



ANNEX No 1

INTERNAL REGULATION OF THE SHAREHOLDERS GENERAL ASSEMBLY OF ECOPETROL S.A.

CHAPTER ONE

Of the Scope of the Regulation, Types of Meetings, Powers, Convocations, Participants, Representation of the Shareholders and Quorum

ORIGINAL VERSION (ENGLISH)	VERSION WITH CHANGES (ENGLISH)
<p>ARTICLE 1.- Scope: Under this Regulation, ECOPETROL S.A. sets the regulations by which meetings of the Company's Shareholders General Assembly will be governed, and guarantees the adoption of best governance practices that facilitate debate and decision-making within a framework of respect and participation by each shareholder.</p> <p>The purpose of the Internal Regulation of the ECOPETROL S.A. Assembly of Shareholders is to supplement the requirements set forth in the Code of Good Governance, the Company's Corporate Bylaws, and applicable laws, without seeking to ignore any of the terms stipulated in said regulations or in any legal standard that might apply.</p>	<p>ARTICLE 1.- Scope: Under this Regulation, ECOPETROL S.A. <u>(the "Company")</u> sets the regulations by which meetings of the <u>Company's</u> Shareholders General Assembly <u>("SGA")</u> will be governed, and <u>guarantees the adoption of</u><u>accepts</u> best governance practices that facilitate <u>debate participation</u> and decision-making <u>within a framework of respect and participation</u> by <u>each</u> shareholders, <u>as well as supplements the requirements set forth in the Bylaws and the Code of Good Governance.</u></p> <p><u>The purpose of the Internal Regulation of the ECOPETROL S.A. Assembly of Shareholders is to supplement the requirements set forth in the Code of Good Governance, the Company's Corporate Bylaws, and applicable laws, without seeking to ignore any of the terms stipulated in said regulations or in any legal standard that might apply.</u></p>
<p>ARTICLE 2.- Types of Meetings of the Shareholders General Assembly: Meetings of the ECOPETROL S.A. Shareholders General Assembly may be ordinary or extraordinary.</p> <p>Ordinary meetings of the Shareholders General Assembly shall</p>	<p>ARTICLE 2.- Types of Meetings of the Shareholders General Assembly: Meetings of the ECOPETROL S.A. <u>Shareholders General Assembly</u><u>SGA</u> may be ordinary or extraordinary.</p> <p><u>Ordinary meetings</u><u>An ordinary meeting</u> of the <u>Shareholders</u></p>



be held at the corporate domicile, within the first three (3) months of each year, on the date and at the time indicated in the convocation. In these types of meetings, the Assembly shall concern itself with the following duties, without prejudice to such others as may be assigned to it by current regulation: a) examining the Company's situation; b) appointing directors and other employees at its discretion; c) setting the Company's economic guidelines; d) analyzing the accounts and financial statements for the past fiscal year; e) approving the allocation and distribution of earnings; and f) agreeing to all measures aimed at ensuring fulfillment of the corporate purpose.

The remaining Assemblies held by the Company shall be considered extraordinary meetings and shall be held at the corporate domicile, on the date and at the time indicated in the convocation: a) when required due to unanticipated or urgent needs of the Company; b) at the convocation of one or more of the following individuals: President of ECOPETROL S.A., Board of Directors, Statutory Auditor, an official entity that exercises permanent oversight over the company and, c) directly or at the convocation order of the official entity exercising permanent oversight over THE COMPANY, when so required by a number of shareholders representing at least five percent (5%) of total subscribed shares. The convocation order shall be fulfilled by the President or Statutory Auditor.

~~General Assembly~~SGA shall be held at the corporate domicile, within the first three (3) months of each year, on the date and at the time indicated in the convocation. In ~~these types of meetings~~this meeting, the ~~Assembly~~ SGA shall ~~concern itself with~~touch upon the following ~~duties~~topics, without prejudice to ~~such any~~ others as may be assigned to it by ~~current regulation~~law: a) examining the Company's situation; b) ~~appointing directors~~selecting members of the Board of Directors and ~~other employees at its discretion~~the Statutory Auditor; c) setting the Company's economic guidelines; d) analyzing the accounts and financial statements for the past fiscal year; e) approving the ~~allocation and~~ distribution of earnings; and, f) agreeing to all measures aimed at ensuring fulfillment of the corporate purpose.

The ~~remaining Assemblies~~other meetings of the SGA held by the Company ~~shall be considered~~shall be extraordinary ~~meetings~~ and shall be held ~~at the corporate domicile, on the date and at the time indicated in the convocation~~: a) when required due to unanticipated or urgent needs of the Company; b) at the convocation ~~of one or more of the following individuals~~:of the President ~~of ECOPETROL S.A., the~~ Board of Directors, ~~or the~~ Statutory Auditor, ~~an official entity that exercises permanent oversight over the company and, c) directly or at c) they may also meet at the direct convocation or order of the official entity exercising permanent oversight over THE COMPANY~~Superintendent, or whomsoever might function on the latter's behalf, when so required by a multiple number of shareholders representing at least five percent (5%) of total subscribed shares, and in other cases provided for by law. The convocation order shall be fulfilled by the President or Statutory Auditor.



