



LEGAL OBLIGATIONS YEAR 2024

TABLE OF CONTENTS S

Corporate obligations

Obligaciones laborales

Tax obligations

Normas legislativas y jurisprudenciales

OBLIGACIONES SOCIETARIAS

The background of the image is a dynamic night scene of a city skyline. Several tall buildings are visible, their windows glowing with light. A prominent blue laser beam originates from the top left and extends diagonally towards the right, passing behind the text. Several red laser lines crisscross the sky, adding to the futuristic aesthetic. The overall color palette is dominated by deep blues, bright whites from the city lights, and the vibrant colors of the laser beams.



Commercial Registry

Expiration: **March 31, 2024**

OBLIGATION	PROCEDURE	DEADLINE
Renew the registration of the company in the Registry Chamber of Commerce where it is located registered.	<p>Fill out a form from the Chamber of Commerce and pay the fee established by the Chamber by visiting the website: www.ccb.org.co with the password that has been assigned to each company.</p> <p>Please note that in order to renew, you must have a password for virtual services. If you do not have one or have forgotten it, request it here: https://www.ccb.org.co/Tramites-y-Consultas</p> <p>or</p> <p>https://www.ccb.org.co/Inscripci-registrations-and-renewals/Commercial-Registration-Registration</p>	Within three (3) first months of the year. Deadline non-extendable.

Regular meeting of the highest corporate body

<u>OBLIGATION</u>	<u>PROCEDURE</u>	<u>DEADLINE</u>	<u>PROCEDURE</u>	<u>TERM</u>
Convene and hold the regular meeting of the highest corporate body.	Within the first three (3) months of the year. If not convened, the Assembly/Meeting shall meet by right on the first day	The call must contain the date, time, place of the meeting, and the agenda.	In accordance with the provisions of the articles of association. If these do not refer to the matter, a personal summons must be sent to all members, which must be sent	in advance as established in the company's articles of association, not counting the days of the call and the day of the meeting.



	working day of the month of April at 10:00 a.m., at the offices of the address registered office.		to the address registered address, or by notice published in a daily newspaper circulation in the main address of the company.	
--	---	--	--	--

Reports to the Superintendency of Companies

Obligation: Send the required financial information to the Superintendency of Companies. To do so, it is important to take into account the following rules:

External Circular 100-000009 of November 2, 2023: request for financial information as of December 31, 2023. It can be consulted at the following link:

<https://www.supersociedades.gov.co/documents/107391/6026893/Circular+Externa+1+00-000009+de+2+de+noviembre+de+2023.pdf/d5fb4084-13ec-45b4-097c-896d2f982d87?version=2.0&t=1700241062756>

1. Financial statements as of December 31, 2023, and additional documents

The general purpose financial statements as of December 31, 2023, together with the required additional documents, must be submitted through **the Integrated Financial Reporting System (SIRFIN)**. To this end, companies must select "one of the following entry points, according to the applicable regulatory framework, complete and submit the financial information contained therein, as follows":

Report 01: General Purpose Financial Statements as of December 31, 2023

- 10 Full IFRS Individual Group 1.
- 20 Full IFRS Separate Group 1.
- 40 IFRS "SMEs" Individual Group 2.
- 50 IFRS "SMEs" Separate Group 2.
- 70 - NIF Simplified Accounting Group 3.

Financial information must be reported in thousands of pesos.



1.1. Mandatory completion and submission of financial information

Pursuant to Article 289 of the Commercial Code, business entities subject to supervision or control by the Superintendency of Companies are required to report their year-end financial statements, in this case as of December 31, 2023, certified and audited, within the scope provided for in Articles 37 and 38 of Law 222 of 1995, without the need for an express order of a specific nature issued by the entity.

Likewise, business entities subject to inspection by this Superintendency, to which the respective order is issued, are required to submit the same information by means of a specific administrative act addressed to the judicial notification address or email address registered in the commercial register. All of the above is in exercise of the power contained in Article 83 of Law 222 of 1995.

Business entities that make up Group 3¹ that are under surveillance, control, or those inspected that are given the order by means of a specific administrative act must fill out the financial information in the XBRL Express application and submit it through SIRFIN. "The financial information of this type of entity corresponding to the December 31, 2022 cutoff date may not be filed in physical or paper form, as it will be considered not submitted."

"Inspected business entities that have been required and are monitored by another supervisory authority and are in the process of voluntary liquidation, or those that determine that they do NOT comply with the Going Concern Assumption as of December 31, 2023, must report this situation to the Business Reports Group at webmaster@supersociedades.gov.co prior to the expiration of the deadlines.

¹

The entities that make up group 3 in accordance with Article 1.1.3.1. of Decree 2420 of 2015 are as follows:

"...Group 3 corresponds to individuals and legal entities required to keep accounts, those who, without being required to do so, intend to use them as evidence, and micro-enterprises classified as such, in accordance with the provisions of Chapter 13, Title 1, Part 2, Book 2 of Decree 1074 of 2015, Single Regulatory Decree for the Commerce, Industry, and Tourism Sector; provided that they comply with all of the following requirements:

- 1. Not holding investments in equity instruments in subsidiaries, joint ventures, or associates;*
- 2. Not be required to file combined, consolidated, or separate financial statements;*
- 3. Not engage in transactions related to share-based payments;*
- 4. Not maintain defined benefit post-employment benefit plans;*
- 5. Not be a savings and credit cooperative, and*
- 6. Not obtain income from ordinary activities that exceed the limits for micro-enterprises according to the sector to which they belong, as established in Decree 1074 of 2015, Single Regulatory Decree for the Commerce, Industry, and Tourism Sector..."*



established by the Superintendency of Companies (see financial information schedule table)," the above for the purpose of exempting them from the obligation to submit financial information.

1.2. Deadlines for submitting separate and individual financial statements as of December 31, 2023, for Full IFRS or SMEs.

The separate and individual financial statements as of December 31, 2023, certified and audited, must be submitted during the current year, within the dates indicated in the financial information submission schedule table below, according to the last two digits of the business entity's Tax Identification Number (NIT), not including the verification digit (DV):

Financial Information Submission Schedule

LAST TWO DIGITS OF NIT	MAXIMUM DEADLINE FOR SUBMITTING INFORMATION	LAST TWO DIGITS OF NIT	MAXIMUM DEADLINE FOR SUBMITTING INFORMATION
01-05	Tuesday, April 16	51-55	Tuesday, April 30
06	Wednesday, April 17	56-60	Wednesday, May 2
11-15	Thursday, April 18	61-65	Friday, May 3
4:00 p.m.	Friday, April 19	66-70	Monday, May 6
21-25	Monday, April 22	71-75	Tuesday, May 7
26-30	Tuesday, April 23	76-80	Wednesday, May 8
31-35	Wednesday, April 24	81-85	Thursday, May 9
36-40	Thursday, April 25	86-90	Friday, May 10
41-45	Friday, April 26	91-95	Tuesday, May 14
46-50	Monday, April 29	96-00	Wednesday, May 15

Business entities that have more than one accounting close during the year must complete the information corresponding to each fiscal year independently and submit it on the dates indicated above, after requesting authorization to send it by emailing the Business Reports Group at efinancieros@supersociedades.gov.co. Year-end financial statements must be certified and audited, in accordance with the provisions of Articles 37 and 38 of Law 222 of 1995.



1.3. Additional Documents

Year-end financial statements will only be considered received when the additional documents listed below have also been submitted. These must be provided within two (2) business days of the deadline for submitting financial information according to your NIT number.

In the event that the additional documents are not provided within the established deadline, the financial statements shall be deemed to have been received late, which may give rise to the relevant penalties.

The additional documents must be sent as scanned copies of the original in .pdf format, through the "Presentación Informes Empresariales" (Submission of Business Reports) section, subsection "Envío de documentos adicionales" (Submission of Additional Documents) of the Superintendency of Companies' website: **www.supersociedades.gov.co**, once the filing number provided by the system is available, after sending the file with the **.XBRL extension**.

Each document must be a file with a .pdf extension, which must be named with a single word. The size of each file must not exceed 2 MB.

Once the documents have been sent correctly, the system will create a file number for each file submitted. Only when this number has been generated will the requirement to submit complete financial information be deemed to have been met. For all purposes, the file number will be the only proof of compliance with the order issued.

All Business Entities must accompany the General Purpose Financial Statements with the following documents:

- a) The document by which the legal representative and the accountant certify that the financial statements submitted to the entity comply with the provisions of Article 37 of Law 222 of 1995. This document must also be signed by the statutory auditor who reviews them in compliance with Article 38 of Law 222 of 1995.



The certification must contain the identity document number, as well as the signatures of the legal representative and accountant, and the professional card number in the case of the latter.

- b) A copy of the management report that the administrators must submit to the shareholders' meeting or board of directors for approval or disapproval, in accordance with Article 46 of Law 222 of 1995, which must also contain the status of compliance with intellectual property and copyright regulations by the Business Entity. It must also contain proof that the free circulation of invoices issued by sellers or suppliers was not hindered, in accordance with Article 87 of Law 1676 of 2013. This obligation does not apply to branches of foreign companies.
- c) Opinion of the statutory auditor.
- d) Notes to the General Purpose Financial Statements, which must contain disclosures of the statements of: (i) financial position, (ii) comprehensive income for the year, (iii) components of other comprehensive income (OCI), (iv) changes in equity, and (v) cash flows, as an integral part thereof.
- e) Copy of the extract from the minutes of the meeting at which the General Purpose Financial Statements and the Management Report were approved. This obligation does not apply to branches of foreign companies.

The additional documents listed in paragraphs a, b, c, and d must be submitted within two business days after the deadline for submitting financial information, according to the Financial Information Submission Schedule table. The additional document listed in paragraph e must be submitted by May 26, 2024.

Failure to submit the additional documents within the established deadlines will result in the applicable penalties, as the General Purpose Financial Statements will only be considered received upon submission of all the additional documents listed.



2. Deadlines for submitting reports

In accordance with External Circular No. 100-000003 of September 11, 2023, issued by the Superintendency of Companies, the following reports must be submitted:

2.1. Report 42 on business practices for the year 2024 must be submitted by business entities under supervision or control on the dates indicated below, according to the last two digits of the company's Tax Identification Number (TIN) (not including the verification digit):

Schedule for submission of the Business Practices Report

LAST TWO DIGITS OF THE TIN	DEADLINE FOR SUBMITTING INFORMATION IN 2024	LAST TWO DIGITS OF THE NIT	DEADLINE FOR SUBMITTING INFORMATION IN 2024
01 - 10	First business day of July	51 - 60	Sixth business day of July
11	Second business day of the month of July	61	Seventh business day of July
21 - 30	Third business day of July	71 - 80	Eighth business day of the month of July
31	Fourth business day of July	81	Ninth business day of the month of July
41	Fifth business day of July	91 - 00	Tenth business day of July

This report does not require the submission or forwarding of additional supporting documents.

Companies with more than one accounting close during the year must submit information on business practices for the entire year 2023 in a single report.

Report 42 - Business Practices must be submitted exclusively through the website www.supersociedades.gov.co by accessing the section "Presentación Informes Empresariales" (Submission of Business Reports) and clicking on the button "Aplicativos Web" (Web Applications).

Once the report has been fully completed, a PDF document will be generated with the information recorded, the date, time, and file number. Only when this number is generated will the requirement be considered to have been fully met. For



all intents and purposes, the filing number will be the only proof of compliance with the order issued.

2.2. The **75 report** relating to **SAGRILIFT and PTEE** must be submitted annually within the deadlines set out in section 2.1. for business practices. These deadlines cannot be extended.

2.3. **Report 58** relating to **the Compliance Officer** must be submitted by the compliance officers of the obligated parties (both companies and non-profit entities) within 15 business days following the respective appointment or change, and the cut-off date for the aforementioned report must correspond to the date of the minutes in which the highest corporate body appoints the compliance officer.

Additional documents for Report 58:

- a) Resume of the compliance officer.
- b) Certificate of compliance with requirements.
- c) Copy of the registration document with the SIREL administered by the UIAF.
- d) Copy of the extract from the minutes of the corporate body recording your appointment.
- e) Document certifying knowledge of the subject matter.
- f) Certificate verifying the compliance officer's disqualifications or incompatibilities, signed by the legal representative.

3. Submission of financial financial and additional documents

Business entities that are parent or controlling companies and are required to report year-end financial information under the terms of the first paragraph above must submit, in addition to separate financial statements, consolidated and combined financial statements no later than **May 3, 2024**.

To this end, they must complete Report 01-Financial Statements for the Fiscal Year-Cut-off 2023-30 Full IFRS Consolidated Group 1 or 60 IFRS SMEs Consolidated Group 2, using the XBRL Express tool or any other tool that supports the standard XBRL language. The figures must be completed in thousands of pesos and submitted via the Integrated Financial Reporting System (SIRFIN).



Business entities required to submit combined financial statements must report this information through Report 01-Year-End Financial Statements-Cut-off 2023 - 30 Full IFRS Consolidated Group 1 or 60 NIIFPymes - Consolidated Group 2, no later than **May 31, 2024**.

The following additional documents must be submitted together with the consolidated financial statements within two (2) business days of the date established for the submission of consolidated financial information:

- a) Certification of the consolidated financial statements, signed by the legal representative, accountant, and statutory auditor of the consolidating entity;
- b) Notes to the consolidated financial statements;
- c) Special report pursuant to Article 29 of Law 222 of 1995;
- d) Opinion of the statutory auditor who audits them, in compliance with Article 38 of Law 222 of 1994 with respect to the consolidating entity.

Additional documents must be sent as scanned copies of the original in .pdf format, through the "Submission of additional documents" section of the Superintendency of Companies' website:

www.supersociedades.gov.co. For this purpose, you must have the filing number provided by the system after sending the file with the extension .XBRL extension.

Each document must be a file with a .pdf extension, which must be assigned a name consisting of a single word. The size of each file must not exceed 2 MB.

Once correctly submitted, the system will assign a reference number to each file sent. Only when this number is generated will the requirement to submit complete financial information be deemed to have been fulfilled. For all purposes, the reference number will be the only proof of compliance with the order issued.

Consolidated financial statements will only be considered to have been received in a timely manner if the additional documents that complement them have also been submitted. If they are not



provided within the established deadline, they will be deemed to have been submitted late, which may give rise to the relevant penalties.

4. Submission of financial statements for business entities in restructuring, abbreviated reorganization, or reorganization agreements

Business entities that: (i) are in the process of negotiating or executing a restructuring agreement under the terms of Law 550 of 1999, whose promoter is appointed by the Superintendency or by any chamber of commerce in the country; and (or) are admitted to a reorganization process, procedure, or proceeding in accordance with Law 1116 of 2006 or Legislative Decrees 560 and 772 of 2020, whether they are pending or in progress, they must report General Purpose Financial Statements for the period from January 1 to December 31, certified and audited, if applicable, within the scope provided for in Articles 37 and 38 of Law 222 of 1995.

The General Purpose Financial Statements must be submitted in 2024 on the dates indicated in the Financial Information Submission Schedule, according to the last two digits of the Business Entity's Tax Identification Number (NIT).

The following reports must be submitted together with these statements:

- Report 01 - Year-End Financial Statements - 2023 Cut-off, according to the entry points set forth in the first paragraph and the additional documents mentioned in this circular.
- Report 03A - Annual Information on Recovery Agreements and other additional documents covered by the following External Circulars: V CE-100-000004 of August 8, 2016 (Submission of periodic information on restructuring agreements), paragraph 3, subparagraphs c) certification of compliance with payments by the debtor and d) information relevant to assessing the debtor's situation.
- V CE-100-000005 of August 8, 2016 (Submission of quarterly information in corporate reorganization processes), section 5, paragraphs c) certification of compliance with payments by the debtor and d) information relevant to assessing the debtor's situation.



Please note that the year-end financial information mentioned herein does not replace or exclude the obligation to report periodic financial information.

5. Presentation of financial statements of companies in judicial liquidation or liquidation by adjudication.

Business entities admitted to a judicial liquidation process as of January 2018 must comply with the provisions of External Circular 100-000004 of 2018 to present their financial information, and Business Entities admitted up to December 31, 2017, must comply with External Circular 100-000001 of 2010 to present their financial information.

6. Submission of financial statements of companies in voluntary liquidation as of December 31, 2023.

Business entities subject to supervision or control that, as of December 31, 2023, determine that they do not comply with the Going Concern Assumption or are undergoing a voluntary liquidation process, must comply with the provisions of External Circular 100-000006 of November 9, 2018.

With this in mind, these business entities must submit their year-end financial statements in Report 16 (Voluntary Liquidation Statement) of the STORM application by May 30, 2024, at the latest. The aforementioned financial statements must be accompanied by the notes to the financial statements and the certification signed by the liquidator, the accountant, and the statutory auditor, if any.

Instructions for installing and using the application are available on the website www.supersociedades.gov.co in the section - Presentation of Business Reports - STORM.

Once the installation procedure for using the STORM application has been completed, a file with the extension .str will be generated, which must be attached and sent as indicated in the same section of the portal.

As soon as the .str file is sent through the website, the system will provide a filing number that will be used to send the additional documents. For all purposes, the filing number will be the only proof of compliance with the order issued.



Once this reference number is available, the aforementioned additional documents, scanned from the original in .pdf format, must be uploaded through the "Submission of additional documents" section of the portal www.supersociedades.gov.co

Each file with a .pdf extension must be assigned a name, which must consist of a single word. The size of each file must not exceed 2MB.

7. Presentation of financial information for legal entities that meet the going concern assumption and those that do not meet the going concern assumption applied within the framework of the judicial intervention process.

The Superintendency of Companies issued External Circular No. 100-000009 on November 2, 2023, requesting financial information from entities that meet and do not meet the going concern assumption.

- 7.1.** Intervention process: Within the powers of the Superintendency of Companies, it may request information regarding intervention processes. This is in accordance with Decree 2101 of 2016, which added Title 5 to Part 1 of Book 1 of Decree 2420 of 2015, which established the rules to be observed by entities that do not comply with the Going Concern Assumption, applied within the framework of the judicial intervention process.

Accordingly, the interveners must inform the judge, within one month of the seizure of accounting books and documents, whether the going concern assumption principle is being complied with in relation to the intervened entities required to keep accounts.

If no accounting records are found once the books have been seized, they must be reconstructed in accordance with the terms indicated by law, and an assessment must be carried out in accordance with the information available to the intervening agent.

- 7.2.** When the audited entities comply with the going concern assumption, the auditors must prepare and submit the year-end financial and accounting information annually, which must be sent to the Superintendency of Companies through report 01 General Purpose Financial Statements.



The types of financial information reports and reports must be completed and submitted on the dates indicated below:

(i) Types of reports.

- 1. REPORT 63 - Inventory, Intervened Assets, and Transition:** The cut-off date for this report is one day before the order for the intervention of legal entities.
- 2. REPORT 65 - Information for Judicial Intervention:** The cut-off date is June 30 and December 31 of each year.

(ii) Submission date.

- 1. Report 63:** Within one month of the intervener taking office.
- 2. Report 65:** Year-end financial statements must be submitted no later than the last business day of May each year. Financial statements for the period ending June 30 must be submitted no later than the last business day of August each year.

8. Special due process

The deadlines for submitting the information are non-extendable.

The Superintendency of Companies requests the year-end financial statements, certified and audited (if there is a statutory auditor), with their additional documents, within the deadlines already indicated.

Failure to comply with the deadlines or obligations set forth herein may give rise, after the filing of charges and after the opportunity to exercise the right of defense has been granted, to the penalties provided for in paragraph 3 of Article 86 of Law 222 of 1995, regardless of whether the business entity is inspected, supervised, or controlled.

9. Registration and submission of information in SIRFIN

In the "Business Report Filing" section of the www.supersociedades.gov.co portal, users can find the information necessary for filing reports in XBRL and, in particular, on how to comply with the following procedures:

- Register business entities.



- Create, change, or generate a new password.
- Download and install the software and manuals for completing the XBRLExpress and STORM User applications.
- Sending files with the .XBRL extension.
- Sending additional scanned documents in .pdf format.
- Check the status of the submission.
- Check and download manuals, training videos, and instructions.
- Download files from previous years.
- Check answers to possible submission errors.
- Participate in virtual training sessions.

The presentation of year-end financial statements and additional documents must be made through the "Presentation" section.

Business Reports" section of the portal

www.supersociedades.gov.co

As soon as the file with the .XBRL extension is sent through the web portal, the system will provide you with a filing number. This number must be used to upload the additional documents in .pdf format through the "Submission of additional documents" subsection of the aforementioned portal. For all purposes, the filing number will be the only proof of compliance with the order issued.

10. Update information in the Commercial Registry

Ensure that your company's information registered with the Chamber of Commerce is properly updated.

- a) **Request an electronic certificate** and verify that the information you have registered (economic activity, location data, name, among others) is up to date.
- b) If the information is out of date, you can modify or change your data immediately **using the Chamber of Commerce's online service** at www.ccb.org.co.

You can also download the document in PDF format, where you will find the fees for business registrations and renewals, registration fees for establishments, branches, and agencies, as well as fees for cancellations or changes, fees for registering books and documents, certifications from the Commercial Registry and Non-Profit Entities (ESALES), and fees for forms, bidder registration, and 2023 membership fees.



11. Single Registry of Final Beneficiaries

OBLIGATION	PROCEDURE	DEADLINE
Update (if the DIAN has not done so ex officio) obligation number 55 in the Single Tax Registry (RUT) so that all legal entities and structures without legal personality register their Final Beneficiaries.	<ol style="list-style-type: none"> 1. Log in to Muisca Online Services with your DIAN username and password at the following link: https://muisca.dian.gov.co 2. In the Options Menu, update your Tax ID Number (RUT) with tax obligation number 55 or go directly to the Single Registry of Final Beneficiaries option. 3. Fill out form 2688 with the required information on the natural person(s) considered to be the Final Beneficiary(ies). 	<p>For all legal entities and structures without legal personality established before May 31, 2023, the deadline for registration is July 31, 2023.</p> <p>All legal entities or structures without legal personality established on or after June 1, 2023 will have two months to complete the register.</p>

Criteria for determining the Ultimate Beneficiary:

A Beneficial Owner is a natural person who owns or holds 5% or more of the capital, voting rights, and/or benefits from the same percentage or more of the assets, income, or profits of a company, trust, or similar structure.

If this person cannot be identified, the Legal Representative of the controlling entity of the corporate entity shall be the Ultimate Beneficial Owner. If this company has no controlling entity or it was impossible to locate the Ultimate Beneficial Owner, the Legal Representative of the company shall be the Ultimate Beneficial Owner.



