

Bogotá, D.C.

To the attention of

Attorney

SANDRA PATRICIA PEREA DIAZ

Superintendent delegated to Issuers, Investment Portfolios and other agents

FINANCIAL SUPERINTENDENCY OF COLOMBIA

Calle 7º No. 4-49

Ref.: Special Meeting of Shareholders – Code 260-43 Empresa de Energía de Bogotá S.A. ESP. Implementation of the Chapter II Title X of the Basic Legal Official Letter

Honorable Att. Perea:

We respectfully send you the report on the activities conducted and measures adopted by the Company in order to comply with the provisions of Chapter II Title X of the Basic Legal Official Letter, on the occasion of the Special Meeting of Shareholders to be held on January 27th, 2017, at 8:00 a.m., at the 1A room of Empresa de Energía de Bogotá S.A. ESP., located in *Carrera 9 NO.73-44, Bogotá D.C.*

1. On Saturday, January 21st, 2017 the notice of the Special Meeting of Shareholders was published in “El Tiempo” newspaper, five (5) business days before holding the meeting, in accordance with the provisions of article forty six (46) of the By-Laws. Likewise, the relevant part of the Minutes No. 1,344 of the Shareholders’ Meeting of March 18th, 2002 – whereby Regulations to include the provisions of the Financial Superintendency’s Resolution 116 of 2002, today contained in the Basic legal Official letter, as well as the aforementioned Chapter II title X of the Basic legal Official letter, were approved – was posted on the company’s web site, where the proxy sample and voting instructions are also available for shareholders.
2. EEB collaborators were reminded that they will have to take into consideration the provisions of the Shareholders, Collaborators and Administrators’ Meeting

handbook, as well as the provisions of articles No. 184 and 185 of the Commerce Code, related to the representation of the member in a Meeting (proxy) and the incompatibilities of collaborators and employees to represent shares other than their own, as well as voting on balance sheets, end-year accounts and settlement accounts, in the Meeting.

3. On the day of the Meeting, members of the Centralized Security Deposit system (DECEVAL in Spanish) will be present, who will provide and install an information system allowing us to record attendees, receive and validate proxies, check the quorum, and manage votes, among other activities.
4. The company will stream the development of the Meeting on its web site, so absent shareholders have the opportunity to know what happens in the Meeting. To this end, a “Minute by Minute” link will be posted, showing the development of the Meeting on real time.
5. Likewise, EEB will meet the needs and requirements expressed by shareholders and investors regarding the Special Meeting of Shareholders, ownership, liens and other matters typical of the shares and other securities, through the e-mail: ir@eeb.com.co, a function under the responsibility of the Financing & Investor Relations Management. The company will verify the correct compliance with activities and mechanisms herein stated.

Sincerely,

(Illegible signature)

DIANA MARGARITA VIVAS MUNAR

Vice President, Legal and Regulations

Empresa de Energía de Bogotá S.A. ESP