

## COLPENSIONES PROCEDURES

### Name of the procedure:

Transferring to a different pension regime

### What is it...

Procedure by which a member moves to a new pension administrator company as well as he changes his/her pension scheme. That is, he/she is transferred from the Régimen de Ahorro Individual con Solidaridad (RAIS) (solidarity individual saving regime) to the al Régimen de Prima Media con prestación definida (RPM) (average premium scheme with defined benefit) managed by COLPENSIONES or when he/she requires to be transferred from other institution in a special pension regime.

### Steps

1. Download the registration form or obtain it at any COLPENSIONES customer service office nationwide.
2. Present the original identification card at any COLPENSIONES customer service office nationwide and get advice for filling 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
Duly filled in application form	Membership form to the General System of Pensions.	Original document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Certificate / License	Certificate issued by the association, group or religious community, where attesting membership to it. (Applies to regime transference and Unified Sentence SU 062	Original document	-----

	referring to groups or religious communities)		
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)	Original document	-----
Request letter	Letter stating that you accept the Unified SU 062 sentence. (Applies to regime transfer based on judgment).	Original document	-----
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 through an attorney).	Original document, Enlarged photocopy	The applicant
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, Enlarged photocopy	The applicant