

RIGHT OF INSPECTION REGULATIONS

In accordance with the provisions of Articles 447 of the Code of Commerce and 48 of Law 222 of 1995, the documents indicated in Article 446 of the Code of Commerce together with the books and other supporting documents required by law must be available to the shareholders at the offices where the Administration of the company operates at the main domicile at least 15 working days prior to the ordinary shareholders' meeting. In order to comply with the above provision, the following rules are established:

1. Pursuant to Article 48 of Law 222 of 1995, in no case shall shareholders have access to documents related to industrial secrets or data that, if disclosed, could be used to the detriment of the corporation.
2. Shareholders may consult the documents subject to the right of inspection and their exhibits through the following means:
 - Virtual: Through the following link: <https://www.terpel.com/en/shareholders-investors/corporate-governance/shareholders-meeting>.
 - Physical: requesting the access in person to the offices at cra 7 no. 75-51 13th floor, in the city of Bogotá D.C., on the business day prior to the visit, complying with the protocols established by the building administration, for which you can contact Sandra Castellanos at 3186843190 or Diana Peñaloza at 3188759208. You can also write directly to accionistas@terpel.com
 - In any case, the opening hours will be Monday to Friday from 8:00 a.m. to 12:00 a.m. and from 2:00 p.m. to 5:00 p.m.
3. Before submitting the documents, it shall be verified in the updated list of shareholders that the person requesting them is indeed a shareholder or that a shareholder has granted him/her a power of attorney to that effect. In the latter case, the proxy must bear the personal presentation stamp of the shareholder.
4. In no case shall a copy or photograph be issued, either in whole or in part, of the documents subject to the right of inspection.
5. Any requests, concerns or statements that the shareholders may wish to make must be made in writing and shall be answered in the same manner. Such requests shall include a record of the date and time they were submitted.
6. Each time a shareholder comes to consult the documents subject to the right of inspection, he/she must fill out the form of Record of Right to Exercise the Right of Inspection.
