

**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 Company's Ordinary Shareholders' Meeting, to be held on April 23, 2025 at 11:30 a.m. (hereinafter the "Meeting".) Said means will allow the remote participation of shareholders in the Meeting, with remote voting mechanisms that guarantee the identity of the participants and safeguard the principle of simultaneity and secrecy of the votes taken. 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, 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 who choose to be represented by a delegate at the Meeting must send an e-mail to [acciones@sercor.cl](mailto:acciones@sercor.cl) between April 11th at 9:00 a.m. and until the Meeting is held (it is recommended to send the e-mail at least 48 hours in advance), expressing their interest in participating and voting remotely, using the technological means provided, which will be indicated in section II, and attaching a copy of the following information:

- (i) In the case of shareholders who are natural persons, but who will act through delegates or representatives at the Meeting: (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 attend the Meeting, duly signed, which format is available at [www.empresascopec.cl](http://www.empresascopec.cl) and also attached as an annex to this document.
- (ii) 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 on behalf of the shareholder that is a legal entity, together with the e-mail address and cell phone number for contact; (b) current legal status of the legal representative(s) of the shareholder that is a legal entity, with a certificate of enforceability or one that has not been revoked for less than two year, unless such background has been previously reported favorably by Empresas Copec's Stock Department, which is managed by Sercor S. A. (herein after "Sercor"); and (c) power of attorney to attend the Meeting, duly signed, which form is available at [www.empresascopec.cl](http://www.empresascopec.cl) and is also attached as an annex to this document.

Upon receipt of the aforementioned background information and verification of its accuracy, Sercor will confirm to the shareholder or representative, as appropriate and by email, the accreditation of the power of attorney. If deemed necessary, Sercor 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 2364 6786**. Legal queries can also be sent to [acciones@sercor.cl](mailto: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

## Identity verification

Shareholders or their representative, as appropriate (in the latter case, provided that they have satisfactorily accredited their powers to participate), must access the Meetings' web page at <https://juntas.dboardsolutions.com/juntas/COPEC> and validate their identity through the following mechanism:

**Challenge of personal questions:** The shareholder or representative must enter his or her Taxpayer identification Number (RUT or RUN) and the document number or serial number of his or her identity card. Once these data are entered, click on the "Enter" button.



The system will then require the shareholder or representative to verify his/her identity by means of a 4 personal questions questionnaire, which must be answered correctly. After answering, click on “Validate answers”. 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 or sending a WhatsApp message to **+569 8819 1114 and +569 6147 9524**, or by sending an email to [juntas@iddc.cl](mailto:juntas@iddc.cl).

Once the identity of the shareholder or representative has been verified, the website of the

Meeting will be displayed, showing: Empresas Copec S.A.; Chairman of the Meeting; start time of the Meeting; total number of shares in the Company; number of shares present at the Meeting; percentage of attendance; name or legal name of the shareholder and their representative, if applicable; the number of shares for which the shareholder is entitled to vote; and the matters to be discussed at the Meeting.

### **Connecting to the Meeting**

The Meeting's website will include an access to the videoconference, which allows to connect and interact in the Meeting. This access is exclusive for the shareholder and his or her representative, so it does not allow two simultaneous accesses and it will register the shareholder or representative 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 "Enter" or "Join" button, and then "Join with computer audio."
- 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 it has begun and the digital doors have been closed, the system will prevent him/her from participating.

### **Voting**

Las materias sometidas a decisión de la Junta se llevarán individualmente a votación, salvo que, por acuerdo unánime de los accionistas presentes con derecho a voto, se permita omitir la votación de una o más materias y se proceda por aclamación.

If there is no acclamation, as the Meeting proceeds and whenever shareholders are called upon to cast their vote on one or more matters, the corresponding remote voting function will be enabled, which will allow the shareholders or their representatives, as appropriate, to mark their preferences, with due regard for the principle of simultaneity and secrecy of voting. In this case, the current vote will automatically appear and the shareholder or his/her representative will be able to vote according to 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 received. Once the voting has been completed, the representatives of the custodians may ask for the floor to indicate their way 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 or their representatives have voted on the matter or when the voting time has expired.

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

## **Others**

During the Meeting, the microphones of the participants shall remain muted, except for the opportunities when the floor is offered to the shareholders and during voting, if it is carried out by acclamation. In the event that any shareholder or his/her representative decides to make use of his right to speak, this must be done with the camera on, 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, 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 your participation in the Meeting may be interrupted. It is also suggested to use Google Chrome browser to access the platform.

In case 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.

- **Location:** for a better experience participating 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](http://www.empresascopec.cl) and <https://juntas.dboardsolutions.com/juntas/COPEC>.

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 23, 2025, 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 Technical Help Desk will be available to shareholders, accessible by phone at +569 8819 1114 and +569 6147 9524, and by email at [juntas@iddc.cl](mailto:juntas@iddc.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 Sercor's legal area to solve doubts related to the sufficiency of powers, legal provisions that regulate participation, etc. To do so, they must call the phone number +562 23646786 or send an email to [acciones@sercor.cl](mailto: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 23, 2025, or the one held in its place if it cannot take place to lack of quorum, defects in its call, or being suspended by the Financial Market Commission (herein after the "Meeting").

In the exercise of the mandate, the aforementioned individualized representative or his/her delegate, may use in the Meeting all the rights that, according to the Law, the Regulations of Publicly Traded Corporations 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 Meetings.

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.: