

#### TITLE I COMPOSITION OF THE ASSEMBLY

## **ARTICLE 1. - COMPOSITION:**

The assembly is the highest governing body of the Company, made up of all the shareholders inscribed in the share registry book or their representatives or mandataries gathered with the quorum required by the Company's Bylaws and the Law, and under the conditions provided for by such laws.

# TITLE II MEETINGS, CALLS AND QUORUM

#### CHAPTER I MEETINGS

## **ARTICLE 2. - MEETINGS:**

The meetings of the General Assembly may be ordinary and extraordinary and can be presided over by any one of the attendees, as agreed by the majorities indicated in the Company's Bylaws.

**PARAGRAPH:** The members of the Board of Directors and the chairmen of its committees shall be invited to attend the meetings of the General Assembly of Shareholders.

## **ARTICLE 3. -ORDINARY MEETINGS:**

They are held at the Company's headquarters within the first three months of each year, at the place, day and time set by the President of the Company or the Board of Directors in the meeting.

The Board of Directors, after studying and analyzing the Financial Statements and in accordance with the terms established in the Code of Commerce, may determine when it deems it necessary, two accounting closing dates additional to the annual accounting closing date referred to in Article 73 of the Bylaws, which may be carried out on the last business day of June and October of each year.

If approved, the Board of Directors shall order the Company's Administration to notify the Statutory Auditor so that he may proceed to issue his decision on the corresponding financial statements, authorizing the Board of Directors to readjust the fees that this work implies for the Statutory Auditor. Once the financial statements have been prepared in accordance to the law, an Ordinary General Shareholders' Meeting shall be called within the first three months following the ordered accounting closing date. The call shall be made no less than fifteen (15) working days prior to the date of the meeting, and the shareholders shall be informed that during the term of the call, the certified and audited financial statements of the company, the books and their supporting documents are available for them to exercise their right of inspection.

# **ARTICLE 4. - EXTRAORDINARY MEETINGS:**



They are verified at the call of the Board of Directors, the President or the Statutory Auditor. In addition, any of the above bodies must call the General Shareholders' Meeting when requested by a number of shareholders representing at least 15% of the subscribed capital.

Extraordinary meetings are held when required by the unforeseen or urgent needs of the Company, at the main headquarters, on the day and time indicated in the call, which must be made no less than five (05) calendar days in advance.

The Extraordinary Shareholders' Meeting may not make decisions on matters not included in the agenda, but by decision of the majorities indicated in the Bylaws, it may deal with other matters once the agenda has been exhausted. The General Shareholders' Meeting may meet without prior notice and at any place when all the subscribed shares are accounted for.

# **CHAPTER II NOTICE OF CALLS**

# **ARTICLE 5. - NOTICE FOR ORDINARY MEETINGS:**

The call for ordinary meetings must be made no less than fifteen (15) business days prior to the date of the Assembly, and it must inform that during the term of the call, the certified and audited financial statements of the company, the books and their supporting documents and the other documents indicated in the law, in the bylaws and in these regulations are at their disposal so that they may exercise their right of inspection.

## ARTICLE 6. - MEETINGS HELD IN THEIR OWN RIGHT:

The General Shareholders' Meeting shall gather in their own right on the first business day of the month of April, at 10:00 a.m., at the offices of the Company's main headquarters where the Company's administration operates, in the event that it is not called within the first three (3) months of the year.

# **ARTICLE 7. - NOTICE FOR EXTRAORDINARY MEETINGS:**

Extraordinary meetings shall be called no less than five (5) calendar days in advance



Except for the term of advance notice, the call of extraordinary meetings shall be subject to all the rules applicable to ordinary meetings, including, in particular, those relating to the rights of the shareholders and to request information and clarifications on the matters included in the proposed agenda, in accordance with the terms stated in article 22 of these bylaws.

