



Permanent Process of Area Allocation

Qualification Documents

Index Colombian Legal Persons

No.	Content	Folder Name	File Name	Pages
1	General Documentation Forms and Joint Debtor Guarantee			
1.1	Index			1
1.2	Letter of Presentation of Documents for Qualification			
1.3	Joint Debtor Guarantee <i>(if required)</i>			
1.4	Legal Opinion on the Joint Debtor Guarantee- <i>(as applicable)</i>			
2	Legal Capacity			
2.1	Forms			
2.1.1	General Information			
2.1.2	Attached Documents			
2.1.2.1	Certificate of Existence and Legal Representation / Only Business and Social Register, RUES / Copy of Legal Personality Recognition Act			
2.1.2.2	Certificate of Existence and Legal Representation of Parent or Holding company, the latter's subordinate corporation, be it an affiliate or subsidiary, or the legal person of the same business or corporate group to which the Parent company belongs to <i>(If the Legal Person invokes capabilities or circumstances of one of them to obtain the Qualification)</i>			
2.1.2.3	Photocopy of the updated Only Tax Register, RUT			
2.1.2.4	Photocopy of the Legal Representative(s) identification document			
2.1.2.5	Photocopy of the identification document of the Authorized Representative / Proxy before the ANH			
2.1.2.6	Photocopy of the pertinent accreditation, authorization or mandate document			
2.1.2.7	Photocopy of the identification document of the Statutory Auditor, External Auditor or Accountant			
2.1.2.8	Photocopy of the Professional Card of the Statutory Auditor, External Auditor or Accountant			
2.1.2.9	Photocopy of the respective professional Certificate of Disciplinary Background			
2.1.2.10	Certificates of No Fiscal Liabilities from the General Comptroller's Office			
2.1.2.11	Certificate of Disciplinary Background from the General Prosecutor's Office			





No.	Content	Folder Name	File Name	Pages
2.1.2.12	Clearance Certificate from the Social Security General System/Parafiscal Payments			
2.1.3	Commitments and Declaration relative to Inabilities/Incompatibilities/Prohibitions			
2.1.4	Declaration and Commitment on Transparency			
2.1.5	Declaration and Commitment on Criminal Activities			
2.1.6	Declaration of Business Group or Control Situation			
2.1.6.1	Annex Certification of Legal Representative and Statutory Auditor, if required, or External Auditor or Accountant, as to who has the capacity as Real Beneficiaries or Holders of the Legal Person, as well as of the equity share structure or equity shares, if not listed in a Stock Exchange.			
2.1.7	Commitment as to Assignments and Holding Changes			
3	Financial Economic Capacity			
3.1	Forms			
3.1.1	Net Residual Equity - Form CF-1			
3.1.1.1	Annex Form, CF-1			
3.1.1.2	Certification of Current Contracts - Form CF-1A			
3.1.2	Hedging and Debt Ratio, CEF-2			
3.1.3	Financial Economic Capacity - Form CEF-3			
3.2	Attached Documents			
3.2.1	Financial Statements corresponding to the last period or Fiscal Year, as per International Financial Reporting Standards (IFRS) or their equivalent, adopted in the country of origin of the Participant, certified and with pertinent opinion, along with their notes.			
4	Technical and Operational Capacity			
4.1	Form			
4.1.1	Technical and Operational Capacity , Form			
4.2	Attached Documents			
4.2.1	Certification(s) related to Own Proven Reserves reported in the Financial Statements of the last period or Fiscal Year, issued by an independent third party that meets the conditions required by the Oil Resources Administration System, SPE-PRMS. These certifications must be issued in accordance with the guidelines established by said System.			
4.2.2	Certification(s) of competent authority in the respective country related to its faculties, or those of the Legal Representative and the Statutory Auditor or responsible Accountant, over the Operated Production during the past five (5) years, for the Production of Hydrocarbons out of Colombia.			



No.	Content	Folder Name	File Name	Pages
5	Environmental Capacity			
5.1	Form			
5.1.1	Environmental Capacity, Form and Commitment			
5.2	Annex			
5.2.1	ISO 14001 Certification or equivalent or Commitment to obtain it in a three(3)-year time at the most.			
6	Capacity related to Corporate Social Responsibility			
6.1	Form			
6.1.1	Corporate Social Responsibility- Form and Commitment			
6.2	Annex			
6.2.1	Document duly signed by the Legal Representative			

