



TIME-STAMPING POLICY AND PRACTICE STATEMENT



TIME-STAMPING POLICY AND PRACTICE STATEMENT

OID:	1.3.6.1.4.1.31304.1.1.2.11
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Introduction

ANDES SCD is an Open certification entity authorized by the Superintendence of Industry and Commerce on March 23 2011, according to resolution 14349 to provide its digital certification services in the Colombian territory and in accordance with current Colombian regulations. As established in Law 527 of 1999 Article 30, the Certification Entities are authorized to provide chronological stamping service.

ANDES SCD has the technological platform for the supply of the chronological stamping service through the TSP protocol in accordance with the RFC 3161 standard.

1. Presentation of the document

This document brings together the Statement of Certification Practices (CPD) that describes the operation of the chronological stamping service and in general specifies the conditions of use, obligations and responsibilities of the parties involved, being a complementary document to the Statement of Certification Practices.

1.1. Document Name and Identification

Document	SERVICE CERTIFICATION PRACTICE STATEMENT CHRONOLOGICAL STAMPING
Description	This document presents the statements of the ANDES SCD Certification Authority regarding the operations and procedures used to support the chronological stamping service in compliance with current regulations.

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1.2. Digital Certification Authority Identification

Name	Andes Servicio de Certificación Digital S.A.
Company Name	Andes Servicio de Certificación Digital S.A.
NIT	900.210.800 -1
Chamber of Commerce Registration Number	01774848 of 15 February 2008
Certificate of Existence and Legal Representation	https://www.andesscd.com.co/docs/Certificado de existencia y representacion legal.pdf
Registered Office and Correspondence	Calle 26 #69c-03 Torre B oficina 701, Bogotá D.C.
Phone	(601)2415539
FAX	2415539
Email address	info@andesscd.com.co
Address of requests, inquiries and complaints	Calle 26 #69c-03 Torre B oficina 701. Bogota. A.D.

The above information is available on the Andes SCD website in the About us section.

1.3. Identification of the Main Data Center

Name	Cellular Communication S A Comcel S A
Company Name	Cellular Communication S A Comcel S A
NIT	800.153.993-7



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Chamber of Commerce Registration Number	00487585
Certificate of Existence and Legal Representation	https://www.andesscd.com.co/docs/Certificado_de_existencia_y_representacion_legal_Comcel.pdf
Registered Office and Correspondence	Carrera 68ª # 24B - 10
Phone	6017429797
FAX	7429797
Email address	notificacionesclaro@claro.com.co
Address of requests, inquiries and complaints	Carrera 68ª # 24B – 10
Primary Data Center Address	Telmex Colombia S.A. (Claro) / Autopista Medellín kilometer 7 Parque Empresarial Celta Trade Park via Bogotá Bodega 32 Triara, Funza, Cundinamarca, Colombia.

1.4. Alternate Data Center Identification

Name	HOSTDIME.COM.CO S.A.S
Company Name	HOSTDIME.COM.CO S.A.S
NIT	900.040.346
Chamber of Commerce Registration Number	02672981
Certificate of Existence and Legal Representation	https://www.andesscd.com.co/docs/Certificado_de_existencia_y_representacion_legal_Datacenter_alterno.pdf
Registered Office and Correspondence	Calle 185 # 45 - 03 Torre Empresarial Oficina 603 C.C. Santafe
Phone	3173653934
FAX	3173653934
Email address	administracion@hostdime.co
Address of requests, inquiries	Calle 185 # 45 - 03 Torre

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and complaints	Empresarial Oficina 603 C.C. Santafe
Alternate Data Center Address	Vereda Verganzo, Zona Franca de Tocancipá Bodega 9 , Km 1.5 via Briceño-Zipacquirá, Tocancipá, Cundinamarca

1.5. Scope

This document establishes the standards and rules to be followed by the ANDES SCD Certification Authority in the provision of the chronological stamping service, stipulates the procedures and the legal regime applied to the members of the trust model.

1.6. Layout of activities and services accredited by Andes SCD

To learn about the activities and services accredited by Andes SCD, consumers and the general public are informed that the Andes SCD website contains the accredited activities and services, such as:

- ✓ Issuance of digital certificates for: legal representation, company membership, public function, qualified professional, natural person, legal person, academic community, electronic invoicing.
- ✓ Chronological print.
- ✓ Certified email
- ✓ Certified SMS
- ✓ Certified electronic signature.

