



INVESTOR'S GUIDE

FORMALITIES, PERMITS AND LICENCES
TO INVEST IN CARTAGENA



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INVESTOR'S GUIDE
FORMALITIES, PERMITS AND LICENCES
TO INVEST IN CARTAGENA

Document elaborated by the Mayor of Cartagena de Indias.

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PRESENTATION

This document is developed in order to fulfill with the objectives contemplated in the mission of the Investment Promotion Agency of Cartagena and Bolívar (Invest In Cartagena and Bolívar) and to ease the installation of business in the city, it contains all the procedures and licenses required to successfully start a new business or company in the city of Cartagena de Indias.

This practical guide communicates in a clear and easy way which are the entities that must be visited to obtain the licenses and all documents required for the formal creation of a company, and describes the current regulations that protect it.

Invest in Cartagena and Bolívar and their partner organizations, hope that this document will bring greater investment to the city. We thank all the officials of the Chamber of Commerce of Cartagena, District Mayor's Office of Cartagena de Indias, Director of Taxes and National Customs (DIAN), Public Environmental Establishment (EPA), District Planning Department, District Treasury Department, District Administrative Department of Health (DADIS), Fire Department of Cartagena de Indias, public utility companies, family compensation funds, labor risk insurers and other entities that agreed to interview allowing this guide to become a reality.

1

Generalities of Bolívar

Department and the Cartagena de Indias District

*B*olívar is one of the eight departments that make up the Colombian Caribbean region, located in the north of the country. It has an area of 25,978 km², which is equivalent to 2.3% of the national territory. It is strategically located on the Caribbean Sea and in the center of the American continent. Its capital is Cartagena de Indias, declared a World Heritage Site by UNESCO in November of 1984. It has served as a platform for foreign trade and a driver of economic growth in the region.

Table 1. Generalities of Departament of Bolívar

CONCEPT	DEPARMENT
OFFICIAL NAME	BOLIVAR
EXTENTION	25.978 km ²
OFFICIAL LANGUAGE	SPANISH
OFFICIAL CURRENCY	COP \$
POPULATION DENSITY	2.097161 PEOPLE
CLIMATE	TROPICAL, HOT, WET
GDP 2016 THOUSANDS OF MILLION PESOS	36.003
2016 REAL GDP GROWTH	11.40%
PARTICIPATION GDP COUNTRY	4.20%
2016 GDP PER CAPITA	16..966.893
EXPORTS	2.385 MILLIONS OF DOLLARS
IMPORTS	2.477 MILLIONS OF DOLLARS
BUSINESS FABRIC APRIL 2017	MORE THAN 31,000 COMPANIES

Cuadro 2. Generalidades del Distrito de Cartagena de Indias

GENERALITIES OF CARTAGENA DE INDIAS DISTRICT	
CONCEPT	CITY
OFFICIAL NAME	CARTAGENA DE INDIAS TURISTIC AND CULTURAL DISTRICT
EXTENTION	572 KM2.
POPULATION 2016	1.001.175 PEOPLE
POPULATION DENSITY	1.751,32 HAB/KM2
2016 UNEMPLOYMENT RATE	8.90%
INFLATION	5.20%
BUSINESS FABRIC APRIL 2017	21.300 COMPANIES

1.1.

Reasons to invest in Cartagena

Strategic Location

Cartagena and Bolívar have a privileged geographic position that turn it a crucial point of intercontinental connection.

- Located in the heart of the American continent
- Is one of the safest areas of the Caribbean Sea
- 265 nautical miles from the Panama Canal.
- Warm weather throughout the year

Industry

Cartagena and Bolívar concentrate one of the most powerful and important industrial sectors in the country, in which a first-class cluster is distinguished, such

as the petrochemical-plastic, metal-mechanical and port-logistics sectors.

- *First industrial city of the Colombian Caribbean region.*
- *Headquarters of the most modern refinery in Latin America.*
- *Headquarters of the main shipyard in Colombia.*

Availability of spaces

Cartagena and Bolivar, have the largest number of free zones in the country, in addition to accessible land and ideally located for any type of investment.

- *Large infrastructure storage centers.*
- *16 free zones.*
- *Wide range of industrial and logistics parks.*

Conectivity

Cartagena and Bolívar are connected in an agile way with the world through a fluid terrestrial, air, maritime and fluvial connectivity.

- *Greater air connectivity of the Colombian Caribbean region, with direct international flights to 7 destinations.*
 - *It is only two (2) hours away from the Florida and one (1) of Panama*
 - *Fluid maritime and fluvial connectivity, only three(3) days by boat from the coast of Florida and five (5) days by boat from the USA east coast*
 - *Four (4) entry and exit roads that connect it with the north and the interior of the country.*
 - *Magdalena River, the main fluvial artery of Colombia, runs through the department of Bolívar from south to north and has access to Cartagena through the Canal del Dique*

World class ports.

In Cartagena and Bolívar is the main port area of Colombia; fifth most important in Latin America in terms of movement of containers.

- 26 port concessions between public and private.
- Most efficient, safe and modern port infrastructure in Colombia.
- Local ports handle more than 60% of the cargo per container in the country and more than 50% of customs operations.
- Deep and safe bay, capable of receiving New Panamax type boats.

Human Capital

Cartagena and Bolívar have a highly qualified and bilingual human resource, with adequate centers of high quality professional, technical and technological training, which provide qualified personnel to take advantage of the productive bets of the region.

- *More than 85 thousand graduates in different levels of training according to the needs of the productive sector.*
 - *More than 500 higher education programs in different training areas and a wide offer of higher education institutions.*

Quality of Life

Cartagena and Bolívar are the key destination for modern investors who not only seek specific competitive advantages for their business but also demand quality of life for themselves and their people.

- Varied gastronomic offer, cultural agenda and permanent entertainment.
- Venue of the oldest international

film festival in Latin America and one of the most important in the continent.

- Headquarters of one of the most important classical music festivals in Latin America.
- Wide housing real estate offer of different socioeconomic levels.
- 52 hospital care centers of different levels and specialties.

2.

Guide of procedures, permits and licenses by entity

The steps and recommendations described in this guide allow investors to know and perform in an agile way the formalities they

must take to establish their business idea in the city of Cartagena.

All the procedures that are described in this section are the product of visits made to the responsible entities in the process of formalizing a business idea in the city.

2.1

Chamber of Commerce of Cartagena

The Chamber of Commerce of Cartagena is a private institution of Trade Union, non-profit whose main purpose is to serve the general interests of commerce before the government and the merchants themselves, promoting regional development. It is the entity in charge of

formalizing all types of companies in Colombia

In the offices located in Cartagena (see directory), the investor can advance the procedures to create a new company or establish branches of foreign companies in the city. For this, the first recommendation is to know what kind of company you want to set up, in order to make the process more flexible.

Below are the main types of companies used in Colombia and their characteristics.

Table 3. Types of companies in Colombia and characteristics

KIND OF SOCIETY	Constitution
ANONYMOUS SOCIETY	It is constituted through public deed before a notary, or by private document, as long as it complies with the requirements established in Law 1014 of 2006 and Decree 4463 of 2006
LIMITED LIABILITY COMPANY	It is constituted through public deed before a notary, or by private document, as long as it complies with the requirements established in Law 1014 of 2006 and Decree 4463 of 2006
SOCIETY FOR SIMPLIFIED ACTIONS	It is constituted through a private document.
SOCIETY IN SIMPLE COMMAND	It is constituted through public deed before a notary
COMPANY IN COMMAND BY SHARE	It is constituted through public deed before a notary

KIND OF SOCIETY	MEMBERS	SOCIAL CAPITAL	LIABILITY OF ASSOCIATES	FISCAL AUDITOR
ANONYMOUS SOCIETY	It is constituted with at least 5 associates	It is divided into shares, which are freely negotiable: And consists of 3 parts: Authorized capital, Subscribed capital and Paid capital.	They respond up to the amount of their contributions for their social obligations	It is mandatory to have it
LIMITED LIABILITY COMPANY	It is constituted with a maximum of 25 members	He share capital will be paid in full when the company is constituted, as well as when any increase in the same is solemnized. The capital will be divided into shares of equal value, assignable under the conditions provided by law or by statute.	They respond up to the amount of their contributions for their social obligations	Does not require
SOCIETY FOR SIMPLIFIED ACTIONS	It is constituted with a minimum shareholder that can be natural or legal persons. It has no shareholder limit	It is considered the same as the limited company and its definitions	They respond up to the amount of their contributions for their social obligations	Does not require
SOCIETY IN SIMPLE COMMAND	It is clarified that for this company, there are two types of associates: the managers and the limited partners. The first administer and the second make the contributions. It is constituted with a minimum of 2 associates	The social capital will be formed with the contributions of the limited partners, or with those of the associates and those of the collective partners, simultaneously	The partners Managers undertake jointly and unlimitedly their responsibility for social operations	Does not require
COMPANY IN COMMAND BY SHARE	The same as the simple partnership. Unlike that it is constituted with a minimum of 5 associates	The capital of the limited partnership for shares will be represented in securities. As long as the shares have not been fully paid, they will necessarily be nominative	The partners Managers undertake jointly and unlimitedly their responsibility for social operations	It is mandatory to have it

There are two ways of forming a society. Namely: by public deed and by private document

2.1.1.

Constitution of the Company by public deed.

The companies that are constituted by public deed are those that are governed by the provisions of the commercial code,

therefore, in the public deed, each and every one of the requirements indicated in article 110 of the cited norm must be expressed (this article is in the legal framework of this guide) and must also be signed by the constituent partners or their attorneys.

Table 4. Route for the company registration:

REQUERID DOCUMENTS	
1/	Present the public deed of incorporation, which must contain the requirements demanded by article 110 of the commercial code.
2/	Verify that the name chosen for the company is not sign on or registered in the name of another person any chamber of commerce of the country (verification of homonymy). The homonymy consultation should be made on the website www.rues.org.co , following the instructions indicated in it.
3/	Acquire the forms RUES, (Single Business and Social Register) and its annexes in any of the offices of the Chamber of Commerce of Cartagena, sectional or service points and fill them in full as well as their annexes.
4/	Carry out the PRL-RUT, so that you can obtain the DIAN RUT (Single Tax Registry), which can be completed on the entity website www.dian.gov.co , or through the consultants of Chamber of Commerce of Cartagena, noting that it must have certainty of the tax responsibilities that must be met by the company that is forming.
5/	Attach a copy of the citizenship card of each of the partners, if it is to comply with the provisions of law 1780 of 2016, (Attached in the legal framework of this guide) and its regulatory decree.
6/	Attach letters of acceptance of the nominated persons in the positions of legal representatives, members of the board of directors, and fiscal reviewers, (if they have them), indicating the number of the identity document and the date of issue of these, for each of those involved. The acceptance letter model will be found in Annex No. 4 of this guide.
7/	Pay a tuition fee for the company, unless you opt for Law 1780 of 2016, and another for each business establishment.
8/	A registration tax with an amount equivalent to 0.7% of the value of the share capital.
9/	A right for each certificate of existence and legal representation that you request.

Note. The rates of the registries and procedures that are established before the Chamber of Commerce of the country and issued by CONFECAMARAS, are in Annex No. 1 of this guide.

- *Note: The rates of the registrations and procedures that are advanced before the chambers of commerce of the country and issued by CONFECAMARAS can be found in Annex No. 1 of this guide.*

IMPORTANT

“ *If the company is registered and is not dissolved and in a state of liquidation, it must renew its commercial registration and that of its commercial establishments between January 1 and March 31 of each year. Failure to comply with this obligation will result in economic sanctions by the Superintendence of Industry and Commerce for up to seventeen (17) SMMLV.*

This procedure may be carried out electronically through the website of the Chamber of Commerce <http://www.cccartagena.org.co/es/servicios/servicios-en-linea>

”

2.1.2.

Constitution of the Company by Private Document

Companies can be constituted by private document whatever their type or species, which must have at least two partners and fulfil the requirements established in Law 1014 of 2006 and Decree 4463 of 2006, otherwise registration will not be appropriate, however, when real estate contributions are made, it must be constituted by public deed.

There are some special requirements, additional to those presented in the cited standards:

- The constituents, their representatives or

attorneys are required to declare that the company that is constituted does not have more than ten (10) workers, or that their total assets, excluding housing, do not exceed the five hundred (500) minimum legal monthly salaries. (500 SMMLV)

- The document must be signed by each of the partners or their attorneys with recognition of signature and content or personal presentation to any officer of the chamber of commerce with powers of secretary

2.1.3.

In case of opening a branch of a foreign

Company in Cartagena:

In Colombia, foreign companies are those established in accordance with the law of another country and with their main domicile abroad. It should be clarified that different recommendations should be followed when the investor wants to create a new company or when requires opening a branch of a foreign company in the country.

According to the above, in order for a foreign company to undertake permanent business in Colombia, it must establish a branch with domicile in the national territory, for which it must fulfil the following requirements: Banking, as the case may be.

1. Certificate of existence and legal representation of the investment company issued by the competent official in your country.
2. Obtain permission to operate in the country of the Superintendence of Companies or of the Bancking, according to the case
3. Power to authorize a legal professional or individual to act on behalf of the investor company.

4. Statutes of the parent company protocolized in the notary authorizing the opening of the branch in Colombia. Noting at least:

- Businesses to which the branch will be dedicated.
- Amount of the same capital.
- Domicile of the company.
 - *Duration of the company.*
 - *Causes to finish the business.*
 - *Appointment of the legal representative.*
 - *Appointment of the fiscal auditor.*

2.1.4.

In case it is a new company in the national territory created by a foreign investor:

The foreign investor must comply with the following requirements:

1. Foreigner Certificate or passport copy. The investor must consider that without the foreigner's certificate he cannot be the legal representative.
2. The other requirements expressed in points 3.1.1. and 3.1.2. depending on the type of society that requires conform.



2.2.

Directorate of National Taxes and Customs (DIAN)

The Directorate of National Taxes and Customs (DIAN) “Its purpose is to help guarantee the fiscal security of the Colombian State and the protection of national economic public order, through the administration and control of due compliance with tax, customs, exchange duties, exploitation rights and administrative expenses on games of luck and chance exploited by public entities at the national level and to ease of foreign trade operations in conditions of equity, transparency and legality” DIAN (2017).

In this section, the requirements and steps to be followed to obtain and update the Unique Tax Registry (RUT) of natural and legal persons are clarified. In addition, two additional procedures are described, that of the certificate of accreditation of fiscal residence and the tax status certificate. The latter in order to avoid double taxation

2.2.1 .

How to obtain the RUT?

Natural people.

1. In order to obtain the RUT, the first thing that the person must do is obtain an appointment through

WWW.agendamientodigiturno.dian.gov.co/ and approach the day of your appointment, to the offices of the DIAN (See directory)

Table 5. How to obtain the RUT for a natural person?

COLOMBIAN CITIZEN			
	REQUIREMENTS	TERM	COST
	1 photocopy of the citizenship card	1 Day	Totally free
Through an attorney	1 photocopy of the citizenship card 1 simple copy of the general power 1 photocopy of the citizenship card who gives the power 1 copy of the special power	1 Day	Totally free
Non-resident and non-domicile investor in Colombia, holders of foreign capital investments in the portfolio	1 photocopy of the citizenship card, showing the original of the legal representative of the investment manager in Colombia. In addition, you must provide a certificate where you report the identification number abroad, country of origin and first and last names, or social ratio of the portfolio investor, as the case may be.	1 Day	Totally free
Foreign investors of portfolio capital that invest through the systems of quotation of values of foreign countries through agreements or covenants of integration of stock exchanges, as well as those agreements that are subscribed	1 photocopy of the citizenship card, showing the original of the centralized local securities deposit 1 copy of the certificate of existence and legal representation, issued by the Financial Superintendence of Colombia, of the local centralized deposit of securities 1 original of the certification issued by the legal representative of the local centralized deposit	1 Day	Totally free
FOREIGN INVESTOR		1 Day	Totally free
Foreign investor without domicile in Colombia, forced to fulfill formal duties	1 photocopy of the Foreigners Certificate or power granted by the natural person abroad	1 Day	Totally free
Through an attorney	1 general power 1 special power	1 Day	Totally free

They will assist you and help you with the completion of the form and if you have all the required documentation, they will give you your RUT in 15 minutes. With which you can advance all the processes before the DIAN.

You can also start the process directly on the website www.dian.gov.co and click on the service option for the citizen, then on the paperwork option, then on taxes and finally on the registration in the Unique Tax Registry - RUT.

Then click on Register and fill out the registration form virtually and follow all the instructions that the system tells you.

You should keep in mind that the process is not completely online, you should approach getting the RUT in the offices of the DIAN.

Legal persons.

1. Legal persons or companies must follow the first step of natural persons. You can also approach the offices of the Chamber of Commerce and a consultant will help you fill out the form.

The RUT is regulated by Decree 2460 of 2013 (Legal framework of this guide) and the requirements are there, to expedite the procedure these are described below:

Table 6. Requirements to obtain the legal entity RUT

Kind of person	Requirements	Term	Cost
Unipersonal company	Identification document of the legal representative. Private document or deed of incorporation, as the case may be. Certificate of existence and representation of chamber of commerce as a sole proprietorship, updated.	1 Day	Totally free
Commercial companies. (Limited, anonymous, collective, limited simple or	Identification document of the legal representative. Document of incorporation. Certificate of existence and representation of chamber of commerce, updated.	1 Day	Totally free
In case of foreign Investors, (Legal persons), without domicile in Colombia, forced to fulfill formal	Identification document of the legal representative of chamber of commerce as unipersonal company, updated. In Spanish, duly apostilled, or if it is the case, authenticated before the Consul or the authorized official.	1 Day	Totally free

2.2.2.

How to update the RUT?

The process of updating the RUT can be done online if you are registered in the MUISCA online services platform, and enter the data with which you registered.

You can also do it at the DIAN service points and bring the documents mentioned in point 2.2.1.

- If acting through an attorney, give power that gives him faculties to carry out the procedure, when not requested directly by the interested party or the legal representative of the company.
- Citizenship card of the citizen or legal representative.
- File the documentation in the offices of the DIAN of the city.

2.2.3.

Tax residence accreditation certificate

The certificate of accreditation of fiscal residence is a document issued by the Directorate of National Taxes and Customs -DIAN- to individuals and legal entities that request it for tax purposes, with which it is proven that the person has domicile or tax residence in Colombia for the requested taxable period. This can be requested in order to accredit in other countries their tax residence in Colombia, and thus avoid double taxation

Natural or legal person requirements:

- Download and fill out the 1381 format, which can be found at the following link <http://www.suit.gov.co/VisorSUIT/index.jsf?FI=284>

Requirements for foreign citizens:

- Download and fill out the 1381 format, which can be found at the following link <http://www.suit.gov.co/VisorSUIT/index.jsf?FI=284>.
- Power that empowers to advance the process, when not requested directly by the interested party or the legal representative of the company
- One (1) photocopy of the passport, with a work visa in the country where the certification will be presented.
- One (1) original of the valid foreigner's card for foreigners.

Cost: The procedure is completely free.

Duration: 15 working days after delivering the documentation.

Table 7. Conditions that the citizen must meet to be a tax resident in Colombia

To be a taxpayer of the income and supplementary tax and of the tax and payment to the patrimony or to be subject of the source retention

Have complied with their obligations before the Directorate of Taxes and National Customs, DIAN, (Declaration of income and supplementary, Declaration and payment of the Equity Tax, and / or Certificate of Income and Withholdings issued by the employer

Be registered in the Unique Tax Registry - RUT.

To remain continuously or discontinuously in the country for more than 180 calendar days, including days of entry and exit from the country, during any period of 365 consecutive calendar days, in the understanding that, when the continuous or discontinuous stay in the country falls on more of a year or taxable period, the person will be considered a resident from the second year or taxable period.

To be found, because of its relationship with the foreign service of the Colombian state or with persons who are in the foreign service of the Colombian state and under the Vienna Conventions, on diplomatic and consular relations, exempt from taxation in the country in which they find themselves in mission with respect to all or part of their income and occasional earnings, during the respective year or taxable period.

Be national and during the respective year or taxable period:

a) Your spouse or permanent partner not legally separated or dependent children under age, have tax residence in the country, or

b) 50% or more of your income is from a national source, or,

c) 50% or more are administered in the country, or,

d) 50% or more of its assets are understood to be owned in the country, or,

e) Having been required by the Tax Authority to do so, they can not prove their status as residents abroad for tax purposes.

f) Have a tax residence in a jurisdiction qualified by the National Government as a tax haven.

2.2.4.

Certificate on tax situation

It is the document by means of which the Directorate of National Taxes and Customs certifies the nature and amount of income and

taxes paid or withheld in the country, for the taxable period indicated therein, specifying if it is or has been subject to taxes. about income and / or assets in Colombia. This certificate is requested by those persons who must prove to other countries the nature and amount of taxes paid in Colombia-.

Natural or legal person requirements:

- Download and fill out the 1381 format, which can be found at the following link <http://www.suit.gov.co/VisorSUIT/index.jsf?FI=284>
- If acting through an attorney, give power that gives him faculties to carry out the procedure, when not requested directly by the interested party or the legal representative of the company.
- Citizenship card of the citizen or legal representative.
- File the documentation in the offices of the DIAN of the city.

2.3.

Notaries of Cartagena de Indias

The Notary is an entity of legal creation, that is to say, that the national government through the president of the Republic and the Minister of the Interior and of Justice arranges its creation.

The companies that must raise their statutes to a public deed can be found in section 2.1. types of companies in Colombia.

2.3.1.

Registration of a company by public deed.

- Check that all the requirements required by article 110 of the Commercial Code (legal framework of this guide), are complete. In chamber of commerce they help you with the verification in the legal offices.
- After verifying the documentation, go to any of the notaries in the city and proceed with the corresponding procedure before a notary.
- **Cost:** 3 per thousand of the share capital is charged and 19% of VAT is added. In addition, \$ 3,500 for each sheet or annex that has the document of the statutes.

Example: For a capital of \$ 10,000,000 and a 10-sheet document would be liquidated as follows: \$ 30,000 (3 per thousand) + \$ 5,700 (19% VAT) + \$ 35,000 (10 pages * \$ 3,500); That is, with these assumptions in total would pay the sum of \$ 70,700.

- **Duration:** 01 to 02 business days

2.3.2.

Real Estate Registration Procedure

The creation of the Single Registry Window (Ventanilla Unica de Registro VUR) has made it easier and more simplified to access the sale and purchase of a property. This window integrates four (4) entities; Notaries, mayoralties, governorates and the offices of public records instruments.

This procedure can be advanced in the notaries of the city. And shortens to three (3) days what before it could last up to ten (10). Includes copies for the Office of Public Instruments, Agustín Codazzi Geographical Institute, the charitable tax and pro-development stamps issued by the Government of Bolívar and

finally the registration form issued by the public instruments office.

Stamp for development: This is regulated by ordinance 11 of 2000 or departmental tax statute.

Stamp fees: Stamps and / or official receipts will be affixed on every registration and annotation ticket in accordance with the appraisal of the assets subject to the contract and the act that causes it.

Table 8. Rates of the development stamp

VALUATION OF PROPERTY		
From \$ COP	Until \$ COP	Rate
0	5.000.000	3x thousand
5.000.001	10.000.000	4x thousand
10.000.000	From now on	5x thousand

Valuation peace and save:

This document certifies that the owner has paid the total valuation contribution or that is up to date in the payment of the billed fees.

To obtain it you must deliver the following documentation:

Submit the cadastral reference of the requested property • Present the peace payment coupon and save it with

the bank's canceled stamp • In case of requiring peace and security for sale of the property and that there are outstanding balances to be paid from the recovery contribution, you must request the invoice to cancel the debt for valuation.

These are the steps you must follow to obtain it:

- Enter the website of the District Mayor's Office www.cartagena.gov.co
- Then click on the option *Procedures and services* and then *Valorization*.
- Click on *Certificate of peace* and save, enter the cadastral reference and consult.
- Click on the option *Payment with bank quota* and continue
- Choose the option *Click here to download coupon*
- With the coupon, cancel the certificate at the BBVA bank offices or the PSE payment button.
- Download the *Peace and save certificate* through the download option.

Cost of the procedure: \$ 20,000 COP
Term of procedure: 01 business days



2.4.

District Mayor's Office of Cartagena de Indias

2.4.1

Secretary of Finance

The Secretary of Public Finance of the District of Cartagena de Indias, is "responsible for administer, manage the economic and fiscal policy of the District, establishing financial strategies that ensure the attainment of economic resources and their allocation among the different dependencies of the Mayor's Office, seeking to promote the conditions for economic growth and development, the competitiveness of the City and contribute with a higher level of social welfare of Cartagena "Ministry of Finance of Cartagena (2017).

In the case of entrepreneurs, it is responsible for collecting the industry and commerce tax. This tax is authorized by Law 97 of 1913, as is Law 14 of 1983 and Decree 1333 of 1986.

In the case of Cartagena, it is regulated by agreement 041 of 2006 or district tax statute in chapter II. As regards the regulation of this tax, you will find it in the legal framework of this guide.

Described above, the steps and recommendations to follow by the employer are:

Approach the offices of the Finance Secretary (see directory) and request a registration form for the industry and commerce tax. This format can be downloaded in Annex 5 of this guide or directly from the page following these steps.

- Enter the website of the mayor of Cartagena Enter the website of the mayor of Cartagena www.cartagena.gov.co
- Click on Procedures and services and then on Industry and Commerce Tax.
- Select the type of document, in the case of legal status, NIT
- Enter the identification number.
- Then select the type of declaration to be made, whether it is bimonthly ICA, annual ICA, Reteica
- Finally, print the form, it is recommended to do it in a laser printer.

After filling out all the registration form, you must attach:

- Letter of application for company registration. Its content must be made up of the name of the company, NIT and the subject of the letter. Certificate of existence and legal representation of chamber of commerce

- Copy of the Unique Tax Registry (RUT)
- Copy of the identification card ID, of the legal representative.

Term of the procedure: At the time of filing the documentation in the offices of the Finance Secretary, you must wait between 5 and 8 business days while you register.

