BBVA
Creando Oportunidades

RECOMMENDATIONS FOR SHAREHOLDERS INTERESTED IN PARTICIPATING IN THE ORDINARY MEETING OF THE GENERAL SHAREHOLDERS' ASSEMBLY
(22nd of March, 2024)

To facilitate participation in the Shareholders' Assembly meeting and to verify shareholder status, it is necessary to pre-register by sending an email to the mailbox bbvacolombia-ir@bbva.com. Pre-registration will be open from February nineteenth (19th) until March twenty-first (21st), 2024. Those who do not pre-register may still participate in person, upon accreditation of their shareholder status.

In order to comply with the instructions of Decreto 398 of 2020, which requires full identification of shareholders, please indicate in the email:

✓ If acting on one's own behalf, please provide full name, identification, and scan of the identification document.

✓ If representing a natural person shareholder as their attorney-in-fact: i) Scan of the identification document of the represented natural person; ii) Scan of the identification document of the attorney-in-fact, and iii) Power of attorney, to be submitted no later than March 19, 2024, at 5:00 p.m.

✓ If you are the legal representative of a legal entity shareholder: i) Scan of the legal representative's identification document; and ii) Certificate of existence and legal representation with an issuance date not exceeding 30 days.

✓ If you are the attorney-in-fact of a legal entity shareholder: i) Scan of the attorney-in-fact's identification document; ii) Certificate of existence and legal representation with a validity not exceeding 30 days; iii) Scan of the identification document of the legal representative who granted the power of attorney; and iv) Power of attorney, which must be sent no later than Wednesday, March 19, 2024, at 5:00 p.m.

On the day of the meeting, please consider the following:

– You must access through the link that will be shared in response to the registration email expressing interest in attending the shareholders' assembly meeting, which will be attached to the invitation; clicking it will automatically take you to the Cisco webpage. We recommend accessing from a laptop or desktop computer.

– If this is your first time using Cisco Webex on your device, you'll need to install an extension for your Google Chrome browser as follows:

− Click on the "Add Webex to Chrome" button.

webex

Siga este proceso paso a paso para entrar a
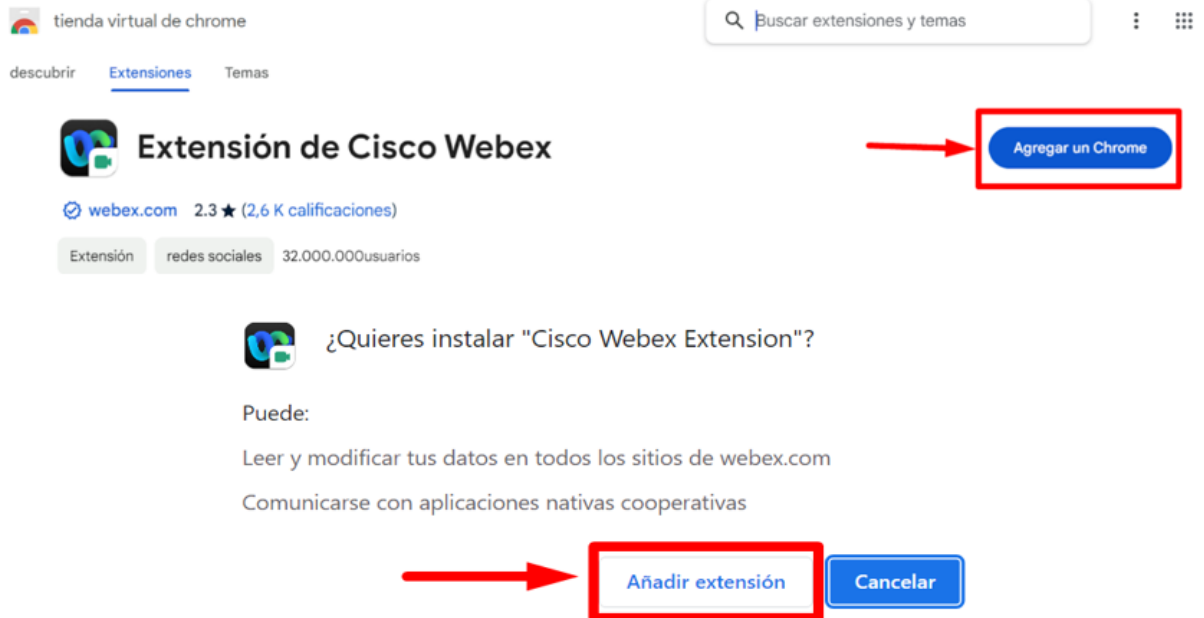todas las reuniones de Webex rápidamente.