1.7. References

The chronological stamping service is provided in accordance with the RFC 3161 Time-StampProtocol (TSP) standard.

The content of this Statement of Certification Practices was prepared taking into account the recommendations of RFC 3628 Policy Requirements for Time-Stamping Authorities (TSAs), recommendations of RFC 3647.

1.8. Policy Management

The content of this Statement of Practice for Chronological Stamping Services is administered by the Policy and Safety Committee responsible for its development, registration, maintenance and updating. Below are the details



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of the policy and safety committee and a contact person available to answer questions regarding this document.

1.8.1. Organization that administers this document

Name : Policy & Safety Committee
Address : Calle 26 #69c-03 Torre B oficina 701.
Email : comite.politicas.seguridad@andesscd.com.co
Phone : PBX (601) 2415539

1.8.2. Contact Person

Company name : ANDES Servicio de Certificación Digital S.A SIGLA ANDES SCD SA.
Name : Sandra Cecilia Restrepo Martínez – General Manager
Address : Calle 26 #69c-03 Torre B oficina 701.
Email : Info@andesscd.com.co
Phone : PBX (601) 2415539

1.8.3. Policy Approval Procedures

The ANDES SCD Statement of Service Practices for Chronological Stamping is administered by the Policy and Safety Committee and is approved by the General Management of ANDES SCD, following the documented information procedure.

1.8.4. Publication of the document

ANDES SCD immediately discloses on the website any modification in the DPC Certification Statement of Practices for the chronological stamping service, maintaining a history of versions.

2. Definitions and abbreviations

2.1. Definitions

Term	Description
Chronological Stamping Authority (TSA)	It is the trusted authority that issues and manages chronological stamps through one or more chronological stamping units (TSUs)
Chronological print	It is a special type of digital signature issued by an entity providing digital certification services that guarantees the integrity of a document on a specific date and time.



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HASH	It is the coded summary that is calculated on a digital object of any size, and that has the property of being uniquely associated with the digital object.
HSM	Hardware Secure Module. Component that offers greater security for the generation and storage of keys
Coordinated Universal Time (UTC)	It is the time determined by the reference to a time zone
Chronological Stamping Unit (TSU)	It is the set of hardware and software that is managed as a unit to offer the chronological stamping service. Each TSU has a pair of keys endorsed by a digital signature certificate
RSA	Rivest, Shamir, and Adleman) is an asymmetric cryptographic algorithm that uses very large integer factorization for the generation of a cryptographic key pair.

2.2. List of acronyms and abbreviations

Abbreviated.	Description
CPD	Certification Practice Statement
TSA	Chronological Stamping Authority
TSP	Chronological Stamping Protocol
TST	Chronological Stamp Token
TSS	Chronological Stamping Service
TSU	Chronological Stamping Unit
UTC	Coordinated Universal Time

3. Service Policies

3.1. Chronological Stamping Service (TSA)

The chronological stamping service provided by the TSA Andes SCD is divided into 2 components:

1. On-line mechanism for the issuance of a chronological stamp that consists of assigning the current date and time to a digital object (document, video, audio, etc.), by a certification service provider that



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ensures the accuracy and integrity of the document's timestamp.

The service of issuing chronological stamps is marketed by packages of requests. The subscriber of the service is assigned a user account with the number of requests contracted.

The process for issuing a chronological stamp is as follows:

a. Request for Chronological Stamping

The subscriber owns a digital object such as a document, video, audio, or any file format and wants to obtain a chronological stamp to prove that the digital object existed at a certain time. The subscriber prepares the request for chronological stamping by performing the following:

- Gets the HASH of the digital object for which you want to get the stamp
- It authenticates with the **URL <https://tsa.andesscd.com.co>**, provides the username and password of its account, and sends the HASH of the digital object in the RFC 3161 TSP protocol timestamping request

b. Verification of the Chronological Stamping application

The TSA Andes SCD receives the request for chronological stamping and verifies that it meets the requirements. If the requirements are met, the request is processed for the issuance of the chronological stamp.

c. Issuance of the chronological stamp

The TSA Andes SCD generates a chronological stamp that includes the HASH of the digital object, a unique serial number, and the current date and time obtained from the server clock that is synchronized with UTC (see section Synchronizing the clock with UTC).