• **Note:** You can check your registration by going to the website of the mayor's office and doing the whole process recommended in the download section of the form.

Cost of the procedure: It has no cost

The rates are regulated in the tax statute and can be found in Annex No. 3 of this guide.

2.4.2.

Secretary of Planning

When an entrepreneur wants to invest in Cartagena through a commercial establishment or enterprise, he must visit the Planning Department, in order to know whether or not he can establish in the place he requires.

The Planning Secretary is in charge of issuing the land use certificate. This is the result of a simple procedure, so the investor is recommended to meet the following steps in order to achieve it successfully:

- Approach the offices of the Geographical Institute Agustín Codazzi (See directory) and request the cadastral reference to know the location of the property where you want to do the commercial activity. The cost is \$ 12,900 COP
- Then, visit the Planning Secretary offices (see directory) and request a land use certificate form, which you will find in Annex 6 of this guide.
- Fill out the form and attach the following documents:
 - The duly stamped Cadastral Charter, issued by the Geographical Institute Agustín Codazzi indicating or highlighting the property to be studied.
 - It must be consigned in the BBVA Bank to FID. SERVITRUST GNB SUDAMERIS - EF ALCALDÍA DE CARTAGENA UT GNB-USE OF SOIL AND NOMENCLATURE, the value of \$ 24,600 COP In the savings account No. 756-001400
 - Attach the consignment receipt.
 - Finally, file all the documentation in the correspondence offices, located in the intelligent building, Chambacú sector.

Term of the procedure: On average it lasts 15 working days to receive the answer.

Cost of the procedure: \$ 24,600 COP
Note: These rates are subject to change

- *Note: Depending on the Territorial Ordering Plan (Plan de Ordenamiento Territorial POT), the official of the planning secretary will verify whether or not it can operate the commercial establishment in the area that the entrepreneur requests.*

According to the area that the entrepreneur chooses, a concept will be issued by the planning secretary, these are:

- Permitted
- Restricted: if it is possible to operate, but the Secretary of Planning will issue a concept highlighting the conditions that must be taken into account.
- Prohibited: you can not
- Complementary

2.4.3.

Public Environmental Establishment (EPA)

The Public Environmental Establishment (EPA), is an entity created with the purpose of exercising the function of the highest environmental authority in the area of its jurisdiction, in accordance with the higher standards

and in accordance with the criteria and guidelines established by the Ministry of the Environment.

In addition, it is responsible for issuing environmental licenses in the district of Cartagena de Indias, which were conferred on Decree 2041 of October 15, 2014.

The procedures that are carried out in the EPA depend on what type of investment you want to make. Below is described step by step the list of procedures:

2.4.3.1.

Shedding permission request.

1. Download the unique national application form for shedding permits, which you will find on the entity's website. www.epacartagena.gov.co, then click on the Procedures and services option, then on the Permission, permit for shedding and finally download..
2. Fill in the form, attaching the required documents. The documents are the following:

Table 9. Required documents for discharge permit application.

1. Documents proving the legal status of the applicant Societies: Certificate of existence and legal representation, (expedition not exceeding 3 month. Community Action Boards: Certificate of existence and legal representation, or of the document that makes the times (expedition not exceeding 3 months)
2. Power duly granted when acting through an attorney Owner of the property: Certificate of freedom and tradition, (expedition not exceeding 3 months) Holder: Proper proof that accredits it as such and authorization of the owner. Owner: Proper proof that proves it as such Owner: Proper proof that proves it as such
3. Location of the industrial plant, power station, mining and characteristics of the source that will originate the shedding
4. Class, quality and quantity of drains
5. Description, technical reports, design and drawings of the proposed treatment system
6. Characterization report of the composite sample, issued by an accredited laboratory or in process of accreditation, in which the affluent and the effluent of the treatment system are characterized, indicating the retention time

3. Make the payment by process evaluation concept, this value depends on the magnitude of the project.

4. Submit application with related documentation in the requirements.

website. www.epacartagena.gov.co, then click on the option Procedures and services, then in request for permission of forest exploitation and finally Download.

2. Fill in the form, attaching the required documents. The documents are the following:

2.4.3.2.

Request for forest exploitation permit

Download the unique national application form for forest exploitation, which you will find on the entity's

*Table 10. Required documents request for forest exploitation permit.
Domestic; Isolated trees Native forest.*

1. Legal Person accreditation documents

Societies: Certificate of existence and legal representation, (expedition not exceeding 3 months).

Community Action Boards: Certificate of existence and legal representation, or of the document that makes the times (expedition not exceeding 3 months)

2. Documents that certify the quality of the applicant against the Property. Owner of the property: Certificate of tradition and freedom. (expedition not exceeding 3 months)

Owner: Proper proof that proves it as such

3. Power duly granted when acting through an attorney

4. Copy of the public deed of the property

4. File application with the related documentation required in the unique national format and decree 1541 of 2008.

• **Note.** Any natural or legal person that intends to make use of forests natural or wild flora products, located in lands of public or private domain must present, to the competent Corporation, an application that contains:

- a) Name of the applicant.
- b) Location of the property, jurisdiction, boundaries and surface.
- c) Ownership of the area.
- d) Species, volume, quantity or approximate weight of what is intended to be used and the intended use of the products.
- e) Map of the area to scale according

to the extension of the property.

The present requirement will not be required for the request for domestic forest exploitation.

2.4.3.3.

Atmospheric emission permit

The atmospheric emission permission for fixed source is granted by the competent environmental authority, by administrative act, so that a natural or juridical person, public or private, within the permissible limits established in the respective environmental regulations, can make air emissions. The permit will only be granted to the owner of the work, company, activity, industry or establishment that originates the emissions.

Since the issuance permits are related to the exercise of registered activities for reasons of public order do not create rights acquired in the head of their respective owner, so that their modification or suspension, may be ordered by the competent environmental authorities when circumstances arise that alter substantially those that were taken into account to grant it, or that merit the declaration of the levels of prevention, warning or emergency.

Requirements.:

1. Unique National Form of Permission of Atmospheric Emissions for fixed sources established by the Ministry of Environment and Sustainable Development -MADS-, completed and signed by the applicant.
2. Certificate of existence and legal representation for legal persons, issued within the month immediately prior to the presentation of the application and photocopy of the citizenship card ID for natural persons.
3. Power duly granted, when acting by attorney
4. Certificate of freedom and tradition issued within the month immediately prior to the presentation of the application or document proving the possession or tenancy of the applicant, eg, lease, loan agreement.
5. Authorization of the owner or possessor when the applicant is a mere holder.
6. Concept on land use of the establishment, work or activity, issued by the competent municipal or district authority or, failing that, public or official documents containing standards and plans or official publications that support and prove the compatibility between the activity or work projected and the allowed use of the soil.
7. Basic meteorological information of the area affected by the emissions.
8. Document with the following information for each of the points that are the subject of the application:
 - a) *Location of the facilities, the area or the work.*
 - b) *Description of the works, processes and activities of production, maintenance, treatment, storage or disposal that generate the emissions and plans that said descriptions require.*
 - c) *Flow chart with indication and characterization of the emission points to the air, location and number of air discharge points.*
 - d) *Description and drawings of ducts, chimneys or dispersed sources and indication of their*

materials, measurements and technical characteristics.

e) e) Projected date of initiation of activities or projected dates of initiation and completion of works, works or activities, in the case of transitory emissions.

f) Technical information on planned or current production, expansion projects and production projections to five (5) years.

9. Technical study to evaluate the emissions of its combustion or production processes, as well as information on consumption of combustible raw materials or other materials used.

10. Design of existing or projected atmospheric emission control systems, their location and engineering report.

11. If you use controls at the end of the process to control atmospheric emissions, or clean technologies, or both.

12. Technical study of dispersion as information in projects for oil refinery, cement factories, chemical and petrochemical plants, steel mills, open burning controlled in agroindustrial activities and thermoelectric plants.

13. Delivery of Report of Emission Status IE-1 according to Article 2.2.5.1.10.2 Decree 1076 of 2015, Resolutions 1351 of November 14, 1995 and 1619 of December 21, 1995. Applies to cement,

steel, refinery and thermoelectric. Each renewal of an atmospheric emission permit will require the presentation of a new Report of Emission States IE-1 that contains the information that corresponds to the time of its presentation.

14. Proof of payment for the provision of the procedure evaluation service.

Processing of the Atmospheric Emission Permit. Once submitted, personally and in writing, the permit application will be processed in accordance with the following rules:

1. Once the request has been received, the competent environmental authority, within the next ten (10) business days, will issue an initiation of procedure that will be notified and published under the terms of Article 70 of Law 99 of 1993. In If the application does not meet the required formalities, in the same order for the initiation of the procedure, the interested party shall be notified of the necessary corrections or additions, so that it may be corrected or satisfied within a period of ten (10) business days, which expire, if it has not

complied with the provisions of the environmental authority, will reject.

2. If the authority before which the procedure is completed considers a technical inspection visit necessary to the respective place, it will order it to be practiced within the following fifteen (15) business days and this will be indicated in the document initiating the procedure. or once the requested information has been gathered, which will specify the date, time and place to perform it.
3. Once the petition for the initiation of proceedings has been executed or the petitioner has submitted the additional information required by the environmental authority, the latter shall have five (5) additional working days to request other authorities or entities to submit within fifteen days following the date of the communication that so requests, the technical concepts or information that are necessary for the granting of the permit. The term provided here will be dispensed with if they are not necessary such concepts or information.
4. When all the documentation has been submitted to the satisfaction of the interested party or if the additional information requested has been received or the term has expired in order to be answered the concept and additional information request to other authorities

or entities, the competent environmental authority will decide whether to grant or deny the permit, in a term not greater than sixty (60) business days.

General term of all procedures:

According to the entity, the procedure for applying for a permit for shedding has a total term of sixty-three (63) days, from the moment of filing of the documents, until the granting or not of the permit. The procedure and duration to which the filed documents are submitted are described below:

- Filing of documents at reception: 01 day
- Check that documentation is complete, payment of legal evaluation service: ten (10) days and the cost depends on the project presented.

Note: *In case the documentation is not complete, you must file the missing documentation in a period not exceeding ten (10) days.*

- Then, the order to initiate the procedure is issued by the legal office, with a term of 30 days.
- Then the study, the request for

- shedding and the technical visit by the advisors of the Public Environmental Establishment. This procedure lasts 08 days.
- A technical concept and a memorandum will be issued, which will last 20 days.
- Finally, a resolution is issued granting or not the shedding permit, it lasts five (05) days.

2.4.4.

District Administrative Department of Health (DADIS)

The District Administrative Department of Health (DADIS), is the entity in charge of designing, executing and evaluating the policies related to the management of Public Health in the District, promoting and developing the studies, strategies, plans, processes and procedures destined to the formulation, execution, evaluation and control of the district basic care plan.

Similarly, it is responsible for issuing health certificates for commercial establishments or companies in the district of Cartagena. For this, they are based on the literal b) of article 2, of the law 232 of 1995, as well as in the Law 9 of 1979, where the sanitary measures are dictated.

The procedure to obtain certification

is simple and can be achieved by following these steps:

1. Request DADIS a health inspection visits to the commercial establishment or company.

Note: *There is a fundamental requirement that commercial establishments or companies must have before requesting the DADIS inspection visit, and is acquiring a fumigation certificate against pests. This certificate is acquired with private companies that provide this type of service.*

2. Immediately afterwards, a DADIS official visits the headquarters of the commercial establishment or company and applies a sanitary inspection certificate. This document is found at the end of this guide in Annex No. 5

3. The official can issue three concepts:

- Favorable: when the commercial establishment meets all the requirements and the health certificate is granted.
- Favorable conditioned: the commercial establishment must make improvements and the DADIS gives it a prudential time to carry them out.
- Unfavorable: the requirements are

not met and therefore the sanitary certificate is denied.

Term of the procedure: The process lasts for 8 working days, between the filing of the request for the visit by the investor, until the sanitary certificate is granted or not.

Cost of the procedure: It has no cost.

2.4.5.

Fire Department of Cartagena de Indias.

The mission of the Fire Department of Cartagena de Indias is to protect human life, the environment and the heritage of the Cartagena de Indias District inhabitants, through the prevention, control of fires, incidents with dangerous materials, rescue of victims and attention to natural disasters.

In this sense, it is the entity that entrepreneurs must go to obtain the safety certificate. For this, they should follow the following steps and recommendations to achieve it in a more agile way.

Steps to follow:

1. Deliver a letter with a copy to the offices of the Fire Department of Cartagena, located in Bocagrande, El Limbo sector, requesting the safety inspection of the establishment or company, addressed to the director of the fire department, clearly specifying the company's name, company or business establishment, address, telephones and the establishment administrator.
2. Original certificate of commercial registry of chamber of commerce.
3. Depending on the assets registered with the Chamber of Commerce, this will settle the payment for non-essential services provided by the Cartagena Fire Department. Knowing this, it should be consigned to the current account No. 0013-0514-130100000512 of the BBVA bank and in the name of the Tourist and Cultural District - Special Firefighters Fund.
4. Carry the original bank deposit receipt.
5. If you have any questions about the service, please call: 6431102 or email: prevencionbomberosctg@hotmail.com
6. Look at the rates for the collection of non-essential services provided by the Cartagena Fire Department, 2017, at the end of this guide in Annex No. 2

2.5.

