



Get to know the sections of the Unique Tax Registry Form (RUT) and help





### Sections of the Unique Tax Registry (RUT) Every RUT is divided into three sections:

The first section is **identification** and, in it, you will find the person or company's basic information. This section goes from box 24 to 37 and includes information, such as **names and surnames** for individuals or **business name** for legal entities, the **type of document** with which they are identified and their **I.D. number**, among other data.

24. Type of Taxpayer	25. Type of document	I.D.	Identification Number		27. Date of	Issuance
Persona natural o sucesión Iliquida	2 Cédula de Cludadania	13	1000255290			19990104
Place of Issuance 28. Country	29. Department 169 Bogotá D.C.		n	30. City/Municipality Bogotta, D.C.		00
100 C 100	32. Second surname RCAMING	33. First name		34. Other names		
35. Business Name						
36. Trade Name			37. Acronym			



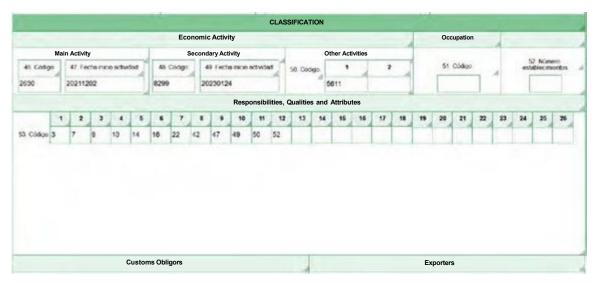
The second section is **location**. In it, you will find information on where or how to contact the user, and it goes from boxes 38 to 45. This section includes information, such as the **correspondence address**, with their respective department and municipality, as well as the **contact telephone numbers and e-mail**.

			LOCATION				
38. Country	-	39. Department			40. City/Municip	ality	
COLOMBIA	169	Bogotá D.C.		11	Bogotá, D.C		001
41. Main Address CL 1 # 1 - 1							
42. Email	43. Postal	Code	44. Telephone 1			45. Telephone 2	
pruebasactualizacionrut@gmx.com	1				62154818		3124567890



The last section of the registry is the section on **classification**, where you will obtain information regarding the **economic activities** the person or company performs, its tax, customs and exchange **responsibilities**, information on the legal entity's **nature and incorporation**, economic relationship, if any, **legal representatives**, **partners or board members**, **statutory auditor or accountant**, and the different **establishments** the company or individual has. This section goes from box 46 onwards and is divided into 6 pages.

On the first page, you will find the economic activities the individual carries out, as well as their tax, customs or exchange responsibilities.



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The second page includes information on the **nature** and **incorporation** of the legal entity, economic relationship, if any, and capital structure, among others. On the first page, you will find the economic activities the individual carries out, as well as their tax, customs or exchange responsibilities.

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The third page includes information on who represents the person or company, and the capacity in which they do so, either as **legal** representatives, attorneys or heirs, among other options.

			Representation		
96. Representation		97. Representation start date			
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100. Type of document	101. Identification number			102. DV 103. Professional L	icense Number
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96. Representation 100. Type of document	101. Identification number	97. Representation start date	1	102, DV 103. Professional L	icense Number

The third page includes information on who represents the person or company, and the capacity in which they do so, either as legal representatives, attorneys or heirs, among other options.

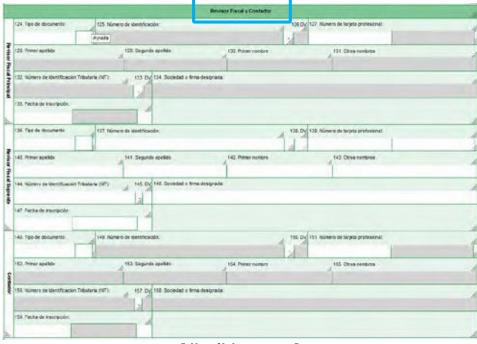


The fourth page includes the partners or board members in the company. You can add as many pages as you need to this partners page to include all the **partners or board members** who are registered. You can register up to 5 people per page.



#### [Illegible Image]

The fifth page has the information on the **statutory auditors** and/ or **company accountant**.



#### [Illegible Image]

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On page 6, you can see the information on the **establishments** the company or individual has. You can also attach more pages here to register the **establishments associated** to the person or company. You can include 3 establishments per page you attach.

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There is one last sheet in the RUT, which is used to indicate the **status** or **benefit** of the company when you run out of space in that box on page 2.

			Estado de la Empresa o Persona		
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### How can you use the help in the drop- down menus in the online RUT update?

When you display the form, you will find a link to **help** inside each box.

						-
-	6. DV 12. Section Office				14. E-mail	
- 0255250	5 Impuestos de B	ogotá		-	32	
			I.D.			
	25. Type of document		26. Identification Number		27. Date of Issuance	-
2	Cédula de Ciudadonía	13	1000255290		19990104	1
1	29. Departmen	t		30. City/Municipality		
	169 Bogotá D.C		11	Bogotá D.C.	001	
32. Secon	d surname	33. First	name	34. Other names		
ROAMIN	G	RUT		ROAMING		
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			37. Acronym			
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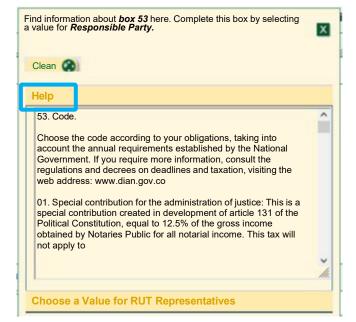


By clicking on this **help** link, a box will be displayed with basic information regarding the box you are filling out.

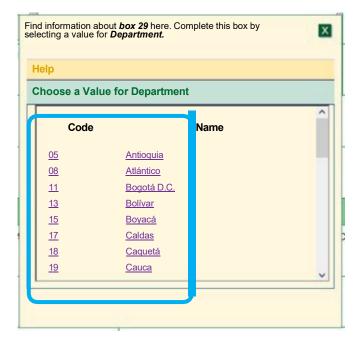
П	Help 29. Depart	ment	
	Choose the	e department where the type of I.D. was issued. For	
	водота D.0	C., select Bogota D.C. as the department, code 11	
			1

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The **help** also gives you information about the different **codes** enabled in that box.



The different **codes** will be displayed at that same link to select them, inside the boxes.



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One **exception** are the boxes for **date** and **address**, which are displayed with a double click on the box, not with help.

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27	28					

Fill out the pop- up window for **address** using the parameters of the **address generator** that appear in the pop- up window. Then, finish by pressing the button **complete address**.

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	Baroo	Bioque	Bodega	Boulevar	Cale	Camino	Cattera	Carretera	Case	Celula
5. numero de id	Centro Comercial	Circular	Circanvalar	Gudadela	Conjunta	Conjutto Residencial	Consultorio	Corregimiento	Departamento	Deposito
	Deposito Sotano	Diagonal	Edicio	Entrada	Esquina	Este	Itapa	Exterior	Finca	Garaje
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