	<b>Internal Regulations of the General Shareholding's Meetings</b>		
	<b>Corporate Governance System</b> <b>Corporate Legal Vice-Presidency And General Secretariat</b>		
	<b>CODE</b> <b>GOC-R-011</b>	<b>Prepared</b> <b>14/04/2025</b>	<b>Version: 2</b>

## CHAPTER 1: SCOPE OF THE BYLAWS, TYPES OF MEETINGS, POWERS TO CONVENE, PARTICIPANTS, SHAREHOLDER REPRESENTATION, AND QUORUM

**Article 1.- Scope:** Under this Regulation, ECOPETROL S.A. (the "Company") sets the regulations by which meetings of the Shareholders General Assembly ("SGA") will be governed and accepts best governance practices that facilitate participation and decision-making by shareholders, as well as supplements the requirements set forth in the corporate bylaws (the "Bylaws") and the Code of Good Governance.

**Article 2.- Types of Meetings of the Shareholders General Assembly:** Meetings of the Company's SGA may be ordinary or extraordinary. An ordinary meeting of the SGA shall be held at the corporate domicile, meaning in any location within Bogotá D.C. or virtually, within the first three (3) months of each year, on the date, time and place indicated in the convocation. In this meeting, the SGA shall touch upon the following topics, without prejudice to any others as may be assigned to it by law or the Bylaws: a) examining the Company's situation; b) electing members of the Board of Directors and 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 distribution of earnings; and, f) agreeing to all measures aimed at ensuring fulfillment of the corporate purpose.

The other meetings of the SGA held by the Company shall be extraordinary and shall be convened and held according to the conditions established in the Law and the Bylaws.

The SGA may meet without prior convocation, at any place if, subject to the intent to do so, all subscribed shares are represented, and it may discuss any topic unless stipulated otherwise.

The SGA may also 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.


**Article 3.- Authority of the Shareholders General Assembly:** Shareholders shall deliberate and decide at the SGA subject to the duties assigned thereto by the Law and the Bylaws with respect to matters that have been submitted for their consideration in accordance with the Agenda.

**Sole Paragraph.** - In the event of amendments to the Bylaws or to this Regulation, 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 a meeting of the SGA.

**Article 4.- Notices:** Summons to ordinary meetings of the SGA shall be made by the President thirty (30) 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](http://www.ecopetrol.com.co), or such website as might replace it, as well as in a widely circulated national daily newspaper either physically or virtually.

If it is not convened, the SGA will meet in its own right on the first business day of the month of April, at 10:00 am in the offices of the main domicile where the corporate administration operates.

Summons notice for extraordinary meetings shall be made by the President, the Board of Directors, or the Statutory Auditor, 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](http://www.ecopetrol.com.co), or such

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website as might replace it, as well as in a widely circulated national daily newspaper either physically or virtually.

Additionally, the Company shall implement the following best practices of corporate governance: a) on the Sunday prior to the date of the ordinary or extraordinary meeting of the SGA, management shall issue a reminder, through a notice published in a widely circulated national daily newspaper either physically or virtually and on the website [www.ecopetrol.com.co](http://www.ecopetrol.com.co) or such website as might replace it, of the date, time and place of the meeting, and the agenda, in the case of extraordinary meetings; and b) at least three (3) calendar days in advance of the meeting date, it shall publish on the website [www.ecopetrol.com.co](http://www.ecopetrol.com.co) or on such website as might replace it, the agenda of the SGA and management's proposals.

**Sole Paragraph.-** The Company shall publish on the website at [www.ecopetrol.com.co](http://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, once the Board of Directors in office, for the purpose of providing complete and relevant information about the candidates to be considered, has ensured that the candidates meet the profile and comply with the statutory and legal requirements and conditions for joining the Board of Directors, without prejudice to the power of the SAG to appoint and remove members of this body.


**Article 5.- Participants:** Shareholders may participate, with right to both speak and vote, at meetings of the SGA, either directly or through their legal representatives or agents.