Bank Entities

Term of the procedure: A total of 06 working days.

- 03 days to do the inspection.
- 03 business days to deliver or not the security certificate.

Every new company must obtain a bank account. The requirements to open it may vary depending on the bank, but in general, the ones that banks request on average are expressed

Table 11. Documents required for the opening of a bank account

No.	Documents required for the opening of a bank account	Office where it is processed
1/	Chamber of Commerce original of the company no more than 30 days	Chamber of Commerce
2/	Fotocopy of the company RUT.	Dian
3/	Share composition of the company. (Partners name, ID and percentage of participation)	Documents of interested party
4/	In case of being a new company, start balance.	
5/	Photocopy of the legal representative's ID at 150%, with signature and fingerprint. And of the other persons who are going to sign in the account.	
6/	Company linkage format and linkage format of the people who will sign into the account.	

Term of the procedure: 01 days if it is a savings account, 02 days if it is a current account

Cost: Accounts open with an average of \$ 300,000 COP

Term of the procedure: 01 days if it is a savings account, 02 days if it is a current account

Cost: Accounts open with an average of \$ 300,000 COP

2.6.

Curators

The Curator is an independent office of the Municipal Administration, which operates under responsibility of individuals called Urban Curators, in which the interested parties must carry out the procedures related to

planning and construction licenses and other complementary activities, which were previously carried out by the Planning or Urban Control offices.

Types of licenses issued by the curatorship:

2.6.1.

Contruction license and its modalities

It is the prior authorization to develop buildings in one or more properties, in accordance with the provisions of the Land Management Plan (POT), the instruments that develop and complement it and other norms that regulate the subject. The following are the modalities of the construction license:

1. **New Work:** It is the authorization to advance building works on land not built.
2. **Enlargement:** is the authorization to increase the built area of an existing building, understood as the built area that corresponds to the sum of the surfaces of the floors, excluding roofs and uncovered areas.
3. **Adequacy:** It is the authorization to change the use of a building or part of it, guaranteeing the permanence of the original property. When works are not authorized, only the (50%) value of the fixed charge "Cf" of the formula

for the liquidation of expenses referred to in article 109 of this decree shall be canceled before the urban curator who carries out the procedure.

4. **Modification:** It is the authorization to vary the architectural or structural design of an existing building, without increasing its built area.

5. **Restoration:** It is the authorization to advance the works tending to recover and adapt a building declared as a cultural interest or part of it, in order to maintain the original use or allow the development of another use guaranteeing in any case the conservation of the urban, architectural, esthetic and historical values established in its declaration.

6. **Structural reinforcement:** It is the authorization to intervene or reinforce the structure of one or several buildings, with the purpose of conditioning them to adequate levels of resistant earthquake security in accordance with the requirements of Law 400 of 1997 or the standard that adds it, modify or replace and its regulation.

7. **Demolition:** This is the authorization to completely or partially demolish one or more existing buildings in one or more properties and must be granted simultaneously with any other form of construction license, except in the case of urban renewal projects, compliance

with judicial or administrative order or execution of works of road infrastructure or residential public services that are contemplated in the Plan of Territorial Ordinance (POT) or in the instruments that develop and complement it.

8. Enclosure: Is the authorization to permanently enclose a domain of private property

Term of the procedure:

1. **Category IV High Complexity:**
(Construction area greater than 5,000 square meters) forty-five (45) days counted from the filing date of the application in legal and due form.
2. **Category III Medium-High Complexity:**
(Construction area greater than 2,000 and up to 5,000 square meters) thirty-five (35) days counted from the filing date of the application in legal and due form.
3. **Category II Media Complexity:**
(Construction area between 500 and 2,000 square meters) twenty-five (25) days counted from the filing date of the application in legal and due form.
4. **Category I Low Complexity:**
(Construction area less than 500 square meters) twenty (20) days counted from the filing date of the application in legal and due form.

Cost of the procedure: The calculation of the expenses formula is $E = [Cf * i * m] + [Cv * i * j * m]$

Cf = Fixed charge (40% of 1 SMLMV)

Cv = Variable charge (80% of 1 SMLMV)

i = factor by stratum and category of use

m = Assignment of the municipal factor.
0.9 for Cartagena.

j = Factor j for parcelling, urbanization and construction licenses and their modalities.

- *Note: For more information on the formula and calculation of the expense, see article 118 of decree 1469 of 2010.*

- *Note 2: These rates are subject to change.*

Additional must be pay:

- Urban delineation tax, equivalent to 1% of the construction budget.
- Stamp pro culture equivalent to 1% of the value of expense

2.6.2.

Urbanization license

It is the prior authorization to execute in one or several properties located in urban land, the creation of public and private spaces and the construction of infrastructure works of public services and roads that allow the adaptation and provision of these lands for future

construction of buildings destined for urban uses, in accordance with the Territorial Ordinance Plan (POT), the instruments that develop and complement it and other current regulations.

2.6.3.

Parceelling lincense

It is the prior authorization to execute in one or several properties located in rural and suburban land, the creation of public and private spaces, and the execution of works for roads and infrastructure that guarantee the self-provision of the residential services that allow allocate the resulting properties to the uses permitted by the Territorial Ordinance Plan (POT), the instruments that develop and complement it and the agrarian and environmental regulations applicable to this type of land.

2.6.4.

Subdivision license and its modalities

It is the prior authorization to divide one or more properties, located in rural, urban or urban expansion, in accordance with the provisions of the Territorial Planning Plan (POT), the instruments that

develop and complement it and other applicable regulations to the previous type of land. The following are the modalities of the subdivision license:

1. Rural subdivision. It is the prior authorization to materially divide one or several properties located in rural land or urban expansion in accordance with the Land Management Plan (POT), and the agricultural and environmental regulations applicable to these classes of land, ensuring accessibility to each of the resulting properties.

2. Urban subdivision. It is the authorization to materially divide one or more undeveloped urbanizable land located in urban land, in accordance with the norms established for this purpose by the Territorial Ordinance Plan (POT), and the instruments that develop or complement it.

3. Subdivision. It is the authorization to divide, redistribute or modify the subdivision of one or more previously urbanized properties, in accordance with the norms established for this purpose by the Territorial Ordinance Plan (POT), and the instruments that develop and complement it.

2.6.5.

The Curatorship

All urban planning applications must be accompanied by the following documents:

1. Copy of the certificate of freedom and tradition of the property or real estate object of the application, whose date of issue does not exceed one month before the date of the request.
2. The National Unique Form for the Licenses Application, adopted by Resolution 0984 of 2005 of the Ministry of Environment, Housing and Territorial Development or the standard that adds, modifies or substitutes duly completed by the applicant. You will find it directly at the offices of the curatorship or by accessing the following link: http://curaduria2cartagena.com/pdf/formulario_radificacion.pdf
3. If the license applicant were a legal person, its existence and representation, must be proven by the appropriate legal document, whose date of issue does not exceed one month.
4. Power duly granted, when acting by attorney
5. Copy of the document that certifies the payment or private declaration with property tax payment of the last five years in relation to the real estate or properties object of the application, where the alphanumeric nomenclature or identification of the property appears. In cases where there is a payment agreement, proof of the Secretary of the Treasury or whoever takes their place will be required, stating that the interested party is complying with it.
6. Map of location and identification of the property or properties object of the application.
7. The relationship of the address of the adjoining properties to the project object of the request. Adjacent properties are understood to be those that have a boundary in common with the real estate or property subject to the application for a license.
8. In the event that the project submitted for consideration has as its object the development of social interest housing programs, the license holder shall state this under the seriousness of the oath and this shall be recorded in the administrative act that resolves the application for license.

Additional documents for the urbanization license.

1. Topographical map of the property, in which all the reservations, effects and urban limitations of the property or

properties object of the request are indicated, which will serve as the basis of the project presentation. Additional documents for construction license.

2. A copy in printed form and a magnetic copy of the urban project, duly signed by an architect with professional registration and the license applicant.

3. Certification issued by the domiciliary public service companies or the competent municipal or district authorities, regarding the immediate availability of public services on the property or properties subject to the license, within the term of license validity

4. When the property is located in areas of threat and / or high and medium risk of geotechnical or hydrological origin, the detailed studies of threat and risk due to mass removal and flooding phenomena must be attached to the license applications of new developments, that allow to determine the viability of the future development, as long as the mitigation of the threat and / or risk is guaranteed. These studies should include the design of mitigation measures

Additional documents for the parceling license.

1. Topographic Map of the property, in which all the reservations, effects and urban limitations of the property or properties object of the request are indicated.

2. A copy in printed form and a magnetic copy of the subdivision project, duly signed by an architect with professional registration and the license applicant, containing the properties resulting from the proposed subdivision, duly marked and allotted, as established in the current regulations and their respective table of areas, road profile and other requirements established by the municipal and / or district urbanistic norms, as well as the agrarian and environmental legislation.

3. Document or documents with the necessary authorizations, that support the way in which the services of energy, water and the management of shedding and solid waste will be self-rendered.

4. When the property is located in areas of threat and / or high and medium risk of geotechnical or hydrological origin, the detailed studies of threat and risk due to mass removal and flooding phenomena must be attached to the license applications

of new developments, that allow to determine the viability of the future development, as long as the mitigation of the threat and / or risk is guaranteed. These studies should include the design of mitigation measures.

Additional documents for subdivision licenses

1. For the modalities of rural and urban subdivision, a plan of the topographic survey that contains the properties resulting from the proposed division, duly marked and allotted according to what is established in the current norms and with its respective table of areas.
2. For the subdivision mode, the approved plot must be attached or a topographic plan that has incorporated the site and a plan indicating the properties resulting from the proposed division, duly marked and allotted as established in the current regulations, with its respective table of areas

Additional documents for construction license.

1. Copy of the memory of the structural calculations, structural designs, and memories of other designs of the non-structural elements

and soil and geotechnical studies that serve to determine the stability of the work, prepared in accordance to current earthquake resistant construction standards at the time of the application, labeled and signed by the professionals authorized for this purpose, who will be legally responsible for the designs and information contained in them.

2. A printed copy and a magnetic copy of the architectural project, prepared in accordance with current urban and architectural regulations, at the time of the application duly labeled and signed by an architect with professional registration, who will be legally responsible for the designs and the information contained in them. The architectural and construction plans must contain at least the following information:

- Plants.
- Elevations or cuts of the building related to the public or private road at formal scale easy to read. When the project is located on sloping ground, the cuts should indicate the actual slope of the terrain
- Facades.
- Covers floor
- Table of areas.

3. If the license application is submitted to a different authority than the one that granted the original license, the previous license will be attached, or the instrument that made them, together with their respective plans. When these do not exist, the recognition of the existence of buildings regulated by Title II of this decree must be managed. This provision will not be applicable in the case of construction license applications in the new construction modality.

4. Favorable agreement on the proposed intervention issued by the Ministry of Culture, or any of the affiliates of the Council of National Monuments where they exist, or failing that, by the entity acting as such, when the object of the license is intervention of a good of cultural interest, in the terms defined in Law 397 of 1997 or in the regulations of the respective Territorial Ordinance Plan (POT).

5. In the case of licenses for the extension, adaptation, modification, structural reinforcement or demolition of properties subject to the regime of horizontal property, copy of the minutes of the competent body of administration of the horizontal property or the document that takes its place, as provided by current horizontal property regulation, authorizing the execution of the works requested. These licenses must meet the provisions of the respective regulations.



Special requirements in the city of Cartagena:

- Permit of the Civil Aeronautics and the Plan Commission: in case of projects located in the Crespo neighborhood and with heights greater than three floors.
- EDURBE concept for properties located on the shores of the pond and lakes. DIMAR concept for properties located next to the beaches.
- Concept of the Heritage and Culture Institute of Cartagena de Indias for properties located in the Historic Center of the city.

2.7. *Public Service Companies*

2.7.1. *Electricaribe*

Electricaribe is the company that provides electricity distribution and commercialization services in the Colombian Caribbean Coast. "Its commitment to the region is

multiple and comprehensive, aimed at responding to the expectations of its stakeholders and taking into account the dimensions of business: economic, corporate, human, social and environmental" Electricaribe (2017).

1. In order to acquire their services, the user must have their electrical installations fully ready and verify that they are safe by complying with the RETIE Electrical Installations Technical Regulation, issued by the Ministry of Mines and Energy that entered into force on May 1, 2005, with the objective of establishing measures that guarantee the safety of people, animal and plant life and the preservation of the environment; preventing, minimizing or eliminating the risks of electrical origin.

