

RECOMMENDATIONS FOR SHAREHOLDERS WHO WISH TO PARTICIPATE IN  
THE  
REGULAR MEETING OF THE GENERAL ASSEMBLY OF SHAREHOLDERS  
(MARCH 27, 2023)

To facilitate participation in the Assembly meeting, in order to verify the quality of shareholder, it is necessary to register in advance by sending an email to the mailbox [bbvacolombia-ir@bbva.com](mailto:bbvacolombia-ir@bbva.com). The pre-registration will be enabled from the twenty-seven (27th) of February until the day twenty-four (24) March 2023. Those who do not register previously, may participate in the meeting, prior accreditation of its quality.

To comply with the instructions of Decree 398 of 2020, which indicates that they must identify fully shareholders, it is requested to indicate in the mail:

- If you are acting on your own behalf, you must indicate your full name, identification and send a scanner of the identity document.
- If he is the proxy of a natural person shareholder: i) Scanner of the identity document of the natural person whom it represents; ii) Scanner of the proxy's identity document, and iii) Power of attorney, which must be submitted no later than March 11 at 5:00 p.m.
- If you are the legal representative of a Legal Entity shareholder: i) Scanner of the identity of the legal representative; and ii) Certificate of existence and legal representation with a date of issue no more than 30 days.
- If he is the proxy of a Legal Entity shareholder: i) Scanner of the identity document of the attorney; ii) Certificate of existence and legal representation with a validity of no more than 30 days, iii) Scanner of the identity document of the legal representative who granted the power of attorney; and iv) Power of attorney, which must be submitted no later than Wednesday, March 22 at 5:00 p.m.

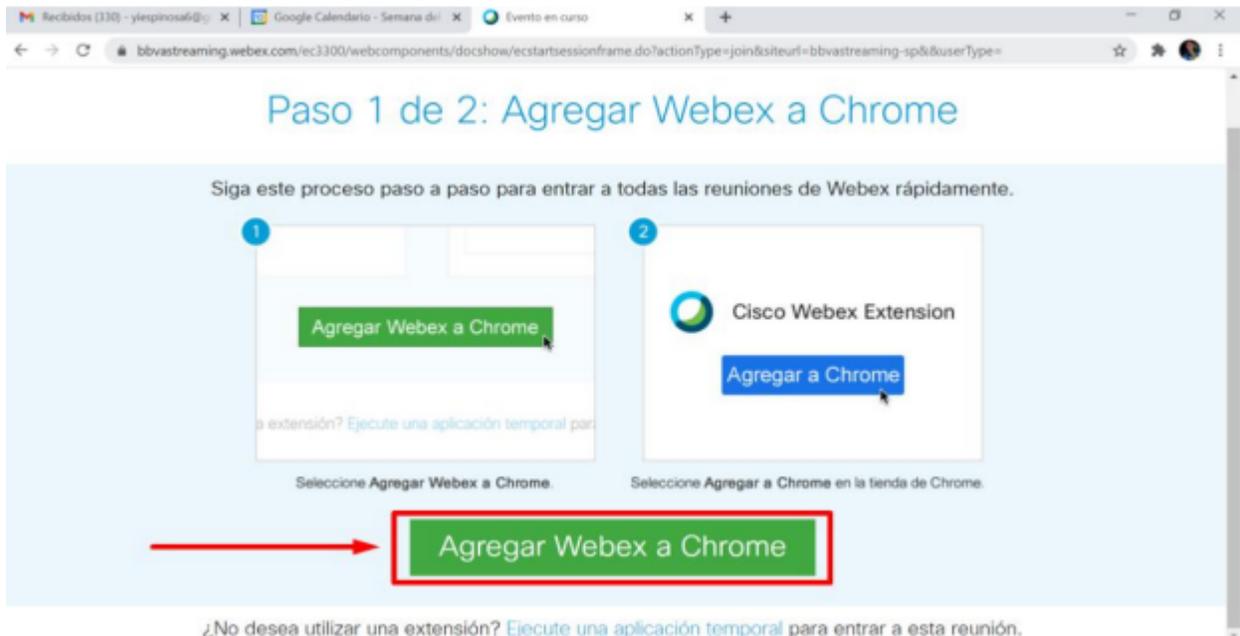
On the day of the meeting, the following must be considered:

- You must access through the link that will be shared in response to the registration email in which interest is expressed in attending the meeting of the shareholders' meeting, which will be attached to the invitation; clicking will automatically take you to the Cisco page, we recommend accessing from a laptop or desktop computer.