<p>The Shareholders General Assembly may meet validly on any date or time and at any place, without prior convocation, if the requirements stipulated by law and the Corporate Bylaws have been met.</p> <p>In addition to in-person meetings, the Shareholders General Assembly may meet remotely, as set forth in Articles 19 and 20 of Law 222 of 1995 or in such regulations as may amend, replace or supplement them.</p>	<p>The Shareholders General Assembly<u>Notwithstanding the above, the SGA may meet validly on any date or time and at any place, without prior convocation, at any place if, subject to the intent to do so, it is represented by all subscribed shares, and it may discuss any topic unless stipulated otherwise.</u></p> <p>The SGA may also if the requirements stipulated by law and the Corporate Bylaws have been met.</p> <p>In addition to in-person meetings, the Shareholders General Assembly may meet remotely, as set forth in Articles 19 and 20 of Law 222 of 1995 or in such regulations as may amend, replace or supplement them.</p>
<p>ARTICLE 3.- Authority of the Shareholders General Assembly: Shareholders shall deliberate and decide at the Shareholders General Assembly with respect to matters that have been submitted to it in accordance with the law and the Corporate Bylaws.</p>	<p>ARTICLE 3.- Authority of the Shareholders General Assembly: Shareholders shall deliberate and decide at the Shareholders General Assembly<u>SGA</u> with respect to matters that have been submitted to it<u>for their consideration</u> in accordance with the law and the Corporate Bylaws.</p>
<p>Paragraph One.- In the event of amendments to the Bylaws, a vote shall be held separately on an article if any shareholder or group of shareholders representing at least five percent (5%) of the share capital so requests during the Assembly.</p>	<p><u>Sole Paragraph One.-</u> In the event of amendments to the Bylaws <u>or to this Regulation</u>, a vote shall be held separately on an article if any shareholder or group of shareholders representing at least five percent (5%) of the share capital so requests during the Assembly<u>meeting of the SGA</u>.</p>
<p>ARTICLE 4.- Convocations: Convocations to ordinary meetings shall be made thirty (30) calendar days in advance of the date the meeting is to be held, either electronically, by written communication sent to each shareholder at the address registered in the Company's books, or by publication on the Company website www.ecopetrol.com.co or such website as might replace it. Additionally, notice of the convocation shall be given to the relevant oversight entity, if applicable.</p>	<p>ARTICLE 4.- Convocations: Convocations to ordinary meetings <u>of the SGA</u> shall be made <u>by the President</u> thirty (30) calendar days in advance of the date the meeting is to be held, either electronically, by written communication sent to each shareholder at the address registered in the Company's books, or by publication on the Company website www.ecopetrol.com.co or such website as might replace it. Additionally, notice of the convocation shall be given to the relevant oversight entity, if applicable.</p>



ECOPETROL S.A. shall publish on the website www.ecopetrol.com.co or such website as might replace it the agenda of the Shareholders General Assembly and management's proposals, at least three (3) calendar days in advance of the date of the ordinary meeting. Shareholders that register their email address shall be sent the agenda and the content of the proposals.

The convocation for extraordinary meetings shall be made fifteen (15) calendar days in advance of the date scheduled for holding the meeting, unless the law requires additional advance notice, and shall be made electronically or by written communication sent to each shareholder, at the address registered by them on the Company's books or on www.ecopetrol.com.co, or such website as might replace it, as well as in a widely circulated national newspaper via publication on the Company website or such website as might replace it.

The convocation shall define the topics on the agenda that are to be covered by the Shareholders General Assembly at the extraordinary meeting.

Additionally, ECOPETROL S.A. shall implement the following best practices of corporate governance: (i) on the Sunday prior to the date of the ordinary or extraordinary meeting of the

~~ECOPETROL S.A. shall publish on the website www.ecopetrol.com.co or such website as might replace it the agenda of the Shareholders General Assembly and management's proposals, at least three (3) calendar days in advance of the date of the ordinary meeting. Shareholders that register their email address shall be sent the agenda and the content of the proposals.~~

~~The convocation for extraordinary meetings shall be made fifteen (15) calendar days in advance of the date scheduled for holding the meeting, unless the law requires additional advance notice, and shall be made electronically or by written communication sent to each shareholder, at the address registered by them on the Company's books or by publication of the convocation notice on the website www.ecopetrol.com.co, or such website as might replace it, as well as in a widely circulated national daily newspaper via publication on the Company website or such website as might replace it.~~

~~The convocation shall define the topics on the agenda that are to be covered by the Shareholders General Assembly at the extraordinary meeting.~~