The chronological stamp is digitally signed by one of the TSU chronological stamping units belonging to the TSA Andes SCD.

Once the chronological stamp is issued, the following is done

- The chronological stamp is sent to the subscriber of the service.
- The used stamp is subtracted from the package of available requests in the subscriber's account
- Andes SCD stores a record that evidences the issuance of the



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chronological stamp for possible subsequent verification.

d. Reception and verification of the chronological stamp

- The subscriber receives the chronological stamp and stores it
- The subscriber verifies the authenticity of the timestamp

The subscriber must adapt its system to be able to make requests for chronological stamping, receipt and verification of the chronological stamp. There are public libraries that implement the TSP protocol in various programming languages:

- BouncyCastle (<http://www.bouncycastle.org>): Cryptographic libraries that implement TSP protocol in Java and C languages#
- OpenTSA (<http://www.opentsa.org>): An extension of the OpenSSL cryptographic library that implements the TSP protocol in C language.
- Digistamp (<http://digistamp.com/toolkitDoc/MSToolKit.htm>): Toolkit based on in the Microsoft's CryptoAPI cryptographic library that implements the TSP protocol in Visual Basic
- Adobe Reader: The Adobe Reader application allows you to validate chronological stamps included in PDF documents.

2. Administration of the chronological stamping service that includes procedures for the management of subscriber accounts and tasks to monitor and control the correct operation of the service. The procedures for administering the chronological stamping service are detailed in the chronological stamping procedure.

Note: The validity of the chronological stamps is found in the TSA User notification sent to the subscriber.

to. Chronological Stamping Authority (TSA)

The TSA Andes SCD Chronological Stamping Authority acts as a third party of trust between the subscriber of the service and the users in the electronic medium; is responsible for receiving the request for chronological stamping, verifying the parameters of the application, and issuing chronological stamps in accordance with this Statement of Certification Practices.

Andes SCD has the chronological stamping service using the RSA 2048



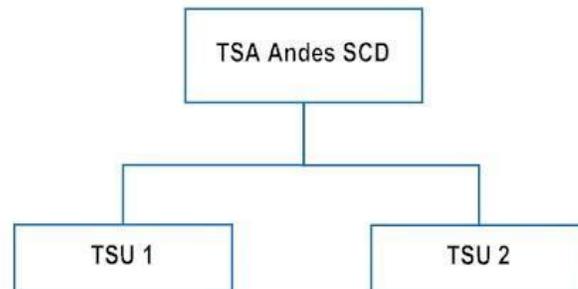
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algorithm, the technical profile for this algorithm is described below

Chronological Stamping Unit (TSU) with RSA algorithm

The TSA Andes SCD Chronological Stamping Authority has 2 Chronological Stamping Units (TSU) to guarantee the high availability of the service, where TSU 1 is the main one and TSU 2 is the backup one.



The TSU 1 and TSU 2 chronological stamping units each have a different pair of RSA2048 keys endorsed by a digital signature certificate issued by the CA Andes SCD Class IIV3. The following are the fields in the certificate profile for each TSU.

TSU Certificate Profile		
Field	Description	Value
Version	Certificate Version	V3
Serial number	Number that identifies the certificate	See Serial Number on the certificate issued to TSU
Signature algorithm	Algorithm used by Andes SCD to sign the certificate	SHA256WithRSA
Signature hashing algorithm	Algorithm used to obtain the summary of the data	Sha256
Issuer	Data from the CA Andes SCD Class II v3.	View Class II v3 CA data on certificate
Valid from	Date and Time UTC Start Validity	View the effective start date on the certificate



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Valid until	UTC Date and Time End Validity	See the certificate for the end of validity date
Subject	CN	Andes SCD Class II v3 Time Stamping
	OU	Andes SCD TSU Time Stamping Unit #
	Or	Andes SCD S.A.
	C	CO
	S	Cundinamarca
	L	Bogotá D.C
	STREET	Calle 26 #69c-03 Torre B oficina 701.
	And	info@andesscd.com.co
Public Key	TSU Public Key	RSA (2048 Bits)
Extensions	Access to issuer information	Access Method=Online Certificate Status Protocol Address URL=http://ocsp.andesscd.com.co
	CRL Distribution Points	[1]CRL distribution point UR= https://crl.andesscd.com.co/ClassIIv3.crl
Identification algorithm	Algorithm used to obtain the fingerprint of the certificate	Sha1
Fingerprint	The synthesis or digital fingerprinting of the data of the certificate	fingerprint
Using the Key	Purposes for which the certificate should be used.	Digital Signature Date Printing (1.3.6.1.5.5.7.3.8)

b. Applicant

This is the person who has requested the chronological stamping service from Andes SCD.

c. Subscriber

The subscriber is the person or entity that has contracted the chronological stamping service offered by TSA Andes SCD and has a package of requests available for use.



