

COLPENSIONES PROCEDURES

Name of the procedure:

Devolución de aportes a terceros - Refunding contributions to a third party

What is it...

Contributions are refunded when they have been paid to the scheme of average premium by way of mandatory contribution. Such refunding is made to members, contributors and/or Administrators of Pension funds in the individual savings scheme. They are issued when there is an inconsistency or mismatch in payments (double payments, errors in the Contribution Base Income (IBC) as recorded and / or higher payments). Such refunds are also for pensioners being exempt to pay because of their condition or because they have lost their rights to obtain the benefits from the Régimen Subsidiado (subsidized regime).

Likewise, the Administradoras de Fondos de Pensiones-AFP (Pension Fund Administrators), requiring refunds of corresponding contributions to people being government employees who were still in labor inactivity (forced to retire) not later than April 1st, 1994, and who paid contributions to the Régimen de Prima Media (RPM) (average premium scheme) and then moved to the Régimen de Ahorro Individual con Solidaridad (RAIS) (Solidarity Individual Savings Regime with Solidarity).

Steps

1. Download the form used to request refunds of contributions to third parties or get it at any COLPENSIONES customer service office nationwide.
2. File the form duly completed, attach the required documents at any COLPENSIONES customer service office nationwide.
3. Receive a letter confirming the proceedings at the address listed on the application.

Required documents

Type	Description	Attribute	Entity
Filled form	Request form to refund contributions to a third party.	Original	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Others	Administrative act recognizing pension in the régimen de	Copy	Administradora Colombiana de

	prima media (average premium regime) in cases of refunding contributions to People who, as pensioners have made contributions after the benefit was recognized).		Pensiones (Colombian Administrator of Pensions)
Certificate / license	Certificate issued by the Prosperar Consortium informing the affiliation status (contribution refunding cases in the subsidized regime)	Original	Consortium Prosperar
Certificate / license	Bank Certificate establishing name of the bank, name of the account holder, number, type and status. This certificate must be issued no more than 30 days.	Original	Bank