



Registration of the vehicle
manufacturer's representative
to apply for CEPD approvals

CEPD

**Subdirección de Instrumentos
Permisos y Trámites Ambientales**

Registration of the vehicle manufacturer's representative to apply for CEPD approvals

This Authority informs the people interested in importing and assembling vehicles for sale in Colombian territory that the representatives of the companies that manufacture vehicles must sign the Emissions and Montreal Protocol Certificate (CEPD, for its acronym in Spanish) according to article 27 of the Resolution 910 of 2008, article 13 of the Resolution 2604 of 2009, Annex 2 of the Resolution 1111 of 2013, Annexes 2 and Annex 4 of the Resolution 2604 of 2009.

Prior to the application for CEPD approvals, in order to confirm his or her identity and authority to represent the manufacturer, the representative who is going to sign the CEPD must send an email to licencias@anla.gov.co that meets the following requirements:

- It must be sent from an email account under the domain of the vehicle manufacturer.
- The email subject should read: "Solicitud de usuario para casa matriz – Prueba Dinámica".
- The message body must be presented in Spanish and must inform the name of the vehicle manufacturer, ID number, city and country where the headquarters are located.
- The email must inform if the person is going to sign the CEPD on VITAL (online platform for application of CEPD approval) or physically. If the choice is on VITAL, ANLA will create a username for that person on the platform. By default, if the email does not say this information, ANLA will assume the CEPD is going to be signed on VITAL.
- A scanned document that proves the existence and legal representation of the vehicle manufacturer must be attached. This document should be issued by the competent authority located at the vehicle manufacturer headquarters, with issue date no longer than one (1) month before the date of the application, unless, according to the legislation of the manufacturer's country, such documents are not issued.
- Additionally, if the vehicle manufacturer authorizes a person that works with the company in Colombia that imports or assembles the vehicles, a letter duly legalized, which explicitly shows the identity and faculty of the person who is going to sign the CEPD, must be attached.

Please keep in mind that the documents submitted from abroad (Colombia), must be properly apostilled or consularized, as follows:

- (i) Provide apostille, when the documents are sent from a country member of the Convention on the Elimination of Requirement of Legalization for Foreign Public Documents signed at The Hague on October 5, 1961;
- (ii) Otherwise, the documents must be duly authenticated by the consul or diplomatic agent of the Republic of Colombia in that country, or in his absence by a friendly nation.

- All documents must come in Spanish or accompanied by their official translation into Spanish.

Once the application of the vehicle manufacturer's representative is submitted, ANLA will have fifteen (15) working days to reply. If the application meets all requirements, ANLA will send a letter telling the representative that his or her username on VITAL was created or that the person is authorized to sign physically the CEPD on behalf of the vehicle manufacturer, depending on the request within the email.

By choosing VITAL, the representative must configure his or her username in order to sign the CEPD. The username and a temporary password are sent by the system automatically to the email address of the vehicle manufacturer's representative.

The representative must follow the following procedure:

1. The vehicle manufacturer will login on VITAL using the assigned username and password. The user's password must be changed when logging on the first time, then a second password must be registered and finally the user has to upload an image of his or her signature:

- (i) Access VITAL (<http://vital.anla.gov.co/ventanillasilpa/>):



Centralización de Trámites del Sector Ambiental

VITAL es el instrumento a través del cual las Autoridades Ambientales del país automatizan los trámites administrativos de carácter ambiental que se constituyen como requisito previo a la ejecución de proyectos, obras o actividades, bajo los principios de eficiencia, transparencia y eficacia de la gestión pública.

Decreto 2106 de 2019

La Autoridad Nacional de Licencias Ambientales – ANLA, informa que en el marco de la Estrategia Estado Simple Colombia Ágil, y de acuerdo con lo ordenado en el artículo 7 del Decreto-Ley 2106 del 22 de noviembre de 2019, "Por el cual se dictan normas para simplificar, suprimir y reformar trámites, procesos y procedimientos innecesarios existentes en la administración pública", en el ejercicio de la función de evaluación de las solicitudes, no cobrará a partir de la entrada en vigencia de dicha norma

[Ver Comunicado](#)

Servicios Disponibles

- Buscar
- Registro
- Ayuda
- Denuncias
- Políticas
- Solicitudes
- Normativa
- Publicaciones

Ingreso a VITAL

Usuario

Contraseña

Iniciar sesión

¿Ha olvidado su contraseña?
[Cambiar Contraseña](#)

Encuesta

Diligenciar Encuesta de Satisfacción VITAL

- (ii) It is mandatory to change the assigned password by clicking on “Cambiar contraseña”:

- (iii) Fill out the requested information and click on “Aceptar”:

- (iv) Access the "Segunda Clave / Second Password" either to create it:

- (v) If you want to change the second password, you must fill out the information presented in the following image:

Idioma / Language: Seleccione / Select

SEGUNDA CONTRASEÑA
(SECOND PASSWORD)

Contraseña Anterior / Previous Password ?

Contraseña Nueva / New Password ?

Confirmar Contraseña Nueva / Confirm New Password ?

- (vi) By clicking on “Firma/Signature”, you can register the name, title and signature of the representative of the vehicle manufacturer. The signature images and company logo should be 300 by 60 pixels:

Firma de Certificados / Sign Certificate Segunda Clave / Second Password **Firma / Signature**

Firma / Signature

Usted se encuentra en la página principal del Sistema VITAL. Si desea Realizar un trámite, escoja la opción 'Iniciar Trámite' y seleccione el trámite deseado, para llenar el formulario de solicitud. Si ya tiene trámites en proceso y desea consultar las actividades pendientes o ejecutarlas, seleccione la opción 'Tareas' y luego 'Mis Tareas'. Puede ver la lista de sus trámites en proceso a través de la opción 'Mis Trámites', la lista de sus notificaciones en la opción 'Notificaciones' y para Realizar Quejas o Denuncias o Consultar, Diligenciar formulario RUA, seleccione la opción correcta en 'Otras Actividades'.