**Article 6.- Attendance and Representation:** Shareholders who wish to personally attend a meeting of the SGA, must appear at the place the meeting is to be held at the scheduled date and time. To register, the shareholder must be an individual and present an identification document. In the case of shareholders that are legal entities, the legal representative must present the certificate of existence and legal representation issued by the Chamber of Commerce or such entity as might replace it, with a validity of no more than one (1) month. 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, and if only one parent is attending, the power-of-attorney of the other parent, if registered. The above is without prejudice to the provisions of Article 185 of the Commercial Code, or any regulation that might amend, replace or supplement it.

**Article 7.- Proxies:** Shareholders unable to personally attend may appoint a proxy, who shall attest to said capacity by means of the presentation of a power of attorney duly granted in writing, to which end, the Company shall make available a proxy form on its website [www.ecopetrol.com.co](http://www.ecopetrol.com.co) or such website as might replace it, and in all cases must meet the requirements established by law.

In all cases, for shareholder representation, 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.

**Article 8.- Quorum for Deliberation and Majority Decisions:** The quorum for deliberation and majority decisions, for both ordinary and extraordinary meetings of the SGA, shall be as set forth in the Bylaws.

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**Article 9.- Unit of Representation and Vote:** Each shareholder, whether an individual or a legal entity, may designate only one representative or agent to the SGA, regardless of the number of shares they hold. The above is without prejudice to the provisions of Article 185 of the Commercial Code or to such regulation as might amend, replace or supplement it.

The shares shall be indivisible. Consequently, if, for any legal or contractual reason, one or more shares are owned by multiple persons, the Company shall register all joint owners collectively. They must designate a common representative to exercise the rights associated with their status as shareholders.

A shareholder's representative or agent may not split their principal's or grantor's vote, which means the representative is not permitted to vote with one or more shares of the principals, in a specific direction, and with another share or other shares in a different direction. However, this unity of vote shall not prevent a representative or agent of multiple shareholders from voting separately in each case in accordance with the instructions given thereto by each principal or grantor.

## CHAPTER 2: ON THE OPENING OF THE MEETING AND THE SUPPORT COMMISSIONS

**Article 10.- Call to Order of the Meeting:** The Company's President shall call to order the meeting of the SGA and shall then present for consideration the appointment of the SGA Chair. The Company's General Secretary or whomsoever might replace the General Secretary shall act as Secretary. The Secretary shall verify the quorum for deliberation.


**Article 11.- Commissions:** The SGA shall appoint the following commissions, with their respective members:

- **Commission for the Review and Approval of Minutes:** Tasked with reviewing the contents of the minutes of a specific meeting of the SGA and approving them if found to be accurate.

The composition and functioning of said Commission shall be subject to the following procedure:

- 1) During the meeting of the SGA, a Principal Commission and an Alternate Commission shall be established, each one consisting of three (3) shareholders present at the meeting or their proxies or representatives.
- 2) Shareholders comprising the Principal Commission shall have a period of five (5) calendar days starting from the date on which the 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, all members of the Principal Commission have 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 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. It shall consist of three (3) shareholders present at the SGA or their legal representatives.

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### CHAPTER 3: ON THE RULES GOVERNING THE SESSIONS

**Article 12. Attendance at sessions:** Shareholders or their representatives or agents may attend sessions. In the event that both attend, the proxy granted by the shareholder shall be considered revoked and only the shareholder shall attend.

Additionally, members of the Board of Directors, the Statutory Auditor, special auditors that are so authorized, individuals nominated to be appointed as members of the Board of Directors and staff of the Statutory Auditor, required administrative personnel, the representative of any public authority legally authorized to do so and any other authorized individual also have the authority to attend.

The SGA Chair may authorize the entry of private individuals provided it does not affect normal development of the sessions.

**Article 13.- Right of Shareholder Participation:** Shareholders who wish to address the SGA or request information or clarifications concerning points on the agenda must register to participate in the respective point of the agenda, and at the time they are given the floor they shall be identified to the SGA Chair, with their complete name and, as applicable, the party they represent. The Chair may request those who seek the floor to deliver the text of their intervention.

Once shareholders, proxies and/or representatives who wish to speak are identified, and prior to the vote on the point of the agenda, the SGA Chair shall prepare the order of the interventions.

**Article 14.- Interventions:** Interventions shall be limited to three (3) minutes per person. No shareholder may speak more than one (1) time on the same topic.


