



SUPPLIER AND NON-CUSTOMER/SUPPLIER THIRD PARTY REGISTRATION AND/OR UPDATE FORM

Code: FTGAD54
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- Important: Before to fill the form please take into account the following recommendations
1. Fill all the fields of the form, do not left blank spaces. In case that the requested information does not apply to you, please write "NOT APPLICABLE"
2. Print (2) two pages and sign the spaces destined for.
3. Attach all the information required at the field: "10. REQUIRED DOCUMENTS"

PROCESS: REGISTRATION UPDATE

1. ENTITY WITH WHICH YOU HAVE A RELATIONSHIP
FIDUCOLDEX TRUST ASSETS
Select an option of the following drop-down list:

2. TYPE OF RELATIONSHIP

Table with 4 columns: Type of vinculation (Supplier, Third party No Client, Customer ProColombia), Type of agreement (Contractor/Agreement/Proponent, Co-financing, Support Promotion Activities, Other, Wich one?)

3. GENERAL DATA

Name and surname/ Company legal name or Entity, Citizen's ID Card/ Alien ID Card/ TIN, City, Department, Address, Webpage, Phone number, E-mail, Economic Activity

4. CONTACT PERSONS OF THE COMPANY TO BE REGISTERED

Table with 4 columns: Name, Position, Phone number, E-mail address

5. LEGAL REPRESENTATIVE

Table with 5 columns: Legal representative full name, ID type, ID Number, Position, Phone number

6. DECLARATION OF ORIGIN AND DESTINATION OF FUNDS

I declare that my resources have a legal origin and come directly from the economic activity indicated in this form, and that my economic occupation is carried out within the corresponding legal and regulatory framework.

Source of resources (Occupation, profession, business, etc.)

7. SIGN AND PROOF OF FILLED IN INFORMATION

I (we) oblige (us), in case of keeping my (our) relationship with FIDUCOLDEX, to update the information and documentation that may be required, at least every three years, or sooner in case of modifications or variations of this, or if FIDUCOLDEX so requests I (we) declare that I (we) have not been investigated or sanctioned for crimes related to money laundering, financing, Under oath, I declare that all the information provided in this form is true and, in proof of this, I sign below:

SIGNATURE:
LEGAL REPRESENTATIVE NAME AND SURNAME:
CITIZEN'S ID CARD:

8. AUTHORIZATIONS

CENTRAL RISK CONSULTATION AND REPORT AUTHORIZATION

It is important to keep in mind that this is only needed for Co-financing contracts.

I authorize YES NO in the name and on behalf of the legal person I represent and / or as a member of the Consortium and / or Temporary Union, expressly and irrevocably to FIDUCOLDEX SA, freely and voluntarily, to consult all the financial, credit, commercial information, of services and that from other countries, taking into account the commercial relations with the financial, commercial and service system, or of any sector, both in Colombia and abroad, subject to the principles, terms and conditions enshrined in Law 1266 of 2008 and other norms that modify, clarify or regulate it.

SIGNATURE:
LEGAL REPRESENTATIVE NAME AND SURNAME:
CITIZEN'S ID CARD:

**PERSONAL DATA PROCESSING AUTHORIZATION**

(\* Before fill this space, please remind that only applies for Natural Persons y Representative Legal

Fiduciaria Colombia de Comercio Exterior S.A. - Fiducoldex, in compliance with Law 1581 of 2012, its regulatory decrees and the Manual adopted and published on its website, which establishes general *habeas data* provisions and regulates the management of information contained in databases, is liable for the processing of your personal data.

As the title holder, you have the right to know, update and rectify your personal data and, only in cases where appropriate, to delete them or revoke the authorization granted for the processing, by sending your request to the e-mail [Fiducoldex@fiducoldex.com.co](mailto:Fiducoldex@fiducoldex.com.co) or you can access Fiducoldex webpage, option contact us, <https://www.fiducoldex.com.co/seccion/contactenos> or CLIENT service <https://www.fiducoldex.com.co/seccion/webform/pqrs>, or through personalized attention at Calle 28 No. 13 A-24, piso 6, Bogotá D.C., from Monday to Friday from 8:00 a.m. to 5:00 p.m., you can also call us at (601) 3275500 ext. 1204 or 1130.