2. Fill in the attached form clearly and legibly.

3. Finally, have the following documentation:

NECESSARY DOCUMENTS TO ACCESS ELECTRIC POWER SERVICE

ADMINISTRATIVE		TECHNICAL
OWNER	<p>ID Fotocopy. Certificate of tradition and freedom issued by the public instruments office with a date less than 3 months. If the address indicated in the real estate certificate of the property is not clear, it must present a diagram with the geographical location of the property or its geographic coordinates (x, y, z.) For projects of works it is obligatory to present the Freight Delivery Schedule</p>	<p>Technical documents are common in all applications:</p> <p>1) Fill in the form High data request. You will find it at the Electrical offices (See directory)</p> <p>2) RETIE compliance present Self declaration / Declaration compliance or full certification</p> <p>Note: You must attach a photocopy of the certificate of citizenship and Professional Registration of the person responsible for the Self declaration / Declaration of compliance or full certification</p>
LEASEHOLDER/ REPRESENTATIVE/ DELEGATE	<p>Applicant ID Fotocopy Written authorization from the property owner Owner ID Fotocopy Certificate of tradition and freedom issued by the public instruments office with a date less than 3 months If the address indicated in the real estate certificate of the property is not clear, it must present a diagram with the geographical location of the property or its geographic coordinates (x, y, z.) For projects of works it is obligatory to present the Freight Delivery Schedule In case of making the request in the capacity of Representative / Delegate, you must provide a letter of authorization from the owner, indicating name and identification as well as the number of the professional registration of the contractor engineer in charge of the project.</p>	
LEGAL ENTITY	<p>Photocopy of the Legal Representative's ID. Certificate of existence Legal Representation (Chamber of Commerce). Copy of the NIT (number and tax identification). Certificate of tradition and freedom issued by the Office of Public Instruments with an expedition date of less than three months.</p> <p>If it is not clear, the address indicated in the certificate of the property's tradition must present a diagram with the geographical location of the property or the geographical coordinates (x, y, z) of the property. For projects of Works it is obligatory to present the Cargo Entry Schedule.</p> <p>If the request is made as Representative / Delegate, a letter of authorization from the owner must be provided, indicating name and identity card, as well as the number of the professional registration of the contractor engineer in charge of the project. Certificate of existence Legal Representation (Chamber of Commerce).</p>	

Table 12. Electricity rates in Cartagena

SUBNORMAL SECTOR. NO RESIDENTIALS	
SECTOR	Average Rate
COMMERCIAL AND INDUSTRIAL	396.7333333

2.7.2.

Aguas de Cartagena

Waters of Cartagena S.A. E.S.P. is a public service company that began to provide water and sewer services on June 25, 1995. Currently, it provides the previously mentioned services in the city of Cartagena and some of its nearby villages. Nowadays “it has coverage of 99.91% in the service of aqueduct and in the service of sewage coverage is 93.6%, has a continuity of service almost 100%, also has adequate pressures on the networks and water quality that meets the international standards “Aguas de Cartagena (2017).

According to Aguas de Cartagena (2016) “The aqueduct of the city of Cartagena is supplied from the Canal del Dique through two systems called Dolores and Gambote, located only 40 km from the city.”

In accordance with the above, to obtain the supply of drinking water and sewage, you must take into account what type of services Aguas de Cartagena offers and which is the most suitable for the investor.

to the needs of a particular home or house.

Dentro de esta categoría se incluyen:

- Homes of one and two floors.
- Building of up to three floors and up to three apartments on the same floor. Buildings with more than three floors.
- Small commercial or industrial establishments related to dwellings with a connection not greater than half an inch (1/2 “)
- **Servicio Comercial:** Para predios destinados a actividades comerciales
- **Industrial Service:** For properties destined to the development of industrial activities or transformation of goods.
- **Temporary Service:** For non-permanent non-residential public events of an occasional nature. The service for construction works is also temporary.

- Residential service: This is adapted

Table 13. Documents required to obtain water and sewerage service with Aguas de Cartagena.

No.	Necessary Documents	Office where it is processed	Cost
1/	Written request, indicating in what quality the interested party acts. May be the owner, lessee or possessor.	Request of the interested party	\$0
2/	Public deed and / or certificate of freedom and tradition, issued by the Office of Public Instruments Registry, when ownership of the property is alleged	Office of Public Instrument	\$15.700 COP
3/	Copy of ID card, or NIT in case of legal persons	Data of the interested party	\$0
4/	Property address and phone number	Data of the interested party	\$0
5/	For built properties: Submit the cadastral document, for which you can submit the property tax receipt where the cadastral reference is registered.	Municipal Finance Secretary	
6/	For buildings under construction: Submit the corresponding license, issued by the competent authority (municipality or curatorship)	Curatorship	

Table 14. Services rates offered by Aguas de Cartagena.

AQUEDUT				
Name	Fixed fee	Basic 0 to 18 m3.	Complementary 19 to 36 m3	Sumptuary 37 m3 or more
Commercial	\$32.755.81	\$2,627.24	\$2,627.24	\$2,627.24
Potable Industrial	\$32.755.81	\$2,276.94	\$2,276.94	\$2,276.94
Industrial raw water		\$1,302.83	\$1,302.83	\$1,302.83

Source: Agua de Cartagena. Elaboración Invest In Cartagena.

SEWERAGE				
Commercial	\$15.266.26	\$2,926.62	\$2,926.62	\$2,926.62
Potable Industrial	\$15.266.26	\$2,536.41	\$2,536.41	\$2,536.41
Industrial raw water		\$651.43	\$651.43	\$651.43

Source: Agua de Cartagena. Elaboración Invest In Cartagena.

SANITATION			
Name	Basic 0 to 18 m3.	Complementary 19 to 36 m3	Sumptuary 37 m3 or more
Commercial	\$283.07	\$283.07	\$283.07
Potable Industrial	\$245.33	\$245.33	\$245.33

Source: Agua de Cartagena. Elaboración Invest In Cartagena.

Terms of procedure: 15 Business Days

These rates are subject to changes

2.7.3.

Surtigas

Surtigas is the company that provides access to natural gas service in five departments of Colombia and 160 municipalities. It is the distributor and marketer of natural gas with the largest geographical extension in the country, with an area of 90,000 km². "The company has reached 90% coverage in its influence area; serving mostly families of strata 1 and 2. It also brings solutions to 8,678 commercial customers and 300 industrial customers "Surtigas (2017).

Natural gas users are divided in two; regulated and unregulated.

The first are those natural or legal persons whose consumption is less than 100 thousand cubic feet per day (ft³/d) or its equivalent in cubic meters (m³). In this classification are small industrial and commercial users and all residential users classified by socioeconomic strata.

The non-regulated are those natural or legal persons whose consumption exceeds 100 thousand cubic feet per day (ft³/d) or its equivalent in cubic meters (m³). In this level of consumption are gas-based electric power plants (thermoelectric) and large industrial and commercial users. If a commercial establishment requires the installation of gas services, you must take into account the following:

- Approach the offices of Surtigas (see directory), and request the service by attaching the following documentation:
- Photocopy of the identity document of the legal representative.
- Certificate of natural person with establishment of Commerce, issued by the Chamber of Commerce of the domicile.
- RUT no more than 30 days.

2.8.

Occupational risk Insurance

The ARL (Occupational risk Insurance) is the entity in charge of covering the risks for accidents at work, in addition to disability due to illness. The company is free to join the insurer it deems appropriate. With this, the requirements and procedures that should be advanced before the ARL is generally the same in all. Next, the following procedure is described:

1. Approach the insurer that the investor or entrepreneur considers convenient.
2. Fill out the form they require for membership.
3. Attach the following documents:
 - Certificate of existence and legal representation issued by the Chamber of Commerce
 - Single tax register (RUT), of the company
 - Certificate of citizenship ID of the company's legal representative
 - Term of the procedure: 01 days.
 - Cost of the procedure: No cost.

2.9.

Family Compensation funds

Registering the company with the family compensation fund, the national apprenticeship service (SENA) and the Colombian Family Welfare Institute (ICBF) is a procedure that by law must be fulfilled.

The employer must go to the family compensation fund that he considers and attach the documentation required in the offices.

The requirements to join are the following:

1. Certificate of existence and legal representation.
 2. Copy of the single tax register of the company (RUT).
 3. Photocopy of the identification card, ID of the legal representative Fill out the affiliation form.
 4. Receipt of public services to verify the company address..
 5. Payroll or list of the people that the company will employ with the respective photocopies of the citizenship certificates ID, and the documents of the children of the employees.
- Term of the procedure: between 05 and 10 days.
 - Cost of the procedure: No cost.

2.10.

Office of Public Instruments

It is the dependency of the Superintendence of Notaries and Registry in charge of registering the legal tradition of real estate in

Colombia. The registry function is a public service that consists of noting the acts, contracts or orders subject to registration and those that provide for their cancellation, so that any interested person knows at all times the legal status of the real estate registered.

The registration process of a title or document consists of the filing, qualification, registration and proof of having been executed

Radication. Once the public instrument has been received by electronic means and with digital signature of the notaries, judicial offices or public entities or in physical or documentary medium presented by the user, it will be filed in the daily newspaper, indicating the date and time of receipt, number of successive annual order, nature of the title, date, office, and place of origin, as well as the name or code of the official that receives.

The notaries and authorities that send the instruments electronically will be given written proof of receipt by the same means and with the same assurances.

The person who submits it for registration will be given written proof of the receipt, date, time and order number. These circumstances shall be recorded in the electronic document communicated to the Notary or originating authority or to the interested party in the instrument

returned, as well as in the copy sent to the Registry Office.

• **Note:** *To physically file any public instrument that must be file in the registry, the interested party must provide another original copy or a special and authentic copy issued by the office of origin, destined to the file of the registry office, without which it cannot be received. for its establishment.*

Qualification. Done the distribution of the documents will proceed to its legal analysis, examination and verification that meets the requirements of law to access the registry.

Partial registration The partial registration consists of inscribing the acts of a title that contains several acts or contracts, likewise when the object of the act or contract is a plurality of properties and some of them are out of the trade, or there is some impediment of legal order for which the registration must be rejected. Proceed upon written request motivated by all parties involved. For the partial registration of precautionary measures, the Registrar of Public Instruments shall proceed in accordance with the order of the competent judge.

I Inscription. Done the study on the pertinence of the document qualification or title for its inscription, it will proceed to the annotation following with all rigor the order of

establishment, with indication of the legal nature of the act to be registered, distinguished with the number that to the title has corresponded in the inscription order and the indication of the year with its two terminal figures. Later the date of the inscription will be noted, the nature of the title: deed, sentence, official notice, resolution, among others, its distinctive number, if any, its date, office of origin, and interested parties, all in a brief and clear manner, and in easy-to-read and long-lasting characters.

The qualifying officer will indicate the inscriptions that may result. If the title is complex or contains several acts, contracts or modalities that must be registered, the different inscriptions will be ordered in the corresponding place.

Once the registration has been completed, a special format will be issued with the expression of the registration date, the registration number, the real estate registration and the legal specification of the registered acts with the signature of

the registrar that will be attached, both in the copy of the document that It will be returned to the interested party, as in the one destined to the file of the registry office. Then it will be written down in the indexes.

After the registration has been made and the proof of it has been recorded in the title or document subject to registration, or the registration has not been admitted, a record of the completion of the registration process shall be recorded in the book and shall be made available to the user.

Term of the procedure: The registration process must be completed within a maximum term of five (5) business days, as of its filing, except for acts involving more than ten real estate units, for which an additional term of five (5) business days.

Cost of the procedure: The rates are set annually, for the year 2017 they are governed in resolution 450 of 2017. Cost of the procedure: The rates are set annually, for the year 2017 they are governed in resolution 450 of 2017.

Table 15. Rates by amount of the act or legal bussiness

VALUATION OF PROPERTY		
> 10 SMMLV	> 150 SMMLV	4.71 X 1.000
> 150 SMMLV	> 300 SMMLV	5.3 X 1.000
> 300 SMMLV	> 500 SMMLV	5.6 X 1.000
> 500 SMMLV		5.7 X 1.000

These rates are subject to changes

Registration tax:

It is constituted by the registration of acts, contracts or legal transactions in which private parties are part or beneficiaries, and must be registered in the offices of public instruments.

The tariffs of this, are regulated in the law 223 of 1995 and the decree 650 of 1996. And it expresses that all the acts, contracts or legal businesses with amount subject to registry of public instruments will be of 1% of the value of the property. It is canceled at public instrument offices.

Certificate of freedom and tradition

This procedure is carried out in order to know the legal status of the real estate. It is found who have been the property owners and all its history. The information it contains is organized chronologically. It is issued by the Superintendence of Notaries and Registration.

This certificate contains:

Name of the current owner of the property and of the previous ones.
Information about seizures, mortgages, valuation liens or other domain limitations.
Specification of the construction.
Description of the property, if it is subject to horizontal property regime or not included.

The certificate can be obtained in person; these are the steps you must follow to obtain it:

In person:

1. Approach the offices of public instruments (see directory), with the registration number of the property you want to do the inquiry.
2. Pay the certificate.

Term of the procedure: 01 days.

Cost of the procedure: \$15,700 COP

Note: The procedure can be done online by registering on the website of the denoted and registered superintendence. Entering the following: <https://snrbotondepago.gov.co/certificado>

The expedition by electronic means of certificates of tradition and freedom will have a 6% reduction related to that established in the previous article, that is, the sum of fourteen thousand eight hundred thousand pesos. COP (\$ 14,800).
catorce

Note 2: These rates are subject to change.

2.11.

