

July 2024

Key recurring corporate, tax, and labor obligations**Second semester 2024****Index**

I. Submission of information regarding compensation accounts	2
II. Report 42 - Business practices	2
III. Obligation to submit the Absence of Suspicious Operations Report (AROS) – SAGRILAFT	2
IV. Submission of Report 75 - SAGRILAFT and PTEE	3
V. Submission of Report 58 (SAGRILAFT and PTEE Compliance Officers)	3
VI. Deadlines for filling Tax Reports	3
1. Income Tax for Individuals	4
2. Withholding taxes	4
3. Industry and Commerce Tax (ICA)	5
4. Sales Tax	5
4.1 For those required to declare and pay on a bimonthly	5
4.2 For those required to declare and pay on a quarterly basis	6
5. Deadlines for Submitting Transfer Pricing Informative Declarations and Supporting Documentation	6
6. Deadlines for Providing Information in the Single Register of Final Beneficiaries (RUB)	7
VII. Employer obligations for the second semester	7

I. Submission of information regarding compensation accounts

According to the Regulatory Directive ("*Circular Reglamentaria Externa*") DCIP-83 of the Colombian central bank ("*Banco de la República de Colombia*"), individuals or legal entities with foreign currency bank accounts registered as compensation mechanisms must submit Form No. 10 to the Banco de la República on a monthly basis. This form should report the movements or lack thereof in the compensation account(s) for the previous month.

Additionally, holders of compensation accounts must submit foreign exchange exogenous information relevant before the DIAN for the fourth quarter of 2023 and the first three quarters of 2024 within six months from the launch of the application and the .XML file formats certified by the Colombian tax authority ("*DIAN*").

II. Report 42 - Business practices

According to the External Directive ("*Circular Externa No. 100-000003*") dated September 11, 2023, issued by the Superintendence of Companies, obligated entities under its surveillance or control must submit Report 42 - Business Practices within the deadlines established below, based on the last two (2) digits of the Tax Identification Number ("*NIT*"), excluding the verification digit:

Last two (2) digits of the NIT	Deadline for the submission of information
01 – 10	The first business day of the month of July
11 – 20	The second business day of the month of July
21 – 30	The third business day of the month of July
31 – 40	The fourth business day of the month of July
41 – 50	The fifth business day of the month of July
51 – 60	The sixth business day of the month of July
61 – 70	The seventh business day of the month of July
71 – 80	The eighth business day of the month of July
81 – 90	The ninth business day of the month of July
91 – 00	The tenth business day of the month of July

III. Obligation to submit the Absence of Suspicious Operations Report (AROS) – SAGRILAF

The deadline for submitting the Absence of Suspicious Operations Report ("*AROS*") to the UIAF "*Unidad de Información y Análisis Financiero*" by companies or entities obligated to have a SAGRILAF shall be as follows:

- Within the first 10 days of July 2024, submit the Absence of Suspicious Operations Report ("*AROS*") for the quarter between April to June 2024 if there have been no suspicious operations reported.
- Within the first 10 days of October 2024, submit the Absence of Suspicious Operations Report ("*AROS*") for the quarter between July and September 2024 if there have been no suspicious operations reported.
- Within the first 10 days of January 2025, submit the Absence of Suspicious Operations Report ("*AROS*") for the quarter between October and December 2024 if there have been no suspicious operations reported.

IV. Submission of Report 75 - SAGRILAFT and PTEE

In accordance with the External Directive (“*Circular Externa No. 100-000003*”) dated September 11, 2023, issued by the Superintendence of Companies, the submission of Report 75 – “SAGRILAFT” and “PTEE” must be carried out by entities that meet the criteria established in Chapters X and XIII of the Superintendence of Companies’ Regulatory Directive (“*Circular Reglamentaria Externa*”), within the following deadlines:

Last two (2) digits of the NIT	Deadline for the submission of information
01 – 10	The eleventh business day of the month of July
11 – 20	The twelfth business day of the month of July
21 – 30	The thirteenth business day of the month of July
31 – 40	The fourteenth business day of the month of July
41 – 50	The fifteenth business day of the month of July
51 – 60	The sixteenth business day of the month of July
61 – 70	The seventeenth business day of the month of July
71 – 80	The eighteenth business day of the month of July
81 – 90	The nineteenth business day of the month of July
91 – 00	The twentieth business day of the month of July

V. Submission of Report 58 (SAGRILAFT and PTEE Compliance Officers)

The decision to appoint or change the Compliance Officer by entities obligated to implement “SAGRILAFT” or “PTEE” must be reported within fifteen (15) business days following such appointment or change. This report must be accompanied by the following documents when it concerns to SAGRILAFT: (i) Curriculum vitae of the Compliance Officer; (ii) Certificate of compliance with the requirements to be appointed as Compliance Officer; (iii) Copy of the document evidencing the registration of the Compliance Officer in the “SIREL” managed by the “UIAF”; (iv) Copy of the extract of the board meeting or highest governing corporate body minutes where the appointment of the Compliance Officer is approved; (v) Document proving knowledge in AML/CFT risk management through specializations, courses, diplomas, seminars, conferences, or similar; and (vi) Certificate verifying the absence of disqualifications and incompatibilities of the Compliance Officer signed by the legal representative.

