



PROCEDURE FOR UPDATING CONTACT DETAILS AND PAYMENT INFORMATION WITH DECEVAL

Dear shareholder, to update your contact details and payment information in order to effectively obtain the payment of your dividends, you must follow the following steps with Deceval, direct administrator of the shares, for which you must download and fill out the Novelty for dividends payment F-324 form or “*Novedad para el pago de dividendos*” on the www.deceval.com.co website, in the instructives, forms and newsletters link. Some points to consider:

The bank account to be registered must be under the name of the investor, it is not possible to register bank accounts of third parties (in the case of a legal entity, the account must be in the name of the company, not in the name of the legal representative).

The registered account must be authorized for crediting, since pension accounts have certain restrictions and do not allow the crediting of resources from third parties.

Original bank certification in the name of the investor, issued by the bank, must be attached.

The form must have a notarized signature, fingerprint and content recognition.

The form must be filled out in its entirety, including the issuer of the shares.

Please note that this process is performed with the securities for which Deceval acts as the direct depositor, in case your investment is managed by brokerage firms we suggest you make such procedure before them.

This documentation must be filed at Deceval's offices located at:

Bogotá: Carrera 7 #71-21 Torre B, 12th floor, Monday to Friday from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:00 p.m.

For any additional information you may contact Deceval through its customer service channels: National Toll Free Line 018000111901 From Bogota 3077127 Opt. 2 or send your comments, suggestions or concerns to servicioalcliente@bvc.com.co