



Area Allocation Permanent Process

Qualification Documents

Index

Foreign Legal Entities

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 Solidarity 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 issued by competent authority accrediting the existence and legal representation of the Legal Person			
2.1.2.2	Certification of the legal representative and the statutory auditor, natural or legal person responsible for the external audit or Internal Auditor "Controller", including corporate purpose, term, legal representation with the powers or attributions of the various management and administration bodies, when the certification from the competent authority does not contain such information.			
2.1.2.3	Certificate of existence and legal representation of the Parent or Holding company, subordinate company of the latter, be it affiliate or subsidiary, or 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 Qualification)</i> Attach organizational chart.			
2.1.2.4	Photocopy of the Only Tax Register, RUT, updated, if the Legal Person has an established branch in Colombia			
2.1.2.5	Photocopy of the Legal Representative(s) identification document			





No.	Content	Folder Name	File Name	Pages
2.1.2.6	Photocopy of the identification document of the Authorized Representative / Proxy before the ANH			
2.1.2.7	Photocopy of pertinent accreditation, authorization or mandate document			
2.1.2.8	Photocopy of identification document of External Auditor/Controller			
2.1.2.9	Photocopy of the respective professional Certificate of Disciplinary Background			
2.1.2.10	Certificates of Disciplinary Background from General Prosecutor's Office			
2.1.2.11	Clearance Certificate from the Social Security General System/Parafiscal Payments, if the legal person has an established branch in Colombia			
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	Statement and Commitment of the Business Group or Holding Situation			
2.1.6.1	Annex: Certification of Legal Representative and External Auditor or "Controller" as to who have 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	Commitments on Assignments and Holding Changes			
3	Financial Economic Capacity			
3.1	Forms			
3.1.1	Net Residual Equity - Form CEF-1			
3.1.1.1	Annex Form CF-1			
3.1.1.2	Certifications of Current Contracts - Form CF-1			
3.1.2	Hedging and Debt Ratio - Form 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			





No.	Content	Folder Name	File Name	Pages
4.1.1	Technical and Operational Capacity - Form CTO-1			
4.2	Attached Documents			
4.2.1	Certification(s) on 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. The 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 otherwise, Certification under oath by the Legal Representative and the Statutory Auditor, External Auditor or Internal Auditor Controller, over the daily Operated Production during the past five (5) years (for Hydrocarbon Production out of Colombia).			
5	Environmental Capacity			
5.1	Form			
5.1.1	Environmental Capacity and Commitment - Form CM-1			
5.2	Attached Documents			
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 RSE-1			
6.2	Annex			
6.2.1	Document duly signed by the Legal Representative			

