

Bogotá D.C., Feb 18th, 2022

Relevant Information
Colombia Telecomunicaciones S.A. ESP BIC

Ordinary meeting of the General Shareholders' Assembly

To the shareholders of Colombia Telecomunicaciones S.A. ESP BIC,

Pursuant to the provisions of Article Thirty-Six (36) of the Bylaws of Colombia Telecomunicaciones S.A. ESP BIC, I hereby summon you to the ordinary meeting of the General Shareholders' Assembly of the Company to be held on March 16, 2022 at 10:00 a.m.

The proposed agenda for the meeting is the following:

1. Quorum Verification.
2. Appointment of the Chairman and Secretary of the meeting.
3. 2021 Management Report - BIC Management Report.
4. Financial Statements as of December 31, 2021.
5. Opinion of the Statutory Auditor.
6. Profit distribution project.
7. Business Group Special Report.
8. Appointment and Fixing of fees for the Statutory Auditor.
9. Election and appointment of members of the Board of Directors and the Audit Committee.
10. Amendment of the Company's Bylaws: Amendment of the following Chapters: (i) General Shareholders' Assembly: Summons, Decisions, Functions and Minutes Ledger; (ii) Board of Directors: Functions and Regime; (iii) Presidency: Legal Representative and Powers of the General Manager and Legal Representatives; and (iv) Healthy Corporate and Financial Management Commitments.
11. Amendment to the Code of Good Corporate Governance and its annexes, as follows:
 - a. Code of Good Corporate Governance: Amendment of the following Chapters of the Code of Good Corporate Governance: (i) Chapter I.- General Aspects of the Company and the Code of Good Corporate Governance: include paragraph 1.5. Complaints Channel; (ii) Chapter II.- Rights and Equitable Treatment of Shareholders: amend section 2.5. Shareholder Service Office; (iii) Chapter III.- Corporate and Governing Bodies: modify item 3.2. Meetings and Quorum and item 3.5. Directors' Conflicts of Interest; (iv) Chapter IV.- Management and Administrative Bodies of Colombia Telecomunicaciones S.A. ESP BIC: amend items: 4.1.3. Procedure for appoint the Board of Directors, 4.1.7. Remuneration, 4.1.10 Mechanisms for evaluating the Board of Directors, 4.2. External Advisors, 4.5.3.

Officers of Colombia Telecomunicaciones S.A. ESP BIC and include item 4.3.3. Regulations of the Audit Committee; (v) Chapter V.- Groups of Interest of Colombia Telecomunicaciones S.A. ESP BIC: modify section 3.2. Accountability and dialogue with groups of interest, paragraph b, Shareholder Newsletters; (vi) Chapter VII.- Communication and Information Transparency: amend item 7.2. Negotiation of Shares by Directors; (vii) Chapter VIII.- Internal Control: modify section 8.4. Additional External Controls.

- b. Annex No. 1 - Our Responsible Business Principles. Modification of Annex No. 1 - of the Code of Good Corporate Governance, Our Responsible Business Principles to replace it with the version "Telefónica ESP 2022 Responsible Business Principles" approved by the Board of Directors of Telefónica S.A.
- c. Annex No. 2 - Shareholders' Assembly Regulations: Amendment to the following articles of Annex No. 2 - Shareholders' Assembly Regulations: (i) Sixth. Decisions of the General Shareholders' Assembly; (ii) Eighth. Summoning of ordinary meetings; (iii) Eleventh. available information to shareholders from the publishing of the notice of summoning; (iv) Twelfth. Right of Inspection.
- d. Annex No. 3 - Board of Directors Regulations: Amendment to the following articles of Annex No. 3- Board of Directors Regulations: (i) Sixth. Right and Duty of Information; (ii) Seventh. Duty of Loyalty; (iii) Ninth. Duty of Good Faith; (iv) Fourteenth. Appointment and Term; (v) Eighteenth. Duties of the Board of Directors; (vi) Twentieth. The Secretary; (vii) Twenty-first. Meetings and Summons; (viii) Twenty-second. Exercise of the right to information; (ix) Twenty-sixth. Minutes of the Board of Directors; (x) Twenty-eighth. External Advisors; (xi) Thirty-third. Evaluation of the members of the Board of Directors; (xii) Thirty-fourth. Compensation of the Board of Directors.
- e. Annex No. 4 - Anti-Corruption Policy. Amendment to Annex No. 4 - Anti-Corruption Policy to incorporate "Appendix A".
- f. Annex No. 5 - Complaints Channel Management Policy: Modification of Annex No. 5 - of the Code of Good Corporate Governance, Complaints Channel Management Policy to replace it with the version "Complaints Channel Management Policy 2nd Edition - October 2019" approved by the Board of Directors of Telefónica S.A.
- g. Annex No. 6 - Audit Committee Regulations. Incorporate the "Audit Committee Regulations" to the Code of Good Corporate Governance, which shall become an integral part of the Code of Good Corporate Governance as Annex No. 6.

12. Other.

13. Approval and adjournment of the Minutes.

In compliance with the right of inspection established in numeral 4 of article 379 and article 447 of the Code of Commerce, as of today's date, the documents indicated in article 446 of the Code of Commerce, together with the official books and other supporting documents required by law, are made available to the shareholders at the offices of the administration.

In compliance with the provisions of Article Thirty-Six (36) of the Company's Bylaws, the draft resolution of items 3, 4, 5, 6, 8, 9, 10 and 11 of the agenda is attached for your consideration.

The meeting will be held in a remotely through the Microsoft Teams application. For this purpose, the invite will be sent in a subsequent mail with the link through which you will be able to attend and participate in the meeting.

