

**FUNDAÇÃO GETULIO VARGAS
BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION
PUBLIC NOTICE OF SELECTION PROCESS
MASTER IN MANAGEMENT
YEAR 2023**

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**FUNDAÇÃO GETULIO VARGAS
BRAZILIAN SCHOOL OF PUBLIC AND BUSINESS ADMINISTRATION
PUBLIC NOTICE OF SELECTION PROCESS
MASTER IN MANAGEMENT
YEAR 2023**

Fundação Getulio Vargas hereby announces the opening of the application process for the selection for the Master in Management, to the year 2023, of the Brazilian School of Public and Business Administration – FGV EBAPE.

1. THE PROGRAM

1.1 The course obtained the Renewal of Recognition published in Administrative Rule no. 609 of 14/03/2019, of the Ministry of Education, D.O.U. of 18/03/2019.

1.2 The course is divided into academic quarters and is offered in 2 (two) formats:

- a. **Regular:** program fully offered by FGV EBAPE;
- b. **Double Degree:** program offered in partnership with the Catolica- Lisbon School of Business and Economics, where part of the program will be attended at the partner institution.

2. THE CONDITIONS

2.1 Brazilian citizens or foreigners, resident in Brazil or abroad, who are holders of an Undergraduate Diploma in a course recognized by MEC (Ministry of Education), or a Foreign Diploma validated by the Brazilian government.

2.2 In case of Undergraduate issued by foreign universities, the document must be consularized by the Brazilian representation in the issuing country (Embassies or Consulates) or apostilled according to the Hague Convention, along with its sworn translation;

2.3 Applicants who are about to complete an undergraduate degree are allowed to apply.

2.3.1 For enrollment purposes, the proof of completion is mandatory.

2.4 The schedule with the selection process phases and the date for the program commence are available in the annex I of this document.

3. THE VACANCIES

3.1 FGV EBAPE will offer 30 (thirty) places, irrespective of the format, and the admission will follow the classification criteria set forth on item 7, in this document.

3.2 Admission is subject to approval and classification within the limit of vacancies established in this notice .

3.3 FGV EBAPE is committed to the quality standards of its academic program and reserves the right not to fill all the vacancies hereby announced.

4. APPLICATION

4.1 General Information

- a. Application are submitted exclusively online;
- b. The applicant must choose the program format at the registration.
- c. The applicant is responsible for the accuracy of the information provided on the application form;
- d. **Application fee:**
 - **R\$ 144,00 (one hundred and forty-four Brazilian Reais, for invoices issued from July 1st, 2022 to November 04th, 2022;**
 - **R\$ 180,00 (one hundred and eighty Brazilian Reais, for invoices issued from November 5th, 2022 to February 28th, 2023.**
- e. The payment can be made by credit card, at bank agency or online until the deadline defined by the bank;
- f. Application will be confirmed only after the fee is processed;
- g. Only applicants who paid the application fee within the established period will be able to participate of the selection.
- h. Payments made after the deadline, or failure to perform the application properly, exclude the applicant from the selection process, regardless of the certification obtained on the website ,which only certifies the payment received by FGV, not confirming the registration that is not under the guidelines in this document;
- i. The applicant may cancel their application and request a full refund of the fee within 7 (seven) working days from the date of payment. After this period, no refunds will be made.

4.2 Application Confirmation:

4.2.1 The application will be confirmed upon the upload of the following documents, in the Selection Process website (www.fgv.br/ebape):

- a. Identification document;
- b. Passport (foreign applicants);
- c. Curriculum vitae in English;
- d. Undergraduate Diploma and Transcript. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document;
- e. Applicants who are about to complete the undergraduate degree may submit an official letter (official heading) stating the expected program completion date (issued within 60 days). For enrollment purposes, it will be compulsory to present the certificate of the undergraduate degree or a declaration by the educational institution containing the graduation date (issued less than one year);
- f. Classification and score in one of the following exams (optional, but recommended):
 - GMAT (validity: 3 years);
 - GRE (validity: 3 years);
 - ANPAD (validity: 2 years);
 - ANPEC (validity: 2 years).
- g. One of the following English proficiency certificates, within the validity period:
 - IELTS ACADEMIC (minimum score: 6.5; validity: 2 years);
 - TOEFL IBT (minimum score: 90; validity: 2 years);
- h. Applicant's motivation letter, in English, explaining the reasons for wishing to join the program;
- i. Form of inclusion of "Social Name" (Annex II);
- j. Medical Report (applicants with disabilities) – (Annex III).

