

COLPENSIONES PROCEDURES

Name of the procedure:

Compensation as a substitute Payment for old age pension, disability or survivors pensions

What is it...

Those entitled to receive a compensation substitution payment are: Members or affiliates who having reached the age for old age pension have not contributed the minimum required weeks, and therefore, declare their inability to continue making contributions, an affiliate that at the moment of becoming disabled did not convened the necessary requirements for disability pension, affiliate's family members whom at the time of his/her death could not gather the requirements for a survivor's pension.

Steps

1. Download Formats: Financial benefits request format, Format for compensation claim, bill account payment format or request them at any COLPENSIONES customer service center nationwide.
2. Present original identification document at any COLPENSIONES customer service nationwide and receive advice to proceed with the File of documents.
3. File formats duly completed, attach the required documents at any COLPENSIONES customer service centers nationwide.
4. Submit clarifications or corrections if they are needed, at any COLPENSIONES customer service centers nationwide.
5. Be notified of the administrative act in any COLPENSIONES customer service nationwide or by electronic means with previous authorization.
6. Make the collection of these benefits if the case is admissible.

Required documents

Type	Description	Attribute	Institution
Filled out format	Financial benefits request format	Original document	Colombian pension administrator
Identification document	Birth certificate if born after June 15, 1938, or church baptismal certificate, if born before June 15, 1938 issued not more than three (3)	Copy	National Registrar's Office

	months in the case the applicant is a survivor beneficiary.		
Format filled out	Format for compensation claim or Official declaration expressing the member declares his/her inability to continue contributing to the General Pension System.	Original document	Colombian pension administrator
Format filled out	Bill Account payment format	Original document	Colombian pension administrator
Others	If the authorized is a third party, authorization letter with the specific powers, granted and grantor's citizenship card ; enlarged to 150% of original size. If curator, judgment interdiction duly executed together with proof of understanding office, acceptance thereof and possession by the curator or beneficiary's legal representative.	Original document, photocopy.	Applicant
Others	Duly conferred power of attorney, empowered and grantor's citizenship card; enlarged to 150% of original size and attorney professional card. (In case the application is made through an attorney)	Original document, photocopy.	Colombian pension administrator
Others	Authorization letter with specific powers, company's representative and member's citizenship card; enlarged to 150% of original size, Certificate of incorporation and legal representation issued no more than three (3) months. (In case the application is made through private employer). Administrative act that appoints legal representation	Original document, photocopy.	Applicant

	and possession certificate of the legal representative (in the case where the application is made through a public employer)		
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