

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 state entities.

The Commercial Division of the Canadian Embassy in 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 appended to the end of this report.

**STEP B: REGISTRATION WITH STATE ENTITIES**

Any firm interested in supplying equipment and/or services to must be registered in the supplier and/or contractor index. Normally only registered companies will receive specifications and invitations to bid. The Canadian Embassy Commercial Division can advise where registration forms may be purchased.

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 visaed by a Colombian Consul in Canada, by the Colombian Ministry of External Affairs in Bogotá, and by the Colombian agent or legal representative of the Canadian company.

Bona fide certificates from existing customers are required.

A company interested in registering as a contractor must furnish a complete profile of the firm including professional and technical staff (engineers and technicians) with proof of their degrees and professional skills.

Each registration is valid only for a two-year term and must subsequently be renewed.