Registration of a foreign investment

Foreign investment: foreign investment in Colombia is considered foreign capital investment in Colombian territory, including Colombian free zones, by non-residents in Colombia (Decree 2080 of 2000, Article 1). Foreign direct investment in Colombia can be made through (Decree 2080 of 2000, Article 5):

- The importation of freely convertible currencies for investments in national currency;
- The import of tangible goods such as machinery, equipment or other physical goods, contributed to the capital of a company as non-reimbursable imports.
- Likewise, the goods interned in the free zone and contributed to the capital of a company located in said zone.
- The contribution in kind of intangible assets to the capital of a company, such as technological contributions, brands and patents whose exercise or exploitation can obtain economic benefits, susceptible to amortization or depreciation in accordance with Colombian accounting standards.
- Resources in national currency with the right to be remitted to the foreign capital investor derived from exchange operations mandatorily to be canalized through the foreign

exchange market, as well as the royalties derived from duly registered contracts.

- Resources in local currency from local credit operations held with credit establishments aimed at acquiring shares made through the public securities market.

Note: *Foreign investment must be registered with the entity in charge. In this case it is the Bank of the Republic.*

3.

Current Legal Framework for the formal creation of a company in Colombia

In person:

3.1.

Regulations for opening a company in Colombia

3.1.1

Article 110 of the Commercial Code. Requirements for constitution of a company by public deed.

The commercial company will be constituted by public deed in which it will be expressed:

1. The name and address of the persons intervening as grantors. The name of the natural persons must indicate their nationality and legal identification document ID; with the name of the legal persons, the law, decree or deed from which its existence derives;
2. The type or type of company that

is constituted and the name thereof, formed as provided in relation to each of the types of companies that this Code regulates.

3. The address of the company and that of the different branches established in the same act of incorporation.

4. The corporate purpose, that is, the company or business of the company, making a clear and complete statement of the main activities. The stipulation by virtue of which the corporate purpose extends to activities stated in an indeterminate form or that do not have a direct relationship with the former; will be ineffective.

5. The share capital, the part of the same that is subscribed and the part that is paid by each associate in the act of the constitution. In joint-stock companies, the subscribed and paid capital must also be expressed, the class and nominal value of the shares representing the capital, the form and terms in which the due installments must be paid, the term of which may not exceed one year.

6. The way of administer the social businesses, with indication of the attributions and faculties of the administrators and of those that the associates reserve, the assemblies and the meetings of partners, according to the legal regulation of each type of society.

7. The time and manner of convening and constituting the assembly or the board of members in ordinary or extraordinary sessions and the manner of deliberating and taking decisions in matters of its competence.

8. The dates on which inventories and balance sheets should be made, and the manner in which the benefits or profits of each fiscal year have to be distributed, with an indication of the reserves, that should be made.

9. The specific term of the company and the grounds for early dissolution of the same.

10. The way of making the liquidation, once the company is dissolved, with an indication of the assets that are to be returned or distributed in kind or of the conditions under which, in the absence of such indication, distributions in kind may be made.

11. If the differences that occur to those associated with each other or with society, as a result of the social contract, must be submitted to an arbitration decision or amicable conciliators and, if so, the way of making the appointment of the arbitrators or friendly composers.

12. The name and address of the person or persons who must legally represent the company, specifying their powers and obligations, when

this function does not correspond, by law or contract, to all or some of the associates.

13. The faculties and obligations of the fiscal auditor, when the position is foreseen in the law or in the statutes.

14. The other agreements that, being compatible with the nature of each type of company, stipulate the associates to regulate the relationships to which the contract gives rise.

3.1.2.

Law 1780 of 2016. By which employment and youth entrepreneurship is promoted

(...) Measures are generated to overcome barriers to access the labor market and other provisions are issued.

Its purpose is to promote the generation of employment for young people between 18 and 28 years, laying the institutional foundations for the design and implementation of employment policies, entrepreneurship and the creation of new young companies, along with the promotion of mechanisms that positively impact on labor linkage with a differential

approach. for this population group in Colombia.

Benefits of this Law in the Chamber of Commerce:

- Commercial registration of the merchant, natural or legal person, without cost.
- No-cost renewal for the first year following the company registration.

To access the benefits, you must meet the following requirements:

- Be between 18 and 35 years old at the time of applying for your commercial registration, as a natural person.
- Constitute companies by one or more partners or shareholders who are between 18 and 35 years old. The partner (s) who have this age, must have at least half plus one of the shares, shares in which the capital is divided.
- Have a maximum of 50 workers and assets that do not exceed five thousand minimum legal monthly salaries. (SMMLV) legales vigentes.

The benefits are lost if one of the following events occurs:

- Do not renew commercial registration within the first three (3) months of the year.
- Do not pay the contributions to the Integral Social Security System and other payroll company

contributions.

- Failure to comply with tax obligations.

To access the renewal without cost, the year following the registration of the commercial registration, you must maintain and report compliance with all requirements and submit financial statements copy, signed by accountant or fiscal auditor, as the case may be.

3.1.3.

Law 1014 of 2006. Its purpose is to promote the culture of entrepreneurship

The purpose of this law is:

- a) To promote the entrepreneur spirit in all the educational establishments of the country, in which the principles and values set in the Constitution and those established in this law are propounded and worked together.
- b) Have a set of normative principles that lay the foundations for a State Policy and a legal and institutional framework that promote entrepreneurship and the creation of companies.
- c) Create an inter-institutional framework that fosters and develops the culture of entrepreneurship and the creation of companies.
- d) State mechanisms for the

development of entrepreneurial culture and entrepreneurship through the strengthening of a public system and the creation of a network of productive development instruments.

e) Create a link between the educational system and the national productive system by means of training in basic skills, labor competencies, citizenship competencies and business skills through a transversal entrepreneur professorship; understood as such, the training developed in all the programs of an educational institution at the levels of preschool education, basic education, primary basic education, secondary education, and middle school education, in order to develop the culture of entrepreneurship.

f) Induce the establishment of better institutional environment conditions for the creation and operation of new companies.

g) To promote the productive development of micro and small innovative companies, generating conditions of competition in equal opportunities, expanding the productive base and their entrepreneurial capacity, in order to unleash the creative potentials of better quality work generation, and contribute to the maintenance of productive sources and to a more balanced and autonomous territorial development.

h) Promote and direct the country economic development boosting productive activity through processes of creating competent companies,

articulated with the real productive chains and clusters relevant to the region and with a high level of planning and long-term vision.

i) Strengthen business processes that contribute to local, regional and territorial development.

j) Search through networks for entrepreneurship, accompaniment and sustainability of new companies in a safe, controlled and innovative environment.

3.1.3.

Decree 4463 of 2006.

Requirements for constitution by private document

Article 1. Unipersonal commercial companies, of any type or species, except limited partnerships, may be established; or, multi-person commercial companies of any type or species, provided that at the time of their incorporation they have ten (10) or less workers or with total assets, excluding housing, for less than five hundred (500) minimum legal monthly salaries in force.

Dichas sociedades, podrán constituirse por documento privado, el cual expresará:

Said companies may be constituted by private document, which shall state:

1. Name, identity document, partner or partner's addresses.
2. The registered office
3. Company term or the indication that it is undefined.
4. A clear and complete statement of the main activities, unless it is stated that the company may carry out any legal act of commerce.
5. The amount of capital by making a detailed description of the assets contributed, with an estimate of their value. The partner or partners will respond for the value assigned to the assets in the constituent document. When the assets assigned to the company include assets whose transfer requires a public deed, the incorporation must be done in the same way and also registered in the corresponding records.
6. The number of dues, shares or interest shares of equal nominal value in which the capital of the company will be divided and the manner in which they will be distributed if applicable.
7. The form of administration within the type or species of society in question, as well as the name, identity document and the powers of its administrators. In the absence of stipulations, it will be understood that the administrators will be able to carry out all the acts included in the planned activities.

8. Declaration by the constituent or constituents, as the case may be, or by their representatives or attorneys-in-fact about the fulfillment of at least one of the requirements indicated in article 22 of Law 1014 of 2006, that is, that they have ten (10) or less workers, or with total assets, excluding housing, for less than five hundred (500) minimum legal monthly salaries in force.

3.2.

Taxation

Decree 2460 of 2013, Regulation of the single tax register (RUT)

This decree establishes the administration of the RUT, the elements that comprise it, the requirements to obtain it and other characteristics that are part of this mechanism to identify natural persons and entities that have the status of income tax filers and non-taxpayers filers of income and equity; those responsible for the common system and those belonging to the simplified regime; the withholding agents; the importers, exporters and other customs users, and the other subjects of obligations administered by the U.A.E. Directorate of Taxes and National Customs DIAN, for which this requires registration.

3.2.1.

Agreement 041 of December 21, 2006. Tax statute of Cartagena D.T. and C.

Whereby provisions are made in the matter of taxes of Cartagena DT and C., its administration, processes and procedures are harmonized with the national tax statute, the statute of district income or legal body of the substantive and procedural rules of district taxes is issued and other tax provisions are dictated.

The rates that regulate industry and commerce taxes, can be found in Annex No. 3 of this guide..

3.2.2.

Certificate of tax residence and / or tax situation

Resolución 03283.

By means of which the procedure is established for the issuance of Certificates of Residency Accreditation and Tax Situation in Colombia and some formats are adopted..

3.3.

Environmental regulations

3.3.1.

Decree 2041 of 2015. By which regulates the title VIII of the Law 99 of 1993 on environmental licenses

This decree, in its title I, expresses the concepts to be taken into account in order to correctly understand the provisions that are present in it. Likewise, it describes the country competent entities, before which any type of environmental permit application must be advanced, these are: National Environmental Licenses Authority (ANLA), the Regional Autonomous Corporations and those of Sustainable Development, the municipalities, districts and metropolitan areas whose urban population exceeds one million (1,000,000) inhabitants within its urban perimeter under the terms of Article 66 of Law 99 of 1993, the environmental authorities created by Law 768 of 2002.

In its title II it expresses the competence and enforceability of the environmental license. In this, it describes the projects, works and activities subject to environmental license. And depending on the project and its specifications, it is interpreted before which entity, must manage the environmental license. It is important to emphasize that the ANLA and the autonomous regional

corporations share some sectors, what changes the scenario is the size of the project.

Title III talks about environmental studies and specifies the environmental diagnosis of alternatives and who should request them. It also establishes the information that must be related to the environmental impact study.

Title IV expresses the procedure that must be advanced to obtain the environmental license. It also describes the necessary requirements.

Title V explains the modification, assignment, integration, loss of validity of environmental license and cessation of the environmental licensing process. Then, in Title VI, there is control and monitoring, VII reflects access to environmental information and finally, in Title VIII, the final provisions.

3.3.2.

Decree 3930 of 2010. About water resources

This decree establishes the dispositions related to the uses of the hydric resource, the Regulation of the Water Resource and the discharges to the hydric resource, to the soil and to the sewage systems.

3.3.3.

Decree 948 of 1995. About atmospheric protection

This Decree contains the Regulation of Protection and Control of Air Quality, of general scope and applicable throughout the national territory, through which the norms and general principles for atmospheric protection are established, the mechanisms of prevention, control and attention of episodes due to air pollution, generated by fixed and mobile pollutant sources, guidelines and competences for the setting of air quality norms or levels of emission, the basic norms for the setting of emission and discharge standards of pollutants to the Atmosphere, noise emissions and offensive odors are regulated the granting of emission permits, instruments and means of control and surveillance, the system of penalties for the commission of infractions and citizen participation

3.3.3.

Decree 1791 of 1996

By which the regime of forest exploitation is established.

3.4.

Urbanism

3.4.1

Decree 1469 of 2010

By which the provisions related to urban planning licenses, are regulated; to the recognition of buildings; to the public function performed by urban curators and other provisions are issued.

gas, basic public switched telephone services and mobile local telephony in the rural sector; to the activities carried out by the persons rendering public services referred to, in article 15 of this Law, and to the complementary activities defined in chapter II of this title and to the other services provided in special regulations of this Law.

3.4.2.

Decree 1077 of 2015

Whereby the Sole Regulatory Decree of Housing, City and Territory Sector is issued.

3.5.

Public Services

Law 142 of 1994. By which the Regime of the Public Services is established and other dispositions are dictated.

