



Step by step

registration of
a customs
representative
in the RUT



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

Customs Obligors										Exporters						
54. Code	1	2	3	4	5	6	7	8	9	10	55. Form	55. Type	Service	1	2	3
	22	23									3	1	57. Method			
	11	12	13	14	15	16	17	18	19	20			58. CPC			

Page 2

Item	89. Current Status	90. Date of Status Change:	Item	89. Current State	90. Date of Status Change:
1	61	20210215 <input type="button" value="Help"/>	1	89 <input type="button" value="Help"/>	20210215
1	62				20210215

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



Transactional

- Registered User
- New User
- Tax and Exchange Service
- Unregistered users must fill out the form



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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.

Trámites y servicios DIAN

Elija la opción que corresponda y diligencie los datos

A nombre propio
Como persona natural gestione sus trámites, servicios y consultas.

Tipo de documento
Tarjeta de identidad

Número de documento (sin puntos, ni comas)
Escriba el número de documento

Contraseña
Escriba la contraseña

Acepto el [tratamiento de los datos personales](#)

Ingresar [¿Olvidó su contraseña?](#)

Si no tiene cuenta de usuario o está deshabilitada, [habilitela aquí](#)

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.

Unique Tax Registry

- **RUT Update**
- Consult Establishments
- Consult Forms
- Consult RUT
- Consult Administration Transfer
- Consult Link to Organization
- RUT Update Request

RUT Update

You will now begin the RUT update.

Continue



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

RUT Update

Please select the page you want to update:

Page 3 - Representatives

In this section, you can update the information corresponding to Representatives.

Go back

Load Document

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

98. Representation: 99. Start Date

100. Type of document: 101. Identification number:

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

Find information about **box 98** here. Complete this box by selecting a value for **RUT Representatives**.

Clean

Help

Choose a Value for RUT Representatives

- 15 Liquidator
- 16 Agent
- 17 Parent
- 21 Guardian
- 22 Customs Representative
- 23 Alternate Liquidator
- 24 Provisional Deposit
- 25 Official Administrator
- 28 Designated Heir
- 29 Individual without residence in Colombia with EP.

98. Representation: 99. Representation start date:

106. First Name

Business Name Legal Representative

Representation start date:

106. First Name

98. Representation: 99. Start Date

Customs Representative 22

100. Type of document: 101. Identification number:



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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.

99. Representation start date:

104. First surname

110. Business Name Legal Representative

Agosto 2021

Lun	Mar	Mie	Jue	Vie	Sab	Dom
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Hoy es Jue, 26 Ago 2021

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.

100. Type of document:

Foreigner's I.D.

104. First Surname

103. Identification number:

98. Representation:

100. Type of document:

104. First surname

103. Identification number:

Find information about **box 100** here. Complete this box by selecting a value for **Type of Document**.

Clean

Help

Choose a Value for RUT Representatives

Code	Name
11	Birth Certificate
12	Minor's I.D.
13	Citizen's I.D.
14	Registry Certificate without Identification
21	Immigration Card
22	Foreigner's I.D.
31	TIN
33	Foreign Identification other than TIN



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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.

101. Identification number:
987654

105. Segur
10

101. Identification number:
105. Segur
10

Find information about **box 101** here. Complete this box by selecting a value for **Trusted Third Parties**.

Clean

Help

Choose a Value for Trusted Third Parties

If there are no results or you do not agree with the information, please select [New client](#)

Identification	Name
987654	RUT DIGITAL SIGNATURE TESTS

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.

108. Tax Identification Number (TIN):

109. DV 11

qq



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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.

98. Representation: 99. Date

Find information about **box 98** here. Complete this box by selecting a value for **RUT Representatives**.

Clean

Help

98. Representation.

For individuals

From the table, select the type of representation that requires reporting, in accordance with the document in which it was granted or designated, indicating main actors and alternates, in the event the latter exist, in that order for each item.

01. Judicial administrator: The person designated by the competent authority to administer the community, when the community members do not agree to manage the common asset.

Choose a Value for RUT Representatives

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.





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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

Please enter the following information to sign

Electronic Code

Don't have a dynamic key?

[Request it here](#)

Password

 

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

		Formulario del Registro Único Tributario		001	
Espacio reservado para la DIAN			Página 2 de 5 Hoja 2		
			4. Número de formulario 14115446418		
5. Número de Identificación Tributaria (NIT)		6. D.V.		7. Dirección principal	
9 0 0 3 2 2 4 0 7 0		0		8. Ciudad electrónica	
Características y formas de las organizaciones					
81. Naturaleza		82. Formas asociativas		83. Entidades o institutos de carácter público de orden nacional, departamental, municipal o distrital	
2		1 2			
84. Puntos		85. Cooperativas		86. Organismos y organismos	
87. Sin personería jurídica		88. Otras organizaciones no clasificadas		89. Otros	
				1	
Constitución, Registro y Última Reforma			Composición del Capital		
Documento			Composición del Capital		
1. Constitución			2. Registro		
71. Clase			80. Nacional		
0-6			1 0 0 %		
72. Número			81. Nacional público		
			0 . 0 %		
73. Fecha			82. Nacional privado		
2 0 0 9 . 1 0 . 2 0			1 0 0 . 0 %		
74. Número de notaría			83. Extranjero		
			0 %		
75. Entidad de registro			84. Extranjero público		
0-3			0 . 0 %		
76. Fecha de registro			85. Extranjero privado		
2 0 0 9 . 1 1 . 0 4			0 %		
77. No. Matrícula mercantil			86. Extranjero público		
0 0 0 0 0 7 4 9 0 0			0 . 0 %		
78. Departamento			87. Extranjero privado		
0-8			0 . 0 %		
79. Ciudad/Municipio					
0-8					
Vigencia					
80. Desde		81. Hasta			
2 0 0 9 . 1 0 . 2 0		2 0 2 0 . 1 1 . 0 3			
Entidad de vigilancia y control					
88. Entidad de vigilancia y control					
Estado y Beneficio					
Item	89. Estado actual	90. Fecha vigencia del estado	91. Número de Identificación Tributaria (NIT)	92. D.V.	
1	4 9	2 0 0 9 . 1 1 . 0 4			
2					
3					
4					
5					
Vinculación económica					
93. Vinculación económica		94. Nombre del grupo mercantil y/o empresarial		95. Número de Identificación Tributaria (NIT) de la Matriz o Controladora	
96. Nombre o razón social de la matriz o controladora					
170. Número de identificación tributaria otorgado en el exterior		171. País		172. Número de identificación tributaria nacional o nacional del exterior con EP	
173. Nombre o razón social de la sociedad o natural del exterior con EP					



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