

**INSTRUCTIONS FOR REMOTE PARTICIPATION IN
ORDINARY SHAREHOLDERS' MEETING OF
EMPRESAS COPEC S.A.**

As the shareholders and the Financial Market Commission (CMF) have been informed, the Board of Directors of EMPRESAS COPEC S.A. (the "Company") approved the implementation and use of technological means at the Ordinary Shareholders' Meeting of the Company, to be held on April 26, 2023 at 11:30 a.m. (hereinafter the "Meeting"). Said means will allow the participation of shareholders in the Meeting, with remote voting mechanisms that must guarantee the identity of the participants and safeguard the principle of simultaneity and secrecy of the votes taken at the Meeting. In this way, and as has been informed, the Company's shareholders may choose to attend remotely and simultaneously, or in person at the Sofofa Auditorium Room, located at 2,777 Andrés Bello Avenue, 2nd floor, Las Condes, Santiago. All of the above, as part of the provisions of General Rule No. 435 and Circular No. 1,141 by CMF.

I. ACCREDITATION OF POWERS OF ATTORNEY

In order to remotely participate in the Meeting, shareholders must send an e-mail to acciones@sercor.cl between April 21 at 9:00 a.m. and before the Meeting (it is recommended to send the e-mail at least 48 hours in advance), expressing their interest in participating by technological means and voting remotely, attaching a copy of the following information:

- (i) In the case of shareholders who are natural persons and act on their own behalf, their taxpayer identification number, e-mail address and cell phone number.
- (ii) In the case of shareholders who are natural persons, but who will act through delegates or representatives: (a) Copy of both sides of the valid taxpayer identity cards of the shareholder and of the delegate or representative who will act in the Meeting, e-mail address and cell phone number; and (b) Power of attorney to appear at the Meeting, duly signed, which format is available at www.empresascopec.cl and attached as an annex to this document.
- (iii) In the case of shareholders that are legal entities: (a) Copy of both sides of the valid taxpayer identity cards of: 1. the legal representative(s) of the legal entity, with powers to delegate their representation to participate in the Meeting, and 2. of the delegate or representative who will participate in the Meeting on behalf of the shareholder legal entity, together with the e-mail address and cellular phone number for contact; (b) Current legal status of the legal representatives of the legal entity (shareholder) with a certificate of enforceability or that it has not been revoked for less than one year, unless such background has been previously reported favorably by our Stock Department, which is managed by Sercor S. A.;

and (c) Power of attorney to attend the Meeting, duly signed, which form is available at www.empresascopec.cl and is attached as an annex to this document.

Upon receipt of the aforementioned background information and verification of its accuracy, the Company will confirm the participation by e-mail. If necessary, the Company reserves the right to request additional information to accredit the necessary powers of representation to participate in the Meeting.

In case of any doubt, the **Legal Help Desk** telephone number is +562 23646786. Legal queries can also be sent to acciones@sercor.cl. However, if the consultation must be made on the same day of the Meeting, it is recommended to call the telephone number indicated to allow an adequate response time.

II. PARTICIPATION IN THE MEETING VIA REMOTE MEANS

Shareholders or their representative, as the case may be, who have informed their remote participation and accredited their powers of attorney to participate, must access the Meeting's web page at <https://juntacopec.evoting.cl> and validate their identity through one of the two mechanisms presented:

- a) **Single Password:** The user must enter his or her Unique Taxpayer Identification Number (RUT), which will direct him or her to the Single Password portal. There, the RUT and Single Password of the Civil Registry must be entered, then click on "Continue" and, if validated correctly, click on "Accept".
- b) **Challenge of personal questions:** The user must enter his or her Taxpayer Identification Number (RUT) and the document number or serial number of his or her identity card. Once these data are entered, click on the "Verify Identity" button.



The system will then require the shareholder or his/her representative to verify his/her identity by means of a "Questionnaire of 4 Personal Questions", which must be answered correctly. If one or more questions are answered incorrectly, four additional questions will be displayed, which must be answered correctly. If a question is answered incorrectly again, the system will be blocked and the shareholder must request assistance from the **Technical Help Desk** by calling +562 25739322 or by sending an e-mail to consulta@evoting.cl.

Once the identity of the shareholder or his/her representative has been verified, the page of the Meeting will be displayed, where the shareholder's or his/her representative's user name will appear, as well as a record of the person's name, his/her identity card number, and the number of shares for which he/she has the right to vote. Additionally, the total number of shares of the Company and the shares present at the Meeting will be shown. Once the Meeting has begun, the subjects to be discussed will be shown.

The site will also include an access to the videoconference, which allows the user to connect and interact in the Meeting. This access is unique for the user, it does not allow two simultaneous accesses and it will be registered in the Zoom videoconference with the corresponding name.

