

COLPENSIONES PROCEDURES

Name of the procedure:

Recovery of weeks

What is it...

Dependent workers or employees who defaulted the payments by their employers and therefore they are not entitled to have a pension of old age or disability or find a reduction on it, they shall be able to pay the amount in debt, fines, penalties and interests. It is applicable just when it becomes impossible to receive such contributions of pensionable benefits from the employer in default, it could be due to the fact that the employer cannot be found or because he/she is in bankruptcy for it, and these contributions are mandatory when deciding the pensionable request. The applicant can request to have a total amount due with grounds on the above mentioned agreement.

Steps

1. Download the request form of Labor settlement history or request it at any COLPENSIONES Customer Attention Center nationwide.
2. Present the original identification card at any COLPENSIONES Customer Attention Center nationwide and request for assistance to file the documents.
3. File the form completely filled out and attach the required documents at any COLPENSIONES Customer Attention Center nationwide.
4. Present clarifications or corrections if required at any COLPENSIONES customer attention center nationwide.
5. Receive the balance settlement of amounts due with the Bill account form at the address registered in the application form.
6. Make the payment so then after, those contributions are loaded into the member's labor history.

Required documents

Type	Description	Attribute	Institution
Filled in application form	History labor settlement request form	Original document	Administradora Colombiana de Pensiones (Colombian Administrator of

			Pensions)
Legal identification of corporations	Certificate of incorporation and legal representation of the company declared as disappeared, or declared in bankruptcy. This is issued by the Chamber of Commerce. This certificate must be issued no later than three (3) months.	Original document	Chamber of Commerce.
Letter stating the request	Request letter to enter into agreement 027/93.	Original document	The applicant