

COLPENSIONES PROCEDURES

Name of the procedure:

Retroactive retirement

What is it...

It is the process by which the employer can report Administradora Colombiana de Pensiones – COLPENSIONES (Colombian Administrator of Pensions) - a retirement change of his/her employees that by default was not informed to the Pension Administrator at the time it occurred.

Steps

1. Download the form used to report changes on retroactive retirement and monthly self-settlement payment 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 in application form	Request form of update due to changes in retroactive retirement	Original Document	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)
Filled in application form	Monthly self-settlement form of contributions to the General Pension System.	Copy	Employer
Others	Administrative act of acceptance of resignation or administrative act of declaration of inadequacy or dismissal from duties or administrative Act of declaration of removal from office. (In case the	Copy Original document	Applicant

	application is done via a public employer)		
Certificate/license	Certificate of incorporation and employer legal representation or liquidator or trustee, issued by the chamber of commerce, with issue date less than three (3) months. (In the case the application is via private employer).	Original Document	Chamber of Commerce
Others	A certificate issued by the legal representative or liquidator in which the date of final removal of the employee is included and in which the salary final settlement and social benefits for employee are included as well (when the application is carried by a private institution out, which operates or a corporate merger or employer substitution).	Certified true copy Original document	Applicant
Certificate/license	Salary final settlement and social benefits in favor of the employee or a certificate showing that the final settlement hasn't been paid but it is a recognized debt within the respective bankruptcy proceeding. (For that application carried out by a private institution in restructuring, closure or bankruptcy agreement).	Certified true copy Original document	-----
Identification card	Employer death certificate for those events in which the employer dies and allows to certificate the employee disassociation. (in case the application is performed by individual - self-employed)	Certified true copy	National Registrar's Office
Others	Power of attorney duly conferred, identification card copy enlarged 150% of the empowered person and the grantor and Attorney professional card (in case the requirement is done through an attorney).	Original Enlarged copy	Administradora Colombiana de Pensiones – COLPENSIONES (Colombian Administrator of Pensions)

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
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