The Chair of the SGA may, without prejudice to any other measure that might be adopted: when considered timely: a) request that a shareholder, proxy and/or representative clarify any point of their intervention; and, b) admonish intervening shareholders proxies and/or representatives in the event they fail to restrict their interventions to the points on the agenda or make improper use of their rights.

Interventions by shareholders, proxies and/or representatives during the SGA may only be carried out with respect to the point on the agenda being discussed. To discuss other aspects, shareholders, proxies and/or representatives may intervene at various points.

The presentation and supporting documentation of reports by Directors and the Statutory Auditor shall not be subject to the terms set forth above, and therefore it shall be at the time of the approval of said reports that they may intervene.

Special audits requested by shareholders and carried out during the period prior to the date of the SGA shall be subject to intervention to explain the audited events and matters and the results of their conduct. Immediately afterwards, the person designated by the Company shall intervene, to provide explanations as to the special audit reports.

During the interventions, 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

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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.

Once a point on the agenda has been voted on and the presentation of the next point on the agenda has been initiated, the point the shareholders had already approved may not be again raised for consideration and approval of the SGA.

**Article 15.- Security:** Meetings of the SGA 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.

**Article 16.- Penalties for disrespect:** SGA attendees who fail to demonstrate proper respect to the Assembly, another attendee, The Chair, Secretary or any other Company officer, or who verbally insult any of the above, shall be given one of the following penalties by the SGA Chair, at his or her discretion, depending upon the seriousness of the violation:

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.

**Article 17.- Agenda:** This is the series of issues submitted to each session for information, discussion and/or decision of the SGA.

**Article 18.- Closing of the Assembly:** Once the agenda has been covered in its entirety, the Chair of the SGA shall declare the meeting closed, and the session shall be adjourned.

**Article 19.- Assembly Minutes:** The Secretary shall prepare the minutes of the session, to be incorporated into the Book of Minutes, in accordance with the law and the bylaws. Minutes containing discussions and decisions shall be published on the Company's website at [www.ecopetrol.com.co](http://www.ecopetrol.com.co), or such website as might replace it, or one established by the Company, for a minimum period of three (3) years.

## CHAPTER 4: ON THE ELECTIONS OF THE GENERAL SHAREHOLDERS' MEETING


**Article 20.- Elected Assembly Positions:** The SGA shall elect the meeting chair, members of the Board of Directors, and the Statutory Auditor and their alternates.

### 4.1 SUBCHAPTER 1: On the President of the Assembly

**Article 21. Election:** The Company's President shall present for shareholders consideration the appointment of the Chair of the SGA.

**Article 22.- Duties of the Assembly Chair:** The duties of the SGA Chair are the following:

1. To chair the meeting.

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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 meeting Secretary fully performs his or her functions and duties.

## 4.2 SUBCHAPTER 2: On the Statutory Auditor

**Article 23. Election:** Elections shall be held by means of the procedure set forth in the Bylaws.

## 4.3 SUBCHAPTER 3: On the Members of the Board of Directores

**Article 24.- Election:** Elections shall be held by means of the procedure set forth in the Bylaws.

## CHAPTER 5: ON THE VOTING

**Article 25.- Types of Votes:** There are two types of vote.

Depending on the proposal put to the vote during the SGA, shareholders will be asked to:

- Express their will in the affirmative, negative, in blank, or abstain. First type of vote.
- Express their will by choosing between two or more options. Second type of vote.

These votes can be cast in a physical or electronic format in accordance with what the Company defines for each SGA.

Each vote is identified with a letter.

**Article 26.- Voting Procedure:** Once it is announced that voting on a specific agenda item will commence, and while the vote remains open, the procedure shall be as follows:


Physical Ballot:

- In the first type of vote, an affirmative vote ("YES") shall be expressed by the shareholders', representatives', or proxies' applause rather than by casting a ballot. In this case, the vote will be considered positive.
- Shareholders, representatives, or proxies who wish to vote against ("NO"), abstain, or submit a blank ballot must mark the corresponding box with an "X" and hand it in for counting.
- In the second type of vote, the shareholder, representative, or proxy must mark the desired option with an "X" and submit the ballot for counting.