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The subscriber contracts the service by request packets and is assigned a user account with the number of requests available to use, authenticating with the account data can make requests for the service and receives chronological stamps following the RFC 3161 Time Stamp Protocol (TSP).

d. User or Accepting Third Party

It is any user who checks the chronological stamps, based on the trust in Andes SCD.

4. Duties and Rights

4.1. TSA Rights and Duties

TSA Rights. TSA is not responsible for the accuracy or content of the digital object for which a timestamp has been issued.

General TSA Duties

The TSA Andes SCD has the following Duties as a Chronological Stamping Authority:

1. Respect and comply with the provisions regulated in this document and in the Colombian regulations in force.
2. Issue chronological stamps that meet the specifications of RFC 3161
3. Guard the private key used by each of the TSUs for signing chronological stamps in such a way as to guarantee its confidentiality and integrity.
4. Use a reliable source of time as a time reference in the process of issuing chronological stamps.
5. Make this document public on the Andes SCD website, maintaining version history.
6. Implement and maintain the necessary infrastructure and security systems based on the chronological stamping service.
7. To attend to the requests, complaints and claims submitted by subscribers of the chronological stamping service
8. Maintain service to query the status of the certificates issued for each TSU
9. Publish in the CRL CA Andes SCD Class II V3 the TSU certificates that have been revoked
10. Notify interested parties about any incident that compromises the correct



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distribution of Colombian legal time.

11. Not issuing chronological stamps if the security of the service or the pair of keys of the TSU is compromised
12. Protect the personal information of subscribers, in accordance with the provisions of Law 1581 of 2012.
13. Inform suppliers that compliance with the requirements of this document is extended to them, when applicable.
14. Have the services that are accredited on the Andes SCD website.

TSA Duties to Underwriters

The TSA Andes SCD guarantees the following to subscribers of the chronological stamping service:

1. The UTC time included in the chronological stamps has a maximum deviation of 1 second from the temporal reference obtained from the Colombian legal time publication service provided by the National Institute of Metrology.
2. The chronological stamps are signed using the private key generated exclusively for that purpose and endorsed by a valid digital certificate issued by the CA Andes SCD class II.
3. Guarantee permanent access to the contracted chronological stamping service excluding the minimum suspension time required for the maintenance of the systems and equipment
4. Notify subscribers of service interruptions due to maintenance using available broadcast media.
5. Do not use personal data in the chronological stamps generated
6. Include a unique serial number for each chronological stamp generated
7. Issue a chronological stamp once a request is received from a subscriber of the service.
8. Issue chronological stamps to subscribers while they have requests to use the contracted package.

4.2. Rights and Duties of the applicant

Rights of the applicant

1. Receive the necessary instructions from ANDES SCD to use the chronological stamping service



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2. To submit complaints, requests, claims, suggestions, requests and congratulations in a respectful manner, about the chronological stamping service, using the processes that ANDES SCD has provided for this purpose.
3. That their personal information is guarded and stored, in adequate conditions of confidentiality, security, access and restricted circulation, in order to prevent its leakage, unauthorized or fraudulent use by third parties, as well as any other conduct that violates the privacy of the Applicant.
4. Be attended by qualified personnel, with the knowledge and experience necessary for the provision of the certification service offered by ANDES SCD.
5. Have access to the CPD which is available on the ANDES SCD website free of charge.