Guidelines:

This transcript is a free translation of an official document in Portuguese available at FGV SRA and on the website

1. The documents must be scanned, saved in PDF format and attached to the application form;
2. Photos of documents will not be accepted;
3. The maximum file size allowed for each document is 1.5MB;
4. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
5. Applicants should consult the status of the documentation sent through the website <https://processoseletivo.fgv.br/MIM/ACOMPANHAMENTO>. In the menu Visão Geral, in the link Acompanhe sua Inscrição. The documents will be verified within 3 (three) business days after the confirmation of application fee payment.

4.3 Only applicants who have paid the application fee and complete the upload detailed on item 4.2 will be eligible for the selection process.

5. SELECTION CRITERIA

5.1 Applicants for the Master in Management will be selected by a Selection Committee composed by professors of the program, according to the criteria specified below, that are eliminatory:

- a. Document analysis (item 4.2);
- b. Interview.

5.2 Only applicants selected in the document analysis (item 5.1 “a”) will be invited for the Interview.

6. INTERVIEW

6.1 The Selection interviews – phase 2 - will be online during the period informed in the Schedule (annex I).

6.2 The interview scheduling will be informed by e-mail by the Program Coordination. It is not possible to reschedule the interview.

6.3 The interviews will be conducted in English;

6.4 Interview Guidelines

- a. The applicant eligible to participate of the Selection Process (item 4.3) will receive the necessary technical information, guidance and orientation for the online interview, by e-mail.
- b. The link to access the interview software will be sent by email. It won't be possible to access the link after the day and time scheduled to the interview.
- c. The applicant who is not connected (online) to the interview on date and time scheduled, will be automatically eliminated of the selection process;
- d. Under no circumstance will an interview be rescheduled due to non-compliance with any item of this announcement;
- e. When starting the interview, the applicant must turn off and retain their mobile phone and electronic equipment, in addition to other objects, under penalty of elimination of the process;
- f. Applicant are not allowed to do interview wearing caps, hats, sunglasses, or any other

accessory that doesn't allow the applicant identification;

- g. FGV is not responsible for the non-concluded interview due technical issues, communication problems, or and wrong procedure from the part of the applicant.

6.5 Applicants will be excluded from the process if they:

- Present undue behaviour during the interview;
- During the interview the applicant holds any electronic device, for example: mobile phone, digital watch, mp3, tablet ou similar, even if they are switched off;
- Do not connect in the interview link on time and scheduled date;
- Practice acts that contradict the norms of this announcement.

7. CRITERIA FOR APPLICANTS APPROVAL

7.1 Candidates approval will be defined by the arithmetic average from the following phases (a grade from 0 (zero) to 10 (ten) will be assigned):

- a. Documental analysis (item 4.2);
- b. Interview.

7.2 The list of approved applicants will be published based by the average grade, on descending order, eventually including, a waiting list to be determined by the Selection Committee, that can be used in case of candidate withdraw or applicant elimination of approved applicants.

7.3 The list of approved applicants and the waiting will be published as per the Schedule (annex I), at FGV EBAPE website (www.fgv.br/ebape) after the completion of the phases described on item 5.

7.4 Only applicants approved in all stages of the application process may proceed with the enrollment.

8. ENROLLMENT SCHEDULE

8.1 Phase 1: *Document Upload – Pre-Enrollment and Presencial enrollment appointment*

Approved applicants must upload the required documents as per the guidelines below detailed:

8.1.1 The document upload referred to the enrollment (item 8.2.1 or 8.2.2 and 8.2.3) must be done in the selection process website (www.fgv.br/processoseletivo>Menu *Resultado* > *link Pré matrícula > pré- matrícula*) as per the specifications below and schedule (annex I):

- a. The documents must be scanned, saved in PDF format;
- b. The photos must be scanned and saved in JPEG;
- c. The maximum allowed file size for each document is 1.5MB;
- d. Photos of documents will not be accepted;
- e. Documents that are two-sided or contain more than one (1) page must be scanned/merged in a single file (e.g., identification, passport, certificate, etc.);
- f. Illegible, incomplete or non-standard documents will invalidate this phase, and later, the applicant's enrollment.