~~Convocations for extraordinary meetings shall be made by the President fifteen (15) calendar days in advance of the date scheduled for holding the meeting, by publication of the convocation notice on the website www.ecopetrol.com.co, or such website as might replace it, as well as in a widely circulated national daily newspaper.~~

Additionally, ECOPETROL S.A. shall implement the following best practices of corporate governance: ~~(i)~~ on the Sunday prior to the date of the ordinary or extraordinary meeting of the



<p>Shareholders General Assembly, management shall issue a reminder, by newspaper, of the date of the meeting and, (ii) management shall inform shareholders residing abroad about the convocation notice through the ECOPETROL S.A. website www.ecopetrol.com.co or such website as might replace it, email or by any suitable means, without prejudice to publication of the convocation notice in a widely circulated national newspaper.</p>	<p>Shareholders General AssemblySGA, management shall issue a reminder, by through a notice published in a widely circulated national daily newspaper, of the date of the meeting and, (ii) management shall inform shareholders residing abroad about the convocation notice through and on the ECOPETROL S.A. website www.ecopetrol.com.co or such website as might replace it, email or by any suitable means, without prejudice to publication of the convocation notice in a widely circulated national newspaper. of the date, time and place of the meeting, and b) at least three (3) calendar days in advance of the meeting date, it shall publish on the website www.ecopetrol.com.co or on such website as might replace it, the agenda of the SGA and management's proposals.</p>
<p>Paragraph One.- Disclosure of Interests and Employment Commitments of those aspiring to membership on the Board of Directors: In the convocation notice for a meeting of the Shareholders General Assembly at which members of the Board of Directors or Statutory Auditor are to be elected, the Company shall inform shareholders, via publication on the Company website at www.ecopetrol.com.co or such website as might replace it, of, in addition to the professional and personal qualities of all candidates, any commercial, personal, family or employment relationships between the candidate and ECOPETROL S.A., its subordinates as defined by the Colombian Commercial Code [<i>Código de Comercio</i>], shareholders, suppliers or customers, with a view to avoiding the election of a person who might be involved in a conflict of interest. Other employment and professional commitments of candidates shall also be noted, with a view to timely assessment of the availability of the candidate's time for exercising the position.</p>	<p>Sole Paragraph One.- Disclosure of Interests and Employment Commitments of Information on those aspiring to membership on the Board of Directors: In With the convocation notice, or no later than the time of initiating the right of inspection for a meeting of the Shareholders General Assembly at which members of the Board of Directors or Statutory Auditor are to be elected, the Company shall <u>publish on the website at www.ecopetrol.com.co, or such website as might replace it, the profiles of each member of the Board of Directors nominated by shareholders, together with the letter of acceptance of the nomination.</u> inform shareholders, via publication on the Company website at www.ecopetrol.com.co or such website as might replace it, of, in addition to the professional and personal qualities of all candidates, any commercial, personal, family or employment relationships between the candidate and ECOPETROL S.A., its subordinates as defined by the Colombian Commercial Code [<i>Código de Comercio</i>], shareholders, suppliers or customers, with a view to avoiding the election of a person who might be involved in a conflict of interest. Other employment and professional commitments of candidates</p>



	<p>shall also be noted, with a view to timely assessment of the availability of the candidate's time for exercising the position.</p>
<p>Paragraph Two.- Information Available on the Date of Notice of Convocation: In addition to information required by applicable law or the Corporate Bylaws, as from the date of announcement of the convocation of the Shareholders General Assembly, ECOPETROL S.A. shall make available to shareholders at the corporate domicile and shall publish on the Company website www.ecopetrol.com.co or on such website as might replace it, the Board of Directors' proposals with respect to the points on the agenda.</p>	<p>Paragraph Two.- Information Available on the Date of Notice of Convocation: In addition to information required by applicable law or the Corporate Bylaws, as from the date of announcement of the convocation of the Shareholders General Assembly, ECOPETROL S.A. shall make available to shareholders at the corporate domicile and shall publish on the Company website www.ecopetrol.com.co or on such website as might replace it, the Board of Directors' proposals with respect to the points on the agenda.</p>
<p>ARTICLE 5.- Participants: Shareholders registered in the respective book may participate, with right to both speak and vote, at meetings of the Shareholders General Assembly, either directly or through their legal representatives or agents. They may also participate by other means, such as through electronic voting, at such time as these mechanisms have been adopted.</p>	<p>ARTICLE 5.- Participants: Shareholders registered in the respective book may participate, with right to both speak and vote, at meetings of the Shareholders General Assembly SGA, either directly or through their legal representatives or agents. They may also participate by other means, such as through electronic voting, at such time as these mechanisms have been adopted.</p>
<p>ARTICLE 6.- Attendance and Representation: Shareholders who wish to personally attend a meeting of the ECOPETROL S.A. Shareholders General Assembly, must appear at the convoked time and at the place the meeting is to be held. To register, the shareholder must be an individual and present an identification document, and the shareholder's legal representative must be a legal entity and present the certificate of existence and legal representation. In the case of shareholders who are minors, their legal representatives must present the civil record of birth, NUIP [Colombian Personal Identification Number] or identification card. The above is without prejudice to the provisions of Article 185 of the Commercial Code.</p>	<p>ARTICLE 6.- Attendance and Representation: Shareholders who wish to personally attend a meeting of the ECOPETROL S.A. Shareholders General Assembly SGA, must appear at the convoked time and at the place the meeting is to be held <u>at the scheduled date and time</u>. To register, the shareholder must be an individual and present an identification document, <u>and, In the case of shareholders that are legal entities, the shareholder's</u> legal representative must <u>be a legal entity and</u> present the certificate of existence and legal representation. In the case of shareholders who are minors, their legal representatives must present the civil record of birth, NUIP [Colombian Personal Identification Number] or identification card. The above is without prejudice to the provisions of Article 185 of the Commercial Code, <u>or any regulation that might amend, replace or supplement it.</u></p>
<p>ARTICLE 7.- Presentation of Proxies: Shareholders unable to attend one or more sessions may attend the Shareholders General Assembly through a proxy, who shall attest to said capacity by</p>	<p>ARTICLE 7.- Presentation of Proxies: Shareholders unable to <u>personally</u> attend one or more sessions may <u>attend the Shareholders General Assembly through</u> appoint a proxy, who shall</p>