Duties of the applicant

1. Provide truthful and updated information in accordance with the stipulated requirements.

4.3. Rights and Duties of the Subscriber

Subscriber Rights

1. Make use of the chronological stamping service in accordance with the conditions specified in the TSA Certification Practice Statement.
2. To inform and receive attention from ANDES SCD and the corresponding management, when changes or alterations occur that may affect the provision of the ANDES SCD service.
3. Submit complaints, petitions, claims, suggestions, REQUESTS and congratulations in a respectful manner, about the digital certification service, using the processes that ANDES SCD has in place for this purpose.
4. That your personal information is guarded and stored, in adequate conditions of confidentiality, security, access and restricted circulation, in order to prevent its leakage, unauthorized or fraudulent use by third parties, as well as any other conduct that violates the privacy of the subscriber.
5. Make requests aimed at knowing, updating, rectifying, deleting, concealing or including personal data in accordance with the provisions of Law 1581 of 2012 on the protection of personal data and in accordance with ANDES' personal data protection policy, which is available on its website **www.andesscd.com.co**.
6. Be attended by qualified personnel, with the knowledge and experience

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necessary for the provision of the certification service offered by ANDES SCD.

The other rights recognized by the Constitution and the Law.

Subscriber Duties

Subscribers to the Chronological Stamping Service have the following duties:

1. Contract the service specifying the number of requests to be used.
2. Respect the contractual agreements signed with the TSA Andes SCD.
3. Confidentially safeguard the authentication data to the account that has been assigned to make use of the quota of chronological stamps contracted.
4. Verify that the HASH contained in the timestamp matches the HASH you submitted
5. Verify that the digital signature of the chronological stamp corresponds to one of the TSUs that make up the TSA Andes SCD.
6. Verify that the serial number of the TSU certificate that signed the chronological stamp is not found in the CRL CA Andes SCD Class II.
7. Store and preserve the chronological stamps delivered by the TSA Andes SCD in case it considers that they are necessary in the future.
8. Pay the agreed remuneration at the time indicated by Andes SCD
9. To respect the rights of third parties and to be responsible to them for the damages that the use, exhibition, publication and/or presentation of the data message subject to chronological stamping may cause, as well as to come to the defense of ANDES SCD if it is sued for any circumstance related to such situation.
10. In any case, follow the instructions given by ANDES SCD for the development of the chronological stamping process
11. Permanently have all the technological and security infrastructure necessary for the proper use of the chronological stamping service in accordance with the requirements made by ANDES SCD.
12. Refrain from:
 - a. Alter or modify, in whole or in part, the software delivered by ANDES SCD, or allow third parties to do so.
 - b. Copying or reproducing in any form the chronological stamping service, such as all its components or processes, or permitting its copying or reproduction.



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- c. Perform reverse engineering, decoding, disassembly or perform any type of action aimed at knowing or deciphering the source code, object code or other relevant information regarding the software that is related to the provision of the ANDES SCD service.
 - d. Transfer, assign or negotiate the rights granted by these terms and conditions.
 - e. Allow third parties to benefit from or use, directly or indirectly, the rights that derive from the provision of digital certification services, under the conditions of this document.
 - f. Using the digital certification service in a way that contravenes the law or causes a bad reputation for ANDES SCD.
 - g. Make any type of statement related to your digital certification that ANDES SCD may consider misleading or unauthorized.
 - h. Use the ONAC logo under no circumstances, as it is for the exclusive use of Andes SCD accredited services.
13. Verify that the certification claims are consistent with the scope of the digital certification service.
 14. To cease using the digital certification in all advertising material that contains any reference to it, once the digital certification service with ANDES SCD is cancelled or terminated, and to take the actions required by the digital certification service and any other measure that may be required. In compliance with the Logo and Brand Use Policy.
 15. Inform that you comply with the requirements specified in this ANDES SCD TSA DPC when referring to the digital certification service in media, such as documents, brochures or advertising.
 16. Verify that the digital signature of the chronological stamp corresponds to one of the TSUs that make up the TSA Andes SCD.
 17. Verify that the serial number of the TSU certificate that signed the chronological stamp is not found in the CRL CA Andes SCD Class II.
 18. The subscriber must adapt its system to be able to make requests for chronological stamping, receipt and verification of the chronological stamp. There are public libraries that implement the TSP protocol in various programming languages:
 - BouncyCastle (<http://www.bouncycastle.org>): Cryptographic libraries that implement TSP protocol in Java and C languages#
 - OpenTSA (<http://www.opentsa.org>): An extension of the OpenSSL



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cryptographic library that implements the TSP protocol in C language.