1 **Agregar Webex a Chrome**
Después de agregar la extensión Cisco Webex en la tienda Chrome, vuelva a esta página para continuar.

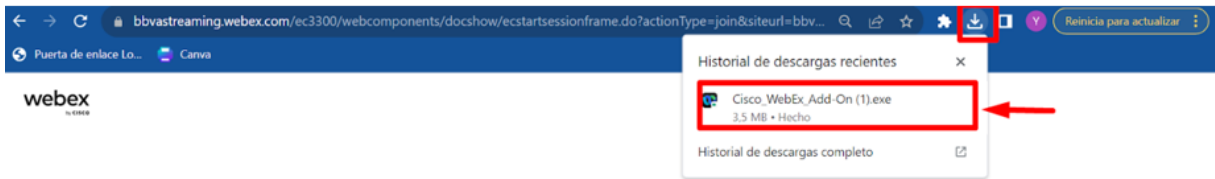2 Instale el complemento de Cisco Webex

Agregar Webex a Chrome ⟵

¿No desea utilizar una extensión? Ejecute una aplicación temporal para entrar a esta reunión.

− Then click on add to Chrome and confirm the installation in Add extension.

tienda virtual de chrome

🔍 Buscar extensiones y temas

descubrir   **Extensiones**   Temas

Extensión de Cisco Webex

✓ webex.com   2.3 ★ (2,6 K calificaciones)

Extensión   redes sociales   32.000.000 usuarios

⟶ **Agregar un Chrome**

¿Quieres instalar "Cisco Webex Extension"?

Puede:

Leer y modificar tus datos en todos los sitios de webex.com

Comunicarse con aplicaciones nativas cooperativas

⟶ **Añadir extensión**   **Cancelar**

− Finally, once the download is finished in the lower left part of your screen, you must click to start the application, or, navigate to the downloads folder and run the Cisco_WebEx_Add-On.exe installer.
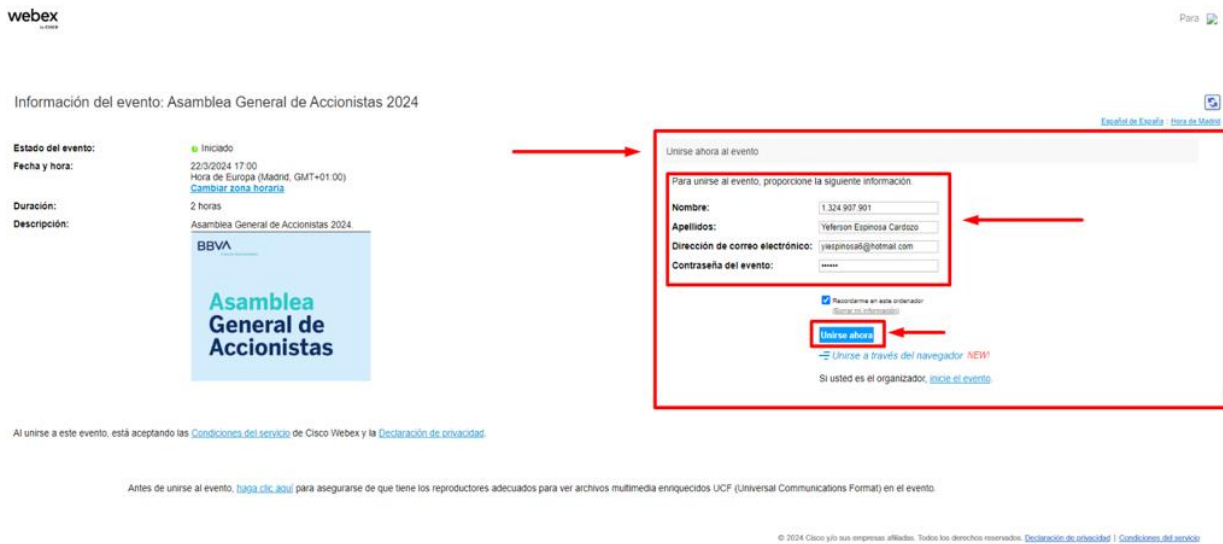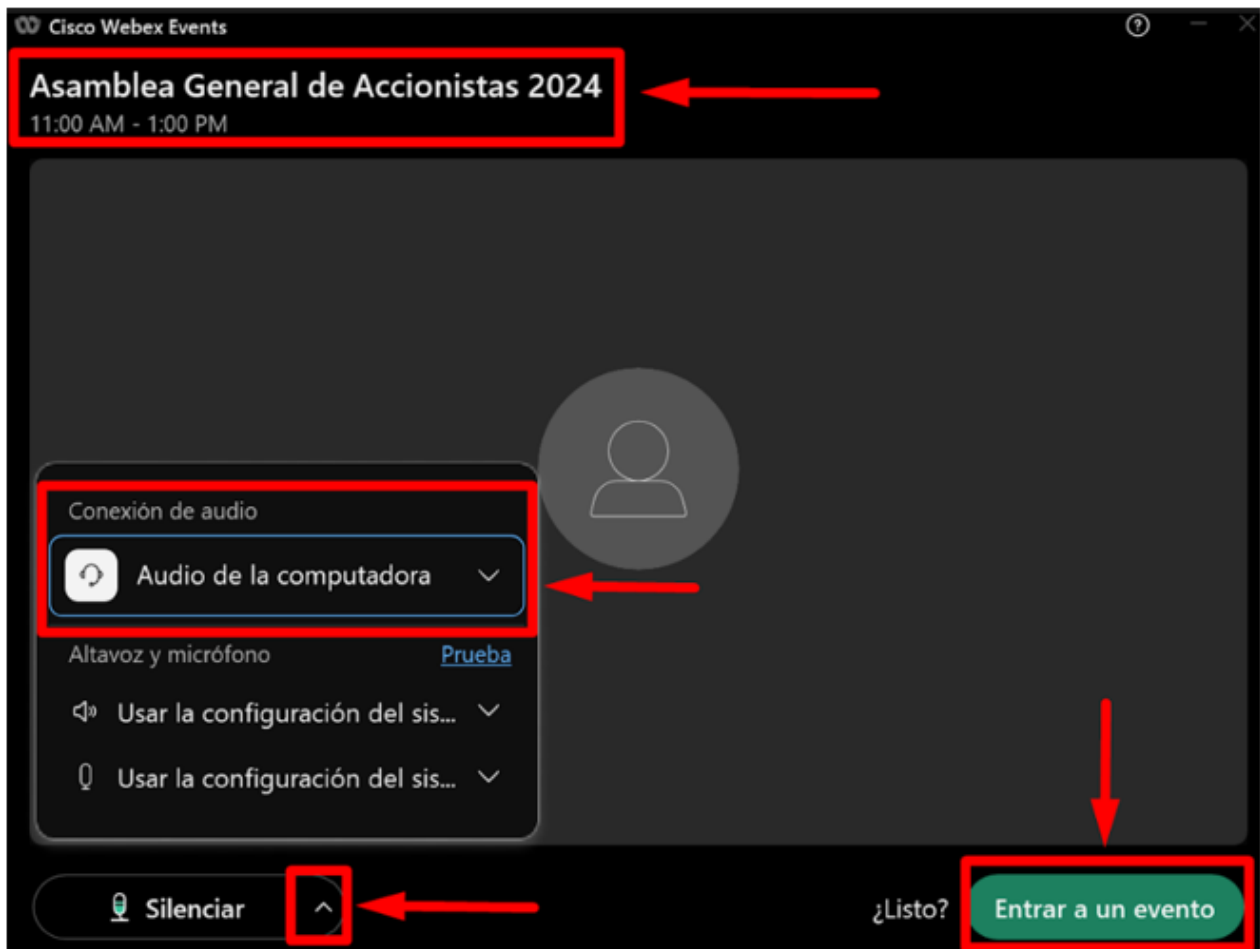
