

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

Promigas has adopted Proxy Instructions for the ordinary General Shareholders' Meeting that allow shareholders to participate in face-to-face meetings.

For the purposes of participation in the General Shareholders' Meeting of Promigas S.A. E.S.P. ("Promigas"), shareholders may be represented by proxy. In accordance with the foregoing, the following are the conditions that must be met by the proxies granted by Promigas shareholders for their valid representation at the General Shareholders' Meeting:

- Be in writing.
- Indicate the name or Company name, the name of the proxy and the person who can substitute the latter, if applicable.
- Indicate the date or moment of the meeting for which it is conferred.
- If the shareholder of Promigas is a legal entity, the proxy form must be accompanied by a Certificate of Existence and Legal Representation or equivalent of the legal entity shareholder, issued no more than one (1) month prior to the date of the respective Meeting.
- In the case of curators, counselors, directors, executors, representation of minors, incapacitated persons, deceased shareholders and liquidators, among other events of representation of shares, the representative or proxy must present the pertinent document evidencing his/her capacity.
- The proxy form may not be crossed out or amended.

Except in cases of legal representation, the directors and employees of the Company may not represent at the meetings of the General Shareholders' Meeting, shares other than their own while they are in office, nor may they substitute the proxies granted to them, nor may they vote the financial statements of the end-of-the-year accounts, nor the liquidation accounts. Considering the above, the employee or director of Promigas who is also a shareholder of the Company, who decides to represent his/her shares at a meeting of the General Shareholders' Meeting, or to be represented at the same by granting a proxy form to a third party, must expressly inform when requesting his/her credential to enter the meeting, or in the respective proxy form, his/her condition as an employee or director of the entity, so that his/her vote will not be taken into account in the approval of the end-of-the-year financial statements.

For identity verification purposes, a legible copy of the identification document and legal representation, and/or proxy form must be previously sent, which once completed and signed must be sent together with the attachments that prove the identity and/or powers of representation of the shareholder, to the e-mail [inversionistas@promigas.com](mailto:inversionistas@promigas.com) no later than on March 13, 2024, at 11:00 AM. The Shareholders have proxy form templates at their disposal, which they will have the possibility to use, for each of the Proposals of the Meeting, if they so wish.

On the day of the General Shareholders' Meeting, the appointed proxy must present his/her identification document in order for Promigas to perform the corresponding validations.

Verification of the Quorum: The quorum shall be verified by the sum of the percentage of shares held by each person present at the Meeting versus the total outstanding shares. The quorum shall be verified before each vote is cast.

The proposals to be considered at the Meeting will be available to shareholders on the Promigas website, at the following link [www.promigas.com/nuestraempresa/gobiernocorporativo/asambleadeaccionistas](http://www.promigas.com/nuestraempresa/gobiernocorporativo/asambleadeaccionistas).