- Digistamp (<http://digistamp.com/toolkitDoc/MSToolKit.htm>): Toolkit based on Microsoft's CryptoAPI cryptographic library that implements the TSP protocol in Visual Basic
- Adobe Reader: The Adobe Reader application allows you to validate chronological stamps included in PDF documents.

5. Refund Policy

To verify the cases in which the refund or refund applies, consult the refund or refund policy published on the Andes SCD website at the following link <https://www.andesscd.com.co/politicas-organizacionales/>

6. Financial Responsibility

To compensate for damages that may be caused to users of the digital certification service, civil liability insurance is available to cover contractual and non-contractual damages of subscribers and third parties in good faith exempt from fault, as long as the damages are derived from errors, omissions or acts of bad faith on the part of ANDES SCD.

It is clarified that ANDES SCD will not assume any responsibility for the non-execution or delay in the provision of certification services, if this failure or delay is a consequence of fortuitous events, cases of force majeure, exclusive fault of the victim, act of a third party in general, of any circumstance that is beyond the control of ANDES SCD and in particular of the situations declared in the "Limitations of Liability" section of this DPC.

ANDES SCD is not responsible for damages arising from:

1. Failure to comply with or incorrect execution of the obligations of the Applicant, subscriber and/or User.
2. Incorrect use of digital certificates and private keys by the subscriber, or any indirect damage or harm that may result.

Insurance Coverage

In accordance with the provisions of numeral 5 of article 2.2.2.48.2.3 of Decree 1074 of 2015 (which compiles Decree 333 of 2014, article 7) and article 2.2.2.48.2.5. of Decree 1074 of 2015 (which compiles Decree 333 of 2014, Article 9) Andes SCD, has subscribed an insurance policy with an insurance company authorized in accordance with Colombian legislation, which covers contractual and non-contractual damages of subscribers



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and third parties in good faith exempt from fault derived from errors and omissions or acts of bad faith of the administrators, legal representatives or employees of Andes SCD in the development of their activities.

Liability Policy Information

Insurance company : SBS SEGUROS
Policyholder : ANDES Servicio de Certificación Digital S.A SIGLA ANDES SCD S.A.
Insured : ANDES SCD S.A.
Beneficiary: Third parties affected in good faith.
Value : 7,500 SMMLV per event.

7. Subscriber Responsibilities

The subscriber of the service is responsible for purchasing additional request packages when the request package of their user account has been exhausted.

Verify the digital signature of the timestamp and check the status of the certificates in the hierarchy of trust (CA ROOT Andes SCD certificate, CA Andes SCD Class II V3 certificate, and TSU certificate that signed the timestamp)

8. Responsibilities of Trusted Users

Verify the digital signature of the timestamp and check the status of the certificates in the trust hierarchy and TSU certificate that signed the timestamp.

9. TSA Practice Requirements

9.1. Statements of Practice and Disclosure

9.1.1. TSA Practice Statement

- Guarantee reliability to provide chronological stamping service.
- Perform service monitoring and perform security and operations controls to prevent risks
- The timestamps are digitally signed with the private key associated with the TSU certificates.

9.1.2. TSA Disclosure

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The Service of Chronological print is Available for online consumption at the URL <https://tsa.andesscd.com.co>.

9.2. Key Management Lifecycle

9.2.1. TSU Key Generation

The private key of the TSA Andes SCD Chronological Stamping Units (TSU) are generated in an HSM module that is governed by NIST standard FIPS140-2 complying with security level 3.

9.2.2. TSU Key Protection

The private key of the chronological stamping unit (TSU 1) and (TSU 2) of the TSA Andes SCD is kept in an HSM module that is governed by the NIST standard FIPS140-2 complying with security level 3.

9.2.3. TSU Public Key Distribution

The public key to the TSA timestamping unit is located on the TSU certificate that is attached to the timestamp that is issued.

9.2.4. End of life of the TSU key

The key use period for each TSA Andes SCD chronological stamping unit is 2 years. The start and end date is explicit in the respective certificate

9.2.5. Cryptographic module lifecycle management for signing timestamps

The HSM Administration internal use document describes the controls and procedures for the management and administration of HSM cryptographic modules.

9.3. Chronological print

9.3.1. Service Request

The client makes the request through the application form provided on the ANDES SCD website (Request for stamps) providing the following information necessary for the process.

- Type of application.
- Company name.
- NIT of the entity.
- Contact name.
- Contact identification.

