

## COLPENSIONES PROCEDURES

### Name of the procedure:

Member information updating

### What is it...

The process by which a COLPENSIONES member can report changes about his/her personal information as they are related to: location, date and /or place of birth, name changes and/or sex change, change of type and number of document, identification card issuing correction, beneficiaries updating, change of nationality, job or trade. This last one must be reported by the employer. This process also allows to report a member's decease.

### Steps

1. Download the data updating form to the Pension General 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 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 at the address recorded in the application.

### Required documents

Type	Description	Attribute	Institution
Duly filled in application form	General System of Pensions updating information form.	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Identification card	Beneficiary identification card or identification card enlarged 150% or beneficiary birth certificate (This is just for beneficiary updating)	Enlarged copy copy	National Registrar's Office
License/certificate	Certificate issued by the contributor which indicates a high-risk occupation. (this is just for high risk occupations).	Original Document	Applicant

License/certificate	Certificate issued by the National Registrar's Office including the document number change information (this is for type and /or number of member document number, for those cases of identification cards Cancelled because of double identification by National Registrar's Office or because of fraud).	Original document	National Registrar's Office
Others	Letter of nature or registration resolution as Colombian by adoption (this is for type and / or member document number change from foreign identification card to citizenship identification card).	Copy	
Others	Deed or court decision attesting the change of a member name and / or sex (this is applicable for updating name and/or sex).	Copy	
Identification document	Birth certificate if born after June 15, 1938, or ecclesiastical certificate, if born before June 15, 1938, with an issue date no later than three (3) months. (this works to change of name, sex, date and place of birth or if the procedure is done by a deceased member's relative).	Copy Original	National Registrar's Office
Judicial sentence	Court sentence that ordered the date and place of birth correction (this is to date and place of birth change).	Copy	
Identification document	Member or pensioner Death certificate with an issue date no later than three months. (If the Death of the member is reported).	Copy	Notary public office
Identification document	Birth certificate of member's children or spouse's marriage certificate with an issue date no later than three (3) months or written Official declaration of common law with a permanent partner. (In case the request is	Copy Original	National Registrar's Office

	done by a member's relative)		
Others	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 Enlarged copy	Applicant
Others	If a third person is authorized, an authorization letter including the 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.	Original Enlarged copy	Applicant