

COLPENSIONES PROCEDURES

Name of the procedure:

Abroad payment procedures

What is it...

It consists in the monthly pension payment when the pensioner or beneficiary of Administradora Colombiana de Pensiones - COLPENSIONES (Colombian Pension Administrator - COLPENSIONES) lives abroad and wants to make collection there. Note: If you want to collect your payment of pension allowance in Colombia, you should read Managing payroll changes - Change of pension payment account.

Steps

1. Download the Authorization Form for banking drafts to other countries and change statement for pensioner and/or beneficiary. Also, you can download an authorization form to draft money to other countries and change statement report for beneficiaries under 18. In addition, you can get those forms at the nearest consulate to your home or authorize a third party to claim the form at any COLPENSIONES office nationwide.
2. File in the form duly completed, state the way of bank draft (monthly or quarterly) and attach the required documents at the nearest consulate to your home or authorize a third party to do this at any COLPENSIONES office nationwide. Note: The prices charged for the transference service to and from other countries is 8 U.S. DOLLARS (USD \$ 8.00) according to Decision 034 issued on January 7th, 1974, issued by Superintendencia Bancaria (Banking Superintendence). This cost is charged at the time of the bank draft. The monthly payments are paid according to the market exchange rate on the day of the bank transference.
3. Make the collection of these benefits if approved, through bank account provided by the applicant overseas.

Required documents

Type	Description	Attribute	Entity
Others	Authorization Form for banking drafts to other countries and change statement report for pensioner and/or beneficiary	Original	Others
Certificate/license	Bank certificate bank establishing name of the bank, name of the account holder,	Original	Others

	number, type and status of account. ABA and SWIFT codes, and/or CHIP (bank identification worldwide)		
Others	Power of attorney duly conferred, identification card copy enlarged 150% of the empowered person and the grantor and Attorney professional card (in case this procedure is made through an attorney).	Original Enlarged copy	Others
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 enlarged to 150% of the original size.	Original Enlarged copy	Others
Filled form	Authorization Form for banking drafts in other countries and change statement report for beneficiary under 18 (when payments to under 18 people in other countries are needed)	Original	Administradora Colombiana de Pensiones (Colombian Administrator of Pensions)