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- Contact telephone number.
- Contact address
- Email contact.
- Number of prints.

Requests are directed to the commercial area through the ventas@andesscd.com.co Mailboxmailto:ventas@andesscd.com.co. A commercial representative of ANDES SCD receives the request, establishes communication with the client, verifying and validating the technical and commercial requirements for the provision of the service; then send a ticket with the information mentioned above to the Operations area adding payment support for the activation of the service.

Within the TSA, credentials are created, the quota is assigned and the user is automatically notified through email with the delivery of the credentials for the use of the TSA and thus consume the service.

9.3.2. Stamping Request

The subscriber of the service authenticates with the URL <https://tsa.andesscd.com.co> providing the username and password of the assigned account, generates a request for chronological stamping according to the format defined in RFC 3161 section 2.4.1 whose parameter is the HASH of the digital object that he wishes to stamp chronologically

9.3.3. Chronological stamping process

The TSA Andes SCD performs the following:

- Receives the timestamp request and verifies that the structure of the timestamping request contains the expected parameters.
- Date and time are obtained from the secure time source and the time token is generated that is digitally signed with the private key of one of the TSUs that make up the TSA Andes SCD.
- Chronological stamping response is generated according to the format defined in RFC section 2.4.2
- The chronological stamping response is sent to the subscriber.

9.3.4. Verification Process

The subscriber receives the chronological stamping response, validates it, and

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extracts the necessary data for storage.

9.3.5. Clock synchronization with UTC

The TSA Andes SCD synchronizes its internal clock by NTP protocol with the Colombian legal time publication service provided by the National Institute of Metrology (<http://horalegal.inm.gov.co/>) in accordance with RFC 5905.

9.3.6. TSA Administration and Operation

The procedures for administering the time-stamping service detail the processes for administering the service.

9.3.7. Security Management

The procedural, physical security, personal safety, and audit controls defined to work under a secure environment and the disaster recovery capabilities established to ensure the operation of the certification services are specified in the incident management procedure and business continuity plan.

9.3.8. TSA Shutdown

In the event of ceasing activities as a Chronological Stamping Authority, the following measures will be taken in order to cause the least possible damage to subscribers and users of the service, complying with the plan for the cessation of activities of Andes SCD:

- The TSA Andes SCD will inform the National Accreditation Body (ONAC) 30 days in advance of its intention to cease its activities as a provider of chronological stamping services.
- Once authorization has been received from the National Accreditation Body for the cessation of activities, it will be done in the form and following the schedule presented by the ECD to the surveillance and control entity and that it approves, and the media will be used to notify the users of the service of the cessation of the activity as a Chronological Stamping Service Provider.
- The notification of the cessation of activities to the users of the chronological stamping service is made by means of 2 notices published in newspapers of wide national circulation, with an interval of 15 days, informing about the termination of the activities and the precise date of the cessation.

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- In any case, subscribers may request a refund equivalent to the remaining TSA balance of the service, if requested within two (2) months following the second publication.

9.3.9. Compliance with legal requirements

The operation and operations carried out by the ANDES SCD Certification Authority, as well as this Statement of Certification Practices, are subject to the regulations applicable to them and in particular to:

- a) Law 527 of 1999, which defines and regulates access to and use of data messages, electronic commerce and digital signatures, and establishes certification bodies and other provisions.
- b) Decree 1747 of 2000, which partially regulates Law 527 of 1999, in relation to certification bodies, certificates and digital signatures.

9.3.10. Chronological stamped service operation information

The TSA Andes SCD stores and preserves the chronological stamps issued for a period of 5 years.

9.3.11. Dispute Prevention and Resolution

ANDES SCD has a procedure for the treatment of any request, complaint, claim, dispute, suggestion or appeal in relation to the provision of the digital certification service or in matters of personal data protection and impartiality. This procedure applies to all processes responsible for the provision of the services of Andes SCD S.A., learn about our PQRS procedure on our website <https://www.andesscd.com.co/>

9.3.12. How to manage incidents

ANDES SCD has the information security incident management procedure for dealing with incidents that may affect the confidentiality, integrity and availability of information and services:

Incident detection and reporting: Incident awareness through monitoring systems, intrusion detection systems, system logs, notification by staff or customers.