For this reason, I voluntarily, previously, explicitly, in an informed manner and unequivocally authorize Fiducoldex to use the data obtained for the following purposes:

1. The information necessary to carry out any relevant procedures for the development of the pre-contractual, contractual and post-contractual stages for the development of the corporate purpose or administrative operation.
2. Information related to the tax quality of the suppliers, in order to identify any applicable withholdings and discounts that must be reported to the DIAN [The National Tax and Customs Administration] and SECRETARIA DE HACIENDA DEL DISTRITO - SHD [Secretariat of the District Treasury].
3. The data holder information included or contained in databases or files of any Private or Public Entity (such as Ministries, Administrative Departments, DIAN, the Office of the Attorney General, the Office of the National Registry of Marital Status, Courts, tribunals, among others) either national or international; in order to comply with the standards on CLIENT knowledge.
4. Supplier's banking information, for the purposes of compliance with the contractual obligation.
5. Information related to requests, complaints and claims to be made on the occasion of applications submitted by the holders.
6. Information related to the satisfaction evaluation regarding the goods and services provided by related companies.
7. The information on suppliers contained in the accounting books, which cannot be destroyed within 20 years following the closing of the accounting book or within the following 10 years when reproduction thereof by any technical means is guaranteed, in accordance with the provisions of Article 134 of Decree 2649 of 1993.
8. The information of contracts for the provision of services by natural persons, in compliance with Law 1712 of 2014, Article 9 e.
9. Share, spread, transmit, transfer and disclose information corresponding to the development of commercial activities as a supplier both with the parent company, related parties, affiliates and subsidiaries.
10. In general, to manage and develop the management of suppliers and all activities related, either directly or through third parties, at national or international level, on their own servers or those located in the cloud.

The personal data processing policy and any substantial changes thereto can be consulted on the website at the following link <https://www.fiducoldex.com.co/seccion/politica-de-tratamiento-de-datos-personales>, as well as the privacy notice at <https://www.fiducoldex.com.co/seccion/aviso-de-privacidad>

I authorize,

SIGNATURE: \_\_\_\_\_

LEGAL REPRESENTATIVE NAME AND SURNAME: \_\_\_\_\_

CITIZEN'S ID CARD: \_\_\_\_\_

**9. EXCLUSIVE AREA OF THE TRUST COMPANY OR TRUST ASSETS PROCESSING YOUR REGISTRATION:**

Verification, search in Lists and Revision Date (DD-MM-YYYY):	Responsible and position:	Entity:

**10 REQUIRED DOCUMENTS WITH THIS FORM**

**Responsible for VAT**

- Certificate of existence and legal representation with validity not exceeding two (2) months, issued by the Chamber of Commerce or by the competent entity.
- Photocopy of the updated Single Taxpayer Registration (RUT for its initials in Spanish).
- Photocopy of the citizen's ID Card of the Legal Representative.
- Bank Account Certificate issued by the Financial Institution. (For Suppliers)
- In the case of third-party allies and non-profit organizations different than National or International Public Entities that provide economic resources, they must present Certification of Practices for the Prevention of Money Laundering and Financing of Terrorism and shareholding composition or founders of the first level, only in contracts greater than 800 SMMMLV

**NOT Responsible for VAT**

- Photocopy of the updated Single Taxpayer Registration (RUT).
- Photocopy of the citizen's ID Card of the natural person
- Bank Account Certificate issued by the Financial Institution. (For Suppliers)

**Others - Non-residents non domiciled**

- Legal Incorporation Document.
- Photocopy of the citizen's ID Card of the Legal Representative if applicable.
- Bank Account Certificate issued by the Financial Institution. (For Suppliers)