

Bogotá D.C., February 23, 2023

**Messrs. 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 meeting of the General Shareholders' Assembly of the Company to be held on March 17, 2022, at 9:00 a.m.

The meeting will be held in a remote manner through the Microsoft Teams application. For such purpose, the invitation will be sent in a subsequent email along with the link through which you may connect and participate in the meeting.

The proposed agenda for the meeting is as follows:

1. Quorum verification.
2. Appointment of the Chairman and Secretary of the meeting.
3. Management Report – BIC Management Report 2022.
4. Financial Statements as of December 31, 2022.
5. Statutory Auditor's Opinion.
6. Profit distribution project - absorption of losses.
7. Special Report Business Group.
8. Statutory Auditor's fees.
9. Miscellaneous.
10. 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, 6 and 8 of the agenda are attached for your consideration.

Subsequently, we would like to inform you of the measures adopted to ensure participation in the meeting:

1. Shareholders must confirm their participation by e-mail to [faride.guerrero@telefonica.com](mailto: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 of no more than one month, in the case of legal representatives of legal entities.

2. Shareholders may be represented at the meeting of the General Shareholders' Assembly by means of a written proxy indicating: the name of the attorney in fact, the person by whom the proxy may be replaced and the date of the meeting for which the proxy 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 in scanned form.
3. On the day of the meeting, we ask you to enter at least 15 minutes in advance, to validate and verify the identity and/or power of attorney of the attendees.

Additionally, enclosed are the "Measures Adopted by the Board of Directors, at the meeting held on February 17, 2023, for the operation and celebration of the meetings of the General Shareholders' Assembly for the year 2023, in compliance in compliance with the provisions of Chapter VI, Title I, Part III of the Basic Legal Circular issued by the Financial Superintendency of Colombia, on "Unsafe and Unauthorized Practices".

Finally, it is hereby informed that from the receipt of this summon and up to five (5) days prior to the meeting, the Shareholders may request additional information or clarifications regarding the topics on the agenda. The request must be submitted by writing addressed to the Company's General Secretary by e-mail to [atencionaccionistas.co@telefonica.com](mailto:atencionaccionistas.co@telefonica.com). Likewise, the Shareholders may propose the introduction of one or more items to be discussed in the agenda of the General Shareholders' Meeting. The request for new items must be accompanied by a justification and must be made within five (5) days following the summoning of the meeting.

**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 2022, the development of the business and the economic, administrative, and legal situation of the Company during the year 2022, 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 2022 and their impact are reported.
- **APPROVE** the separate Financial Statements as of December 31, 2022 of Colombia Telecomunicaciones S.A. ESP BIC and the consolidated Financial Statements as of December 31, 2022 with Operaciones Tecnológicas y Comerciales S.A.S., 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** to offset the Company's losses for fiscal year 2022 against the profits of subsequent years.
- **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, 2023 and April 1, 2024, up to the amount of \$ 2.283.600.000.

## Colombia Telecomunicaciones S.A. ESP BIC

**Measures Adopted by the Board of Directors, at the meeting held on February 17, 2023, for the operation and celebration of the meetings of the General Shareholders' Assembly for the year 2023, in compliance in compliance with the provisions of Chapter VI, Title I, Part III of the Basic Legal Circular issued by the Financial Superintendency of Colombia, on "Unsafe and Unauthorized Practices".**

- 1. Representation:** Shareholders may be represented at the meeting of the General Shareholders' Assembly by means of a proxy granted in writing stating: the name of the attorney in fact, the person by whom the proxy may be replaced and the date of the meeting for which it is granted.
- 2. Quorum:** The General Shareholders' Assembly may deliberate with a number of persons representing at least one half plus one of the subscribed shares.
- 3. Chairmanship 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, and in his/her absence, the person appointed by the Chairman of the General Shareholders' Assembly shall act as Secretary of the meeting.
- 4. Voting:** Each shareholder shall have as many votes as shares held in the Company, therefore, in no case shall the voting restriction apply.

It is informed that all these measures adopted by the Company, for the correct operation of the General Shareholders' Meeting, are established in the Company's Bylaws, in the Code of Good Corporate Governance and in the Regulations of the General Shareholders' Meeting. These documents are available on the Company's website. Shareholders are recommended to consult them before attending the aforementioned meeting.

In addition, the legal representatives, administrators and other officers of the Company must ensure that all shareholders are treated equally and refrain from engaging directly or indirectly in the unsafe and unauthorized practices indicated in Chapter Six of Title I of Part III of the Basic Legal Circular of the Superintendency of Finance.