8.1.2 If an applicant does not comply with item 8.1, within the period established in the Schedule (annex I), the applicant enrollment will be invalidated.

8.2 Phase 2: Enrollment

The enrollment will be confirmed by the sending authenticated copy of the documents listed below, by SEDEX, to FGV SRA, within the period informed in the schedule (annex I), in order to validate the annexed documents in the selection process page (item 8.1):

8.2.1 Brazilian Applicants

- a. 1 (one) recent 3x4 photo;
- b. Identification Document (passport won't be accepted);
- c. CPF;
- d. Certified copy of Birth or Marriage Certificate, according to current civil status, accompanied by simple translation;
- e. Undergraduate diploma. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document.
- f. Medical Report (People with disabilities) – item 8.2.6, Annex III

8.2.2 Foreign Applicants

- a. 1 (one) recent 3x4 photos;
- b. Passport with temporary student visa;
- c. CPF;
- d. National Migration Registry - RNM;
- e. Certified copy of Birth or Marriage Certificate, according to current civil status;
- f. Undergraduate diploma. If the diploma was issued in a country other than Brazil, the document must be submitted with the consularization or apostille by Brazil representative (Embassies/Consulates) in the country of origin of the diploma or apostilled, according to the Hague Convention, in addition to the sworn translation of the document.
- g. Undergraduate Diploma from FGV program or conclusion declaration issued in less than 6 months (optional – item 9.5);
- h. Insurance Policy in the minimum amount of € 30,000 (thirty thousand Euros) or US\$ 42,000 (forty two thousand US dollars), including transfer to the country of origin;
- i. Medical Report (People with disabilities) – see item 8.2.6 and annex III.

8.2.3 The documents listed below are will be forwarded, via e-mail, for digital sign, after the correct conclusion of the item 8.2.1 or 8.2.2 (depending on the case):

- a. Signed Contract;
- b. Completed enrollment form;
- c. Signed statement of responsibility;
- d. Declaration of subsistence (only for foreign applicants);
- e. Request of inclusion of “Social Name” – Gender Identity (when applicabe).

Important:

- The applicant must digitally sign the documents listed in the item 8.2.3 within the period informed in the Schedule - annex I. If this step is not completed, it will be considered as a withdrawal and the next applicant in the waiting list can be classified.
- Due to the configuration of some providers, the e-mail for digital signature of documents may be directed to the SPAM box or trash. It is the applicant's

responsibility to monitor and verify the e-mail.

8.2.4 Applicant must complete the steps described on itens 8.2.1 ou 8.2.2, depending on the case, and send the authenticated copy of the documents, by SEDEX/ FEDEX, to FGV SRA – Academic Registration, considering the date of dispatch, as per the Schedule (annex I). Documents described on item 8.2.3 don't need to be authenticated.

8.2.5 In case of civil name change, the documents must updated, as per the current civil certificate.

8.2.6 For selected candidates who declare some type of disability, it is mandatory to upload the medical report, containing its description, the CID (International Classification of Diseases) code, as well as information about the academic accessibility resources needed during the period course link. Failure to comply with the guidelines described, will consider as not necessary any adaptation from the School to attend the student.

8.2.7 Due to the deadlines set by the Brazilian Federal Police for the issuance of the RNM - National Immigration Registry, it will be provisionally accepted for enrollment, the application protocol of the document, containing the expiry date.

8.2.8 In case of impossibility to present a certificate of the undergraduate degree, the student must present an authenticated copy of the declaration of completion of the course with date of the graduation, issued within 60 (sixty) days, duly signed and stamped by the Institution of Education.

8.2.9 Applicants who do not present the documents listed below before the end of the first academic term of the program will be unable to renew the enrollment for the subsequent period:

- a. Authenticated copy of the undergraduate diploma;
- b. Authenticated copy of the RNM.