For “PTEE”, the required documents are: (i) Curriculum vitae of the Compliance Officer; (ii) Certification of compliance with the requirements to be appointed as Compliance Officer; (iii) Documentation proving knowledge in risk management; (iv) Copy of the board meeting or highest governing corporate body minutes approving the appointment of the Compliance Officer; and (v) Certificate verifying the absence of disqualifications and incompatibilities of the Compliance Officer signed by the legal representative.

VI. Deadlines for filing tax returns

Here are the deadlines for the main national and district-level taxes for the second semester of the year, as per Decree 2229 of December 22, 2023.

1. Income Tax for Individuals

The deadline for filing and payment of the income tax declaration and the foreign assets declaration for individuals begins on August 12, 2024, based on the last two digits of the Tax Identification Number (NIT), as indicated below:

Last Digit	August - September	Last Digit	September - October
01 y 02	August 12, 2024	51 y 52	September 18, 2024
03 y 04	August 13, 2024	53 y 54	September 19, 2024
05 y 06	August 14, 2024	55 y 56	September 20, 2024
07 y 08	August 15, 2024	57 y 58	September 23, 2024
09 y 10	August 16, 2024	59 y 60	September 24, 2024
11 y 12	August 20, 2024	61 y 62	September 25, 2024
13 y 14	August 21, 2024	63 y 64	September 26, 2024
15 y 16	August 22, 2024	65 y 66	September 27, 2024
17 y 18	August 23, 2024	67 y 68	October 01, 2024
19 y 20	August 26, 2024	69 y 70	October 02, 2024
21 y 22	August 27, 2024	71 y 72	October 03, 2024
23 y 24	August 28, 2024	73 y 74	October 04, 2024
25 y 26	August 29, 2024	75 y 76	October 07, 2024
27 y 28	September 02, 2024	77 y 78	October 08, 2024
29 y 30	September 03, 2024	79 y 80	October 09, 2024
31 y 32	September 04, 2024	81 y 82	October 10, 2024
33 y 34	September 05, 2024	83 y 84	October 11, 2024
35 y 36	September 06, 2024	85 y 86	October 15, 2024
37 y 38	September 09, 2024	87 y 88	October 16, 2024
39 y 40	September 10, 2024	89 y 90	October 17, 2024
41 y 42	September 11, 2024	91 y 92	October 18, 2024
43 y 44	September 12, 2024	93 y 94	October 21, 2024
45 y 46	September 13, 2024	95 y 96	October 22, 2024
47 y 48	September 16, 2024	97 y 98	October 23, 2024
49 y 50	September 17, 2024	99 y 00	October 24, 2024

2. Withholding taxes

Withholding agents of income tax, complementary income tax, stamp duty, and/or sales tax must declare and pay the withholdings and self-withholdings on a monthly basis, no later than the following dates:

Last Digit	July	August	September	October	November	December
1	August 12	September 10	October 09	November 13	December 10	January 13, 2025
2	August 13	September 11	October 10	November 14	December 11	January 14, 2025
3	August 14	September 12	October 11	November 15	December 12	January 15, 2025
4	August 15	September 13	October 15	November 18	December 13	January 16, 2025
5	August 16	September 16	October 16	November 19	December 16	January 17, 2025
6	August 20	September 17	October 17	November 20	December 17	January 20, 2025
7	August 21	September 18	October 18	November 21	December 18	January 21, 2025
8	August 22	September 19	October 21	November 22	December 19	January 22, 2025
9	August 23	September 20	October 22	November 25	December 20	January 23, 2025
0	August 26	September 23	October 23	November 26	December 23	January 24, 2025

3. Industry and Commerce Tax (ICA)

For Bogotá – General Regime with bi-monthly payment:

July - August	September- October	November - December
October 18, 2024	December 20, 2024	February 21, 2025

Considerations to keep in mind:

Given that the Industry and Commerce Tax is a municipal tax, the dates for filing, declaration, and payment vary depending on each municipality where the taxable activity takes place.