<p>means of a power of attorney duly granted in writing, to which end ECOPETROL S.A. shall make available a proxy form on the Company website that may be used by shareholders.</p> <p>This power of attorney must be directed to the General Secretary of ECOPETROL S.A. or to whomsoever might replace him or her, and must contain the following, at a minimum: (i) the name and identification of the proxy and the grantor, (ii) the date of the Assembly, (iii) the authority granted thereon and (iv) the name of the person who might be replaced on the power of attorney.</p> <p>In all cases, for shareholder representation, strict fulfillment shall be given to the provisions of Articles 185 of the Commercial Code and 2.3.1.1 of Resolution 1200 of 1995, as amended by Article 1 of Resolution 116 of 2002, or any provision that might amend, replace or supplement them.</p> <p>A power of attorney issued without completing the above requirements shall lack all validity.</p>	<p>attest to said capacity by means of <u>the presentation of</u> a power of attorney duly granted in writing, to which end ECOPETROL S.A. shall make available a proxy form on the Company website that may be used by shareholders <u>its website www.ecopetrol.com.co or such website as might replace it, and in all cases must meet the requirements established by law.</u></p> <p>This power of attorney must be directed to the General Secretary of ECOPETROL S.A. or to whomsoever might replace him or her, and must contain the following, at a minimum: (i) the name and identification of the proxy and the grantor, (ii) the date of the Assembly, (iii) the authority granted thereon and (iv) the name of the person who might be replaced on the power of attorney.</p> <p>In all cases, for shareholder representation, strict fulfillment shall be given to the provisions of Articles 185 of the Commercial Code and 2.3.1.1 of Resolution 1200 of 1995, as amended by Article <u>article</u>-1 of Resolution 116 of 2002, or any provision that might amend, replace or supplement them.</p> <p>A power of attorney issued without completing the above requirements shall lack all validity.</p>
<p>ARTICLE 8.- Quorum for Deliberation and Approval of Decisions: The quorum for deliberation and approval of decisions, for both ordinary and extraordinary meetings of the ECOPETROL S.A. Shareholders General Assembly, shall be as set forth in the Corporate Bylaws.</p>	<p>ARTICLE 8.- Quorum for Deliberation and <u>Approval of Majority</u> Decisions: The quorum for deliberation and approval of majority decisions, for both ordinary and extraordinary meetings of the ECOPETROL S.A. Shareholders General Assembly <u>SGA</u>, shall be as set forth in the Corporate Bylaws.</p>
<p>ARTICLE 9.- Unit of Representation and Vote: Each shareholder, whether an individual or a legal entity, may designate only one principal representative to the ECOPETROL S.A. Shareholders General Assembly, regardless of the number of shares to which they hold rights. The above is without prejudice to the provisions of Article 185 of the Commercial Code.</p>	<p>ARTICLE 9.- Unit of Representation and Vote: Each shareholder, whether an individual or a legal entity, may designate only one principal representative <u>or agent</u> to the ECOPETROL S.A. Shareholders General Assembly <u>SGA</u>, regardless of the number of shares to which they hold rights. The above is without prejudice to the provisions of Article 185 of the Commercial Code <u>or to such</u></p>



