

**Originator Responsibilities for 'pre-trade' setup of Beneficiary:**

- Provide the information communicated in the section below at least 3 business days prior to the Trade / Payment being effected. This is a one-time set-up for new beneficiaries only; subsequent payments for the same beneficiary are processed normally and need no further information or set-up
- The lead time is required due to local branch office or correspondent bank having to contact the beneficiary to complete and/or provide certain documentation.
- Beneficiary contact information (e.g. name, telephone number, e-mail address) is critical.
- Any change in beneficiary or beneficiary bank details will require fresh information to be re-submitted.
- Requested information should be communicated via e-mail who will then work with the Operations Group to ensure delivery to respective local branch office.

**Information to be Provided by Originator:**

***Beneficiary Name:***

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***Tax Identification Number ('NIT'- 10 digits) of the Beneficiary:***

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***Beneficiary Bank Name:***

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***Beneficiary Branch Name / Address***

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***Branch Manager or Account Manager's Name and Telephone number:***

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***Beneficiary Account Number:***

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***Contact Person at the Beneficiary:***

***a) Name:***

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***b) Telephone Number:***

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***c) E-Mail (if available):***

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**Additional Notes:**

- The above information will be communicated to our local correspondent bank operations, who will contact the beneficiary directly to complete the required documentation. After the beneficiary completes and returns requested documents to the local bank and they are reviewed, trade / payment can be originated.

**Additional Reference:** Central Bank (Banco de la Republica Columbia)

website: <http://www.banrep.gov.co>