Required information

It is not necessary to upload any type of file, just fill in the following fields with accurate information:

- Type of document
- Identification number and country of issue
- Tax ID number or functional equivalent and country of issue
- First and last names
- Date and country of birth
- Country of nationality
- Location: Country of residence, department or state, city, postal code, email address
- Criteria for determining the final beneficiary
- Percentage of shareholding in the legal entity
- Percentage of profit in the returns, results, or profits of the legal entity, unincorporated entity, or similar
- Date from which the person has the status of final beneficiary or the condition exists

A yellow hard hat is positioned on the left side of the frame, resting on a dark, textured suit jacket. The background is a solid, bright yellow. The text 'OBLIGACIONES LABORALES' is overlaid in the center in a bold, white, sans-serif font.

OBLIGACIONES LABORALES



Current minimum monthly wage (SMLMV) for 2024, Decree 2292 of December 29, 2023.

Through the decrees mentioned in this title, the SMLMV for Colombian workers in 2024 was set at COP 1,300,000, which will take effect on January 1, 2024. Therefore, no worker who works the maximum legal working hours, that is, eight (8) hours per day and forty-seven (47) hours per week, may earn a salary lower than this amount.

Monthly transportation or digital connectivity allowance for 2024, Decree 2293 of December 29, 2023.

Corresponding to COP 162,000. Public servants and private workers who earn up to twice the SMLMV are entitled to this allowance.

Comprehensive Salary

In addition to compensating for ordinary work, the comprehensive salary compensates for the value of allowances, surcharges, and benefits for night work, overtime, Sunday and holiday work, legal and extralegal bonuses, severance pay, and interest on severance pay, except for vacations. It is essential that this type of salary be agreed upon in writing. Only workers who earn a basic salary equal to or greater than thirteen (13) times the current legal monthly minimum wage, i.e., COP 16,900,000 for the year 2024, are eligible for this salary.

Severance pay

Under the annual and definitive severance pay settlement system, the value of severance pay accumulated as of December 31, 2023, must be paid for the corresponding annuity or fraction thereof. It must be deposited before February 14, 2024, in each worker's individual account in the severance pay fund.

Severance pay interest

Severance pay interest must be paid directly to the worker in January 2024 and not deposited in the severance fund designated by the worker.



Bonus

The service bonus equivalent to one (1) monthly salary, payable in two installments: (2) installments: half (1/2) of the monthly salary must be paid on the last day of June and the other half (1/2) during the first twenty (20) days of December. If the employee has not worked for the entire calendar year, the service bonus is calculated proportionally for the time worked during each semester.

Vacation

In accordance with Colombian labor legislation, all employers must grant all employees who have worked for the company for a full year 15 consecutive working days of paid leave for each year of service. In any case, employees shall be entitled to at least 6 consecutive working days of vacation per year, which cannot be accumulated. The employee and employer may agree to accumulate the remaining vacation days.

Vacation time can be compensated in cash in two cases: a) upon termination of the contract; and b) at the request of the employee, who may ask the employer to pay up to half of the vacation time owed. This payment does not require authorization from the labor authority in Colombia but does require agreement between the parties.

Mandatory pension contributions

The pension contribution for 2024 is 16% of the base contribution income. Employers are responsible for 12% (which is 75% of the 16% contribution) and workers for the remaining 4% (which is 25% of the 16% contribution).

Contributory health insurance contribution

In 2024, the contribution to the contributory health regime will remain at 12.5% of the self-employed worker's base income; for employers with fewer than two workers, their contribution will be 8.5% and an additional 4% will be paid by the worker, for a total of 12.5%.

The following persons are exempt from paying parafiscal contributions to the National Learning Service (SENA), the Colombian Family Welfare Institute (ICBF), and contributions to the Contributory Health System:



(ICBF), and contributions to the Contributory Health System:

- a) Companies and legal entities and similar taxpayers who file income tax and supplementary tax returns for their workers who earn up to 10 SMLMV (COP 10,000,000).
- b) Individuals who have two or more employees under their responsibility are not required to pay social security contributions for workers who earn less than 10 SMLMV (COP 10,000,000). (Article 114-1 of the Tax Statute)

Contribution to the pension solidarity fund

Members of the General Pension System who earn more than 4 SMLMV (COP 4,000,000) contribute to the Pension Solidarity Fund at the following rates:

Salary range (minimum monthly wage)	Additional percentage
≥4 to <16	1
≥16 to 17	1.2
From 17 to 18	1.4
From 19 to 20	1.8
Over 20	2

The entire contribution percentage is payable by the worker.

Contribution to the Occupational Risk System

All companies with employees must be affiliated with an Occupational Risk Management Company (ARL), and each of their employees must also be affiliated with it. The contribution percentage will depend on the risk to which the employee is exposed and is associated with the company's workplaces.

Type of risk	Initial value
I	0.522%
II	1.044%
III	2.436%
IV	4.350%
V	6.690



The entire contribution to the Occupational Risk System is paid by the employer.

Working hours

Starting in 2023, working hours were gradually reduced in accordance with the following schedule:

1. From July 15, 2023, the ordinary working week will be reduced to 47 hours.
2. After July 15, 2024, the standard working week will increase to 46 hours.
3. From July 15, 2025, it will be 44 hours per week.
4. As of July 15, 2026, the work week will be definitively set at 42 hours per week.

Standard working hours for adolescents between 15 and 17 years of age and over 17 years of age.

