

## COLPENSIONES PROCEDURES

### Name of the procedure:

Reingreso pensión y/o beneficiario incremento - Re-entry into pension and/or increase to beneficiary

### What is it...

Procedure by which the pensioner or beneficiary requests to be restored a previously acquired right to pension or increase beneficiary.

### Steps

1. Download the pensioner and/or beneficiary changes report 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 to fill in the documents.
3. File the form duly completed, attach the required documents at any COLPENSIONES customer service office nationwide.
4. Receive the procedures confirmation letter at the address recorded on the application.

### Required documents

Type	Description	Attribute	Entity
Filled form	Pensioner and/or beneficiary changes report form.	Original	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Others	If the authorized one is a third party, authorization letter specifying powers, copies of identification cards of the authorized person and the one who gives authorization identification cards enlarged to 150% of the original size.	Original Enlarged copy	Applicant
Others	Power of attorney duly conferred, copies of identification cards of	Original Enlarged copy	Applicant

	empowered person and grantor enlarged 150%, and Attorney professional card (in case this procedure is made through an attorney).		
Others	Resolution and/or Registrar's office certificate showing that the document is in force.	Original	National Registrar's Office
Certificate / license	Schooling certificate (for those between 18 and 25)	Original	-----