This law applies to residential public services such as aqueduct, sewerage, cleaning, electricity, distribution of fuel

DIRECTORY

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
Cámara de Comercio De Cartagena	Calle Sta. Teresa 32-41 A. A. 16 Centro de Salud y Negocios Ronda Real II Piso 1 local 151	(+575) 650 1010 (+575) 6535010	www.cartagena.org.co
DIAN	Barrio Manga Calle 28 3º Avenida 25-04	057(5) 6700111 Ext. 280/281	http://www.dian.gov.co

ALCALDIA DISTRITAL

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
Finance Secretary	Centro Diagonal 30 No 30-78 Plaza de la Aduana Ed. Andian First Floor Sector Chambacú Edificio Inteligente, piso 2.	(57) 5 650 1095 650 1092	www.haciendacartagena.gov.co
Planning Secretary	Sector Chambacú Edificio Inteligente Second floor	651 7200 Ext 2111	www.planeacioncartagena.gov.co
DADIS	Getsemani. Cra 10B No 25-10 Calle Larga Casa Fatima	650 1092	www.dadiscartagena.gov.co
EPA Environmental Public Establishment	Manga, Calle Real # 19-26	(+575) 6644119 (+575) 6644296	www.epacartagena.gov.co

NOTARIES

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
Notaria 1	Barrio El Espinal In front Castillo San Felipe Cra. 15 # 31-110	(+575) 664 3311 301 254 8108	www.notaria1cartagena.com
Notaria 2	Centro, Calle Vélez Danies No. 4-21	(+575) 664 3311/ 301 254 8108	www.notaria2cartagena.com
Notaria 3	3 Centro, Calle Vélez Danies No. 4-28	(+575) 664 6405	www.notariaterceracartagena.com
Notaria 4	Centro, Calle Román No. 5-51	5-51 (+575) 664 2001	www.notaria4cartagena.com
Notaria 5	Barrio Sta. Lucía Cra. 70 # 31-40	(+575) 661 8161	www.notaria5cartagena.com
Notaria 6	Cra. 51 No. 21-63 Local 4	(+575) 669 5062	www.notaria6cartagena.com
Notaria 7	Centro. Comercios La Matuna Calle 32 No. 8º-33 Local 27-28	(+575) 660 2344/ 660 3311	www.notar7cartagena.com

CURATORSHIP

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
Curatorship 1	Centro. Cra. 32 No. 8-50 Sector La Matuna. Ae. Venezuela. Ed. Banco de Colombia 4th floor	664 9864 664 9868 6608005	www.curaduriacartagena.com
Curatorship 2	Centro, Calle del Candilejo No. 33-23	660 0819	www.curaduria2cartagena.com

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
Instituto Geografico Agustín Codazzi	Centro, Calle 34 No. 3ª-31 In front Parque Bolívar	(+575) 664 4169 Ext 13101 (+575) 664 4170	cartagena@igac.gov.co
Office of Public Instruments	Centro, Calle Baloco Calle 33 # 2-36	660 0857	
Cartagena Fire Brigade	Bocagrande Sector El Limbo Bosque, Av. Principal Diagonal 27 # 37-44 Santa Lucía Calle 31 # 47-30	(+575) 655 0072 (+575) 6431102 (+575) 662 0136 (+575) 662 9441 (+575) 663 0135	

CURATORSHIP

ENTITY	ADRESS	PHONE NUMBER	WEBSITE
ELECTRICARIBE	Calle 31 No. 4-161 Av. Pedro de Heredia. (El Rubí) Av. Pedro de Heredia Lo Amador Calle Santander No. 20B-22. (Pte. La Popa)		www.electricaribe.com
AGUAS DE CARTAGENA	Sector Chimbacú Edificio Inteligente Second floor Barrio El Prado Transversal 33 No. 24ª-32 Centro Comercial La Plazuela	693 2772 693 2766 694 3362	www.acuacar.com
SURTIGAS	Avenida Pedro de Heredia Calle 31 No. 47-30	(5) 672 3000	www.surtigas.com.co

6. Annex

Annex 1 - Mercantile registration fees year 2017

CONFECÁMARAS

RATES OF THE COMMERCIAL REGISTRY
YEAR 2017

The National Government, through article 2.2.2.46.1.2. of Decree 1074 of 2015 established the rights for registration and renewal of commercial registration, commercial establishments, branches or agencies, rights of cancellations and mutations and rights for inscription of books and documents, as well as the value of the form and certificates Issued by the Chambers of Commerce.

The registration of the merchants or their renewal in the mercantile public registry, will cause the following annual rights liquidated according to the amount of their assets:

Greater less of than equal	Greater less of than equal	Greater less of than equal	Greater less of than equal	% S. M. M. L. V.	IN \$
0	2	0	1.475.434	5,24	39.000
2	4	1.475.434	2.950.868	7,34	54.000
4	5	2.950.868	3.688.585	9,79	72.000
5	7	3.688.585	5.164.019	10,84	80.000
7	9	5.164.019	6.639.453	12,94	95.000
9	11	6.639.453	8.114.887	14,68	108.000
11	12	8.114.887	8.852.604	16,08	119.000
12	14	8.852.604	10.328.038	17,83	132.000
14	16	10.328.038	11.803.472	20,28	150.000
16	18	11.803.472	13.278.906	22,38	165.000
18	19	13.278.906	14.016.623	23,78	175.000
19	21	14.016.623	15.492.057	25,52	188.000
21	23	15.492.057	16.967.491	26,92	199.000
23	25	16.967.491	18.442.925	28,67	212.000
25	26	18.442.925	19.180.642	30,77	227.000
26	28	19.180.642	20.656.076	31,82	235.000
28	30	20.656.076	22.131.510	33,57	248.000
30	31	22.131.510	22.869.227	35,66	263.000
31	33	22.869.227	24.344.661	37,41	276.000
33	35	24.344.661	25.820.095	38,81	286.000
35	52	25.820.095	38.361.284	45,45	335.000
52	70	38.361.284	51.640.190	54,54	402.000
70	87	51.640.190	64.181.379	63,99	472.000
87	105	64.181.379	77.460.285	73,43	542.000
105	123	77.460.285	90.739.191	83,57	617.000
123	140	90.739.191	103.280.380	93,01	686.000
140	158	103.280.380	116.559.286	103,15	761.000
158	175	116.559.286	129.100.475	113,29	836.000
175	192	129.100.475	141.641.664	131,47	970.000
192	210	141.641.664	154.920.570	133,92	988.000
210	228	154.920.570	168.199.476	136,36	1.006.000
228	245	168.199.476	180.740.665	138,81	1.024.000
245	262	180.740.665	193.281.854	141,61	1.045.000
262	280	193.281.854	206.560.760	143,71	1.060.000
280	297	206.560.760	219.101.949	146,50	1.081.000
297	316	219.101.949	233.118.572	148,95	1.099.000
316	332	233.118.572	244.922.044	151,05	1.114.000
332	350	244.922.044	258.200.950	154,20	1.138.000

RATES OF THE COMMERCIAL REGISTRY YEAR 2017

ASSETS RANGE IN MINIMUM		ASSETS RANGE IN COP		RATE	RATE
Greater less of than equal	Greater less of than equal	Greater less of than equal	Greater less of than equal	% S. M. M. L. V.	IN \$
350	524	258.200.950	386.563.708	159,44	1.176.000
524	700	386.563.708	516.401.900	166,08	1.225.000
700	875	516.401.900	645.502.375	171,33	1.264.000
875	1.050	645.502.375	774.602.850	175,52	1.295.000
1.050	1.224	774.602.850	902.965.608	179,02	1.321.000
1.224	1.399	902.965.608	1.032.066.083	181,82	1.341.000
1.399	1.574	1.032.066.083	1.161.166.558	183,92	1.357.000
1.574	1.748	1.161.166.558	1.289.529.316	186,01	1.372.000
1.748	2.098	1.289.529.316	1.547.730.266	188,46	1.390.000
2.098	2.448	1.547.730.266	1.805.931.216	191,26	1.411.000
2.448	2.797	1.805.931.216	2.063.394.449	193,36	1.426.000
2.797	3.147	2.063.394.449	2.321.595.399	194,75	1.437.000
3.147	3.497	2.321.595.399	2.579.796.349	196,85	1.452.000
3.497	5.245	2.579.796.349	3.869.325.665	200,35	1.478.000
5.245	6.993	3.869.325.665	5.158.854.981	205,94	1.519.000
6.993	8.741	5.158.854.981	6.448.384.297	212,94	1.571.000
8.741	10.490	6.448.384.297	7.738.651.330	218,88	1.615.000
10.490	12.238	7.738.651.330	9.028.180.646	220,98	1.630.000
12.238	13.986	9.028.180.646	10.317.709.962	223,78	1.651.000
13.986	15.734	10.317.709.962	11.607.239.278	226,92	1.674.000
15.734	17.483	11.607.239.278	12.897.506.311	231,47	1.708.000
17.483	34.965	12.897.506.311	25.794.274.905	244,06	1.800.000
34.965	69.930	25.794.274.905	51.588.549.810	245,10	1.808.000
69.930	104.895	51.588.549.810	77.382.824.715	246,15	1.816.000
104.895	139.860	77.382.824.715	103.177.099.620	246,85	1.821.000
139.860	174.825	103.177.099.620	128.971.374.525	247,55	1.826.000
174.825	349.650	128.971.374.525	257.942.749.050	248,25	1.831.000
349.650	699.300	257.942.749.050	515.885.498.100	251,05	1.852.000
699.300	874.125	515.885.498.100	644.856.872.625	256,99	1.896.000
874.125	En Adelante	644.856.872.625	En adelante	259,79	1 917 000 .

RATES OF THE COMMERCIAL REGISTRY YEAR 2017

RIGHTS BY REGISTRATION OF ENROLLMENT OF ESTABLISHMENTS, BRANCHES AND AGENCIES

The registration of commercial establishments, branches and agencies, as well as their renewal, will cause the following rights, according to the level of assets linked to the establishment:

1. When the establishment, the branch or the agency, is located within the same jurisdiction of the Chamber of Commerce, corresponding to the principal domicile of the company.

ASSETS RANGE IN MINIMUM		ASSETS RANGE IN COP		RATE	RATE
Greater less of than equal	Greater less of than equal	Greater less of than equal	Greater less of than equal	% S. M. M. L. V.	COP \$
0	3	0	2.213.151	5,24	39.000
3	17	2.213.151	12.541.189	11,19	83.000
17	En Adelante	12.541.189	En adelante	, 16,78	124.000

When the establishment, the branch or the agency is located within a different jurisdiction of a Chamber of Commerce, than the one corresponding to the principal domicile of the company.

ASSETS RANGE IN MINIMUM		ASSETS RANGE IN COP		RATE	RATE
Greater less of than equal	Greater less of than equal	Greater less of than equal	Greater less of than equal	% S. M. M. L. V.	COP \$
0	3	0	2.213.151	11,19	83.000
3	17	2.213.151	12.541.189	16,78	124.000
17	En Adelante	12.541.189	En adelante	22,37	165.000

RIGHTS FOR CANCELLATIONS AND MUTATIONS

The cancellation of the registration and the mutations referring to the commercial activity, will cause the following rights.

RIGHTS FOR CANCELLATIONS AND MUTATIONS

	% S. M. M. L. V.	COP \$
Cancellation of the merchant's registration.	1,40	10.300
Cancellation of trade establishment registration.	1,40	10.300
Mutations referring to commercial activity.	1,40	10.300

RIGHTS FOR REGISTRATION OF BOOKS AND DOCUMENTS

In accordance with article 2.2.2.46.14 of decree 1074 of 2015, the registration rights for acts, books and documents will be the following: The inscription in the mercantile registry of the acts and documents in respect of which the law requires this formality, will cause a right of 5.24% SMMLV \$ 39,000 COP. The registration in the commercial registry of the books in respect of which the law requires this formality, will cause a right of 1.74% of an SMMLV, equivalent to \$ 12,800 COP

CERTIFICATES

The certificates issued by the Chambers of Commerce, in development of their public function of keeping the commercial registry, will have the following values, regardless of the number of sheets

CERTIFICATES	RATE % S. M. M. L. V.	RATE IN COP
Commercial Registration	0.35	\$ 2.600
Existence and Legal Representation, registration of documents	0.70	\$ 5.200
Special Certificates	0.70	\$ 5.200

CERTIFICATES	RATE % S. M. M. L. V.	RATE IN COP
Form for the Commercial Registry	0.70	\$ 5.200

Rates prepared by the Executive Vice
Presidency of Confecámaras

Annex 2

Rates for the collection of non-essential services provided by the fire department of Cartagena for 2017

The following are the non-essential services provided by the fire department of Cartagena de Indias, which will be charged in accordance with the declaration in the commercial registry certificate of the Chamber of Commerce of Cartagena.

1. The non-essential service of locative safety and fire protection inspections for commercial establishments.

This service will have the following rates:

VALUATION OF PROPERTY

De un (1) peso a \$2.000.000	Tres (3) S.M.D.L.V	\$ 73.772
De \$2.000.001 a \$10.000.000	Cinco (5) S.M.D.L.V	\$ 122.953
De \$10.000.001 a \$20.000.000	Siete (7) S.M.D.L.V	\$ 172.134
De \$20.000.001 a \$30.000.000	Ocho (8) S.M.D.L.V	\$ 196.725
De \$30.000.001 a \$40.000.000	Nueve (9) S.M.D.L.V	\$ 221.315
De \$40.000.001 a \$50.000.000	Diez (10) S.M.D.L.V	\$ 245.906
De \$50.000.001 a \$70.000.000	Doce (12) S.M.D.L.V	\$ 295.087
De \$70.000.001 a \$100.000.000	Quince (15) S.M.D.L.V	\$ 368.859
De \$100.000.001 a \$120.000.000	Veinte (20) S.M.D.L.V	\$ 491.811
De \$120.000.001 a \$150.000.000	Veinticinco (25) S.M.D.L.V	\$ 614.764
De \$150.000.001 a \$200.000.000	Treinta (30) S.M.D.L.V	\$ 737.717
De \$200.000.001 a \$300.000.000	Cuarenta (40) S.M.D.L.V	\$ 983.623
De \$300.000.001 a \$500.000.000	Cuarenta y Cinco (45) S.M.D.L.V	\$ 1.106.576
De \$500.000.001 a \$700.000.000	Cincuenta (50) S.M.D.L.V	\$ 1.229.528
De \$700.000.001 a \$1000.000.000	Cincuenta y cinco (55) S.M.D.L.V	\$ 1.352.481
De \$1000.000.000 a \$1.500.000.000	Sesenta (60) S.M.D.L.V	\$ 1.475.434
Más de \$1.500.000.001	Setenta (70) S.M.D.L.V	\$ 1.721.340

Nota: Estas tarifas están sujetas a cambios.