# ARTICLE 8. - FORM OF THE NOTICE:

The following rules shall be taken into account for the calling of both ordinary and extraordinary meetings:

- a) In all cases the shareholders shall be summoned by means of written communication addressed to the physical or electronic address registered by the shareholder in the Company's Legal Vice-Presidency, or by a notice published in the Company's website www.ie-plus.com.co or the one that takes its place, or by notice published in a newspaper edited in the Company's main headquarters and of wide national circulation.
- b) In the minutes of the respective meeting, the manner in which the notice was issued shall be expressly recorded.
- c) The agenda shall be broken down into different matters to be discussed, preventing important matters from being hidden or masked under imprecise, generic, too vague, general or broad terms such as "others" or "proposals and others", and in order to not be confused with others, ensuring a logical sequence of topics, except for those items that must be discussed jointly because they are related to each other, a fact that must be notified. Only in the event that they are specifically included in the respective call, the following matters may be analyzed and voted upon by the General Shareholders' Meeting:
  - The approval of mid-term and final financial statements.
  - Amendments to the by-laws.
  - Waiver of preemptive rights in the subscription of shares.
  - Early dissolution.
  - Segregation of assets or improper split-off.
- d) In the case of amendments to the Bylaws, each article or group of articles that are fundamentally independent must be voted separately. In any case, an article shall be voted separately if any shareholder or group of shareholders, representing at least five percent (5%) of the capital stock, so requests during the Meeting, a right that is made known to the shareholders in advance.
- e) The Superintendent of Residential Public Utilities may also order the calling of the Meeting in the cases provided for in the Law.



#### **ARTICLE 9. - MEETINGS WITHOUT PRIOR NOTICE:**

The General Shareholders' Meeting may gather without prior notice and at any place when all of the subscribed shares are accounted for.

# **ARTICLE 10. - NON-PRESENTIAL MEETINGS:**

In the events foreseen in Articles 19, 20 and 21 of Law 222 of 1995, or those that may amend, substitute or add to it, the General Shareholders' Meeting may deliberate and decide by means of non-face-to-face meetings.

## **CHAPTER III QUORUM**

# **ARTICLE 11. - QUORUM FOR DELIBERATIONS:**

The General Shareholder's Meeting may deliberate with a plural number of persons representing the majority indicated in the Company's Bylaws.

## ARTICLE 12. - DECISION-MAKING QUORUM:

The decisions of the Shareholders' Meeting shall be adopted with a plural number of shareholders corresponding to the majorities indicated in the Company's Bylaws. In the event of approving balance sheets, year-end and liquidation accounts, the votes corresponding to the Company's administrators or collaborators, which may not vote on these acts, shall be deducted from the calculation of the required majorities.

# ARTICLE 13. - QUORUM FOR SECOND CALL MEETINGS AND FOR MEETINGS HELD IN THEIR OWN RIGHT:

If the General Shareholders' Meeting is called and does not take place due to lack of quorum, a new meeting shall be called and shall validly convene and decide with a plural number of partners, regardless of the number of shares represented.

The new meeting shall be held no earlier than ten (10) business days and no later than thirty (30) business days from the date set for the first meeting.

When the Assembly meets in ordinary session in its own right on the first business day of the month of April, the provisions of the first paragraph shall apply; but in the event that the Company trades its shares on the stock exchange, the meeting shall be valid with the presence of one or more partners, regardless of the number of shares represented.



## **ARTICLE 14. - INAPPLICABILITY OF RESTRICTIONS ON VOTING RIGHTS:**

There shall be no restrictions on voting rights in the Company other than those stipulated for shares with preferential dividends and without voting rights.

#### **ARTICLE 15. - BINDING OF DECISIONS:**

Decisions adopted in accordance with the requirements of the Law or the by-laws shall be binding on all shareholders, including those dissident and absent, provided that they are of a general nature.

# ARTICLE 16. - ELECTIONS AND ELECTORAL QUOTA SYSTEM:

In the elections of the members of the Board of Directors by the General Assembly, the following rules shall apply:

- **a)** The secretary shall ascertain and communicate to the attendees, before voting begins, the number of shares represented, which shall be recorded in the respective act.
- **b)** The secretary shall deliver to each voter a ballot, authorized with his signature, on which he shall determine the number of shares represented by the voter and the number of votes he is entitled to cast.
- **c)** The scrutineers shall verify the total votes cast on the basis of the ballots issued in the manner provided herein.
- **d)** The electoral quotient system shall be applied whenever two (2) or more persons are to be elected to a board, special commission or collegiate body, for which purpose the number of valid votes cast shall be divided by the number of positions to be filled.
- **e)** The scrutiny shall begin with the most voted list and then in descending order, declaring elected from each list the number of names as many times the quotient in the number of votes cast for the same.
- **f)** If there are still seats to be filled, these shall correspond to the highest residuals, counting them in the same descending order.
- g) In the event of a tie in the number of residuals, it shall be decided by lot.