<p>A shareholder’s representative or agent may not split their principal’s vote, which means the representative is not permitted to vote with one or more shares of the principals, in a specific direction or for certain persons, and with another share or other shares in a different direction or for other persons. However, this individuality of vote shall not prevent a representative of multiple shareholders from voting separately in each case in accordance with the instructions given thereto by each person or group represented by the agent.</p>	<p><u>regulation as might amend, replace or supplement it.</u></p> <p>A shareholder’s representative or agent may not split their principal’s <u>or grantor’s</u> vote, which means the representative is not permitted to vote with one or more shares of the principals, in a specific direction or for certain persons, and with another share or other shares in a different direction or for other persons. However, this individuality <u>unity</u> of vote shall not prevent a representative <u>or agent</u> of multiple shareholders from voting separately in each case in accordance with the instructions given thereto by each person or group represented by the agent <u>principal or grantor</u>.</p>
<p>ARTICLE 10.- Call to Order and Composition: The Chair of the Board of Directors shall call to order the meeting of the ECOPETROL S.A. Shareholders General Assembly and shall then present for consideration the appointment of the Assembly Chair. The General Secretary or whomsoever might replace the General Secretary shall act as Secretary. The Presiding Officers thus constituted shall verify attendance, to assess whether the quorum for deliberation has been met and to determine the quorum for approving decisions. The Presiding Officers shall rely on the assessment of the legality of the powers of attorney previously made by the Company.</p>	<p>ARTICLE 10.- Call to Order and Composition: The Chair of the Board of Directors <u>Company President</u> shall call to order the meeting of the ECOPETROL S.A. Shareholders General Assembly <u>SGA</u> and shall then present for consideration the appointment of the Assembly <u>SGA</u> Chair. The <u>Company</u> General Secretary or whomsoever might replace the General Secretary shall act as Secretary. The Presiding Officers thus constituted <u>General Secretary</u> shall verify attendance, to assess whether the quorum for deliberation has been met and to determine the quorum for approving decisions. The Presiding Officers shall rely on the assessment of the legality of the powers of attorney previously made by the Company.</p>
<p>ARTICLE 11.- Commissions: To undertake the activities of the Shareholders General Assembly, the Assembly Chair shall appoint and staff the following commissions, with their respective members:</p> <ul style="list-style-type: none"> • Commission for the Review and Approval of Minutes: Tasked with reviewing the contents of the minutes of the Shareholders General Assembly as prepared by the General Secretary, and signing it on behalf of all those present if found to be 	<p>ARTICLE 11.- Commissions: To undertake the activities of the Shareholders General Assembly, the Assembly Chair <u>The SGA</u> shall appoint and staff the following commissions, with their respective members:</p> <ul style="list-style-type: none"> • Commission for the Review and Approval of Minutes: Tasked with reviewing the contents of the minutes of the Shareholders General Assembly as prepared by the General Secretary, and signing it on behalf of all those present <u>a specific</u>



consistent with the truth and a reflection of the events that have occurred.

For purposes of the composition and functioning of said Commission, the following procedure shall apply:

- 1) During the meeting of the Assembly, a Principal Commission and an Alternate Commission shall be established, each one consisting of three (3) shareholders present or their representatives.
- 2) Shareholders comprising the Principal Commission shall have a period of five (5) calendar days starting from the date on which the General Secretary issues the Minutes to them, to make their comments and/or grant their corresponding approval.
- 3) If, after the lapse of the five (5) calendar days, the members of the Principal Commission have not issued an opinion as to the accuracy of the minutes, the Alternate Commission shall be called to order, which shall have a period of five (5) calendar days starting from the date on which the General Secretary issues the Minutes to them, to make their comments and/or grant their corresponding approval.

Elections and Ballot Commission: Responsible for monitoring the voting process or undertaking the counting of votes during elections of the Board of Directors and Statutory auditor and of any other vote that might require it. It shall consist of three (3) shareholders present or their legal representatives.

meeting of the SGA and approving them if found to be consistent with the truth and a reflection of the events that have occurred accurate.

~~For purposes of the~~ The composition and functioning of said Commission, shall be subject to the following procedure ~~shall~~ apply:

- 1) During the meeting of the ~~Assembly~~ SGA, a Principal Commission and an Alternate Commission shall be established, each one consisting of three (3) shareholders present or their representatives.
- 2) Shareholders comprising the Principal Commission shall have a period of five (5) calendar days starting from the date on which the General Secretary issues the Minutes to them, to make their comments and/or grant their corresponding approval.
- 3) If, after the lapse of the five (5) calendar days, ~~the all~~ failed to issue an opinion as to the accuracy of the minutes, the Alternate Commission shall be called to order, which shall have a period of five (5) calendar days starting from the date on which the General Secretary issues the Minutes to them, to make their comments and/or grant their corresponding approval.

Elections and Ballot Commission: Responsible for monitoring the voting process ~~or undertaking the counting of votes during elections of the Board of Directors and Statutory auditor and of any other vote that might require it~~. It shall consist of three (3) shareholders present at the SGA or their legal representatives.



