



PERMANENT PROCESS OF AREA ALLOCATIONS

PROTOCOL OF SUBMISSION OF DOCUMENTS TO OBTAIN OR UPDATE QUALIFICATION

This protocol temporarily replaces the "PROTOCOL FOR DELIVERY AND RECEIPT OF DOCUMENTS FOR QUALIFICATION OF INTERESTED PARTIES", which is part of the Permanent Process for Allocation of Areas - PPAA, intended to enable the Proponents to submit via electronic media the documents required to request Qualification or Updating of information pertaining to the Capabilities of the Qualified parties.

Form and Delivery of Documents for Qualification:

The documents for the Qualification of the Interested Parties or for the updating of information on their Capacities, must be sent to the National Hydrocarbons Agency - ANH in magnetic file, through the internet, in Spanish or accompanied by an official translation, duly paged and accompanied by the Forms used for such purpose. The numbering of each page must be entered in the upper right corner, which can be done either manually or electronically.

Procedure for Presentation, Date and Place of Reception:

The documents intended to accredit the Capacity of the Interested Parties to obtain Qualification for participating in the Permanent Process of Allocation of Areas or Updating the Capacity Information will be received through the procedure described below, in which case the date and the time set out in number 3 of this Protocol will be used.

1. The interested participant must send an email to ppaa@anh.gov.co stating its interest in being qualified or updating said information for the PPAA, reporting the following:
 - a. Name of the legal representative, proxy or duly authorized person to send the information and the email in which you will receive information from the PPAA.
 - b. Name, number of citizenship card or identification document, email and mobile phone number of the person responsible for uploading the qualification or updating information, through the FTP service (*File Transfer Protocol*) arranged by the ANH for the transfer and custody of said information.

This service is offered by the ANH taking into account the weight ((+25 MB) that the digital files may have.

The Information Technology Office - ITO, will contact the person authorized by the interested proponent by email, in order to supply its only user name and the respective password for accessing the virtual space through the FTP service, where the documents required will be uploaded, in accordance with the parameters set out in the Instructions established by the ITO, which are attached to this Protocol.





The interested proponents must keep in mind that the procedure for assigning the user name and password for access to the virtual space will take, at least, one (1) business day as of the time the request of the interested party is received.

2. After completing the previous step, the interested participant will be able to upload the documents intended to request the Qualification or Updating in the respective virtual space assigned, in accordance with the parameters set out in the Instructions attached to this Protocol.

You are requested to create a folder by capacity to be evaluated.

3. To register officially with the ANH the documents uploaded in the assigned virtual space, the proponent must send to the following email: correspondenciaanh@anh.gov.co with copy to: ppaa@anh.gov.co the following communications: i) "*introduction letter for qualification*"(national individual, foreigners or plural),as applicable, andii) "*participant index*"(national individual, foreigners or plural) ,as applicable.

The electronic mail must be sent with the subject "Request for PPAA Qualification" or "Updating of documents for qUALIFICATION - PPA", as the case may be.

This email must be sent from the email account indicated by the interested propolnent in the contact data of the "*introduction letter for qualification*"(national individual, foreigners or plural),as applicable.

The following data must be specified in the email: _

1. Name of the interested participating company.
2. Name of the legal representative, proxy or duly authorized person to send the information, with the contact email and mobile phone number.
3. The indication of the communications that are attached (PDF Format).

This email will be registered in the document management system of the ANH, where a sequential number will be assigned, with date and time, which will identify all of the data uploaded in the virtual space; the ANH will notify to the sender's email the registration of the documents uploaded in the assigned virtural space.

The ANH reserves itsefl the comprehensive review of all the related information.

The emails that are received on subjects other than those indicated herein will not be taken into consideration.

The ANH will register the information received in the email (correspondeanceanh@anh.gov.co) from 7:00 am to 4:00 pm, continuously. In the event of receiving an email out of this hours, it will be registered the next business day.

In any event, the official date that will be taken into account will be the date of receipt of the email regardless of the date the register is assigned.





The deadline for receiving the email will be that established in the Schedule of the Terms of Reference of the PPAA, until 11:59 p.m. This applies for this cycle.

The emails that are received after the date stipulated in the schedule for Presentation of documents to obtain or update the qualification will be understood as extemporary and will not be considered by the ANH for this cycle.

4. The ANH will perform the document review and will make the pertinent requirements with their respective deadlines, by means of a notice sent to the registered email.

In the event that the ANH requires additional documents or information, it shall advise the participant about the virtual space in which they must place the documents and information that is required.

5. All the documents associated with the requests for qualification of updating thereof must be remitted as per the conditions set out in this Protocol.

ANNEX: Instructions for uploading Documents in the FTP Service for the Permanent Process for Allocation of Areas.

