



## **INSTRUCTIONS FOR THE REPRESENTATION OF SHAREHOLDERS AT GENERAL MEETINGS**

Promigas S.A. E.S.P. (“Promigas” or the “Company”) has adopted these Instructions for the Representation of Shareholders in connection with the Ordinary General Meeting of Shareholders to be held on March 18, 2026, at 8:00 a.m., in person, at the offices of Promigas located at 66th Street No. 67–123, in the city of Barranquilla.

For purposes of participation in the General Meeting of Shareholders of Promigas, shareholders may be represented by proxy. Accordingly, the following conditions must be met by the powers of attorney granted by Promigas shareholders in order to be valid for representation at the Ordinary General Meeting of Shareholders:

- The power of attorney must be granted in writing.
- It must indicate the name or corporate name of the shareholder, the name of the attorney-in-fact, and, if applicable, the person authorized to substitute the attorney-in-fact.
- It must specify the date of the meeting for which it is granted.
- If the Promigas shareholder is a legal entity, the power of attorney must be accompanied by a certificate of existence and legal representation, or an equivalent document, issued no more than one (1) month prior to the date of the respective General Meeting.
- In cases involving guardians, trustees, administrators, executors, representation of minors, incapacitated persons, deceased shareholders, liquidators, and other forms of share representation, the representative or attorney-in-fact must submit the relevant document evidencing such capacity.

### **RESTRICTIONS**

- The power of attorney may not contain erasures or amendments.
- Except in cases of legal representation, directors and employees of the Company may not represent shares other than their own at General Meetings while they are in office, nor may they substitute powers of attorney granted to them.
- Any employee or director of the Company who is also a shareholder, and who chooses to represent their own shares at a General Meeting or to be represented by granting a power of attorney to a third party, must expressly disclose in the



respective power of attorney their condition as an employee or director of the Company.

### **PROXY TEMPLATES**

Without prejudice to shareholders' freedom to be represented at the General Meeting using their own proxy formats, the Company makes available to its shareholders the individual proxy and legal entity proxy templates published on the Company's website.

For purposes of identity verification, shareholders must send to the email address [inversionistas@promigas.com](mailto:inversionistas@promigas.com), no later than March 17, 2026, at 11:00 a.m., a legible copy of their identification document, and, if applicable, a copy of the certificate of existence and legal representation issued by the Chamber of Commerce of the company's principal place of business, dated no more than one (1) month prior, in the case of legal entities. Where applicable, the duly completed and signed power of attorney, as well as a legible copy of the attorney-in-fact's identification document, must also be submitted.

### **QUORUM**

Quorum shall be verified by aggregating the shareholding percentage represented by each person present at the General Meeting against the total number of outstanding shares. The maintenance of quorum shall be reviewed prior to the commencement of each vote.

### **PROPOSALS**

The proposals to be considered at the General Meeting will be made available to shareholders on the Promigas website at the following link: [Páginas - General Shareholder Meeting](#).