



TYPE OF DOCUMENT:	FORMAT	CÓDIGO: DP-FO-208
NAME:	CONTRACT SUMMARY	VERSION: 2
ENTITY RESPONSIBLE FOR ENFORCEMENT:	INTERNAL WORKING GROUP FOR VISAS AND IMMIGRATION/CONSULATES	Page 1 of 4

In this document you must register the main data determining of that shall determine your work activity in Colombia. This document is neither a contract nor it replaces the labor contract.

PERSON REQUESTING VISA <i>(Fill in with the data of the foreign worker)</i>	
FULL NAME:	
NATIONALITY:	PASSPORT NUMBER:
PERSONAL E-MAIL ADDRESS:	DATE OF BIRTH:
POSITION OF THE PERSON REQUESTING VISA:	
SALARY/FEES: <i>(Only applicable to persons contracted by a person or company domiciled in Colombia)</i>	
ACTIVITY TO BE CONDUCTED: <hr/> <hr/> <hr/> <hr/> <hr/>	

EMPLOYER OR CONTRACTING PARTY <i>(Fill in with the data of the person or company which the foreigner will work for)</i>	
PERSON OR BUSINESS NAME:	
ID NUMBER OR NIT:	CONTACT TELEPHONE NUMBER:
NAME OF EMPLOYING LEGAL REPRESENTATIVE, OR PERSON AUTHORIZED FOR CONTRACT SIGNING: <i>(Signing in the back).</i>	

Prepared by Nelson Andres Pinilla

FV: 18/06/2019



TYPE OF DOCUMENT:	FORMAT	CÓDIGO: DP-FO-208
NAME:	CONTRACT SUMMARY	VERSION: 2
ENTITY RESPONSIBLE FOR ENFORCEMENT:	INTERNAL WORKING GROUP FOR VISAS AND IMMIGRATION/CONSULATES	Page 2 of 4

TYPE OF CONTRACT/LABOR LINK	DURATION		
	Choose one	Start Date	End date
Fixed-term employment contract			
Indefinite-term labor contract			
Contract to render services			
Specialized Technical Assistance*			
Other, explain:			

**Reserved to provide temporary services to a natural or legal person in Colombia, providing assistance in processes of setting, repair work and/or maintenance in equipment, machinery or technology.*

Prepared by Nelson Andres Pinilla

FV: 18/06/2019



TYPE OF DOCUMENT:	FORMAT	CÓDIGO: DP-FO-208
NAME:	CONTRACT SUMMARY	VERSION: 2
ENTITY RESPONSIBLE FOR ENFORCEMENT:	INTERNAL WORKING GROUP FOR VISAS AND IMMIGRATION/CONSULATES	Page 3 of 4

NOTE 1. RESPONSIBILITY OR COMMITMENT

In accordance with Colombian immigration regulations, the employer or contracting party, without prejudice to the immigration regulations deriving from compliance of the contract, services rendered, interadministrative contract, or administrative act, undertakes before the National Government, to pay for the return expenses to the country of origin or residence of the foreigner under contract or with a labor link, as well as his/her family, as applicable, at the end of contract, labor link, transfer period, or in situations that may hinder the work or duties in the contract, or when the cancellation of visa, deportation or expelling occur.

NOTE 2. REGULATED PROFESSIONS

As enshrined in current Colombian regulations, whenever the activity deriving from compliance of a contract, services rendered, interadministrative contract, or administrative act corresponds to that of a regulated profession, the contracting parties must comply with the established legal requirements for the exercise of each profession or occupation within the national territory.

NOTE 3. PERSONAL DATA PROTECTION

The Ministry of Foreign Affairs and its Revolving Fund, in compliance with Law 1581 of 2012 "By which general provisions for the protection of personal data are established", is responsible for the processing of your personal data. The information recorded here is intended to leave evidence of the main data determining or that shall determine the activity of the foreigner in Colombia solely for information purposes concerning the study of the visa request.

The owner of the personal data can exercise the rights that assist them within the framework of the aforementioned Law via email; contactenos@cancilleria.gov.co or to the address: Carrera 5 No 9 - 03 Edificio Marco Fidel Suárez, Bogotá, Colombia; addressed to Protection of Personal Data, Ministry of Foreign Affairs.

Your personal data may be transferred and processed within and outside the country as established by Law. More information to learn about our Personal Data Treatment Policy and the substantial changes that may occur in it at <http://www.cancilleria.gov.co>

OBSERVATIONS:

SIGNED AND ACCEPTED BY THE PARTIES:

Name of Legal Representative:
ID Number:

Person requesting visa



TYPE OF DOCUMENT:	FORMAT	CÓDIGO: DP-FO-208
NAME:	CONTRACT SUMMARY	VERSION: 2
ENTITY RESPONSIBLE FOR ENFORCEMENT:	INTERNAL WORKING GROUP FOR VISAS AND IMMIGRATION/CONSULATES	Page 4 of 4

THE FOLLOWING TALLY OF CHANGES MUST BE RECORDED EVERY TIME THE FORMAT CHANGES OCCUR. THIS PART OF THE FORMAT SHALL NOT BE PRINTED FOR ITS APPLICATION.

TALLY OF CHANGES	
VERSION	NATURE OF THE CHANGE
1	This document is adopted in lieu of the DP-FO-68 FORMAT SUMMARY OF CONTRACT FOR VISA TP4.
2	An adjustment to the note on personal data protection is made.

Prepared by Nelson Andres Pinilla

FV: 18/06/2019