<p>ARTICLE 12. Attendance at sessions: Shareholders or their representatives may attend sessions at the site designated for them to be held. In the event that both attend, the proxy granted by the shareholder shall be considered revoked.</p> <p>Additionally, members of the Board of Directors, the Assembly Secretary, the President of ECOPETROL S.A., the Statutory Auditor, special auditors that are so authorized, candidates for elections to be decided at the respective meeting, required administrative personnel and any public authority legally authorized to do so may also attend.</p> <p>The Assembly Chair may authorize the entry of private individuals provided it does not affect normal development of the sessions.</p>	<p>ARTICLE 12. Attendance at sessions: Shareholders or their representatives <u>or agents</u> may attend sessions at the site designated for them to be held. In the event that both attend, the proxy granted by the shareholder shall be considered revoked <u>and only the shareholder shall attend</u>.</p> <p>Additionally, members of the Board of Directors, the <u>Assembly General</u> Secretary, the President of ECOPETROL S.A., the Statutory Auditor, special auditors that are so authorized, candidates for elections to be decided at the respective meeting<u>individuals nominated to be appointed as members of the Board of Directors and Statutory Auditor</u>, required administrative personnel, <u>the representative of</u> and any public authority legally authorized to do so <u>and any other authorized individual</u> may also attend.</p> <p>The Assembly Chair may authorize the entry of private individuals provided it does not affect normal development of the sessions.</p>
<p>ARTICLE 13.- Right of Shareholder Participation: Once the meeting of the ECOPETROL S.A. Shareholders General Assembly has started, shareholders who wish to address the Assembly or request information or clarifications concerning points on the agenda shall be identified to the Assembly Chair, with their complete name and the number of shares they hold or represent. The Chair may request those who seek the floor to deliver the text of their intervention.</p> <p>Once shareholders who wish to address the Assembly are identified, and prior to the vote on points to be discussed as presented in the convocation notice, the Assembly Chair shall prepare the order in</p>	<p>ARTICLE 13.- Right of Shareholder Participation: Once the meeting of the ECOPETROL S.A. Shareholders General Assembly has started, <u>s</u>Shareholders who wish to address the <u>Assembly SGA</u> or request information or clarifications concerning points on the agenda <u>must register to participate in the respective point of the agenda, and at the time they are given the floor they</u> shall be identified to the <u>Assembly SGA</u> Chair, with their complete name and, <u>as applicable, the party they represent</u> the number of shares they hold or represent. The Chair may request those who seek the floor to deliver the text of their intervention.</p> <p>Once shareholders who wish to address the Assembly<u>speak</u> are identified, and prior to the vote on points to be discussed as presented in the convocation notice<u>the point of the agenda</u>, the</p>



<p>which shareholder interventions shall be heard.</p>	<p>AssemblySGA Chair shall prepare the order in which shareholder interventions shall be heardof the interventions.</p>
<p>ARTICLE 14.- Interventions: Interventions in the Shareholders General Assembly shall take place in the order set by the Assembly Chair. Interventions by the attendees noted in Article 12 of this Regulation shall be limited to three (3) minutes. No shareholder may speak more than twice on the same topic.</p>	<p>ARTICLE 14.- Interventions: Interventions in the Shareholders General Assembly shall take place in the order set by the Assembly Chair. Interventions by the attendees noted in Article 12 of this Regulation shall be limited to three (3) minutes <u>per person</u>. No shareholder may speak more than twice<u>one (1) time</u> on the same topic.</p>
<p>The Chair of the ECOPETROL S.A. Shareholders General Assembly may, without prejudice to any other action that might be adopted: (i) when considered timely, extend the time allocated for interventions; (ii) request that shareholders clarify any point of their intervention and, (iii) admonish intervening shareholders in the event they fail to restrict their interventions to the points on the agenda or make improper use of their rights.</p>	<p>The Chair of the ECOPETROL S.A. Shareholders General AssemblySGA may, without prejudice to any other action<u>measure</u> that might be adopted: (i) when considered timely, extend the time allocated for interventions; <u>(ii: a)</u> request that shareholders clarify any point of their intervention; and <u>(iii b)</u> admonish intervening shareholders in the event they fail to restrict their interventions to the points on the agenda or make improper use of their rights.</p>
<p>Interventions by shareholders during the Assembly may only be carried out with respect to the point on the agenda being discussed. To discuss other aspects, shareholders may intervene at the point of proposals and various.</p>	<p>Interventions by shareholders during the AssemblySGA may only be carried out with respect to the point on the agenda being discussed. To discuss other aspects, shareholders may intervene at the point of proposals, etc <u>various points</u>.</p>
<p>The presentation and supporting documentation of reports by Directors and the Statutory Auditor, shall not be subject to the terms set forth above.</p>	<p>The presentation and supporting documentation of reports by Directors and the Statutory Auditor shall not be subject to the terms set forth above, <u>and therefore it shall be at the time of the approval of said reports that they may intervene.</u></p>
<p>Special audits requested by shareholders and carried out during the period prior to the date of the Shareholders General Assembly, shall be subject to intervention to explain the audited events and matters and the results of their conduct. Immediately afterwards, the person designated by ECOPETROL S.A. shall intervene, to</p>	<p>Special audits requested by shareholders and carried out during the period prior to the date of the Shareholders General AssemblySGA shall be subject to intervention to explain the audited events and matters and the results of their conduct. Immediately afterwards, the person designated by ECOPETROL</p>



