the Fiscal Council;

Item 6 - Maintenance of newspapers as part of the Corporate legal publications vehicles.

The documents relevant to the matters to be debated at the AGM, according to the agenda above are available to shareholders at the Company's Investor Relations website ([ir.sanepar.com.br](http://ir.sanepar.com.br)) and the CVM's website ([www.cvm.gov.br](http://www.cvm.gov.br)), as according to the provisions of article 11 of CVM Instruction 481 of December 17, 2009, as amended, and article 135, paragraph 3, of Law 6,404 of December 15, 1976.

Curitiba, March 21, 2019.

**Marcia Carla Pereira Ribeiro**

Chair of the Board of Directors





**COMPANHIA DE SANEAMENTO DO PARANÁ – SANEPAR**  
**PUBLIC HELD COMPANY**  
**CVM REGISTRY No. 01862-7 CNPJ No. 76.484.013/0001-45**  
**CALL NOTICE**  
**115<sup>th</sup> EXTRAORDINARY GENERAL MEETING**

**Date: April 24, 2019**

**Time: 11 AM**

**Venue: Sanepar Headquarters, Rua Engenheiros Rebouças, 1376, Curitiba/PR.**

All Company shareholders are hereby called to attend the Extraordinary General Meeting on April 24, 2019, at 11:00 AM, at the Company's headquarters, to deliberate on the following agenda:

Item 1 – Deliberation of the Company's Administration Proposal for the amendment of its bylaws.

Item 2 – Dismissal and election of members of the Nomination and Evaluation Committee.

Documents pertaining to the issues for discussion a EGM are at the disposal of shareholders at the Company Investor Relations page ([ir.sanepar.com.br](http://ir.sanepar.com.br)) and the CVM webpage ([www.cvm.gov.br](http://www.cvm.gov.br)), as set out in the order of the day and in addressing the dispositions of article 11 of CVM Instruction no. 481, of December 17, 2009, as amended, and article no. 135, §3º, of Law no. 6404, of December 15, 1976.

Curitiba, March 21, 2019.

**Marcia Carla Pereira Ribeiro**  
Chair of the Board of Directors

## 2. DOCUMENTS AND RELATED LINKS

SANEPAR

<http://site.sanepar.com.br/>

SANEPAR INVESTORS

<http://site.sanepar.com.br/investidores/>

Brazilian Securities Commission – CVM

<http://www.cvm.gov.br/>

B3 – Brasil, Bolsa, Balcão

<http://www.b3.com.br/>

Instituto Brasileiro de Governança Corporativa

<http://www.ibgc.org.br/>

## ANNEX 1: INDIVIDUAL POWER OF PROXY TEMPLATE

### POWER OF PROXY

This private instrument of mandate and in compliance with the best form of the law currently in force, \_\_\_\_\_, resident and domiciled at \_\_\_\_\_, registered in the CPF/MF under no. \_\_\_\_\_, appoints and establishes \_\_\_\_\_ as his/her representative with powers of proxy, with specific powers granted to represent the interests of the Grantor at the \_\_\_\_\_ Extraordinary General Meeting of Companhia de Saneamento do Paraná - Sanepar, with head offices located at Rua Engenheiros Rebouças, nº 1376, Bairro Rebouças, CEP 80215-900, Curitiba, Paraná, Brazil registered in the CNPJ under no. 76.484.013/0001-45, to be held on \_\_\_\_/\_\_\_\_/\_\_\_\_, at \_\_\_\_\_, entitled to deliberate, discuss and vote the issued comprising the Order of the Day, examine and approve documents and financial statements, contest, agree, sign minutes and attendance records.

\_\_\_\_\_, \_\_\_\_\_, 2019.

## ANNEX 2: BUSINESS POWER OF PROXY TEMPLATE

### POWER OF PROXY

This private instrument of mandate and in compliance with the best form of the law currently in force, \_\_\_\_\_, established at \_\_\_\_\_, registered in the CNPJ under no. \_\_\_\_\_, herein represented through its Directors undersigned, appoints and establishes \_\_\_\_\_ as their representative with powers of proxy, (acting alone or as a group), (regardless of the order of appointment), to represent the interests of the Grantor at the \_\_\_\_\_ Extraordinary General Meeting of Companhia de Saneamento do Paraná - Sanepar, with head offices located at Rua Engenheiros Rebouças, nº 1376, Bairro Rebouças, CEP 80215-900, Curitiba, Paraná, Brazil registered in the CNPJ under no. 76.484.013/0001-45, to be held on \_\_\_\_/\_\_\_\_/\_\_\_\_, at \_\_\_\_\_, entitled to deliberate, discuss and vote the issued comprising the Order of the Day, examine and approve documents and financial statements, contest, agree, sign minutes and attendance records.

\_\_\_\_\_, \_\_\_\_\_, 2019.