8.2.10 In the event that a student does not proceed with the enrollment, or they fail to send the documents within the deadline established for enrollment, or withdrawal, the next classified applicant may be invited for enrollment ;

8.2.11 FGV will not be responsible for non-compliance with the deadline for sending documents through Post Office service FEDEX or other forms of posting, due to possible loss of documents.

9. TUITION FEE

9.1 Master in Management – Formato Regular

	Monthly installments	Total
Upfront payment	-	R\$ 72.759,00
15 installments	R\$ 5.247,65	R\$ 78.174,81
18 installments	R\$ 4.436,99	R\$ 79.865,87
24 installments	R\$ 3.425,02	R\$ 82.200,45

9.2 Master in Management – Double Degree:

	Monthly installments	Total
Upfront payment	-	R\$ 98.196,00

15 installments	R\$ 7.082,27	R\$ 106.234,00
18 installments	R\$ 5.988,19	R\$ 107.787,48
24 instalments	R\$ 4.622,43	R\$ 110.938,24

9.3 Students who choose the Double Degree format with Católica-Lisbon School of Business and Economics must pay EUR 370.00 referred to the annual program fee.

9.3.1 The annual fee for the Dual Degree format is not included in the tuition fee of the Program and is subject to change based on the current fee applied by Catolica-Lisbon of School of Business Economics.

9.4 Students graduating from the FGV Undergraduate Programs will be granted a 10% (ten percent) discount on the investment value of the program for the Regular Format, according to the values described below:

	Monthly Payment	Total
Upfront payment	-	R\$ 65.483,10
15 installments	R\$ 4.722,69	R\$ 70.843,33
18 installments	R\$ 3.993,29	R\$ 71.879,28
24 installments	R\$ 3.082,52	R\$ 73.980,41

9.5 To obtain the discount, it will be necessary to upload the Diploma (front and back) or Declaration of Course Completion issued less than 6 (six) months.

10. ENROLLMENT CANCELLATION

10.1 The enrollment cancellation request must be formalized upon request Secretariat of Academic Records- FGV SRA, without refund, within the period indicated in this document.

10.2 Students using false, fraudulent, illegal documents or other illegal information and documents will have their enrollment cancelled immediately, and under no circumstances, a refund will be provided.

11. GENERAL CONDITIONS

11.1 Any situation not addressed in this Public Notice shall be analysed and settled by the Coordination of the Course.

11.2 Applicants are subject to the regulations stated in this document, as well as complementary norms, official notices and other officially disclosed documents;

11.3 When submitting the application, the applicant will be accepting in full the rules established in this announcement and the program's regulation available for consultation on the FGV EBAPE website (www.fgv.br/ebape), without any subsequent complaint or appeal;

11.4 FGV, its Schools, Institutes, Faculty and employees comply with the Personal Data Protection Law - Law 13.709/18 (annex IV).

11.5 It is the absolute obligation of the applicant to verify the dates, places and deadlines set in the schedule of this announcement. The candidate is fully responsible for any loss resulting from failure to comply with these data.

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Rio de Janeiro, July 01st, 2022.

Antonio de Araujo Freitas Junior
Provost of Teaching, Research and Post-graduate education
Fundação Getulio Vargas

ANNEX I – SCHEDULE

PHASE	1 st ROUND	2 nd ROUND	LOCATION
Application period (with discount)	July 1 st to November 04 th , 2022 until 6pm	N/A	https://ebape.fgv.br/en/programs/mim/program/selection-process
Application period (without discount)	N/A	November 05 th , 2022 to February 28 th , 2023 until 6pm	
Documents upload	July 1 st to Oct 31 st , 2022 until 6pm	November 05 th , 2022 to February 28 th , 2023	
Upload of medical reports for applicants with disabilities			
Request for the inclusion of the "Social Name"			
Interviews	November 09 th to 11 th , 2022	March 07 th to 09, 2023	Online – Via Microsoft Teams ou Zoom Meeting
Final result	November 21 st , 2022 after 6pm	March 15 th , 2023 after 6pm	https://ebape.fgv.br/en/programs/mim/program/selection-process
Pre-Enrollment (Document upload)	November 28 th , to December 22 nd , 2022	March 21 st to 31 st , 2023	www.fgv.br/processoseletivo
Digital Signature to complete Pre-enrollment	Until December 27 th , 2022	Until April 05 th , 2023	www.fgv.br/processoseletivo
Enrollment (document authenticated copies sent by SEDEX/FEDEX)	January 2 nd to 14 th , 2023	April 06 th to 15 th , 2023	FGV SRA
Enrollment cancellation request	By April 03 rd , 2023	By April 3 rd , 2023	fgvsrafinanceiro@fgv.br
Beginning of the classes	April 24 th , 2023		FGV EBAPE