- a) If participating from a computer, in order to access the videoconference you must click on the "Join" button, and then "Enter audio by computer."
- b) If participating from a mobile device or tablet, you must press the "Enter the videoconference" access button, which will take you to the Zoom application. It is important to keep both the web page (<https://juntacopec.evoting.cl>) and the Zoom application open simultaneously.

If any shareholder attempts to enter and participate in the Meeting remotely once the Meeting has begun and the digital doors have been closed, the system will prevent him/her from participating in the Meeting.

As the Meeting progresses, and whenever shareholders are called upon to cast their vote, voting by acclamation will be offered or the corresponding ballot will be enabled so that shareholders may mark their preferences, as appropriate. In the latter case, the current vote will automatically appear and the shareholder or his/her representative will be able to vote for his/her total number of shares. Voting will remain open for a determined period of time, indicated by a timer on the same voting page.

In the case of voting on all matters by the custodians of shares in their own name, but on behalf of third parties, they may distribute their votes in accordance with the instructions they have received. Once the voting has been completed, the representatives of the custodians may ask for the floor to indicate their manner of voting, so that this may be recorded in the respective minutes.

Once the vote has been cast by a shareholder, or his/her representative as the case may be, the system will show the vote cast, receive it and save it until the end of the general voting. The process will end when all shareholders have voted on the matter or when the voting time has expired.

Once the voting is completed, the results will be published immediately.

During the Meeting, the microphones of the participants shall be muted, except for the opportunities when the floor is offered to the shareholders and during voting by acclamation. In the event that any shareholder who participates decides to make use of his right to speak,

this must be done in accordance with the procedure that is informed at the beginning of the Meeting. Once he/she has been given the floor, the microphone will be enabled for him/her to participate. Once he/she has finished speaking, the microphone shall be muted again.

III. GENERAL CONSIDERATIONS

- **Minimum Requirements:** In order to participate in the Meeting, a device with Internet access, webcam, speakers and microphone duly enabled will be required. If you do not have these, you run the risk of not being able to participate in the Meeting, or not being able to see its development or not being able to exercise your right to speak. It is suggested to use personal headphones and microphone to improve the experience of the Meeting.
- **Internet access:** In order to participate in the Meeting, an Internet connection is required. Since this is a *streaming* service that requires high capacity and stability, it is suggested to have sufficient bandwidth to allow uninterrupted and good quality participation. If you do not have an adequate connection, your experience may be affected or may be interrupted and you may leave the Meeting. It is also suggested to use Google Chrome browser to access the platform.

Similarly, if you have a plan with limited data usage, due to the nature of streaming, it may consume all or a significant portion of your data.

- **Place:** For a better experience of participation in the Meeting, it is suggested to be in a quiet place free of distractions.

IV. SYSTEM TESTING

An open test of the complete platform will be carried out so that those who so wish may test the operation of the system in the days prior to the Meeting, which will be announced well in advance on the websites www.empresascopec.cl and <https://juntacopec.evoting.cl>

For this purpose, in the case of representatives, they must have sent their powers of attorney prior to the start of the test.

AS A BACKUP MEASURE AND TO AVOID DISRUPTION AND DELAYS, PARTICIPATING SHAREHOLDERS WILL BE ABLE TO CONNECT FROM 10:30 A.M. ON APRIL 26, 2023, SO THAT ALL OF THEM ARE DULY CONNECTED AND OPERATIONAL AT THE STARTING TIME OF THE MEETING (11:30 a.m.).

TECHNICAL AND LEGAL HELP DESKS

There will be two assistance channels for shareholders: one for legal assistance and the other for technical assistance.

1) Technical help desk.

At all times, technical assistance from the help desk will be available to shareholders, accessible by phone at +562 25739322 and by email at consulta@evoting.cl, both for problems with accessing the video conference and the Meeting platform.

2) Legal help desk.

A legal assistance channel will also be available, where shareholders can contact a lawyer to solve doubts related to the sufficiency of powers, legal regulations that regulate participation, etc. To do so, they must call the phone number +562 23646786 or send an email to acciones@sercor.cl

ANNEX

POWER OF ATTORNEY

Mr(s):

Place of issuance (city)

Date (day, month, year)

Mr President:

With this date, hereby, I authorize Mr./Ms.

with the power to freely delegate at any time, to represent me with voice and vote in all the proceedings of the Ordinary Shareholders' Meeting of EMPRESAS COPEC S.A., called for April 26, 2023, or in its replacement if it could not be held due to lack of quorum, defects in its call, or being suspended by the Financial Market Commission.

In the exercise of the mandate, the aforementioned individualized representative or his/her delegate, may use in the Meetings all the rights that, according to the Law, the Regulations of Anonymous Societies and the social statutes, correspond to me as a shareholder.

I give this power for all the shares that appear in the Shareholders' Registry on the fifth business day prior to the holding of the Meeting.

This power can only be understood as revoked by another, which is granted by the undersigned after today's date.

Shareholder's Signature
R.U.T.: