



## Customer's Data Request or Update Information Format

Fill out date:	Year:	Month:	Day:
New :		Update or Change:	

Company's Name:		Tax ID#	
Address	City	Country	
Telephone 1:	Telephone 2 (Mobile):	Currency	
Email:		Zip Code	

### Legal Representative : Information

Surnames		Given Names	
ID #		Telephone	
Nationality			
Address			

### Identification of shareholders or partners who hold, directly or indirectly, more than 5% of the corporate capital, contribution or participation

Name of Company or Person	ID#	Type of document

### Contacts

Name & Position	Telephone	Email

### For merchandise dispatch

Address	City	Country	Telephone

### Banking Information (In case of refunds)

Name:	Account No
Swift Code or ABA Code	City & Country

### Commercial and Financial References

#### Commercial

Company's Name	Telephone/email	City/Country

Financial		
Bank's Name	Telephone/email	City/Country

**Certifications**

Let us know if you have at least one or some of the following Certifications:

OEA or equivalent

BASC - ISO: 28000 - AES

ISO 9000 - 14000 - 27000 - OSHAS 18000

Other \_\_\_\_\_

Please, include copy of the present Certificate

**DECLARATION ABOUT THE ORIGIN OF FUNDS:** I/we hereby represent that the resources used to carry out my/our activities, and my/our income derive from licit activities, and that I/we are not included in any domestic or international money laundering prevention lists, and are not involved in either of the two categories of money laundering (conversion or movement) and, therefore, we agree to be liable to ENKA for any and all damages that might be caused by this representation. According to the above, my/our inclusion, or the inclusion of the members or administrators in the OFAC lists or the lists of any other local, foreign, or international authority, as suspicious of money laundering activities shall be a valid cause for terminating my/our commercial relationship with ENKA. In addition, I/we shall be liable to ENKA or any third party for any damages caused.

I hereby expressly authorize ENKA DE COLOMBIA S.A. to treat my personal data with the main purpose of contracting, implementing, and commercializing the goods and services that it offers either directly or through its related companies, according to the policies found in the web page.

I/we hereby certify that all the information contained herein is true, that the information attached is accurate and verifiable, and I/we hereby authorize that it be verified with any individual or legal entity, whether private or public, as of this date and for as long as the commercial relationship with ENKA DE COLOMBIA S.A or whoever represents its rights, and I/we agree to update or confirm the information and/or documentation at least once a year or whenever requested by ENKA.

**Supplier's Authorized Signature**

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Name \_\_\_\_\_

ID \_\_\_\_\_

**REQUIRED DOCUMENTS**

Documents	
Chamber of Commerce Certificate	<input checked="" type="checkbox"/>
Legal Representative's ID	<input checked="" type="checkbox"/>
Financial statements previous year	<input type="checkbox"/>
Commercial References	<input type="checkbox"/>
Banking References	<input type="checkbox"/>

Comments:

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**INFORMATION TO BE FILLED EXCLUSIVELY BY ENKA DE COLOMBIA S.A.**

**ADDITIONAL INFORMATION**

<b>Business Unit (UEN)</b>	
Sales Person in Charge:	
Account receivable Person in Charge :	
Technical Service Person in Charge:	

**RISK ANALYSIS**

¿Has the client been included in risk lists? Yes  No

¿Does the client have risk analysis in the critically matrix? Yes  No

Risks Analysis Qualification: \_\_\_\_\_

¿Is the client considering critical to the security in the international supply chain? Yes  No

**IMPORTANT**

**In case to be a non critical client, the company must send the following documents:**

1. Customer's Data Request or Update Information Format
2. Corporate information and documents.

**In case to be a critical client, the company must send the following documents:**

1. Customer's Data Request or Update Information Format
2. Corporate information and documents.
3. Certifications (If there's availability)
4. Security visit report.
5. Security Agreement.