Annex 3

Industry and trade tax rates

a) Para las actividades industriales

CODE	ACTIVITY	RATE PER THOUSAND
101	Food products, except for the production of ice cream, soda, barley, ice, packaged water	4
102	Extraction, transportation, refining of hydrocarbons, their derivatives and related products and gas distributors	7
103	All commercial activities	7

b) For commercial activities

CODE	ACTIVITY	RATE PER THOUSAND
101	Food products, except for the production of ice cream, soda, barley, ice, packaged water	4
102	Extraction, transportation, refining of hydrocarbons, their derivatives and related products and gas distributors	7
103	All commercial activities	7

c) For services activities

CODE	ACTIVITY	RATE PER THOUSAND
301	Hotels, Aparthotels, residences, pensions, inns and similar	6
302	Restaurants, cafeterias, typical food, grills, tea rooms, soda fountains, ice cream shops, inns, stables. Insurance agents and brokers, advertising agencies and real state	7
303	Motels, furniture, choreography, bars, cafes, bars, nightclubs, billiards, taverns, gambling halls, casinos, gaming machines or any other type, recreation sites with liquor stores, parking lots, clothing stores and money exchange offices	10
304	Private education institutions	3
305	Public and private docks, ground transportation service of merchandise dispatched from anywhere, located in the jurisdiction of the District of Cartagena and to any place in the national territory or abroad	8
306	Private security service and temporary service companies	3.5
307	Collective passenger transport	5
308	Private education institutions located in the historical perimeter and neighborhoods of Bocagrande, Manga, Pie de la Popa, Pie del Cerro, Cabrero and Marbella.	6
309	All other service activities	8

d) For financial activities

CODE	ACTIVITY	RATE PER THOUSAND
401	All the financial activities	5

Annex 4

Model letter of an appointment acceptance

(Ciudad y Fecha)

Señor

(Nombre del representante legal)

Representante legal (Nombre de su entidad) Ciudad

REFERENCIA: ACEPTACION DE NOMBRAMIENTO

Respetado señor:

He sido comunicado de mi designación para el cargo de (indicar el cargo para el cual fue designado y que está aceptando) de (indicar el nombre de su entidad) frente a lo cual manifiesto mi gustosa aceptación y me comprometo a ejercer fielmente mis funciones.

Agradezco su confianza

Cordialmente

(Firma de quien acepta el cargo)
(Nombre del designado que acepta el cargo)
(Número de identificación)

Annex 5

Registration form of the industry and commerce tax.

 ALCALDIA MAYOR DE CARTAGENA DE INDIAS	FORMATO INSCRIPCION IMPUESTO DE INDUSTRIA Y COMERCIO Y RETENCIONES GESTION HACIENDA / GESTION TRIBUTARIA Código: GHAGT01 - F001 Versión: 3.0 Vigencia: 18-09-2017	 
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SECRETARIA DE HACIENDA DISTRITAL

SOLICITUD DE INSCRIPCION			
<input type="radio"/> ICAT Y RETEICA <input type="radio"/> SOLO ICAT <input type="radio"/> SOLO RETEICA			
RAZON SOCIAL		TIPO DE PERSONA	
		<input type="radio"/> NATURAL <input type="radio"/> JURIDICA	
NOMBRE DEL ESTABLECIMIENTO			
TIPO DE IDENTIFICACIÓN		No.	D.V.
<input type="radio"/> C.C. <input type="radio"/> NIT			
NOMBRE DEL REPRESENTANTE LEGAL Y/O PROPIETARIO		IDENTIFICACION No.	
DIRECCION DEL ESTABLECIMIENTO CONTACTO (Obligatorio)		TELÉFONO DE	
DIRECCION PARA NOTIFICACIONES			
DIRECCION DE CORREO ELECTRONICO			
ACTIVIDAD GRAVABLE			CODIGO CIU
<input type="radio"/> INDUSTRIAL <input type="radio"/> COMERCIAL <input type="radio"/> SERVICIOS <input type="radio"/> FINANCIEROS			
REGIMEN			
<input type="radio"/> SIMPLIFICADO <input type="radio"/> COMUN			
FECHA DE INICIO DE ACTIVIDADES EN LA C. DE CARTAGENA D. T. y C.		ESCRITURA DE CONSTITUCION No.	NOTARIA
AÑO	MES	DIA	CIUDAD
REGISTRO CAMARA DE COMERCIO		FECHA	
MATRICULA No.		AÑO	MES
		DIA	
FIRMA DEL CONTRIBUYENTE			
NOTA: Anexar los siguientes requisitos: 1. Carta solicitando el registro de la empresa 2. Certificado Original de Camara de Comercio 3. Copia del RUT 4. Copia de la cedula Representante Legal			

CASILLAS DE USO EXCLUSIVO DE LA SECRETARIA DE HACIENDA

CODIGO DE NOVEDAD (Asignado por el sistema)	FECHA DE NOVEDAD	PLACA No.
FIRMA DEL FUNCIONARIO LIQUIDADOR		

Annex 6

Land use certificate registration form

Primero la
Gente

SOLICITUD DE CERTIFICADO DE USO DE SUELO

Cartagena de Indias, Día _____ Mes _____ Año _____

Señores
SECRETARÍA DE PLANEACIÓN DISTRITAL
Ciudad

Nombre Completo del Propietario _____

Nombre del Establecimiento Comercial _____

Actividad a Desarrollar o Desarrollada _____
(Explicación clara y detallada)

Número de la Referencia Catastral _____

Barrio _____ Dirección _____

Teléfono _____

Dirección donde se envía la respuesta _____

ANEXO

- Copia original de la Carta Catastral debidamente sellada, expedida por el Instituto Geográfico Agustín Codazzi indicando o resaltando el presio a estudiar.
- Debe consignar en el BANCO BBVAA FID SERVITRUST GNB SUDAMERIS - EF ALCALDÍA DE CARTAGENA UT GNB - USO DE SUELO Y NOMENCLATURA, EL VALOR DE \$ 24.600 M/cte. En la cuenta de ahorros No. 756-001400
- Anexar recibo de consignación.

Diligenciar el Formato con letra clara y legible, la información errónea, incompleta o poco clara genera la devolución de la petición para el reinicio del trámite.

- Toda documentación anterior debe ser enviada a la oficina de archivo y correspondencia de la Alcaldía con los documentos anexos (primer piso, Plaza de la Aduana).

Firma y cédula del solicitante

Alcaldía Mayor de Cartagena de Indias

Distrito Turístico y Cultural

Dirección:
Centro Diagonal 30 No 30-78
Plaza de la Aduana
Cartagena Bolívar

Teléfonos:
650 1092 - 650 1095
Línea gratuita:
018000965500

Info@cartagena.gov.co
www.cartagena.gov.co

Anexo 7

Acta de Inspección DADIS



ALCALDÍA MAYOR DE CARTAGENA

DEPARTAMENTO ADMINISTRATIVO DISTRITAL DE SALUD-DADIS
DIRECCION OPERATIVA DE SALUD PÚBLICA

GESSP05D001

ACTA DE INSPECCIÓN SANITARIA A ESTABLECIMIENTOS ESPECIALES N° _____

PROCESO SALUD PÚBLICA

Ley 09 de 1979

CIUDAD Y FECHA _____

Nombre del Establecimiento	
Dirección	
Representante Legal	
Actividad Comercial	
NIT	

1. SANEAMIENTO BÁSICO INTEGRAL

1.1	AGUA POTABLE	CUMPLE	NO CUMPLE	PARCIAL
	Red de Distribución Acueducto Local			
	Tanques de Almacenamiento			
	Horas de Suministro Diario			
	Planos Hidráulicos.			
	Programa de Control de Calidad			
	Programa de Lavado y Desinfección.			

	OBSERVACIONES

1.2	AGUAS RESIDUALES	CUMPLE	NO CUMPLE	PARCIAL
	Instalación a la Red de Alcantarilla Local			
	Pozos Sépticos			
	Registros			
	Planos Sanitarios			
	Servicios Sanitarios (Inodoros)			
	Orinales			
	Lavamanos			
	Baños - Duchas			
	Tratamiento de Aguas Residuales antes del Vertimiento			

	OBSERVACIONES

1.2	RESIDUOS SÓLIDOS	CUMPLE	NO CUMPLE	PARCIAL
	Empresa de Recolección			
	Frecuencia de recolección			
	Residuos Peligrosos Producidos			
	Residuos no peligrosos producidos			
	Disposición Final Donde			
	Tratamiento Previo			
	Almacenamiento interno		Cuantos	
	Áreas de acceso restringido, con elementos señalización.			
	Canecas			
	Cubierta para protección de aguas lluvias			
	Iluminación y ventilación adecuadas			
	Paredes de fácil limpieza y pisos duros lavables			
	Equipo de extinción de incendios			
	Acometida de agua y drenajes para lavado			

1.2	RESIDUOS SÓLIDOS	CUMPLE	NO CUMPLE	PARCIAL
	<p>Elementos que impidan el acceso de vectores y roedores</p> <p>Recipientes para residuos corto punzantes</p> <p>Los Procedimientos se Realizan de Manera Segura</p> <p>Lugar Adecuado de Lavado y Desinfección de Implementos.</p>			

2. CONTROL DE VECTORES

2.1	Moscas, Mosquitos, Cucarachas, Otros	CUMPLE	NO CUMPLE	PARCIAL
	Programa de Control Integrado			
	Programa de Capacitación			
	Campañas de Aseo y Recolección de Inservibles			
	Métodos de Control Aplicado			
	Empresa Contratada			
	Producto Usado			

2.2	Ratas y Roedores	CUMPLE	NO CUMPLE	PARCIAL
	Programa de Control Integrado			
	Programa de Capacitación			
	Campañas de Aseo y Recolección de Inservibles			
	Métodos de Control Aplicado			
	Empresa Contratada			
	Producto Usado			

	OBSERVACIONES

3. GESTIÓN INTERNA

3.1	COPASO	CUMPLE	NO CUMPLE	PARCIAL
	Programa de Higiene y Seguridad en el Trabajo			
	Programas Internos de Salud Ocupacional			
	Temas tratados en capacitaciones			
	Suministro de Equipos de Protección Personal			
	Uso Adecuado de EPP			
	Afiliación al Sistema de Seguridad Social			
	Medidas para evitar Agentes Químicos y Biológicos			
	Medidas para el Control de Agentes Físicos			

	OBSERVACIONES

4. CARACTERÍSTICAS DE LA EDIFICACIÓN

4.1	INSTALACIONES FÍSICAS	CUMPLE	NO CUMPLE	PARCIAL
	Uso de la edificación			
	Localización y Construcción			
	Distribución de las Dependencias			
	Condiciones de Pisos, Paredes y Techos.			

4.2	SEGURIDAD INDUSTRIAL	CUMPLE	NO CUMPLE	PARCIAL
	Maquinaria, Equipo y Herramientas			
	Calderas y Recipientes Sometidos a Presión			
	Riesgos Eléctricos			
	Hornos y Equipos de Combustión			
	Manejo Transporte y Almacenamiento de Materiales			

3. GESTIÓN INTERNA

4.3	TALENTO HUMANO	CUMPLE	NO CUMPLE	PARCIAL
	Administrativos =			
	Operativos =			
	Presentación Personal			

	RECOMENDACIONES

CONCEPTO					
FAVORABLE		FAVORABLE CONDICIONADO		DESFAVORABLE	

LA INFORMACION CONSIGNADA EN ESTE DOCUMENTO SE ENTIENDE PRESENTADA BAJO GRAVEDAD DEL JURAMENTO Art.442 C.P. Para constancia previa lectura y ratificación del contenido de la presente acta firman los funcionarios y personas que intervinieron en la visita,

Hoy _____ del mes de _____ del año _____ en la ciudad de _____

De la presente acta se deja copia en poder del interesado, representante legal, responsable del establecimiento o quien atendió la visita.

Firman las personas que intervinieron en la presente diligencia:

POR DADIS	POR EL ESTABLECIMIENTO
NOMBRE:	NOMBRE:
CARGO:	CARGO:
FIRMA :	FIRMA :
CEDULA:	CEDULA:

Elaboró:	Héctor Alvis Gaviria/Profesional Universitario	Fecha Abril 15 de 2010	Firma
Revisó:	Enrique Mazonett Granados/Director Operativo de Salud Pública	Fecha Abril 19 de 2010	Firma
Aprobó:	Lucio Rangel Sossa/Director	Fecha Abril 19 de 2010	Firma





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