– The assembly registration window will automatically appear, please fill in all the fields like this: **Name: Write ID number or nit and Surname: Write full name** and click the **enter** button (In case the registration box event password is empty, remember that the password was shared to your email along with the connection link.) You must enter your data as follows:
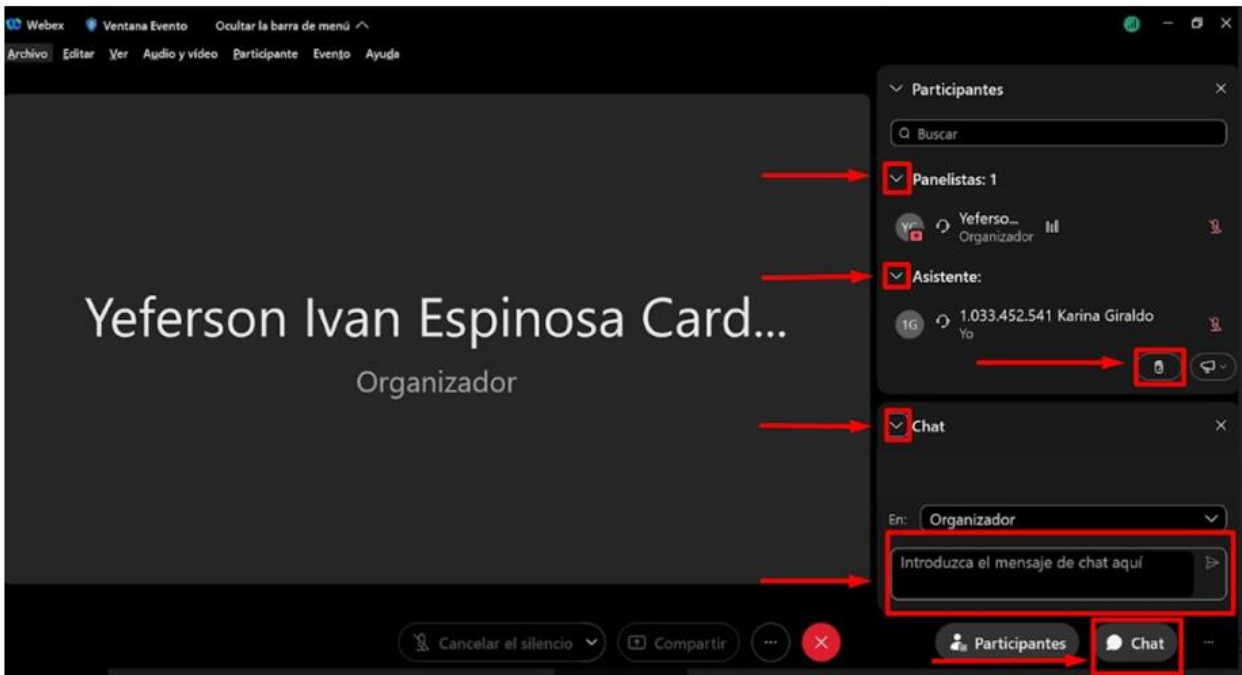

