

## COLPENSIONES PROCEDURES

### Name of the procedure:

Withdrawal and cancellation of membership

### What is it...

Mechanism by which the employee or self-employed desists his/her membership application to the average premium regime managed by COLPENSIONES, and also requests for Withdrawal within five (5) business days following the date on which he/she filed the membership application. A cancellation is a situation that occurs when a mistake or irregularity is detected in the registration procedure which involves the cancellation of it.

### Steps

1. 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 customer service office nationwide.

### Required documents

Type	Description	Attribute	Entity
Duly filled in application form	Changes, Withdrawal or cancellation form	Original document	Colombian Administrator of Pensions (Administradora Colombiana de Pensiones)
Others	Death certificate of member, Birth certificate of applicants' children with an issue date no later than three (3) months, Deed stating on renaming and/or sex change of the member or relative of the of the deceased. (this applies if this	Copy	Notary Public Office

	procedure is performed by a relative of the deceased member)		
Identification Document	Marriage certificate of the applicant spouse, with an issue date no later than three (3) months. (this applies if the procedure is performed by the spouse of the deceased member)	Copy	National Registrar's Office
Others	Official Declaration stating that the spouse or partner lived with the deceased. (Applicable in case the procedure is performed by the partner or spouse of the deceased member).	Original document	Others
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 and Enlarged Document	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 and Enlarged Document	The applicant
Others	Ecclesiastic Baptism Certificate of the applicant, if he/she was born before June 15 of 1938, or birth certificate if he/she was born after June 15, 1938 with an issue date no later than three (3) months. (In case the documents are issued by the partner of the deceased applicant).	Original document and copy	