

HOW TO DO BUSINESS IN COLOMBIA

STEP A: CHOOSING A RELIABLE LOCAL AGENT

Foreign companies are required to have a legal representative or local agent, whose name, address and telephone number must be stated when registering with ECOPETROL.

The Commercial Division of the Canadian Embassy in Santafé de Bogotá maintains regular contact with a variety of agents in this sector and may assist in the selection process. A list of potential agents is provided at the end of this report.

STEP B: REGISTRATION WITH ECOPETROL

Any firm interested in supplying equipment and/or services to ECOPETROL and its associates must be registered in the ECOPETROL supplier and/or contractor index. Normally only registered companies will receive specifications and invitations to bid.

Registration forms can be obtained for COP\$ 60,000 (about CDN\$ 100) from:

EMPRESA COLOMBIANA DE PETROLEOS - ECOPETROL
Registro Unico de Contratistas y/o Proveedores
Carrera 13 No. 36-24, Piso 3
Santafé de Bogotá, Colombia
Tel. 232-7553 - Fax: 245-3195

Note the following:

The registration form should be thoroughly completed and the financial information requested must be furnished in Colombian Pesos.

The balance sheet must be signed by a certified public accountant and his signature attested by a public notary.

The legal documents requested for registration such as a Canadian Chamber of Commerce Certificate must be accompanied by a Spanish translation and certified by a Colombian Consul in Canada, by the Colombian Ministry of External Affairs in Santafé de Bogotá, and by the Colombian agent or legal representative of the Canadian company.

Bona fide certificates from existing customers are required.