

COLPENSIONES PROCEDURES

Name of the procedure:

Membership or registration to the Regime of Average Premium

What is it...

This is a procedure by which an employee, self-employed or a foreign worker living in Colombia, registers himself/herself to the general system of pensions in a free and voluntary way, in a permanent condition, through Administradora Colombiana de Pensiones - COLPENSIONES (Colombian Pension Administrator), under the Régimen de Prima Media (Average Premium Regime) with definite benefits.

Steps

1. Download the registration form to the General Pension System or obtain it at any COLPENSIONES customer service office nationwide.
2. Present the original identification card at any COLPENSIONES customer service office nationwide and receive advice for filling out the documents.
3. File the form duly completed and attach the required documents at any COLPENSIONES customer service office nationwide.
4. Receive an answer letter of procedures acceptance and / or commitment to answer at any COLPENSIONES attention office nationwide.

Required documents

Type	Description	Attribute	Institution
Filled form	Membership form to the General System of Pensions.	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Others	Power of attorney duly conferred, empowered person and grantor's identification card copies enlarged 150%, and Attorney professional card (in case this proceeding is done	Original Document	Applicant

	through an attorney).		
Others	If the authorized one is a third person, authorization letter stating the specific powers, the authorized person and the one who gives authorization identification cards enlarged to 150% of the original size.	Original Document	Applicant
Certificate / License	Certification issued by an association, group or religious community providing evidence of your membership (In case you are part of a group or religious community).	Original Document	-----
Judicial authority action	Clear decision stated by a legal sentence or Tutela. (In the case in which the membership is ordered by sentence or Tutela)	Copy	-----
Filled form	Subsidy application form to the Subsidy Program to pension contribution (In the case the membership to the Premium Media Regime has been done through Prosperar Consortium)	Original Document	Prosperar Consortium