

Medellín, February 22, 2021

Dear

**Employees of Construcciones El Cóndor S.A.**

Considering the premise that on March 23, 2021 a General Shareholder's Assembly will be held by Construcciones El Cóndor S.A., and in order to comply with the provisions of the Title X of the Basic Legal Circular Letter created by the External Circular 024 of 2010 by the Financial Superintendence of Colombia and following precise instructions from the Company's Board of Directors, I inform the legal representatives, administrators and company employees, that the following practices are prohibited:

1. To suggest to the Company's shareholders the granting of Powers where the name of the proxyholder who will be attending the Shareholders Assembly in representation does not appear clearly defined.
2. To receive Powers for the General Shareholders Meeting where the proxyholder's name does not appear clearly defined.
3. To admit as valid, Powers without the full requirements established in the Article 184 of the Commercial Code.
4. To suggest to the Company's shareholders the name of proxyholders for the General Shareholders Meeting.
5. To recommend to the Company's shareholders to vote for a particular list.
6. To suggest to shareholders the presentation at the Assembly of proposals to be submitted for their consideration.
7. To suggest to the Company's shareholders to vote in favor or against any proposition which is presented during the meeting.

The powers will not be conferred to people tied directly or indirectly<sup>1</sup> with the administration or with employees of the Company.

The administrators<sup>2</sup> or employees of Construcciones El Cóndor S.A. shall only be able to exercise rights inherent to their own shares and those they represent when acting as legal representatives.

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<sup>1</sup> Links of consanguinity or affinity.

<sup>2</sup> Article 22 of Law 222 of 1995 Administrators. "Administrators are the legal representative, the liquidator, the factor, the members of boards or boards of directors and those who, in accordance with the statutes, exercise or hold those functions."



The Board of Directors has designated Gustavo Adolfo Arboleda Mejía, Legal Manager of the Company, to oversee the strict compliance of the law.

It is strongly requested to all the people involved, to strictly comply with the provisions in this communication.

Cordially

**Liliana María Guzmán Palacio**  
Organization Development Manager