Copyright © 2020 Autoridad Nacional de Licencias Ambientales - ANLA Condiciones y Términos de Uso | Política de Privacidad

CAMBIAR FIRMA / CHANGE SIGNATURE

Nombre Persona Autorizada / Name of authorized person to sign ?

Cargo Persona Autorizada / Job title of authorized person to sign ?

Imagen Firma Autorizada / Authorized signature image ?

Logo Documentos / Manufacturer's logo ?

Segunda Contraseña / Second Password

Note: Remember that these passwords are known only by the registered user and therefore are not transferable, the first password allows you to review the CEPD and the second one relates exclusively to electronic signature. Therefore, the user is responsible for the control and custody of data signature creation (username or password). Likewise, the user must act diligently to prevent unauthorized data signature creation. Additionally, the user must give timely notice to the ANLA when evidencing that the password and username have been known by a third party illegally; the data signature creation is at risk of being used inappropriately and when events occur that jeopardize the security of the electronic signature.

2. Once the vehicle manufacturer signature is registered in VITAL and the IT department at ANLA enables the processing of the CEPD in VITAL, all requests for approval must be made using this application. The vehicle manufacturer should log in to review the application form and may make as many comments as necessary before signing the certificate that has been filled out by the brand representative, assembler, importer or manufacturer who imports vehicles for selling in Colombia, using the following procedure:
 - (i) To check the certificates, you must click on “Firma de Certificados / Sign Certificate” and on the link “Revisar CEPD / Check CEPD”.

- (ii) To preview the certificate must click on “Ver Certificado / Preview of certificate”:

Subdirección de Instrumentos Permisos y Trámites Ambientales

SOLICITUD DE CERTIFICADO DE EMISIONES POR PRUEBA DINAMICA
(APPLICATION FOR VEHICLE EMISSIONS IN A DYNAMOMETER TEST CERTIFICATE)

Aprobación / Approval

Observaciones Anteriores / Previous comments:

FECHA (DATE)	ACCIÓN (ACTION)	REALIZÓ (MADE BY)	NOMBRE (NAME)	OBSERVACIÓN (COMMENT)	ARCHIVO (FILE)
10/22/2018 15:01:16	FIRMA	REPRESENTANTE	XXXXXXXXXX		
10/22/2018 13:43:39	RADICACION	COMERCIALIZADOR	XXXXXXXXXX		
		SOLICITANTE	XXXXXXXXXX		

Aprobación CEPD / CEPD Approval

Archivo CEPD / CEPD file: [Ver Certificado / Preview of certificate](#)

Observación / Comment:

Segunda Contraseña / Second Password:

- (iii) If you have comments about the certificate, you can fill out the space provided and returned the certificate to the importer for correction, as follows:
- Fill out the space provided for comment.
 - Fill out the second password.
 - Click on return certificate.

SOLICITUD DE CERTIFICADO DE EMISIONES POR PRUEBA DINAMICA
(APPLICATION FOR VEHICLE EMISSIONS IN A DYNAMOMETER TEST CERTIFICATE)

Aprobación / Approval

Observaciones Anteriores / Previous comments:

FECHA (DATE)	ACCIÓN (ACTION)	REALIZÓ (MADE BY)	NOMBRE (NAME)	OBSERVACIÓN (COMMENT)	ARCHIVO (FILE)
10/22/2018 15:01:16	FIRMA	REPRESENTANTE	XXXXXXXXXX		
10/22/2018 13:43:39	RADICACION	COMERCIALIZADOR	XXXXXXXXXX		
		SOLICITANTE	XXXXXXXXXX		

Aprobación CEPD / CEPD Approval

Archivo CEPD / CEPD file: [Ver Certificado / Preview of certificate](#)

Observación / Comment:

Segunda Contraseña / Second Password:

- (iv) If the certificate is correctly filled out, proceed to sign and send the certificate to the ANLA, as follows:
- Fill out the second password.
 - Sign the certificate by clicking on Sign Certificate.

SOLICITUD DE CERTIFICADO DE EMISIONES POR PRUEBA DINAMICA
(APPLICATION FOR VEHICLE EMISSIONS IN A DYNAMOMETER TEST CERTIFICATE)

Aprobación / Approval

Observaciones Anteriores / Previous comments:

FECHA (DATE)	ACCIÓN (ACTION)	REALIZÓ (MADE BY)	NOMBRE (NAME)	OBSERVACIÓN (COMMENT)	ARCHIVO (FILE)
10/22/2018 15:01:16	FIRMA DEL COMERCIALIZADOR	REPRESENTANTE	XXXXXXXXXX		
10/22/2018 13:43:39	RADICACION SOLICITANTE		XXXXXXXXXX		

Aprobación CEPD / CEPD Approval

Archivo CEPD / CEPD file: Ver Certificado / Preview of certificate

Observación / Comment:

Segunda Contraseña / Second Password:

1 2

Firmar Certificado / Sign Certificate Devolver Certificado / Return Certificate Cancelar / Cancel

- (v) After the vehicle manufacturer signs the certificate, the system automatically sends a request to the technical group at ANLA to proceed with evaluation of the application.