





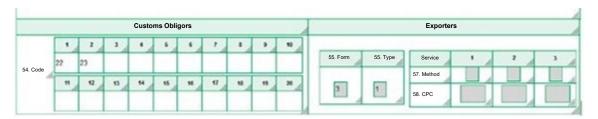
Step by step

registration of a customs representative in the RUT

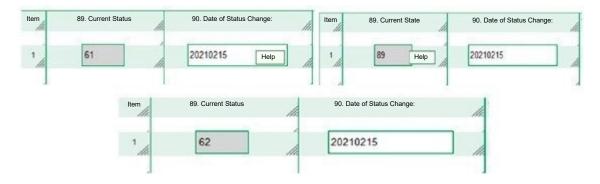


If you are an **individual or legal entity**, you can include or eliminate the individuals or legal entities you authorize from box 98 of the RUT with **Code 22, Customs Representatives.** You can **only** perform this action if you have previously registered **Code 22, Exporter, or Code 23, Importer,** on sheet 1 of your RUT, in box 54. Another requirement is you must have one of the following codes in box 89 of page 2: **61, OAS Exporter; 62, OAS Importer, or 89, Qualified User.**

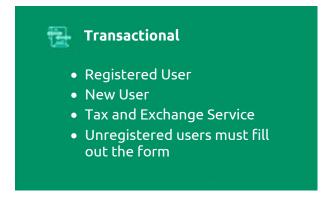
Page 1



Page 2



Go to the DIAN's website <u>dian.gov.co</u> and head to the transactional menu. Start your session by through the link **"REGISTERED USER."**



At the tab "enter on behalf of," select the option ON MY OWN BEHALF, if the person entering is an individual, or the option TIN if entering on behalf of an organization or third party, in which case you must provide the IDENTIFICATION NUMBER and PASSWORD for access.



Go to the toolbar and pull down the menu for the **Unique Tax Registry**. Click on the option **RUT Update**, press the button **continue** to start the update and press the **continue** button again.

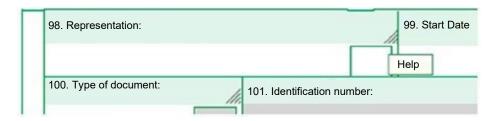




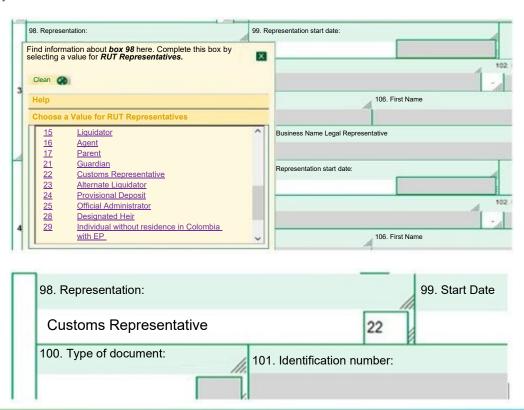
Select page 3 and click **load document**, since you are going to include or eliminate a customs representative.

Please select the page you want to update: Page 3 - Representatives In this section, you can update the information corresponding to Representatives.

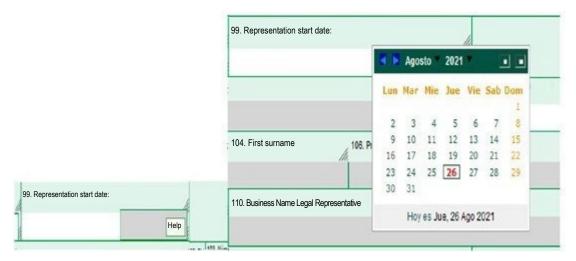
In box 98, under **Representation**, place the cursor on **Help** and click on it.