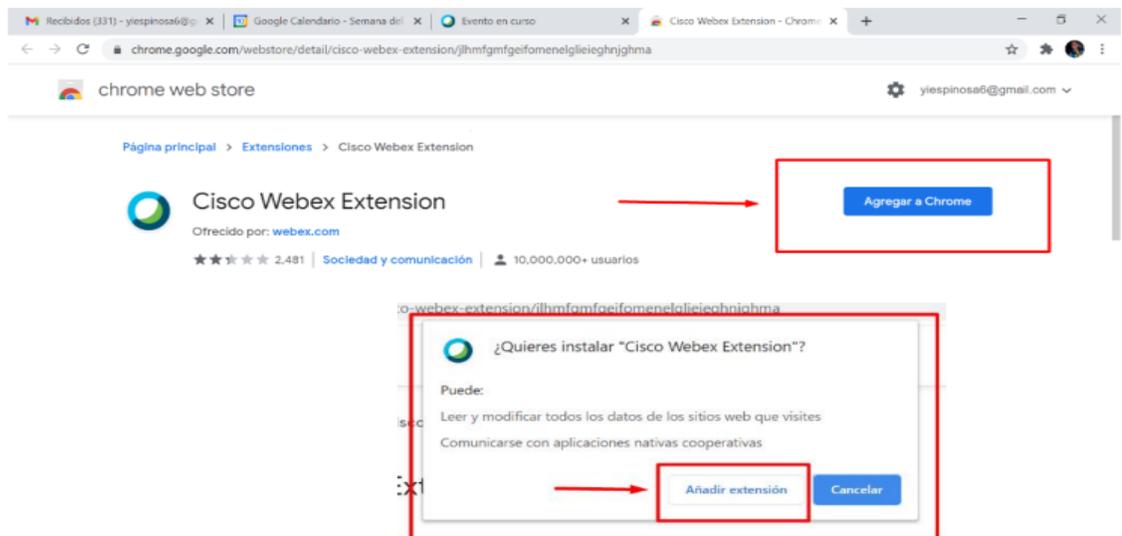
- If this is the first time you have an event with Cisco Webex on your computer, you need to install a plugin for your Google Chrome browser as follows:

1. You must access through the link that will be shared in response to the attendance form for the shareholders' meeting which will be attached to the invitation. Clicking will automatically take you to the Cisco page. We recommend accessing from a laptop or desktop.
2. If this is the first time you have an event with Cisco Webex on your computer, it is necessary to install a plugin for your Google Chrome browser as follows:

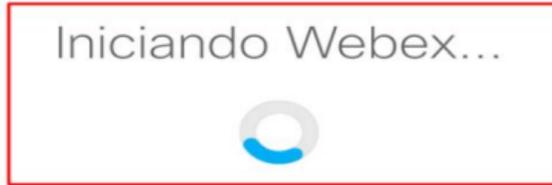
- Click the Add Webex to Chrome button.



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



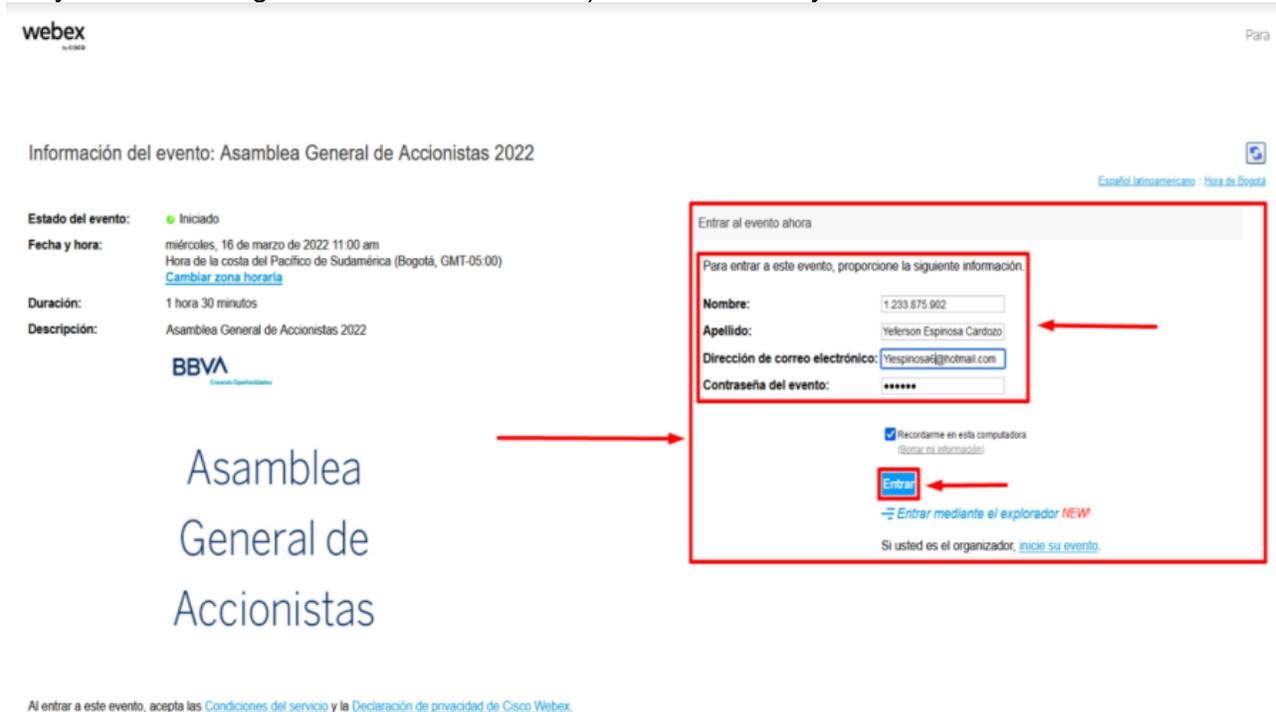
- Finally, once the download is finished in the lower left part of your screen, you must click to start the application.



¿Sigue teniendo problemas? [Ejecute una aplicación temporal](#) para entrar a esta reunión de inmediato.



- 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:



webex

Información del evento: Asamblea General de Accionistas 2022

Estado del evento: ● Iniciado

Fecha y hora: miércoles, 16 de marzo de 2022 11:00 am  
Hora de la costa del Pacífico de Sudamérica (Bogotá, GMT-05:00)  
[Cambiar zona horaria](#)

Duración: 1 hora 30 minutos

Descripción: Asamblea General de Accionistas 2022

**BBVA**  
Creando Oportunidades

Asamblea General de Accionistas

Entrar al evento ahora

Para entrar a este evento, proporcione la siguiente información:

Nombre: 1233 875 902

Apellido: Yeferson Espinosa Cardozo

Dirección de correo electrónico: Yespinosa@hotmail.com

Contraseña del evento: \*\*\*\*\*

Recuérdame en esta computadora (Guardar información)

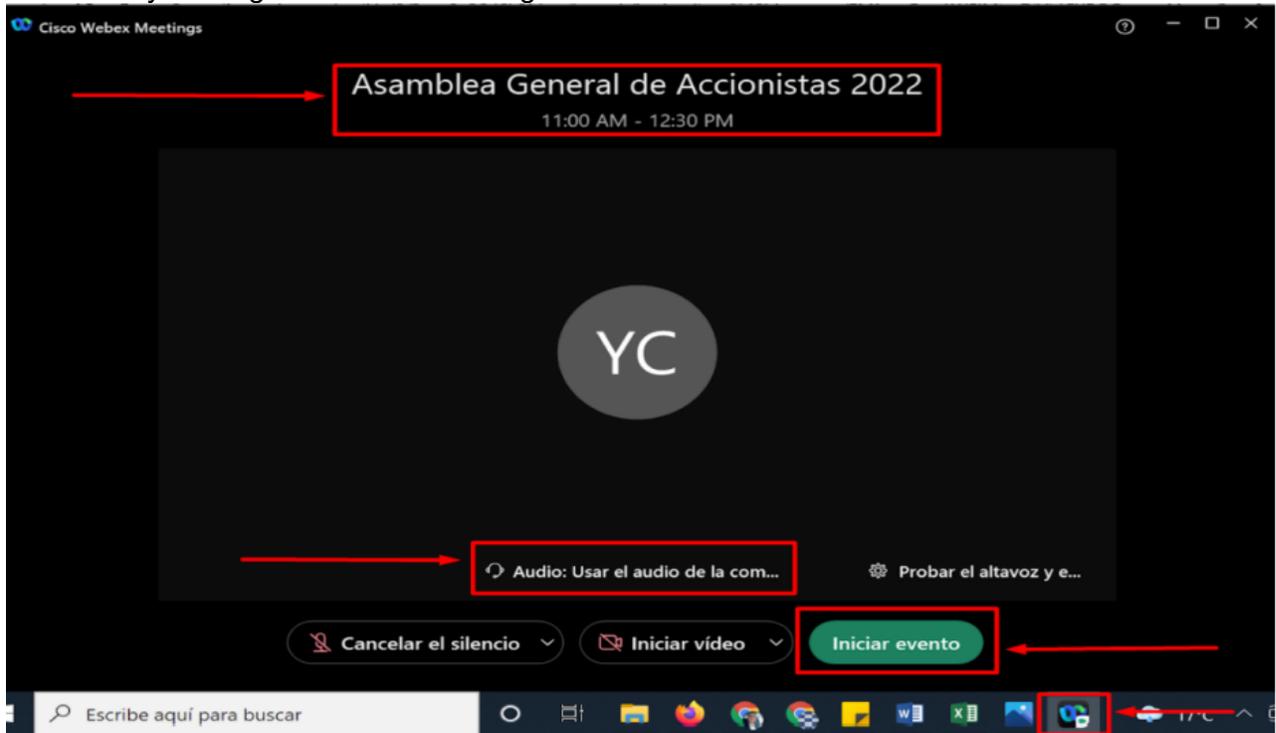
**Entrar**

[Entrar mediante el explorador NEW](#)

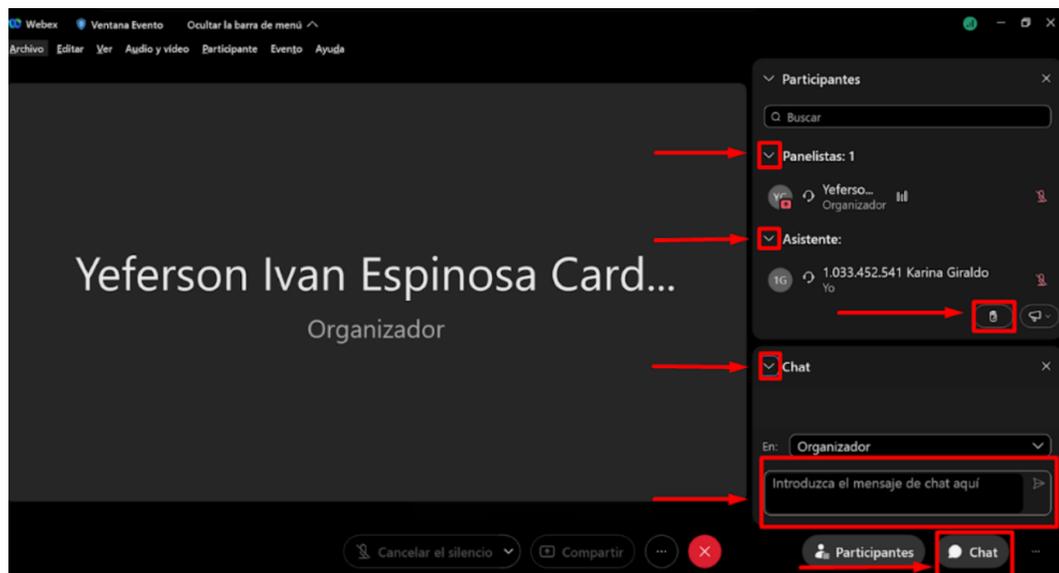
Si usted es el organizador, [inicie su evento](#).

Al entrar a este evento, acepta las [Condiciones del servicio](#) y la [Declaración de privacidad de Cisco Webex](#).

- 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.

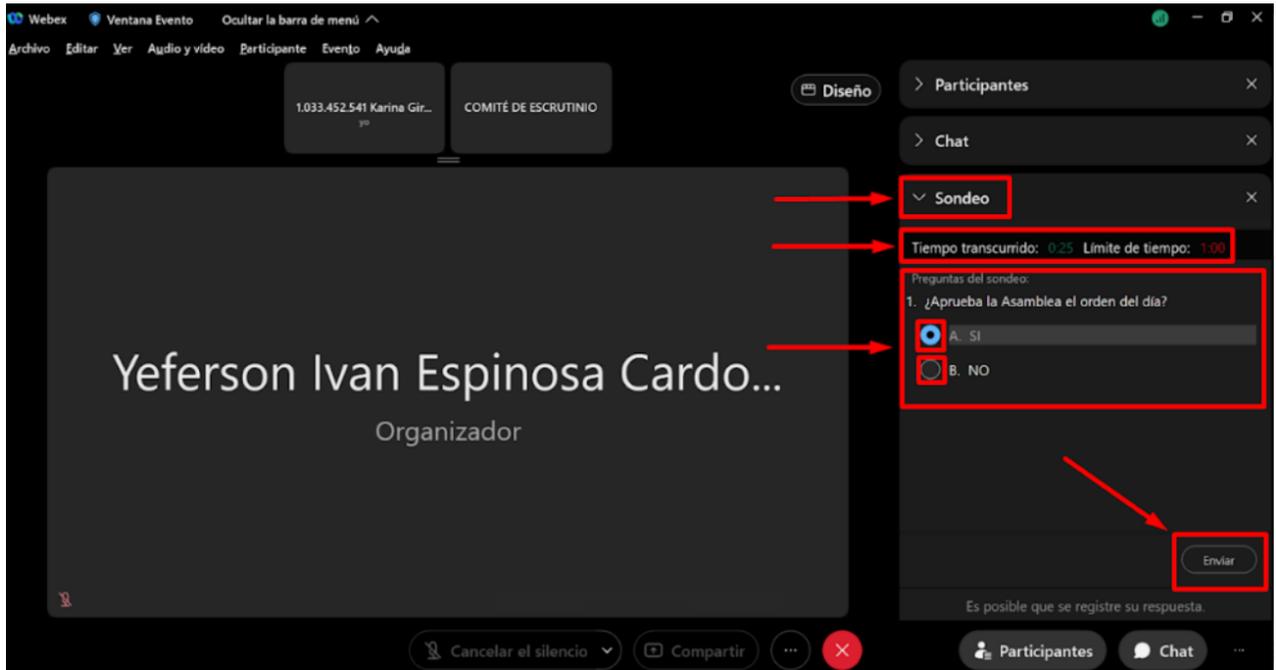


- The event will be enabled 15 minutes before the scheduled time, so please enter, validate and connect audio.
- Remember that once inside the session you will have disabled your microphone and camera automatically, you will only be able to see the list of panelists and in the list of attendees will only appear your data.

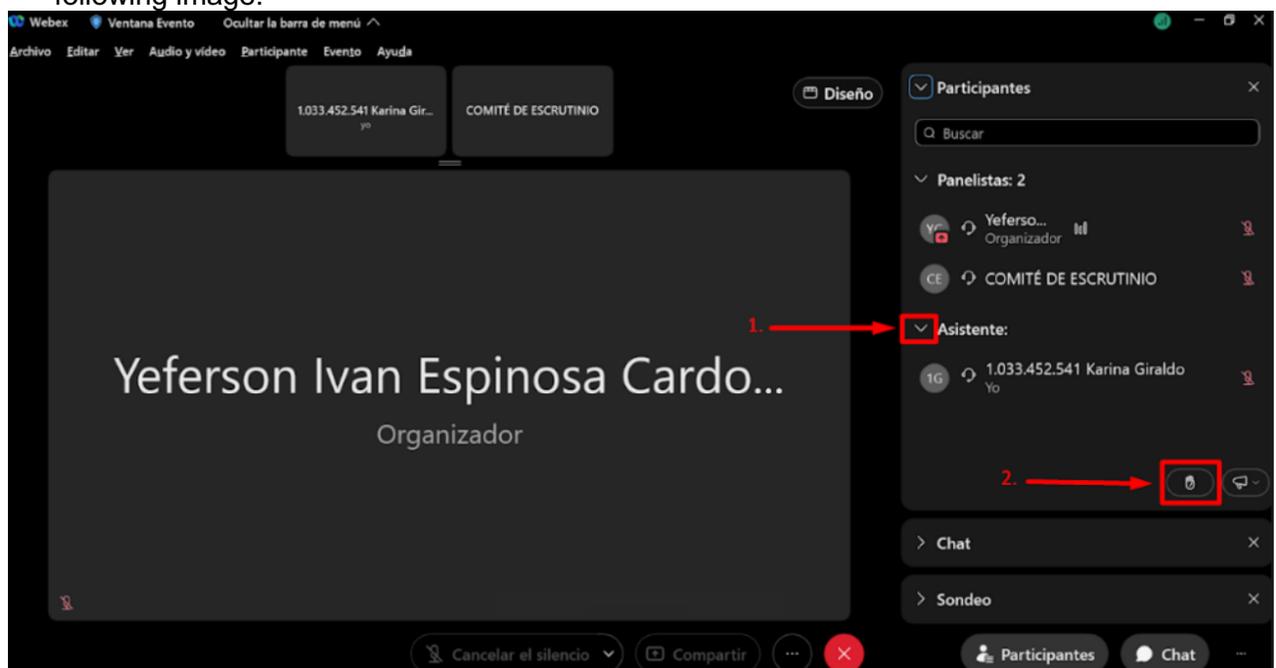


If you have any comments, you can send them through the chat.

- For the voting of the proposals, in the right panel the option "Poll" will be activated where the questions with the "YES / NO" options will be included so that you click on the option of your choice and finish with "Send".



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



After the intervention, we ask you to click on the "download hand" option and continue with the development of the assembly.

