

**CIRCULAR  
ANNUAL REPORT TO THE MINISTRY OF MINES AND ENERGY  
AND THE MINISTRY OF LABOR**

According to Article 36 of Decree 1348 of 1961, any person engaged in the oil industry, including provision of technical services is required to provide to the Ministries of Labor and Mines and Energy by February 28, 2015, at the latest, a list with the following information:

- a) A payroll detailing functions, nationality, length of stay in Colombia, if foreign-born, marital status, name and nationality of the spouse, monthly wages and currency of payment for all employees.
- b) Number of workers in the company, classified in groups of national and foreign employees, stating nationality for foreign employees, length of stay in Colombia and other requirements provided in the above section.
- c) Payrolls of contractors with the specifications provided under sections a) and b) above and a summary of the terms and conditions of such contracts.
- d) Amount of fees and remunerations paid to foreign workers, employees and contractors.
- e) Amount of fees and remunerations paid to Colombian workers, employees and contractors.
- f) Indication of the exchange rate used to calculate fees and remunerations paid in foreign currencies.

These reports should be delivered to Oficina Asesora Jurídica of the Ministry of Mines and Energy and to Oficina de Migraciones Laborales of the Ministry of Labor.

We will be glad to assist you with preparation and filing of the same.

Sincerely yours,

**SANCLEMENTE FERNANDEZ ABOGADOS**  
**Labor and Migration Department**