- h) Blank votes shall only be computed to determine the electoral quotient.
- i) The name of a candidate shall not be repeated in the same list.

**PARAGRAPH:** The above procedure shall be applied in those events in which there is no unanimity in the election of the members of the Board of Directors.

# ARTICLE 17 - ACCREDITATION OF THE QUALIFICATIONS TO BE A MEMBER OF THE BOARD OF DIRECTORS.

Candidates to become members of the Board of Directors shall submit the documents that allow the Compensation Committee of the Board of Directors to verify the qualifications and requirements applicable to each category of membership. During the respective meeting of the General Shareholders' Meeting, a report of the Compensation Committee shall be submitted, which will inform the shareholders about the fulfillment of the conditions and requirements by the candidates.

# TITLE III REPRESENTATION OF THE PARTNERS

# **ARTICLE 18. - GENERAL:**

- 1. Except for legal restrictions, the shareholders may be represented by means of a power of attorney granted in writing and conferred in legal form indicating the name of the proxy, that of the substitute, if applicable, and the date or time of the meeting or meetings for which it is conferred, except for legal limitations.
- 2. The Company shall not sponsor the use of blank proxies, without voting instructions and shall promote the use of a standard form of proxy statement which shall be circulated to the shareholders together with the notice of the meeting or published on its website. Such model shall contain the items on the agenda and the corresponding proposed resolutions determined by the Board of Directors and which shall be submitted to the consideration of the shareholders, so that the shareholder, if he/she deems it convenient, may indicate, in each case, the direction of his/her vote to his/her representative.
- 3. The members of the Board of Directors and, in particular, the Chairmen of the Corporate Governance and Audit and Risk Committees, as well as the Chairman of the Company, shall be invited to the Meeting to respond to the shareholders' concerns on matters within their competence.

## ARTICLE 19. - FORBIDDEN CONDUCT IN RELATION TO PROXIES:

The directors shall strictly comply with the provisions of the Company's Corporate Governance Code in relation to the equal treatment of shareholders. Consequently, in relation to the powers of proxy granted, they shall refrain from incurring in the conducts established in the Code of Commerce.



Without prejudice to the limits set forth in Article 185 of the Code of Commerce and the rules that modify, add or replace them, the Company shall not limit the shareholder's right to be represented at the General Shareholders' Meeting, and may delegate its vote to any person, whether or not such person is a shareholder.

#### TITLE IV INFORMATION TO BE PROVIDED TO THE SHAREHOLDERS' MEETING

# ARTICLE 20. - INFORMATION TO BE PROVIDED TO THE ORDINARY SHAREHOLDERS' MEETING:

The Board of Directors and the Legal Representative shall submit to the Ordinary General Shareholders' Meeting, for its approval or disapproval, the balance sheet for each fiscal year along with the following documents:

- (a) The complete detail of the profits and losses account or income statement for the corresponding fiscal year, specifying the appropriations made for depreciation of fixed assets and amortization of intangibles.
- b) A distribution project of distributable profits with the deduction of the amount calculated for the payment of income tax and its complementary items for the corresponding taxable year.
- c) The report of the Board of Directors and the President on the economic and financial situation of the Company, which shall contain, in addition to the pertinent accounting and statistical data, the following:
- (i) Detailed report of the expenditures for salaries, professional fees, travel expenses, representation expenses, bonuses, benefits in cash and in specie, transportation expenses and any other type of remuneration received by each of the officers of the Corporation.
- (ii) The disbursements for the same concepts indicated in the preceding paragraph, which have been made in favor of advisors or managers, whether or not linked to the Company by means of an employment contract, when their main function consists of processing matters before public or private entities, or advising or preparing studies to advance such procedures.
- (iii) Transfers of money and other goods, free of charge or any other that may be considered as such, made in favor of natural or juridical persons.
- (iv) Expenditures for propaganda and public relations, with a breakdown of each one of them.
- (v) Money or other assets held by the Company abroad and obligations in foreign currency, and the Company's investments in other companies, whether domestic or foreign, itemized.
- (d) The Statutory Auditor's written report.
- e) The report on transactions with related parties.
- f) Other documents required by law, the bylaws or the Corporate Governance Code.

