



Permanent Process of Area Allocations

Instructions for Filling Out Formats or Forms for Qualification

Plural Participants

In order to fill out the Forms for Qualification requirements, in order to obtain **or update** the Qualification and being able to request the Incorporation of Areas to the Process, submitting a Proposal or Counterproposal intended for allocation of one or more Areas and entering into the respective Agreements, it is necessary to previously read in depth articles 21 to 27, both included, of Agreement 2 of 2017, as well as the sections related to the Terms of Reference of the Area Allocation Permanent Process.

The Operator and other members of Plural Participants must submit all the Documents and Forms pertaining to Individual Participating Legal Persons, in order to accredit their Legal Capacity.

Those meeting the Economic Financial Capacity requirements must also fill out the pertinent Forms and attach their respective Financial Statements as required from Individual Participants, in addition to the forms for Plural Participants for such purpose.

The accreditation of Technical and Operational, Environmental and Corporate Social Responsibility Capability is the exclusive responsibility of the legal person that will act as Operator.

When filling out the boxes corresponding to each of the Forms for Plural Participants, the following instructions should be carefully observed.

Except for that provided for in section 6 of numeral 6.9 of the Terms of Reference, with respect to the form called Document Presentation Letter for Qualification, the Forms cannot have either modifications or additions. The pertinent information must be included only in the boxes or cells that are NOT protected.

The Forms should **NOT** be modified. The pertinent information must be included only in the boxes or cells that are NOT protected.

If any Format or Form is insufficient, a second one should be used and submitted together with the first one.

The pages of all documents that are subjected to review and evaluation by the ANH, must be numbered consecutively, starting with number 1, which must correspond to the first page of the Index. Similarly, the Annexes should be numbered.





1. General Documentation

Index - Plural Participants Form

Fill out the respective form for the Index, indicating the number of **pages** that make up each Form of the Qualification Documents, as well as the Annexes attached to each of them, which the Association submits for consideration of the Agency to participate in the Selection Procedure.

Presentation Letter of Plural Participants Form and Annexes

Complete and attach the required documents

2. Legal Capacity Form and Annexes

| Box | Instruction |
|-----|--|
| 1 | Enter the pertinent Name and modality of association |
| 2 | Enter full address, city and country |
| 3 | Enter telephone numbers (preceded by the country and city code in parenthesis) |
| 4 | Enter email address (where notices and requirements should be addressed) |
| 5 | Enter the date of entering into the pertinent association agreement or the Future Association Promise Agreement |
| 6 | Enter the date of duration or term |
| 7 | Enter the name and last name of the Conventional Representative, Authorized or Attorney of the Association, responsible for committing it in its relations with the ANH, or conferring authorization or power of attorney for such purpose, according to the Consortium Agreement, Temporary Union or Future Association Promise |
| 8 | Enter the type and number of identification document of said Representative, Authorized or Attorney. (Citizen Card, CC - Foreigner Cedula, C.E, or Passport and its respective number) |





| Box | Instruction |
|-----|---|
| 9 | Enter the general attributions of the Conventional Representative, Authorized or Attorney, also in accordance with the Consortium Agreement, Temporary Union or Future Association Promise. |
| 10 | Should there be any qualitative or quantitative limitations to commit the members of the Association, specify and/or indicate the limit until which it can act, expressed in US dollars, applying the Market Representative Rate, MRR, certified by the Central Bank on the date of filing the Qualification application. |
| 11 | List the Legal Persons that conform the Association. First, the Operator, followed by the rest of them. Enter the Corporate Name or Denomination, Tax Identification Number, N.I.T (if applicable) and the respective equity shares. |
| | |

This form must be accompanied by all documents listed below the Chart, which must be properly listed in the respective Index.

3. Economic Financial Capacity of Plural Participants Form

In this Form, all figures may be expressed in dollars of the United States of America (USD). Therefore, when the Financial Statements are presented in Colombian pesos, for completion of the Forms, the figures must be converted into US Dollars, at the Market Representative Rate (MRR) certified by the Central Bank on the cutoff date of the last period or pertinent Fiscal Year. Should the Financial Statements be prepared in other currencies, the figures to be entered in the Forms should also be converted into dollars, applying the exchange rate for such currency and the others, also current on the closing date of the last period or Fiscal Year, published by the US Federal Reserve in its web page <https://www.federalreserve.gov/releases/h10/hist/>.

Follow the instructions included in the same Form.

Pursuant to Article 23 of Agreement 2 of 2017, the Economic Financial Capacity of the Association (CEF_{pp}) is determined based on the following formula:

$$CEF_{pp} = \%P_1 * CEF_1 + \dots + \%P_n * CEF_n$$

Where:





CEF1: Economic Capacity of Member 1

CEFn: corresponds to the Economic Capacity of Member n

% P₁: is the Share of Member 1

%P_n: corresponds to the Share of each Member n

4. Technical and Operational, Environmental and Corporate Social Responsibility

When dealing with Plural Participants, these Capacities must be accredited only by the Operator, by completing the respective Forms and presenting the required documents.

NOTE: The information of each member must be attached to an individual section, having to identify in sub-sections the capacity to be accredited by each member of the Plural Participant. Similarly, the pertinent Forms and Annexes that are to be completed jointly as Plural Participant must be attached in an individual section.

