

**CIRCULAR LETTER
BOARD OF DIRECTORS
CEMENTOS ARGOS S.A.**

February 17, 2022

Attn:

**Legal Representatives, Administrators and other Employees
Cementos Argos S.A.**

Subject: Measures to ensure compliance with Chapter Six, Title I, Part III of Circular Básica Jurídica, issued by the Superintendencia Financiera de Colombia (Colombian Superintendence of Finance).

The Board of Directors of Cementos Argos S.A. ("Argos") in compliance with Chapter Six, Title I, Part III of Circular Básica Jurídica, issued by the Superintendencia Financiera de Colombia (Colombian Superintendence of Finance) established the following measures in order to guarantee the effective participation of all Shareholders at the General Shareholders' Meeting to be held on March 18, 2022.

The legal representatives, administrators and other employees of Argos must:

1. Treat every Shareholder equally and fairly.
2. Abstain to hinder the Shareholders' right to be represented in the General Shareholders' Meeting. To guarantee the Shareholders' participation through representatives, the Board of Directors orders every legal representative, administrator or employee to refrain from:
 - Encouraging, promoting or suggesting shareholders the use of power of attorneys that lack the unequivocal statement of the representative's name.
 - Receiving from Shareholders, powers of attorney in which the name of the legal representative that will attend the General Shareholders' Meeting is not clearly mentioned.

- Accepting as valid any powers of attorney that do not fulfill the requirements provided by Article 184 of the Commercial Statute.
- Suggesting or advising the name of those who will act as proxies in the Meeting.
- Advising any Shareholder to vote for a determined list.
- Suggesting, coordinating, or arranging with Shareholders or any representative to submit any proposal that would have to be considered by the Meeting.
- Suggesting, coordinating, or arranging with any Shareholder or any representative how to vote any proposal presented to the Meeting.

In order to comply with the measures abovementioned, and in general, to comply with Chapter Six, Title I, Part III of the Circular Básica Jurídica of the Superintendencia Financiera de Colombia (Colombian Superintendence of Finance), as to ensure the legality of the power of attorneys granted by the Shareholders, the Board of Directors has decided to establish a Special Committee conformed by the Company's Secretary and Argos' Internal Auditor. The Committee will report to the Board of Directors prior to the Meeting on the fulfillment of the mentioned Circular and will suggest the necessary recommendations to avoid inconveniences in its due application.

Relevant information will be released according to the terms set forth in Chapter Six, Title I, Part III of the Circular Básica Jurídica of the Superintendencia Financiera de Colombia (Colombian Superintendence of Finance).

Sincerely,

(original signed)

Jorge Mario Velásquez

President of the Board of Directors
Cementos Argos S.A.