LOCATION

FGV EBAPE – MAIN BUILDING

Rua Jornalista Orlando Dantas, nº 30
CEP 22231-010 Botafogo, Rio de Janeiro, RJ

ADMISSIONS FGV EBAPE

Rua Jornalista Orlando Dantas, nº30
CEP 22231-010, Rio de Janeiro, RJ
Telefone: (21) 3083-2754
Horário de Atendimento: 09h às 18h
e-mail: admissions_ebape@fgv.br

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PROGRAM COORDINATION

Rua Jornalista Orlando Dantas nº 30, 2º andar, Botafogo, Rio de Janeiro, RJ
Telefone: + 55 21 3083-2402
e-mail: mim_ebape@fgv.br
Open from 9am to 7pm (BRT)

SECRETARIAT OF ACADEMIC RECORDS– SECRETARIA DE REGISTROS ACADÊMICOS (SRA)

A/C: Processo Seletivo Mestrado em Administração
Praia de Botafogo, nº 190 / sala 314 – 3º andar
CEP 22250-900, Rio de Janeiro, RJ
Phone: (21) 3799-5757
Open from 9am to 6pm
e-mail: srarj@fgv.br

APPLICATION PROCESS COORDINATION (CACR)

Open from 9am to 6pm – Monday to Friday.
Phone: (11) 3799-7711 (São Paulo e Grande São Paulo)
Phone: 0800 770 0423 (demais localidades)
E-mail: cacr.cmcd@fgv.br | processoseletivo@fgv.br

ANNEX II – GENDER IDENTITY

1. In compliance with the terms of the legislation, Resolution CNE/CP 001 of January 19, 2018, which provides for the right to use a “social name” (as opposed to the birth name), the applicant may submit their request by uploading the formal request (Annex II), according to the schedule (annex I);
2. In case of approval in the Selection Process, the form and the specific documents must be presented at the time of enrollment, as per the schedule (annex I);
3. FGV reserves the right to request, at any time, other supporting documents regarding the request to include a “social name”.

REQUEST FOR USING “SOCIAL NAME”
In compliance to the Resolution CNE/CP 001, January 19, 2018

STUDENT:	
BIRTH NAME:	
SOCIAL NAME:	
ENROLLMENT NUMBER:	PROGRAM:
TELEPHONE:	E-MAIL:
LEGAL REPRESENTATIVE:	
TELEPHONE:	E-MAIL:

DECLARATION:	
1. I hereby declare to be aware of the use of my “SOCIAL NAME” in my academic records, according to the Brazilian law in force to date.	
2. FGV reserves the right to request, at any time, further documents regarding the use of the “social name”, as well as to take measures to confirm the legitimacy of the information, including approaching the student’s legal representatives/guardians in case the student is under 18 years old.	
____/____/____ date	_____ Student
____/____/____ date	_____ Legal representative/guardians (when student is under 18 years old)

IMPORTANT:
1. This form must be completed and signed by the student, enclosing an authenticated copy of the identification document and a 3x4 color photo (recent).
2. For students under 18 (eighteen) years old, the document must be completed and signed by the student and the legal representative/guardian, attaching an authenticated copy of the identification document of both, color photo 3x4 (recent), authenticated copy of the Birth Certificate or Term of Guardianship

ANNEX III – APPLICANT WITH DISABILITIES

1. 5.1 Applicants with disabilities or who need specific conditions to the interview must upload a medical report, stating the disability or specific need, by the deadline described in the Schedule (Annex I);
2. 5.2 The attached medical report must contain exact and reliable information, under penalty of the applicant being eliminated from the application process or having their registration canceled later in the program, for acting against the public faith;
3. 5.3 It is the applicant responsibility to provide all the information regarding their needs. In the absence of the requested documents, it will implicate on being interviewed in the same conditions as the other applicants;
4. 5.4 If the approved applicant has the need of specific resources for mobility, class attendance and academic activities, the applicant must formalize their needs through a specific form at the moment of enrollment in the program, attaching a medical report;
5. 5.5 The treatment to special conditions will be subject to the analysis of the legality, feasibility and reasonableness of the request.

