

[GRUPO ENERGIA DE BOGOTA
120 AÑOS TRANSFORMANDO TU VIDA

EMPRESA DE ENERGIA DE BOGOTA E.S.P. 04/03/2016 11:27:19
120 – SECRETARIA GENERAL EEB 02117-2016-S
ASAMBLEA GENERAL ORDINARIA DE ACCIONISTAS CODIGO 260-4...
120 SALIDA – PAPER DOC
[CÓDIGO DE BARRAS]

Bogotá. DC 4 March 2016

Mrs.

SANDRA PATRICIA PEREA DIAZ

Deputy Superintendence for Issuers, Investment Portfolios and other agents

COLOMBIAN FINANCIAL SUPERINTENDENCE

Calle 7 No. 4-40

Bogotá

Reference: General Shareholders Regular Assembly – Code 260-43, Empresa de Energía de Bogota, S.A. ESP. Implementation of Chapter II Title X of Basic Legal Newsletter.

Dear Mrs. Perea:

We hereby submit the report of the activities and measures implemented by the Company to comply with that set forth in Chapter II, Title X of the Basic Legal Newsletter on account of the meeting of the Shareholders' Regular Assembly that will be held on 31 March 2016 at 9:00a,m, in Fabio Chaparro Auditorium at Empresa de Energía de Bogota, S.A. ESP; located in Avenida Calle 26 No. 66-63, Bogota D.C.

1. On Friday 4 March 2016, the Company divulged in “Portafolio” newspaper the summons to the General Shareholders' Regular Assembly, 17 (seventeen) days prior to such meeting. Likewise, it published on its Website, which is also available to shareholders, the pertinent excerpt of Board Minutes No. 1344 of 18 March 2002, in which it approved Regulations to include provisions of Resolution 116 of 2002 issued by the Securities' Superintendence, as included today in Chapter II, Title X of the Basic Legal Newsletter, as well as the mentioned Chapter II, Title X of the Basic Legal Newsletter.
2. It hereby reminds EEB collaborators that they should be mindful of that set forth in the Guidelines of the Assembly for shareholders, collaborators and administrators, as well as that set forth in articles No. 184 and 185 of the Trade code, related to the representation of shareholders in the Assembly (proxies) and the incompatibilities for administrators and employees to represent in such shareholders' meeting, shares other than their own, cast votes on statements and end-of-period results and liquidation.

3. The day of the Assembly, we will have the attendance of the Centralized Securities' Deposit – DECEVAL – who will provide and install an information system that will allow registration of attendees, the receipt and validation of proxies, counting attendees to verify quorum and vote management, among other activities.
4. As per that set forth in the Corporate Good Governance Code, the company will publish, by means of its Website, the performance of the meeting in real time, so that those shareholders unable to attend may have the opportunity to learn what goes on the Assembly; and to that end, it will use a “streaming” type transmission mechanism. Similarly it will publish “minute by minute” in real time the performance of the Assembly.
5. Also, EEB will assist the needs and requirements brought forward by shareholders and investors who have a relation with the General Shareholders' Regular Assembly, property, liens or any other issues related to shareholders and other securities' through e-mail ir@eeb.com.co, the foregoing will be the responsibility of Finance and Investors Relationship Management. The Company will verify proper compliance with activities and mechanisms related to this letter.

Cordially,

[Signed]

DIANA MARGARITA VIVAS MUNAR
Secretary General
EMPRESA DE ENERGÍA DE BOGOTÁ, S.A. ESP

Prepared by: A. Laurens