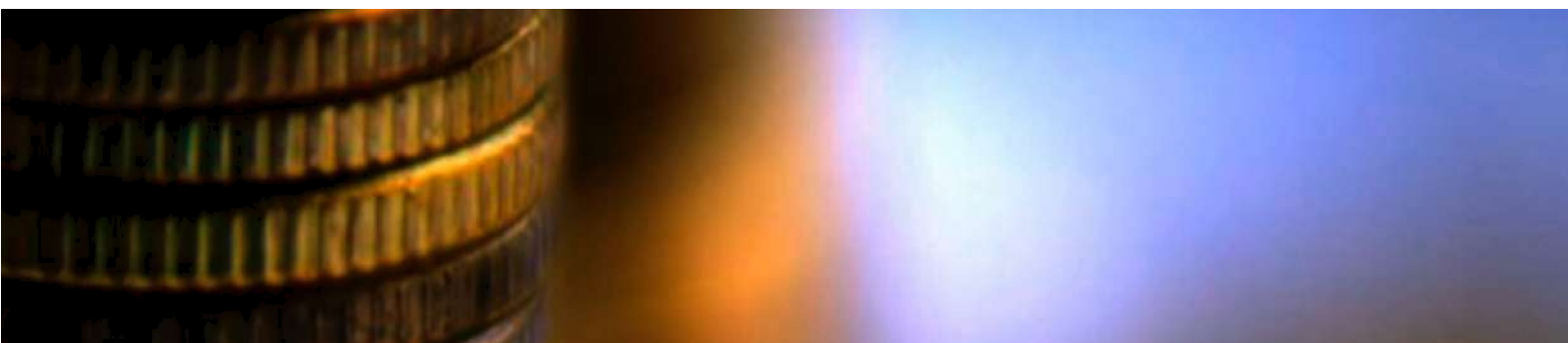
The maximum regular working hours for adolescents over 15 and under 17 years of age are limited to a maximum of six hours per day and 30 hours per week, until 6:00 p.m.

Adolescents over 17 years of age may only work a maximum of 8 hours per day and 40 hours per week, until 8:00 p.m.

All of the above applies unless otherwise agreed.

Family Day

According to Article 6 of Law 1857 of 2017, all workers in Colombia are entitled to one day off from work every six months to spend with their families.



OBLIGACIONES TRIBUTARIAS



2024 NATIONAL TAX CALENDAR

Decree 229 of December 22, 2023.



Calendario tributario 2024

Plazos para el cumplimiento de las obligaciones tributarias administradas por la Unidad Administrativa Especial Dirección de Impuestos y Aduanas Nacionales - DIAN

G	Renta GRANDES Contribuyentes
febrero Hasta: 01-02 1 2 3 4 5 6 7 8 9 0 16 19 20 21 22	abril Hasta: 01-04 1 2 3 4 5 6 7 8 9 0 16 17 18 19 20
junio Hasta: 01-06 1 2 3 4 5 6 7 8 9 0 13 14 17 18 19 20 21 24 25 26	
J	Renta personas JURÍDICAS
mayo Hasta: 01-05 1 2 3 4 5 6 7 8 9 0 20 21 22 23 24	julio Hasta: 01-07 1 2 3 4 5 6 7 8 9 0 10 11 12 15 16 17 18 19 22 23
N	Renta personas NATURALES
agosto Hasta: 01-08 1 2 3 4 5 6 7 8 9 0 11-12 13-14 15-16 17-18 19-20 20 21 22 23 26 21-22 23-24 25-26 27 28 29	septiembre Hasta: 01-09 1 2 3 4 5 6 7 8 9 0 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
octubre Hasta: 01-10 1 2 3 4 5 6 7 8 9 0 11 12 13 14 15 16 17 18 19 20 21 22 23 24	
PES	Personas no residentes o entidades no domiciliadas en el país con PRESENCIA ECONÓMICA SIGNIFICATIVA - PES - pagos anticipados bimestrales
mar Hasta: 01-03 1 2 3 4 5 6 7 8 9 0 14	may Hasta: 01-05 1 2 3 4 5 6 7 8 9 0 16
jul Hasta: 01-07 1 2 3 4 5 6 7 8 9 0 15	sep Hasta: 01-09 1 2 3 4 5 6 7 8 9 0 13
nov Hasta: 01-11 1 2 3 4 5 6 7 8 9 0 18	ene Hasta: 01-01-2025 1 2 3 4 5 6 7 8 9 0 16
A	ACTIVOS en el exterior - declaración anual
Las fechas para la presentación de esta declaración son las mismas de Renta: Personas Jurídicas mayo, Personas Naturales entre agosto y octubre. Grandes Contribuyentes en el mes de abril.	
IB	IVA Bimestral - declaración y pago
marzo Hasta: 01-03 1 2 3 4 5 6 7 8 9 0 11 12 13 14 15 18 19 20 21 22	mayo Hasta: 01-05 1 2 3 4 5 6 7 8 9 0 10 14 15 16 17 20 21 22 23 24
julio Hasta: 01-07 1 2 3 4 5 6 7 8 9 0 10 11 12 15 16 17 18 19 22 23	
septiembre Hasta: 01-09 1 2 3 4 5 6 7 8 9 0 10 11 12 13 16 17 18 19 20 23	noviembre Hasta: 01-11 1 2 3 4 5 6 7 8 9 0 13 14 15 18 19 20 21 22 25 26
enero 2025 Hasta: 01-01-2025 1 2 3 4 5 6 7 8 9 0 13 14 15 16 17 20 21 22 23 24	
IC	IVA Cuatrimestral - declaración y pago
mayo Hasta: 01-05 1 2 3 4 5 6 7 8 9 0 10 14 15 16 17 20 21 22 23 24	septiembre Hasta: 01-09 1 2 3 4 5 6 7 8 9 0 10 11 12 13 16 17 18 19 20 23
enero 2025 Hasta: 01-01-2025 1 2 3 4 5 6 7 8 9 0 13 14 15 16 17 20 21 22 23 24	
RF	RETENCIÓN EN LA FUENTE - Declaración mensual y pago
febrero Hasta: 01-02 1 2 3 4 5 6 7 8 9 0 9 12 13 14 15 16 19 20 21 22	marzo Hasta: 01-03 1 2 3 4 5 6 7 8 9 0 11 12 13 14 15 18 19 20 21 22
abril Hasta: 01-04 1 2 3 4 5 6 7 8 9 0 9 10 11 12 15 16 17 18 19 22	
mayo Hasta: 01-05 1 2 3 4 5 6 7 8 9 0 10 14 15 16 17 20 21 22 23 24	junio Hasta: 01-06 1 2 3 4 5 6 7 8 9 0 13 14 17 18 19 20 21 24 25 26
julio Hasta: 01-07 1 2 3 4 5 6 7 8 9 0 10 11 12 15 16 17 18 19 22 23	
agosto Hasta: 01-08 1 2 3 4 5 6 7 8 9 0 12 13 14 15 16 20 21 22 23 26	septiembre Hasta: 01-09 1 2 3 4 5 6 7 8 9 0 10 11 12 13 16 17 18 19 20 23
octubre Hasta: 01-10 1 2 3 4 5 6 7 8 9 0 9 10 11 15 16 17 18 21 22 23	
noviembre Hasta: 01-11 1 2 3 4 5 6 7 8 9 0 13 14 15 18 19 20 21 22 25 26	diciembre Hasta: 01-12 1 2 3 4 5 6 7 8 9 0 10 11 12 13 16 17 18 19 20 23
enero 2025 Hasta: 01-01-2025 1 2 3 4 5 6 7 8 9 0 13 14 15 16 17 20 21 22 23 24	