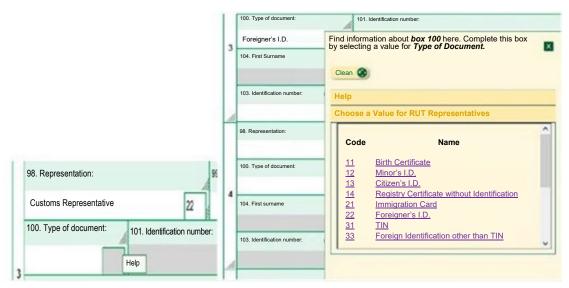
Select **Code 22, Customs Representatives,** and make sure the change is made.



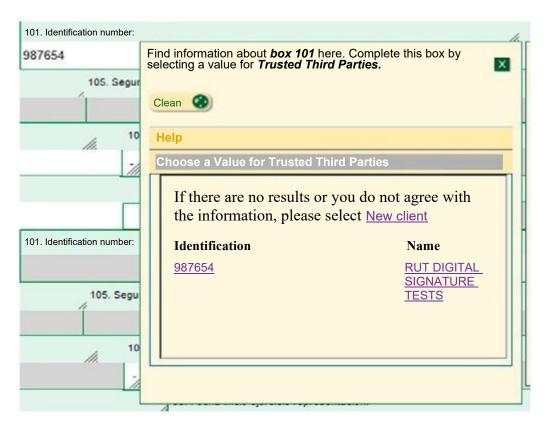
Then double click on the box that contains help for item 99. A menu will be displayed; there, you can select the start date of the representation.



In box 100, click on Help and choose the type of identification document of the individual you authorized to perform the functions of customs representative.



In box 101, enter the person's document number and click on **Help**, where a menu will be displayed with the option **Choose a Value for Trusted Third Parties.** Go **there** and click on the person's name for boxes 104 to 107 to be automatically filled out.

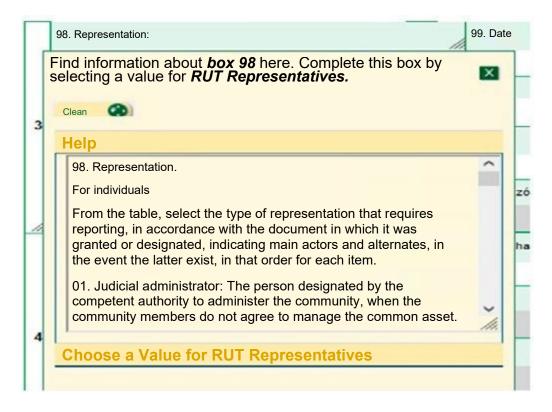


If your customs representative is a legal entity, in addition to the above information, you must enter the company's TIN in box 108 for said company to be linked as your customs representative. The system will fill in box 109 automatically.



Repeat the process as many times as necessary to include all your customs representatives.

If you want to eliminate any of them from the RUT, you must clear box 98 of the item that is no longer active.

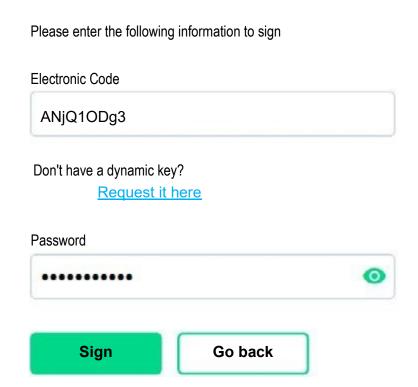


If you need to make any other modification to information in other pages, get there through the "SELECT PAGE" button in the floating bar. When you finish modifying the data, save it with the **Draft** button located first from left to right. Lastly, select the sign button with the pencil icon on it. This icon will display a pop-up window, in which you must enter your dynamic key and password.



To request the dynamic key, click on the option **Request it here,** and the system will send you the key to the email registered in the RUT or to the communications section of the Muisca Electronic Information Service.

Sign document



When the notification of receipt appears, you can generate the PDF of the document with the watermark **CERTIFICATE DOCUMENT WITHOUT COST**.

Step by Step registration of a customs representative in the RUT

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Step by step

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