




# FORM

VERSIÓN: '  
CÓDIGO: GR-GIR-F-041

## KNOW YOUR CUSTOMER

<b>Date:</b> Month ___ Day ___ Year ___		<b>First time</b>		<b>Update</b>	
<b>1. General information</b>					
Legal name of the company:			ID number (if applicable):		
Type of entity: Government Private Others (please specify)		Number of employees:		Number of branches (if applicable):	
¿Is a nonprofit entity?: Yes No					
Business activity (brief description including product/service description):					
Physical address:		City:	Phone(s) number(s):		E-mail:
		Country:			Website:
<b>2. Legal representative</b>					
First name:		Second name:		Last name:	Second last name:
ID number or equivalent (if applicable):		Name of position:			E-mail:
Address:		City:		Country:	Phone(s) number(s):
<b>3. Financial information</b>					
Date of information: <small>MONTH - DAY - YEAR</small>		Type of currency:	Annually incomes:		Monthly incomes (average):
Monthly expenses (average):		Total assets:		Total debts:	
Describe other incomes different from the main business:				Amount other incomes:	
<b>4. Legal information</b>					
Date of incorporation: <small>MONTH - DAY - YEAR</small>		Incorporation expiration date: <small>MONTH - DAY - YEAR</small>		City:	Country:
<b>5. Stakeholders or owners of the company (breakdown who holds 5% or more)</b>					
<b>ID number or equivalent (if applicable)</b>	<b>Name of the stakeholder</b>				<b>% Participation</b>
<b>In case of any of the previous owners or stakeholders be an entity or company, please provide the names and the participations of its owners (if it is necessary use an attachment).</b>					
<b>6. Operations in foreign currencies</b>					
Type of operations in foreign currency that the company often does:			Type of currency:	Main countries:	

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**7. Voluntary declaration of source and destination of funds**

I, acting my own name, and/or on behalf of the company mentioned above, make the following statement of origin and destination of funds to Banco de Comercio Exterior de Colombia S. A. – BANCÓLDEX, in accordance with anti money laundering and anti financing terrorism Colombian laws.

1. I declare that the resources or funds that are transferred to Bancóldex by me or by the company that I represent, are originated from the following sources (specify economic activity or business, highlighting the funding source related with the operations that are going to be performed with BANCÓLDEX)
  
2. I confirm that I know the anti-money laundering and anti-terrorism financing laws in my jurisdiction, and the company that I represent complies with them. Also, we have and apply as a good business practice due diligence of adequate knowledge of our customers and suppliers and the origin and destination of its resources, to prevent money laundering and financing terrorism.
3. I declare that the resources and / or goods that we transfer, are not originated, nor will be used / from any illegal activity.
4. No third party will admit that deliver in my name and / or my represented, funds, goods or services from illegal activities, or for transactions conducted of such activities or to persons connected with them.
5. I declare that I exonerate BANCOLDEX from any responsibility arising from incorrect, false or inaccurate information that I have provided in this document, or the violation thereof.

**8. Authorization for reporting and consulting to/from credit bureaus or databases organizations**

I irrevocably authorize BANCOLDEX or its assignors, for statistical purposes, monitoring, supervision and business information, to report, process, order or disclose to any entity that manages databases for the mentioned purposes, all the information related to the obligations and operations that we have entered into with BANCOLDEX or its subsidiaries. Also, I authorize BANCOLDEX to consult and asked to the mentioned entities information about me and the company that I represent.

**9. Other declarations or statements**

- **Has been you or the mentioned company indicted, prosecuted or condemned for money laundering or financing terrorism offenses or crimes?    YES        NO**
- I declare under penalty of perjury that the information contained in this document is.
- I will update the information contained in this document at least once a year or when it is requested.
- I authorize BANCOLDEX to share with its subsidiaries the information that I have provided

**NOTE:**

BANCOLDEX will be able to reserve the right to accept or to reject this application without any explanation of its reasons. The processing of this form does not constitute a commercial offer.

Dear customer, this information is confidential and may be requested by Colombian Financial Superintendence or any competent authority in Colombia.

**LEGAL REPRESENTATIVE:**

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

**NAME:** \_\_\_\_\_

**KNOW YOUR CUSTOMER**
**10. Required Documentation**

		<b>F: First time</b>	<b>U: Update</b>	<b>F</b>	<b>U</b>
1	Original of the certificate of incorporation, certificate of good standing and certificate of incumbency, or the equivalent documents according with the company jurisdiction, issued by the proper authority, with terms up to two (2) months.			X	X
2	Certified or audited financial statements for the past two (2) full years and the latest available of the current year.			2 years	1 year
3	Commercial references (only for Bancóldex's suppliers).			X	

**TO BANCOLDEX:**

Comments :			
Reviewed by:  NAME	Area:	Date:  / / MONTH DAY YEAR	Signature:
Accepted by:  NAME	Area :	Date :  / / MONTH DAY YEAR	Signature :