

**INSTRUCTIONS OF THE CONTRACTOR INFORMATION REQUEST FORM  
NATURAL PERSON:**

**NOTE 1:** Under the provisions of Law 1819 issued on December 29, 2016, Contractors of Universidad de los Andes shall fill in the form attached hereto.

**NOTE 2:** The information provided will be used by Universidad de los Andes to: i) Determine the income tax classification of University contractors, and ii) Determine the factors for reduction of the withholding tax base (deductions and exempt income).

The contractor shall not use the same deductions in several contracts.

Information will be collected, used and maintained by the university in accordance with the current regulations on personal data - habeas data. By signing the form, the contractor gives express and informed consent.

Completing Paragraph A of the Contractor Information Request Form is mandatory; the information of Paragraph B is not mandatory; however, if completed, the supporting documents required in the form must be submitted.

The reduction of the withholding tax base for contributions to the general system of social security in health and pension will be applied in the month the payment is made, provided that it is duly performed. For this purpose, a copy of the payment form or document must be attached to the relevant invoice or equivalent document.

**NOTE 3:** All documents and written statements made by the contractor via data message (internet, email, EDI, telex, fax, or telefax), containing the information required in this "Contractor information request form for natural persons" will be taken into account with the same scope, effect and probative value established by the current regulations on electronic commerce.

**NOTE 4:** In accordance with current tax regulations, natural persons who meet any of the following conditions are considered residents of Colombia for tax purposes: **1.** To remain continuously or discontinuously in the country for more than one hundred and eighty-three (183) calendar days including days of entry to and exit from the country, during any period of three hundred and sixty-five (365) consecutive calendar days, on the understanding that, when the continuous or discontinuous stay in the country falls on more than one fiscal year or period, the person is deemed to be a resident from the second fiscal year or period. **2.** To be exempt from taxation while in a mission in a foreign country concerning all or part of their income and occasional earnings during the corresponding fiscal year or period, by virtue of their relationship with the foreign service of the Colombian State or people who are in the foreign service of the Colombian State, and by virtue of the Vienna conventions on diplomatic and consular relations. **3.** To be nationals and during the respective fiscal year or period: a) Their spouse or permanent companion not legally divorced or dependent minor children have tax residence in the country; or b) Fifty percent (50%) or more of their income comes from a national source; or c) Fifty percent (50%) or more of their assets are administered in the country; or, d) Fifty percent (50%) or more of their assets are owned in the country; or, e) Upon a request by the Tax Administration, they do not prove their resident status abroad for tax purposes; or, f) They have a tax residence in a jurisdiction classified as a tax haven by the national government.

Nationals who comply with any of the paragraphs of number 3, but meet one of the following conditions, will not be tax residents:

- The source of fifty percent (50%) or more of their annual income is in the jurisdiction of their domicile.
- Fifty percent (50%) or more of their assets are in the jurisdiction of their domicile.



## CONTRACTOR INFORMATION REQUEST FORM

Bogotá, D.C., \_\_\_\_\_ (enter date)

To whom it may concern:  
Universidad de Los Andes  
City

"I, \_\_\_\_\_, (enter name and last name), holder of \_\_\_\_\_ (specify the relevant type of identification card: citizenship ID/ foreign ID/ other) identification card number \_\_\_\_\_ (enter ID number) acting as a contractor of Universidad de Los Andes, under the provisions of Law 1819/2016 and its regulatory decrees issued by the National Government, do hereby state that:

### A. INFORMATION FOR TAX CLASSIFICATION (mandatory): **Choose the relevant option:**

1. I am a resident in Colombia. **YES**\_\_\_\_ / **NO** \_\_\_\_.

2. You have hired two (2) or more workers in order to provide the services of the service contract with Universidad de Los Andes. **YES**\_\_\_\_ / **NO** \_\_\_\_.

### B. INFORMATION FOR DEDUCTION OF THE WITHHOLDING TAX BASE (Deductions)

Request to the University to consider the deduction of the withholding tax base in professional fees on the following grounds: **Choose the relevant option:**

1. Certificate of interests and monetary correction paid in housing loans: **YES**\_\_\_\_ / **NO** \_\_\_\_.

**NOTE:** For this deduction to be considered, the contractor must attach to this form the certificate of interests paid in housing loans in the immediately preceding year. If payments are regular, the certificate can be submitted on the scheduled closing dates of the reporting period at the Legal Management Office.

2. Payments to any prepaid healthcare institution: **YES**\_\_\_\_ / **NO** \_\_\_\_.

**NOTE:** For this deduction to be considered, the contractor must submit a certificate of payments of the immediately preceding year. If payments are regular, the certificate can be submitted on the scheduled closing dates of the reporting period at the Legal Management Office.

3. I have dependents who rely on me for economic support: Children, parents, spouse, siblings:

**YES**\_\_\_\_ / **NO** \_\_\_\_.

**NOTE:** For this statement to be considered, the contractor must submit the documents evidencing this economic support, accordingly, as follows:

TYPE OF DEDUCTION	APPLIES TO	MAXIMUM MONTHLY LIMIT	DOCUMENT TO SUPPORT THE DEDUCTION
10% of income on account of dependents* <b>(*) Dependents:</b> - Children under 18 years old - 18 to 23-year-old children who are currently studying - 18 to 23-year-old children who are dependents due to physical or psychological reasons Spouse, parents and brothers who are dependents due to economic, physical or psychological reasons	Spouse, children, parent and siblings	32 UVT (Tax Value Units) \$1.097.000	<ul style="list-style-type: none"> <li>• <b>For children under 18 years old:</b> Birth certificate</li> <li>• <b>For 18 to 23-year-old children:</b> Birth certificate and copy of the paid tuition receipt</li> <li>• <b>For spouse, parents, and siblings who are economically dependent:</b> with annual income under \$8.910.200 (260 UVT), a certificate Issued by a public accountant.</li> <li>• <b>For children older than 23:</b> <b>Spouses, parents and siblings who are dependents due to physical or psychological reasons:</b> Expert medical opinion issued by the Instituto Nacional de Medicina Legal or health management organizations.</li> </ul>

The contractor must submit the documents on the scheduled closing dates of the reporting period at the Legal Management Office.

Sincerely,

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CONTRACTOR NAME  
Identification Card Number