<p>provide explanations as to the Special Audit reports.</p> <p>During discussion, participants must remain on the topic being discussed and dialog shall not be permitted. Interruptions (i.e., when someone has the floor and another participant requests to be granted a few seconds to supplement or provide an explanation to what is being said at the time) shall be granted by the person holding the floor at the time.</p> <p>Once shareholders have voted on a topic and initiated the presentation of the next point on the agenda, the topic the shareholders were discussing may not be again raised for consideration of the Assembly.</p>	<p>S.A. shall intervene, to provide explanations as to the <u>Special special Audit-audit</u> reports.</p> <p>During discussion<u>During the interventions</u>, participants must remain on the topic being discussed and dialog shall not be permitted. Interruptions (i.e., when someone has the floor and another participant requests to be granted a few seconds to supplement or provide an explanation to what is being said at the time), shall be granted by the person holding the floor at the time.</p> <p>Once <u>a point on the agenda has been voted on</u> shareholders have voted on a topic and initiated the presentation of the next point on the agenda <u>has been initiated</u>, the topic point the shareholders were discussing<u>had already</u> approved may not be again raised for consideration <u>and approval</u> of the <u>AssemblySGA</u>.</p>
<p>ARTICLE 15.- Security: Meetings of the Shareholders General Assembly shall be held in such a way as to guarantee the participation and exercise of political rights by shareholders. The Company shall implement the measures it considers necessary to preserve good order in holding the meetings.</p>	<p>ARTICLE 15.- Security: Meetings of the Shareholders General Assembly<u>SGA</u> shall be held in such a way as to guarantee the participation and exercise of political rights by shareholders. The Company shall implement the measures it considers necessary to preserve good order in holding the meetings.</p>
<p>ARTICLE 16. Penalties for disrespect: Assembly attendees who fail to demonstrate proper respect to the Assembly, another attendee, or the Presiding Officers, or who verbally insult any of the members, shall be assessed one of the following penalties by the Chair, depending upon the seriousness of the violation:</p> <ol style="list-style-type: none"> 1. Warning. 2. Public declaration of having violated proper order and respect. 3. Suspension from taking the floor. 4. Suspension of the right to participate in the remainder of the debate or session, subject to approval by the Presiding Officers. 	<p>ARTICLE 16.- Penalties for disrespect: <u>AssemblySGA</u> attendees who fail to demonstrate proper respect to the Assembly, another attendee or the Presiding Officers, or who verbally insult any of the members, shall be assessed one of the following penalties by the Chair, <u>at his or her discretion</u>, depending upon the seriousness of the violation:</p> <ol style="list-style-type: none"> 1. Warning. 2. Public declaration of having violated proper order and respect. 3. Suspension from taking the floor. 4. Suspension of the right to participate in the remainder of the



<p>ARTICLE 17. Agenda: This is the series of businesses or issues submitted to each session for information, discussion and decision of the Shareholders General Assembly. Matters to be considered are, in order, the following:</p> <ol style="list-style-type: none"> 1. Verification of quorum 2. Calling of the Assembly to order by the Chair of the Board of Directors. 3. Appointment of the Assembly Chair. 4. Appointment of the Commissions. 5. Organization of the agenda by the Assembly Chair. 6. Reports from the President of ECOPETROL S.A., the Board of Directors, the Statutory Auditor and external auditors. 7. Approval of financial statements. 8. Financial and administrative decisions. 9. Decisions on proposed amendments of the bylaws. 10. Elections to be held. 11. In the case of an extraordinary assembly, inclusion of topics in addition to those proposed at the convocation, if the requirements stipulated by law, the corporate bylaws and the Code of Good Governance have been met. 	<p>debate or session, subject to approval by the Presiding Officers.</p> <p>ARTICLE 17.- Agenda: This is the series of businesses or issues submitted to each session for information, discussion and or decision of the Shareholders General Assembly. Matters to be considered are, in order, the following <u>SGA</u>.</p> <ol style="list-style-type: none"> 1. Verification of quorum 2. Calling of the Assembly to order by the Chair of the Board of Directors. 3. Appointment of the Assembly Chair. 4. Appointment of the Commissions. 5. Organization of the agenda by the Assembly Chair. 6. Reports from the President of ECOPETROL S.A., the Board of Directors, the Statutory Auditor and external auditors. 7. Approval of financial statements. 8. Financial and administrative decisions. 9. Decisions on proposed amendments of the bylaws. 10. Elections to be held. 11. In the case of an extraordinary assembly, inclusion of topics in addition to those proposed at the convocation, if the requirements stipulated by law, the corporate bylaws and the Code of Good Governance have been met.
<p>ARTICLE 18.- Closing of the Assembly: Once the agenda has been covered in its entirety, the Chair of the Shareholders General Assembly shall declare the meeting closed, adjourning the session.</p>	<p>ARTICLE 18.- Closing of the Assembly: Once the agenda has been covered in its entirety, the Chair of the Shareholders General Assembly <u>SGA</u> shall declare the meeting closed, adjourning and the session <u>shall be adjourned</u>.</p>
<p>ARTICLE 19.- Assembly Minutes: The meeting secretary shall prepare minutes of the session, to be incorporated into the Book of Minutes, in accordance with the law and the corporate bylaws. Minutes containing discussions and decisions shall be published on the Company's website at www.ecopetrol.com.co or such website as might replace it, for a period of three (3) years.</p>	<p>ARTICLE 19.- Assembly Minutes: The meeting secretary <u>General Secretary</u> shall prepare <u>the</u> minutes of the session, to be incorporated into the Book of Minutes, in accordance with the law and the corporate bylaws. Minutes containing discussions and decisions shall be published on the Company's website at www.ecopetrol.com.co, or such</p>