Electronic Voting:

- In the first type of vote, an affirmative vote ("YES") shall be deemed positive if no selection is made in the designated voting mechanism by the shareholder, representative, or proxy. Alternatively, it may also be expressed by applause.
- Shareholders, representatives, or proxies who wish to vote against ("NO"), abstain, or submit a blank vote must select the corresponding option in the designated voting mechanism.
- In the second type of vote, the shareholder, representative, or proxy must select the desired option on the screen of the electronic device.



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**Article 27 – Invalid Votes:** Votes shall be deemed invalid and counted as such in the following cases:

- The vote was cast without being filled in.
- More than one box was marked.
- The vote was marked outside the designated space.
- The vote was cast by a person who was not a shareholder at the time of voting.
- The shareholder is legally disqualified from voting on the specific issue.
- The vote contains alterations to the text, numbers, or barcodes.
- The vote was cast after the voting period had closed.
- In the case of a multiple-choice vote, an option was selected that was not assigned a voting choice.

**Article 28 – Leaving the Premises:** If a shareholder, representative, or proxy leaves the premises where voting is taking place and is logged out of the system, their shares— or the shares they represent—will no longer be counted as part of the quorum. Consequently, they must not provide completed votes to third parties for later submission. Likewise, those who remain on the premises must not receive or submit votes on behalf of others.

**Article 29 – Voting on Financial Statements by an Ecopetrol Employee:** Company employees who are also shareholders, or their proxies, are not permitted to vote on the financial statements. If they complete and submit a vote, the system will consider it void.

**Article 30 – Voting Results:** The exact voting results shall be reported -during the meeting or, at the latest, by the conclusion of the discussion of all agenda items, or the corresponding meeting.

## CHAPTER 6: ON THE REPORTS

**Article 31.- Mandatory Presentation:** The President of the Company, as legal representative, the Board of Directors and the Statutory Auditor are required to present reports to the SGA.

## CHAPTER 7: FINAL PROVISIONS


**Article 32.- Interpretation and Prevalence:** The Bylaws shall prevail over this Regulation in the event of any omission, inconsistency or conflict.

**Article 33.- Validity:** This Regulation governs as from the time of its approval. Notwithstanding the above, it will be incorporated into the Company's internal regulations, following the corresponding corporate procedures for this purpose.

**Article 34.- Publicity:** The complete text of this Regulation shall be published on the Company's website at [www.ecopetrol.com.co](http://www.ecopetrol.com.co) or on such website as might replace it.

## LIST OF VERSIONS

Previous Document			
Version	Date	Document Code and Title	Changes
N.A	26/03/2015	Internal Regulations of	Document published on Ecopetrol's website and

	<b>Internal Regulations of the General Shareholding's Meetings</b>		
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		the General Shareholders' Meeting of Ecopetrol S.A.	amended in accordance with the resolutions of the General Shareholders' Meeting, held on March 26, 2015.
1	15/04/2019	RSE-R-007, Internal Regulations of the General Shareholders' Meeting of Ecopetrol S.A.	Updated regulation in accordance with the approval granted by the General Shareholders' Meeting at its session held on March 29, 2019, and became effective as of that date. A code and version number have been assigned as part of the Corporate Social Responsibility Management System.
1	03/02/2021	GOC-R-011 Internal Regulations of the General Shareholders' Meeting of Ecopetrol S.A.	A code and version number have been assigned as part of the Corporate Governance System. The regulation was updated in accordance with the approval granted by the General Shareholders' Meeting at its session held on March 27, 2020, and became effective as of that date. A new chapter related to voting procedures within the framework of the General Shareholders' Meeting has been included.
<b>New Document</b>			
<b>Version</b>	<b>Date</b>	<b>Changes</b>	
2	14/04/2025	A code and version number have been assigned as part of the Corporate Governance System. Updated regulation according to the approval granted by the General Shareholders' Meeting held on March 28, 2025, and became effective as of that date.	

**For further information, please contact:**

<b>Electronically reviewed by:</b>	<b>Electronically approved by:</b>
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*This document has been electronically signed in accordance with **Decree 2364 of 2012**, which regulates the Article 7 of Law 527 of 1999, regarding electronic signatures and establishes other provisions. To verify the compliance with this mechanism, the system generates an **electronic report that records the traceability of the review and approval actions** carried out by the responsible parties. If you need to verify this information, please request the report from the Service Desk.*