We would like to inform you of the measures taken to ensure attendance to the meeting:

1. Shareholders must confirm their attendance to the e-mail faride.guerrero@telefonica.com at least 2 hours prior to the meeting by sending (i) a scanned copy of their identity document, in the case of shareholders who are individuals, and (ii) a copy of their identity document and the certificate of existence and legal representation or equivalent document, with an issue date no older than one month, in the case of legal representatives of legal entities.
2. Shareholders may be represented at the General Shareholders' Assembly by means of a written power of attorney indicating: the name of the attorney-in-fact, the person by whom the attorney-in-fact may be substituted and the date of the meeting for which the power of attorney is granted. In this case, in addition to sending the documentation indicated for individual and legal entity shareholders, a copy of the power of attorney, the identity document of the grantor and the attorney-in-fact must be sent scanned.
3. On the day of the meeting, please arrive at least 15 minutes prior to the meeting in order to validate and verify the identity and/or power of attorney of the attendees.

Additionally, the "Measures Adopted by the Board of Directors, in the meeting held on February 17, 2022, for the operation and holding of the General Shareholders' Assembly of year 2022" are attached.

Finally, it is hereby informed that, from the receipt of this notice and up to five (5) days prior to the meeting, the Shareholders may request additional information or clarifications regarding the items on the agenda. The request must be submitted in writing addressed to the Company's General Secretary.

MARTHA ELENA RUÍZ DÍAZ-GRANADOS
Legal Representative
COLOMBIA TELECOMUNICACIONES S.A. ESP BIC

RESOLUTION

The General Shareholders' Assembly of Colombia Telecomunicaciones S.A. ESP BIC in use of its legal and statutory powers,

RESOLVES:

- **APPROVE** the President's Management Report on his management during the year 2021, the development of the business and the economic, administrative and legal situation of the Company during the year 2021, previously accepted by the Board of Directors.
- **APPROVE** the BIC Management Report in which the activities of collective benefit and interest developed by the Company during 2021 and their impact are reported.
- **APPROVE** the separate Financial Statements for year 2021 of Colombia Telecomunicaciones S.A. ESP BIC and the consolidated Financial Statements with Operaciones Tecnológicas y Comerciales S.A.S. for year 2021, together with the related notes and the annexes determined by law, under the terms of Article 446 of the Code of Commerce, and in accordance with the accounting standards and policies for financial information adopted.
- **ORDER** that the value of the profits obtained from the fiscal year 2021 be destined to the creation of an occasional reserve called "Occasional Reserve for the distribution of dividends to be made available to the shareholders in the future" in the amount of COP\$101,588,959.
- **APPOINT** PwC Contadores y Auditores S.A.S. as Statutory Auditor of Colombia Telecomunicaciones S.A. ESP BIC for the period comprised between April 1, 2022 to April 1, 2024, who may be reappointed indefinitely or freely removed before the expiration of such period by the General Shareholders' Assembly.
- **TO FIX** the fees of PwC Contadores y Auditores S.A.S., Statutory Auditor of Colombia Telecomunicaciones S.A. ESP BIC, for the period comprised between April 1, 2022 and April 1, 2023, up to the amount of \$ 1,953,624,000.
- **APPOINT** Dr. Natalia Guevara Rivera as member of the Board of Directors of Colombia Telecomunicaciones S.A. ESP BIC, replacing Dr. Javier Gutierrez Rueda.
- **APPOINT** Dr. Natalia Guevara Rivera as member of the Audit Committee of the Board of Directors of Colombia Telecomunicaciones S.A. ESP BIC, replacing Dr. Javier Gutierrez Rueda.
- **APPROVE** the amendment of the Bylaws of the Company in accordance with the provisions set forth in item 10 of the agenda.

- **APPROVE** the amendment of the Code of Good Corporate Governance and its annexes in accordance with the provisions of item 11 of the agenda.

Colombia Telecomunicaciones S.A. ESP BIC

Measures Adopted by the Board of Directors, at the meeting held on February 17, 2022, for the operation and holding of the meetings of the General Shareholders' Assembly for the year 2022

- 1. Representation:** Shareholders may be represented at the General Shareholders' Assembly meeting by means of a written power of attorney specifying: the name of the attorney-in-fact, the person by whom the attorney-in-fact may be substituted and the date of the meeting for which the power of attorney is granted.
- 2. Quorum:** The General Shareholders' Assembly may deliberate with a number of members representing at least one half plus one of the subscribed shares.
- 3. Chairman and Secretary:** The General Shareholders' Assembly shall appoint the Chairman of the meeting and the General Secretary of the Company shall act as Secretary of the meeting. In her absence, the Secretary of the meeting will be the person appointed by the Chairman of the General Shareholders' Assembly.
- 4. Voting:** Each shareholder shall have as many votes as the number of shares held in the Company, therefore, in no case shall the voting restriction be applied.
- 5. Minutes:** Complete minutes shall be taken of the meetings of the General Shareholders' Assembly. The minutes shall be headed with their number and shall state at least the place, date and time of the meeting, the number of subscribed shares, the means and notice of the summons, the lists of attendees indicating the number of shares owned or represented by them, the matters discussed, the decisions adopted and the number of votes issued in favor, against or blank, with the exceptions provided by law, the written evidence presented by the attendees, the appointments made and the date and time of the closing of the meeting.

In any case, it is clarified that all these measures adopted by the Company for the proper performance of the General Shareholders' Assembly are provided in the Bylaws of the Company, in the Code of Good Corporate Governance and in the Regulations of the General Shareholders' Assembly. These documents are available at the following link on the Company's website: <http://www.telefonica.co/accionistas-e-inversionistas>. Shareholders are recommended to consult them before attending the aforementioned meeting.