



## Supplier's Data Request or Update Information Format

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

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

**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

Name \_\_\_\_\_  
ID \_\_\_\_\_

**REQUIRED DOCUMENTS**

**TIPO DE DOCUMENTO**

Chamber of Commerce Certificate   
Legal Representative's ID   
Banking Certification

Comments:

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**INFORMACIÓN PARA DILIGENCIAMIENTO EXCLUSIVO DE ENKA DE COLOMBIA S.A.**

**CONDICIONES COMERCIALES PLANTEADAS**

Forma de Pago      Contado \_\_\_\_\_      Crédito \_\_\_\_\_      Días \_\_\_\_\_

**ANÁLISIS DEL RIESGO**

¿El proveedor esta reportado en Listas de Riesgo?      Si       No   
¿El proveedor cuenta con análisis de riesgos en la matriz de criticidad?      Si       No   
Calificación del Análisis de Riesgos: \_\_\_\_\_  
¿El proveedor es crítico para la seguridad de la cadena logística internacional?      Si       No

**IMPORTANTE**

**En caso de que sea un proveedor No Crítico debe presentar la siguiente documentación:**

1. Formato de selección, vinculación, actualización, evaluación y conocimiento de proveedores
2. Documentos soportes requeridos en el numeral 6

**En caso de que sea un proveedor Crítico debe presentar la siguiente documentación:**

1. Formato de selección, vinculación, actualización, evaluación y conocimiento de proveedores
2. Documentos soportes requeridos en el numeral 6
3. Certificaciones (si posee)
4. Visita de seguridad
5. Acuerdo de seguridad
6. Plan de contingencia que garantice el desarrollo óptimo de las operaciones contratadas
7. Si el proveedor es del exterior, debe garantizar que usa sellos de alta seguridad ISO 17712, enviar formato de inspección de contenedores y fotos del proceso de cargue si aplica.