

## COLPENSIONES PROCEDURES

### Name of the procedure:

Working history correction

### What is it...

Process by which a person, in the General System of Pensions, requests the correction of his/her work history because it contains wrong information about contribution weeks. The requests to correct the work history are classified into 3 groups:

1. Traditional period, which corresponds to the contribution periods within January 1967 and December 1994.
2. Period corresponding to the contribution periods from January 1995 up to now.
3. Update of contribution periods in private pension funds.

### Steps

1. Download the forms: Work history Correction form - Applicant general information form No. 1 Work history Corrections Request form - inconsistencies form No. 2 and/or Work history Corrections Request form - inconsistencies form No. 3, or obtain them 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. Submit clarifications or corrections, if they are needed, at COLPENSIONES customer service offices nationwide.
5. Receive an answer letter of procedures acceptance at the address registered in the application.

### Required documents

Type	Description	Attribute	Institution
Duly filled in application form	Duly filled in Work History Request of Corrections Form - Applicant General Information – Form 1.	Original Document	Administradora Colombiana de Pensiones (Colombian

			Administrator of Pensions)
Duly filled in application form	Duly filled in Work History Request of Corrections Form - Inconsistency document – Form 2, contribution periods from January 1967 to December 1994; also the contribution periods in private pension funds updating.	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Duly filled in application form	Duly filled in Work History Request of Corrections Form - Inconsistency document – Form 3. This document clarifies the inconsistencies at any contribution period from January 1995 onwards, properly filled.	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Others	Rights verification card, review card, entry notice, monthly record of Workers - RMT or payroll contributions record. (The documents above are optional and let COLPENSIONES correct contribution inconsistencies from January 1967 to December 1994 in an easier way).	Copy	The applicant
Duly filled in application form	Self-settlement contribution form of contributions or payment coupon (the documents above are optional and let COLPENSIONES correct contribution inconsistencies from 1995 to date in an easier way).	Copy	The applicant
Legal action between individuals	Power of attorney duly conferred, identification card copy enlarged 150% of the empowered person and the grantor and Attorney professional card (in case this proceeding is done through an attorney).	Original and enlarged copy	The applicant
Legal action between	If a third person is authorized, an authorization letter including the	Original and enlarged copy	The applicant

individuals	specific powers is needed, copy of the identification card of the authorized person and the one of the granting person enlarged 150% of the original size.		
Identification document	Death certificate of pensioner, with an issue date no later than three (3) Months (in case the request is done by relative of the deceased).	Copy	Notary or National Registrar's Office