

# GENERAL SHAREHOLDERS' MEETING OF ECOPETROL S.A.

Friday, March 22 2024

2:00 p.m.

Location:  
Corferias, carrera 37 No.  
24 - 67 de Bogotá

Broadcast live on:  
Ecopetrol's website and  
YouTube

Ecopetrol S.A. kindly reminds its shareholders that the Ordinary General Shareholders' Meeting will be held on Friday, March 22, 2024, starting at 2 p.m., at the International Business and Exhibition Center (Corferias), located at Carrera 37 No. 24 - 67 in Bogota.

The voting process will be conducted electronically. Shareholders are requested to attend the Meeting with their smart mobile devices. If any Shareholder does not have access to a device with the technical requirements required, the company has provided an alternate mechanism for Shareholders to exercise their right to vote.

Shareholders who cannot attend the Meeting personally may be represented by power-of-attorney duly granted in writing to a trusted legal representative, who must meet the requirements established in Article 184 of the Commercial Code. The power of Attorney templates in both Spanish and English can be downloaded from the website at [www.ecopetrol.com.co/asamblea-2024](http://www.ecopetrol.com.co/asamblea-2024).

For the legal representation of the shareholders, compliance will be given to the provisions of the Basic Legal Circular 029 of 2014 regarding the illegal, unauthorized and unsafe practices of securities issuers.

Except in cases of legal representation via proxy, Ecopetrol administrators and employees may not represent shares other than their own while they are employed by the company, nor substitute the powers conferred thereon. Additionally, they may not vote on the Company's financial statements.

**Ricardo Roa Barragán**  
Chief Executive Officer

The meeting will be transmitted live via streaming on Ecopetrol's website  
[www.ecopetrol.com.co/asamblea-2024](http://www.ecopetrol.com.co/asamblea-2024)

## RECOMMENDATIONS

- If an individual is acting as a proxy representative, the corresponding proxy form must be submitted in its physical form at registration along with any additional documentation required. Certificates of incorporation and legal representation of the companies must have an issuance date not exceeding one month.
- To avoid overcrowding and guarantee the adequate participation of all shareholders, the doors of Corferias and registration points will open as of 12:00 p.m.
- To expedite the registration process and ensure appropriate participation at the Meeting, in the case of individuals representing as proxy multiple shareholders, it is suggested a proxy representative is only responsible for at most 50 proxy forms.
- Only one helper per shareholder requiring additional assistance will be allowed entry.
- Publicity material or any other type of material that might hamper the normal course of the meeting will not be allowed in the facility and their distribution is strictly prohibited.
- If you have symptoms related to COVID-19, please do not attend the Meeting and grant power of attorney or follow it live via streaming. People over 60 years or those with comorbidities that increase the risk of acute respiratory diseases, are recommended to wear masks in enclosed areas.

### Additional information is available at:

Shareholder Services Office  
Telephone Bogotá: +(57) 601307 70 75; rest of the country: +(57) 01 8000 113434  
Email: [accionistas@ecopetrol.com.co](mailto:accionistas@ecopetrol.com.co)  
[www.ecopetrol.com.co/asamblea-2024](http://www.ecopetrol.com.co/asamblea-2024)