SIGNIFICANT ECONOMIC PRESENCE (PES) IN COLOMBIA

In accordance with Article 20-3 of Law 2277 of 2022, a non-resident person or non-domiciled entity shall be deemed to have a significant economic presence in Colombia when:

- a) Maintain deliberate and systematic interaction in the Colombian market. For this purpose, the law presumes its existence when: (i) The person maintains interaction or marketing activities with 300,000 or more customers and/or users located in the national territory; and (ii) The person maintains or establishes the possibility of viewing prices or allows payment in Colombian pesos.
- b) Gross income of 31,300 UVT (currently COP\$1,473,134,500) or more is obtained from transactions with customers and/or users located in the national territory.

The main formal and substantive obligation will be to file an income tax return based on the taxable income from its operations in Colombia, at a special rate of 3%.

On the other hand, customers and users of digital services will also have an important obligation, which will correspond to withholding tax at a special rate of 10% on payments or credits made for the purchase of goods and/or services from PES persons in Colombia.

2024 DISTRICT TAX CALENDAR

1. District Industry and Commerce Tax (ICA)

The industry and commerce tax is a direct municipal tax levied on all industrial, commercial, or service activities carried out within the jurisdiction of the Capital District of Bogotá.

The taxable event consists of the direct or indirect exercise or performance of any industrial, commercial, or service activity within the jurisdiction of the Capital District of Bogotá, whether carried out on a permanent or occasional basis, in a specific property, with or without a commercial establishment. This changes with the tax reform:



Interest and financial returns are included in the tax base. This tax will no longer be calculated on the monthly average gross income of the previous year, but on the total ordinary and extraordinary income received in the taxable year.

Taxpayers belonging to the common regime and paying the Industry and Commerce Tax (ICA) every two months will once again have a single deadline for each payment, starting on April 14, for the payment of the first two months. The same will apply to ReteICA, whose withholding agents will begin their bi-monthly payments on March 17 next year.

Commercial Activity

This refers to the sale, purchase, or distribution of goods and merchandise, both wholesale and retail, and other activities defined as such by the Commercial Code, provided that they are not considered by law to be industrial or service activities.

Service Activity

This is any task, labor, or work performed by a natural person, legal entity, or de facto partnership, without an employment relationship with the person who contracts it, which generates compensation in cash or in kind and which takes the form of an obligation to perform, regardless of whether the material or intellectual factor predominates.

Industrial activity

This is the production, extraction, fabrication, manufacture, preparation, repair, or assembly of any kind of materials, goods, and in general, any transformation process, however elementary it may be.

Any natural or legal person or de facto company that carries out activities giving rise to tax obligations, consisting of industrial, commercial, or service activities within the jurisdiction of the Capital District, is required to register with the RIT (Tax Information Registry) and declare and pay industry tax in accordance with the regime to which it belongs.

Calendario Tributario Distrital

2024 »

Consulta, liquida y paga en
www.haciendabogota.gov.co



Predial

Impuesto Predial Unificado (residencial y no residencial)

Con descuento
por pronto pago

**26 de
abril**

Pago sin
descuento

**14 de
junio**

Sistema de Pago Alternativo
por Cuotas Voluntario

Declaración Inicial 10 de mayo
Pago Cuota 1 7 de junio
Pago Cuota 2 9 de agosto
Pago Cuota 3 4 de octubre
Pago Cuota 4 6 de diciembre



Vehículos

Impuesto sobre
Vehículos automotores

Con descuento
por pronto pago

**24 de
mayo**

Pago sin
descuento

**28 de
junio**



ICA

Impuesto de Industria y Comercio

Pago Bimestral - Régimen Común con FU más de 391 UVT. (\$16.583.092)

2024

Ene - Feb	Mar - Abr	May - Jun	Jul - Ago	Sep - Oct	Nov - Dic
19 de abril	21 de junio	16 de agosto	18 de octubre	20 de diciembre	21 de febrero de 2025

Bimestre 1 Bimestre 2 Bimestre 3 Bimestre 4 Bimestre 5 Bimestre 6

Régimen Común anual 2024

Quiénes tuvieron en el año
2023 un impuesto a cargo
hasta 391 UVT(\$42.412)
equivalente a \$16.583.092

**28 de
febrero de
2025**

Régimen Preferencial 2024

Con ingresos brutos totales
en el 2024, inferiores a 3500
UVT (\$47.065), equivalente a
\$164.727.500. No están
obligados a declarar quienes
tenían ingresos netos en el
2024, inferiores a 1933 UVT
(\$47.065) equivalente a
\$90.976.645.