4. Sales Tax

4.1 For those required to declare and pay on a bimonthly basis:

Last Digit	Bi-month IV (July-August)	Bi-month V (September-October)	Bi-month VI (November-December)
1	September 10	November 13	January 13, 2025
2	September 11	November 14	January 14, 2025
3	September 12	November 15	January 15, 2025
4	September 13	November 18	January 16, 2025
5	September 16	November 19	January 17, 2025
6	September 17	November 20	January 20, 2025
7	September 18	November 21	January 21, 2025
8	September 19	November 22	January 22, 2025
9	September 20	November 25	January 23, 2025
0	September 23	November 26	January 24, 2025

4.2 For those required to declare and pay on a quarterly basis:

The deadlines for the quarterly filing and payment of this tax for quarters II and III will be as follows, based on the last digit of the Tax Identification Number (NIT):

Last Digit	Quarter II (May-August)	Quarter III (September-December)
1	September 10	January 13, 2025
2	September 11	January 14, 2025
3	September 12	January 15, 2025
4	September 13	January 16, 2025
5	September 16	January 17, 2025
6	September 17	January 20, 2025
7	September 18	January 21, 2025
8	September 19	January 22, 2025
9	September 20	January 23, 2025
0	September 23	January 24, 2025

5. Deadlines for Submitting Transfer Pricing Informative Declarations and Supporting Documentation

Taxpayers who are required to submit a transfer pricing informative declaration, supporting documentation, and the Master File in accordance with Decree 2229 of December 22, 2023, must do so within the deadlines specified below, based on the last digit of their Tax Identification Number (NIT):

Last Digit	Informative Statement	Supporting Documentation (Local File and Master File)
1	September 10	September 10
2	September 11	September 11
3	September 12	September 12
4	September 13	September 13
5	September 16	September 16
6	September 17	September 17
7	September 18	September 18
8	September 19	September 19
9	September 20	September 20
0	September 23	September 23

The deadlines for submitting the Country-by-Country Report are as follows:

Tax Obligation	Due Date
Country-by-Country Report	The submission deadline is December 13, 2024, regardless of the NIT

6. Deadlines for Providing Information in the Single Register of Final Beneficiaries (RUB):

Update of the Single Register of Ultimate Beneficiaries	February	May	August	November
	February 1	May 1	August 1	November 1

VII. Employer obligations for the second semester

Tax Obligation	Compliance
Gradual Reduction of the Legal Maximum Working Hours	In the second semester of 2024, the second phase of the gradual reduction of the legal maximum working hours will commence for those employers who have not previously adopted this measure. Starting from July 15, 2024, the legal maximum working hours must be adjusted to a maximum of 46 hours per week, which may be distributed over 5 or 6 days.
Provision of Equipment	August 31
	December 20
Payment of the Service Bonus for the Second Semester	Within the first 20 days of December
Semiannual Family Day ¹	The Family Day for the second semester must be scheduled
Report of the Number of Employees for Determining the Apprentice Quota by SENA ²	Report the workforce from March to August of the same year within the first 10 days of September
Evaluation of the Training Program for the Occupational Health and Safety Management System (OHSMS)	It must be conducted once a year.
Conduct the self-assessment of the OHSMS ³	December
Develop an Improvement Plan for the OHSMS in accordance with Resolution 312 of 2019 ⁴	December
Formulate the Annual Work Plan for the OHSMS for the year 2025	December

¹ This obligation applies only to employers who have not voluntarily adopted the reduction in the legal maximum working hours.

² It applies to employers who submit this report in March and September.

³ The self-assessment must be uploaded to the website of the Labor Risk Fund, and the Ministry of Labor will regulate the deadline

⁴ The Improvement Plan must be uploaded to the website of the Labor Risk Fund, and the Ministry of Labor will regulate the deadline.

GENERAL DISCLAIMER:

The present document is solely for informational purposes and is not intended to advise on specific legal or regulatory obligations. Therefore, it is the responsibility of each recipient to determine whether the obligations and procedures mentioned in this document apply to them, as well as any other obligations that may apply and are not covered in this informational document.

Unless expressly instructed otherwise, Garrigues is not responsible for undertaking the actions outlined in this circular. For specialized advice, our team of experts is available to assist with any questions you may have.

For further information, please contact your usual contact at Garrigues, or Andrés Ordoñez Rizo, head of the Mergers and Acquisitions and Corporate Law department; Camilo Zarama or Mónica Bolaños, heads of the Tax department; or Carolina Camacho, head of the Labor department.



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