

COLPENSIONES PROCEDURES

Name of the procedure:

Employer information updating

What is it...

Process by which the employer informs Administradora Colombiana de Pensiones COLPENSIONES (Colombian Pension Administrator) - the changes regarding to his/her location, name or company name, nature and CIU code.

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, attach the required documents at any COLPENSIONES customer service office nationwide.
4. Receive an answer letter of procedures acceptance at the address recorded on the application.

Required documents

Type	Description	Attribute	Institution
Filled application form	General system of pensions updated information form.	Original Document	Administradora Colombiana de Pensiones – COLPENSIONES (Colombian Administrator of Pensions)
Certificate/license	Certificate of incorporation and legal representation issued by the Chamber of Commerce with issue date not exceeding three (3) months.	Original document	Chamber of Commerce
Legal action between individuals	Power of attorney duly conferred, identification card copy enlarged 150% of the empowered person and the grantor and Attorney	Original Enlarged copy	-----

	professional card (in case the requirement is done through an attorney).		
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