

# ANNUAL SHAREHOLDERS GENERAL MEETING



## **Measures adopted by the Board of Directors to ensure due compliance with External Circular No. 029 issued in 2014 by the Colombian Superintendency of Finance**

In compliance with current reporting requirements, the Board of Directors authorized the following instructions to be given to the Company's legal representatives, senior executives and officers, aimed at ensuring that shareholders may effectively participate and exercise their ownership rights at the Annual Shareholders' Meeting to be held on March 23, 2018.

The Company's legal representatives, senior executives and other officers must abstain from the following:

1. Encouraging, suggesting or providing incentives for shareholders to grant powers of attorney where the name of the representative appointed to attend the Annual Shareholder's Meeting is not clearly stated.
2. Receiving powers of attorneys from shareholders where the name of the representative appointed to attend the Annual Shareholder's Meeting is not clearly stated
3. Accepting as valid powers of attorney from shareholders that do not comply with that laid out in Article 184 of the Code of Commerce for their respective representatives to attend the Annual Shareholder's Meeting.
4. Suggesting or deciding upon the name of possible candidates acting in representation of the shareholders at the Annual Shareholder's Meeting.
5. Recommending that shareholders vote for a certain list or in a specific list
6. Suggesting, liaising or agreeing with any shareholder or shareholder representative with a view to submitting proposals for shareholders to consider at the Annual Shareholder's Meeting.
7. Suggesting, liaising or agreeing with any shareholder or shareholder representative with a view to voting for or against any proposal submitted for the consideration of the shareholders at the Annual Shareholder's Meeting.

The Board of Directors appointed the Company Secretary to verify full compliance with that herein stated, who shall notify the Board prior to the Annual Shareholders' Meeting that these instructions were faithfully complied with, or suggest the measures required to remedy any shortcomings with regard to their enforcement.