The Corporate Governance report, the reports of the Board of Directors Committees, the conclusions of the self-evaluation of the Board of Directors and complementary documents shall be presented at the Ordinary General Shareholders' Meeting corresponding to the closing date



of December 31 of the respective year.

## ARTICLE 21. - PUBLICATION OF INFORMATION

The Company shall make available to the shareholders during the entire time of the call at the Company's registered office the information related to the items of the call, as well as the notices to the General Shareholders' Meeting, and all additional documents that must be known by the shareholders prior to the meeting for the corresponding decision making.

# ARTICLE 22. - PROCEDURE FOR THE EXECUTION OF CERTAIN SHAREHOLDERS' RIGHTS

- a) During the term of the call and within the opportunity indicated herein, the shareholders shall have the right to request additional information or clarifications with respect to the points raised in the agenda.
- b) Any request made by shareholders based on the above paragraph must be submitted either through the shareholder service web channels or directly to the Corporate Affairs Department. Requests must be accompanied by a justification of the reasons that support them.
- c) Requests submitted in a timely manner and duly supported will be studied within a term not exceeding two (2) common days, in which it will decide on their merits. The shareholder making the request must leave a contact e-mail address to which the response to the request will be sent.
- d) When it is decided to provide additional information or clarifications in connection with the items included in the agenda, such information or clarifications must be made available to all shareholders through the Company's website.
- e) The Company may refuse to deliver the information requested by any shareholder, when such information may be qualified as i) unreasonable; ii) irrelevant to know the progress or interests of the Company; iii) confidential, which shall include privileged information within the scope of the securities market, industrial secrets, ongoing operations whose positive outcome for the Company depends substantially on the secrecy of their negotiation; and iv) others whose disclosure would put the Company's competitiveness in imminent and serious danger.
- f) The Company's refusal to deliver information or provide clarifications must be properly motivated.

# ARTICLE 23. - SPECIAL INFORMATION REGARDING THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS:

When the members of the Board of Directors are to be designated within the agenda of the respective meeting, the Company shall make available to the shareholders the list of candidates, with their respective resume summary verifying compliance with the applicable requirements, at the main headquarters. For this purpose, the shareholders shall send their proposals within the term provided in these regulations.

## ARTICLE 24. - FINANCIAL INFORMATION ON SUBORDINATED COMPANIES:

When applicable, the Company shall have at the disposal of the shareholders, the



financial and non-financial information that is relevant for the decisions on the subordinated companies.

## TITLE V FUNCTIONS OF THE MEETING

## **ARTICLE 25. - FUNCTIONS:**

The functions of the General Meeting of Shareholders are contemplated in the Company's bylaws.

## TITLE VI LEGAL ACTS OF THE MEETINGS

#### **ARTICLE 26. - ACTS:**

The deliberations and decisions of the corporate body shall be recorded in the Book of Acts of the General Shareholders' Meeting, properly registered in the Commercial Registry, and shall be subscribed by the Chairman and the Secretary appointed for the meeting, after approval by the committee of two (2) of the attendees, appointed by the General Shareholders' Meeting.

The acts must meet the formal and substantive requirements stipulated in the Commercial Law and must be prepared and subscribed once the respective meeting is concluded; in the event of reluctance of any of those called to subscribe the acts, the statutory auditor shall do so in his place.

## **ARTICLE 27. - VALIDITY: TRANSITORY ARTICLE:**

These Regulations shall take effect as of the date of approval by the General Shareholders' Meeting of INTEGRAL ENERGY PLUS.