ANNEX IV – DATA PROTECTION

1. The personal data processing operations requested during the conduct of this Selection Process will take place in accordance with the Brazilian legislation on protection of personal data in force and applicable, in this case, Law 13.709 / 2018 (hereinafter “LGPD”), as well as in accordance with other related legislation and with the provisions of this Notice.
2. Regarding the processing of personal data carried out as a result of this Selection Process, FGV will act as Parent Company, with the following being observed:
 - 2.1 Without prejudice to other more applicable ones, the main legal bases used in this Selection Process will be: (i) Execution of Contract, including preliminary procedures article 7, V, LGPD (considering that the selection is preliminary procedure for the formation the provision of academic services), (ii) Compliance with Legal Obligation, articles 7, II and 11, II, “a”, LGPD (considering that, without prejudice to other laws or regulations of the Ministry of Education dealing with the subject of selection processes, the Constitution, in its article 207, caput, establishes the didactic-scientific and administrative autonomy to the Higher Education Institutions, including for the definition of admission and selection aspects, as well as the Law 9.394 / 96 fixed, to the article 44, items I, II and III, the obligation to carry out a selection process or evaluation procedure for admission to regular undergraduate and graduate courses), (iii) Fraud prevention guarantee, article 11, II, “g”, LGPD (h note that the smoothness of the selection process needs to be guaranteed) and (iv) Consent, articles 7, I and 11, I, LGPD (when this is required by means of a consent form or similar instrument).
 - 2.2 FGV is allowed to hire Personal Data Operators, such as service providers or software tool suppliers, for the purposes of organizing, executing and documenting the selection process, and such operation must always be supported by a valid legal basis to effect sharing. Personal data in view of the purpose of developing the Selection Process.
 - 2.3 For the purposes of this Selection Process, motivational letters will be understood as documents that may reveal information about the holder, and will always be treated as if they contain personal data.
 - 2.4. The treatment of video and photo images, as well as the treatment of audio recordings, collected during the selection tests, will be carried out by specific platforms of FGV or third parties, with which the data requested from the applicant will be shared to make the Selection Process feasible, observing the aforementioned legal bases for this operation. The respective tools will be presented to the applicant in due course at the time of taking the tests and may contain their own Terms of Use or Privacy Policies, and the applicant must adhere to them as a condition for following in the Selection Process.
 - 2.5 Protecting the rights of personal data holders, especially that of opposing the receipt of promotional messages, FGV reserves the right to treat your personal name and contact data for the purposes of legitimate interest and the dissemination of new academic opportunities, such as the opening of new entrance exams.
 - 2.6. For all purposes, all personal data published on a platform where academic profiles are developed,

(i.e. Lattes Platform), will be considered as made public by the data subject and can be consulted during the Selection Process.

3. FGV will guarantee the exercise of the rights ensured by Law 13.709 / 2018, LGPD, exclusively through the channel available at the link <https://portal.fgv.br/protecao-dados-pessoais>, by clicking, registering and requesting registration under the option “Know the FGV Holders Rights Portal”. The other documents, compliance actions and FGV Policies on the protection of personal data that are public may be accessed by the applicant at the above link.

4. FGV will take reasonable and risk-compatible administrative and systemic measures to ensure the security of personal information against loss, interference, misuse, unauthorized access, disclosure or destruction.

5. The personal data of the applicant will be deleted from the FGV systems upon request from the same or, especially, when these are no longer necessary for the purposes of this Notice, unless there is any legal basis maintenance, as stipulated in the LGPD in Section IV of Chapter II.