**28 de
febrero de
2025**



ReteICA

Impuesto de Industria y Comercio

2024

Ene - Feb	Mar - Abr	May - Jun	Jul - Ago	Sep - Oct	Nov - Dic
15 de marzo	17 de mayo	19 de julio	20 de septiembre	15 de noviembre	17 de enero de 2025

Bimestre 1 Bimestre 2 Bimestre 3 Bimestre 4 Bimestre 5 Bimestre 6

[Twitter](#) [Facebook](#) @Haciendabogota [Instagram](#) @Hacienda_bogota

Línea 195 - Correo: radicacionhaciendabogota@shd.gov.co





NOVEDADES

STIM LAWY

CASE LAW

LES



We share the content of legislative and jurisprudential developments, selecting those events that have been in the news in the legal field during 2023 and that may be useful for you and your company during 2024. After the table, you will find more detailed information on the most important developments:

REGULATION	ENTITY THAT ISSUED	DEVELOPMENT
JANUARY 2023		
Bill (pending presidential approval)	Congress of the Republic	Amends the Consumer Statute to include refunds and consumer protection for e-commerce.
MARCH 2023		
Decree 0326 of March 8 March	Ministry of Commerce, Industry, and Tourism	It delegates to the Superintendency of Companies the exercise of inspection, surveillance, and control functions over foreign non-profit entities with permanent businesses in Colombia.
Bulletin 36	Board of Directors Bank of the Republic	Comprehensive reform of Circular DCIP-83 on international changes.
MAY 2023		
Law 2294	Congress of the Republic	National Development Plan 2022-2026 " <i>Colombia World Power of Life</i> "
JUNE 2023		
Resolution 185 of June 14 June	National Directorate for the Right to Author	Copyright registration denied for work generated by artificial intelligence Midjourney
Document CONPES 4117	CONPES	Compiles the State's contractual risk policy on infrastructure projects and establishes specific provisions for each sector.
Law 2297	Congress of the Republic	Measures to promote the independence of persons with disabilities and caregivers or personal assistants.
JULY 2023		
Law 2305	Congress of the Republic	Approves "Convention No. 156 concerning Equal Opportunities and Equal Treatment for Men and Women Workers: Workers with Family Responsibilities," adopted by the Sixty-seventh (67th) International Conference of the International Labor Organization Labor, Geneva, Switzerland, on June 23, 1981
Law 2300	Congress of the Republic	Protects consumers' right to privacy, establishing the channels, schedule, and frequency



REGULATION	ENTITY THAT IS ISSUED BY	NEW
		in which they can be contacted by entities supervised by the Financial Superintendency and all natural and legal persons who carry out collection activities directly, through third parties, or by assignment of the obligation.
Decree 1103	Ministry of Finance and Public Credit	Amended the tax rules applicable to the treatment and withholding tax rate on dividends and shares distributed as of January 1, 2023, charged to profits generated as of January 1, 2017, that have not been declared as payable until December 31, 2022, applicable to: December 31, 2022, applicable to: <ol style="list-style-type: none"> 1. Resident individuals and liquid estates of deceased persons who were residents of the country at the time of their death 2. Foreign companies and entities and non-resident individuals and estates of deceased persons who were not residents at the time of their death
Law 2306	Congress of the Republic	Promotes the protection of motherhood and early childhood, creating incentives and regulations for the construction of areas that allow breastfeeding in public spaces.
Official Letter 220-139607 of July 17	Superintendency of Companies	Incorporation of simplified joint stock companies through smart contracts, crypto assets, and shares.
AUGUST 2023		
Law 2310	Congress	The issuance of technical guidelines for comprehensive care and mental health support for women and families in cases of bereavement due to pregnancy or perinatal loss, and other provisions are enacted - "Empty Arms Law."
Resolution 3031 of August 30 August	Ministry of Labor	Orders employers to update their authorization to work overtime.
Resolution 008742 of October 18	DIAN	Establishes the form, content, and terms for registering technology import contracts



REGULATION	ENTITY THAT ISSUED IT	NEW
SEPTEMBER 2023		
Law 2327	Congress of the Republic	Defines "Environmental Liability" as environmental impacts caused directly or indirectly by human activities, whether authorized or not, cumulative or not, that are measurable, locatable, and geographically delimitable, and that generate an unacceptable level of risk to life, human health, or the environment, as established by the Ministry of Environment and Sustainable Development and the Ministry of Health, and for which there is no environmental or sectoral instrument for control. It generates guidelines for its management.
OCTOBER 2023		
Decree 1736	Ministry of Labor	Modifies the incentive for the creation and permanence of formal jobs.
Ruling STC11618	Supreme Court	Unifies requirements for electronic invoices as negotiable instruments.
Ruling C-197	Constitutional Court	It orders a reduction in the minimum number of weeks of pension contributions for women as follows: 50 weeks by 2026 and 25 weeks for each year starting in January 2027.
NOVEMBER 2023		
Decree 2039	Ministry of Finance	Regulates Law 2277 of 2022 related to taxation for significant economic presence PES.
Resolution 000187 of November 28 November	DIAN	The UVT for 2024 is set at COP\$47,065.

© PM Abogados 2024

For more information or assistance on these matters, please contact us:

info@pmabogados.co





PM Abogados

Legal Notice

The information and materials in this booklet are not intended to be, nor should they be interpreted as, legal advice, legal recommendations, or legal counsel of any kind. This 2023 legal obligations booklet, access to and use of it, as well as its information and use, do not imply or create an attorney-client relationship or any other type of relationship. Peña Mancero Abogados and the 2024 Obligations Booklet do not constitute the provision of legal services of any kind. Under no circumstances should you understand that this newsletter replaces consultation with an attorney.

Contact: info@pmabogados.co

Tel. (601) 3000 222

© PM Abogados 2024