– The Cisco Webex application will appear in the taskbar with the icon of a blue, green and white circle, please open it and verify that the Audio option is selected on the computer and we finish by clicking on Enter the event green button.
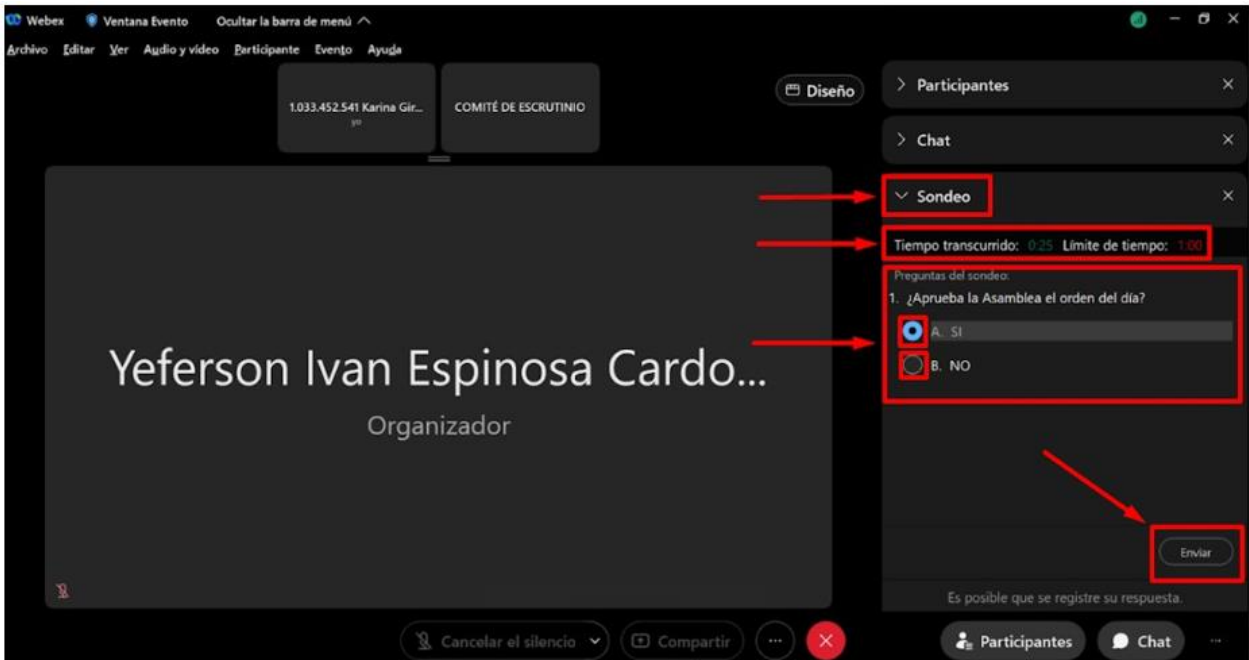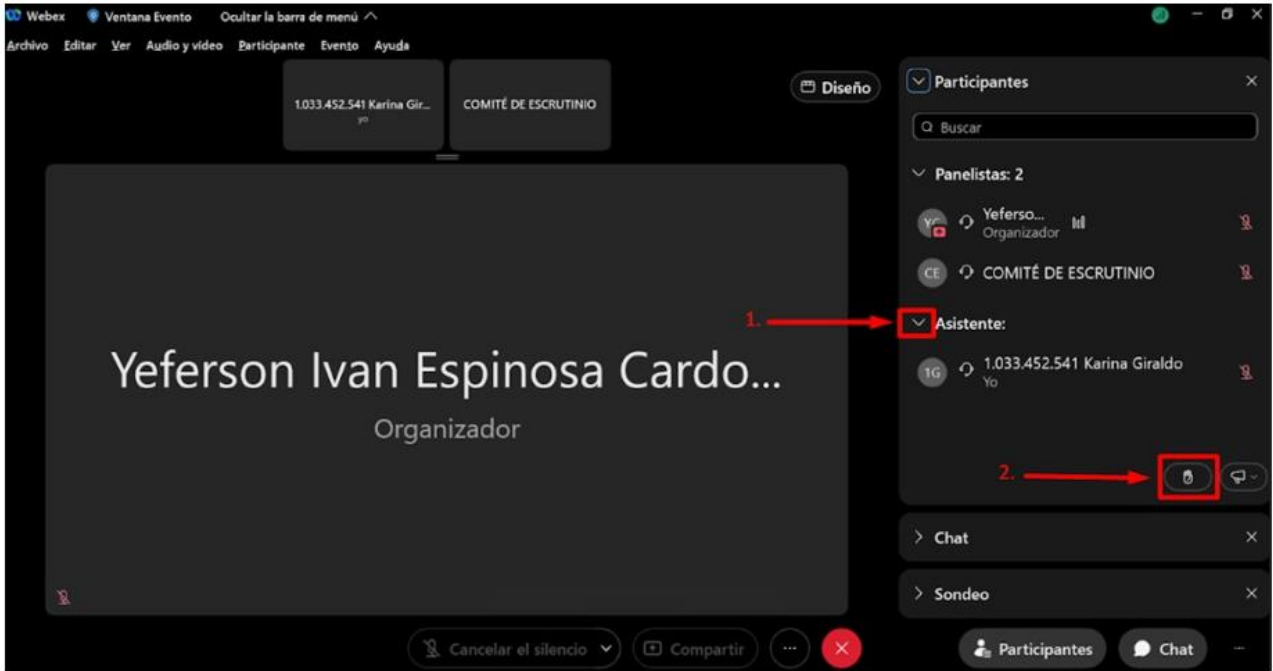
- The event will be enabled 15 minutes before the scheduled time, so please register, enter, and validate the audio connection.

- Remember that once inside the session, your microphone and camera will be automatically disabled; you will only be able to see the list of panelists, and in the attendee list, only your data will appear.

- If you have any comments, you can send them through the chat.

- For voting on proposals, the "Poll" option will be activated in the right panel, where questions with the options "YES / NO" will be included for you to click on your choice and finalize with "Submit".

- To ask a question regarding the development of the Assembly meeting, you can participate once the Secretary General authorizes it by clicking on "raise hand," as shown in the following image:

- Once your intervention is finished, we kindly ask you to click on the "lower hand" option and continue with the development of the assembly.