	website as might replace it, for a period of three (3) years.
ARTICLE 20.- Elected Assembly Positions: The Shareholders General Assembly shall elect the meeting chair, members of the ECOPETROL S.A. Board of Directors, and the Statutory Auditor and their alternates.	ARTICLE 20.- Elected Assembly Positions: The Shareholders General Assembly <u>SGA</u> shall elect the meeting chair, members of the ECOPETROL S.A. Board of Directors, and the Statutory Auditor and their alternates.
ARTICLE 21. Election: The Chair of the Board of Directors shall present for shareholders consideration the appointment of the Chair of the Shareholders General Assembly.	ARTICLE 21. Election: The Chair of the Board of Directors <u>Company President</u> shall present for shareholders consideration the appointment of the Chair of the Shareholders General Assembly <u>SGA</u> .
ARTICLE 22. Duties of the Assembly Chair: The duties of the Assembly Chair are the following: 1. To chair the meeting and the Presiding Officers. 2. To close the session. 3. To comply and ensure compliance with the Regulation, maintain internal order and decide any questions or doubts that may arise as to its application. 4. To ensure that the Secretary fully performs his or her functions and duties.	ARTICLE 22. Duties of the Assembly Chair: The duties of the Assembly <u>SGA</u> Chair are the following: 1. To chair the meeting and the Presiding Officers. 2. To close the session 3. To comply and ensure compliance with the Regulation, maintain internal order and decide any questions or doubts that may arise as to its application. 4. To ensure that the <u>meeting</u> Secretary fully performs his or her functions and duties.
ARTICLE 23. Election: Elections shall be held by means of the procedure set forth in the Corporate Bylaws.	ARTICLE 23. Election: Elections shall be held by means of the procedure set forth in the Corporate Bylaws.
ARTICLE 24.- Election: Elections shall be held by means of the procedure set forth in the Corporate Bylaws.	ARTICLE 24.- Election: Elections shall be held by means of the procedure set forth in the Corporate Bylaws.
ARTICLE 25.- Mandatory Presentation: The following are required to present reports to the Assembly: 1. The Chair of ECOPETROL S.A. and other directors, on the status of the company's business and their assessment of the performance of members of the Board of Directors and its Committees. 2. The Statutory Auditor, on the accounting and financial situation.	ARTICLE 25.- Mandatory Presentation: The President of ECOPETROL S.A., as legal representative, the Board of Directors and the Statutory Auditor <u>following</u> are required to present reports to the Assembly <u>SGA</u> : 3. The Board of Directors, represented by its Chair, on fulfillment of the provisions of the Code of Good Governance. 4. Other reports provided for in the Code of Good



<p>3. The Board of Directors, represented by its Chair, on fulfillment of the provisions of the Code of Good Governance.</p> <p>4. Other reports provided for in the Code of Good Governance and Corporate Bylaws.</p>	<p>Governance and Corporate Bylaws.</p>
<p>ARTICLE 26.- Interpretation and Prevalence: The Corporate Bylaws and the Code of Good Governance shall prevail over this Regulation in the event of any omission, inconsistency or conflict.</p>	<p>ARTICLE 26.- Interpretation and Prevalence: The Corporate Bylaws and the Code of Good Governance shall prevail over this Regulation in the event of any omission, inconsistency or conflict.</p>
<p>ARTICLE 27.- Validity: This Regulation governs and applies as from the time of its approval.</p>	<p>ARTICLE 27.- Validity: This Regulation governs and applies as from the time of its approval.</p>
<p>ARTICLE 28.- Publicity: The complete text of this Regulation shall be published on the Company's website at www.ecopetrol.com.co or on such website as might replace it.</p>	<p>ARTICLE 28.- Publicity: The complete text of this Regulation shall be published on the Company's website at www.ecopetrol.com.co or on such website as might replace it.</p>