Analysis and evaluation of the incident: once the incident has been detected, the response procedure is determined and the responsible persons are contacted to evaluate and document the actions to be



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taken according to the severity of the incident. An investigation is carried out to determine the scope of the incident, that is, to find out how far the attack went and as much information as possible about the incident.

Incident damage control: react quickly to contain the incident and prevent it from spreading by taking measures such as blocking access to the system.

Investigation and evidence collection: reviewing audit records to keep track of what happened.

Recovery and Incident Action: Restore the system to proper operation and document the procedure and ways to prevent the recurrence of the incident.

Subsequent analysis of the incident to improve the procedure: carry out an analysis of everything that happened, detect the cause of the incident, correct the cause for the future, analyze the response and correct errors in the response.

ANDES SCD has established a Contingency Plan that specifies the actions to be executed, components or resources to be used and how the personnel should react in the event of an intentional or accidental event that disables or degrades the resources and services of Chronological Stamping.

- to. When the security of the CA private key has been compromised.
- b. When the security system of the certification body has been breached.
- c. When there are failures in the certification body's system that compromise the provision of the service.
- d. When the encryption systems lose validity because they do not offer the level of security contracted by the subscriber.
- and. When any other information security event or incident occurs.

10. Security Controls

The aspects related to technical and procedural measures that guarantee the security of the services and information of ANDES SCD are specified in detail in the Information Security Policies (ISP). These policies contemplate the responsibilities of the different areas of the trust model belonging to ANDES SCD, notifying each person of the procedures and controls that correspond to them within the organization.

The ANDES SCD Security Policy Statement is composed of the following sections or

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documents for internal use.

Section
Comprehensive Policy
Comprehensive Management System Manual
Information Security Incident Management Procedure
Technology Asset Inventory Management Procedure
Risk Management Methodology
Manual of procedures in personal data protection

11. Conditions required of critical suppliers

For Andes SCD, it is a duty to provide an excellent service, for this reason, suppliers must be the first line to be able to sustain our commitment to service and its quality, as well as our suppliers are evaluated annually to validate compliance with the contractually defined service levels.

Suppliers linked to the provision of services accredited in Andes SCD and that have been defined as critical, must be aware of this Statement of Certification Practices. They are also required to comply with specific accreditation criteria, both administrative and technical, that are directly related to the service they provide. The main data center must comply with a site availability of 99.8% for the provision of digital certification services, in addition to complying with the other contractually defined administrative and technical requirements.

11.1. Physical Security Controls

The systems and equipment used by ANDES SCD to offer the chronological stamping service are physically located in the Triara Data Center, a world-class data center located in the Sabana de Bogotá in a strategic place of great business development.

The Triara Data Center is a site that has been designed with specifications and ICREA V GOLD certified and complies with strict construction and monitoring regulations to rigorous operating standards to ensure that the equipment and information housed there have the highest level of security.



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Its facilities are located in an area with no seismic activity and are located within a reinforced concrete and steel bunker, the buildings are resistant to floods, windstorms, electric shocks and atmospheric precipitation and are equipped with an architectural subsystem, a telecommunications subsystem, an electrical subsystem, a mechanical subsystem and a physical security system articulated by risk management and security methodologies.

The security services offered by the Triara Data Center have been integrated into the security policies and procedures of ANDES SCD, describing each of the controls implemented to avoid the risk, alteration, subtraction, damage or loss of the assets involved in the provision of the Chronological Stamping service.

To guarantee the provision of critical services in the event of an incident with its main Data Center, ANDES SCD has an alternate data center contracted HOSTDIME.COM.CO. This data center is located in Vereda Verganzo, Tocancipá Bodega 9 Free Trade Zone, Km 1.5 via Briceño-Zipacquirá, Tocancipá, Cundinamarca. HOSTDIME.COM.CO. has certificates such as ICREA V and TIERIII, as well as has optimal security mechanisms for the provision of services.

The technological infrastructure that supports the certification services that are continuously monitored through a NOC/SOC is located in the administrative office in the city of Bogotá, Av. Calle 26 NO 69C-03 Torre B Oficina 701.

Physical Security Perimeter

The physical security perimeter of ANDES SCD comprises the area where the digital certificates are generated and where the set of servers required to provide the digital certification service is stored, this security perimeter is in the Triara Data Center and is protected by the following mechanisms:

1. The facilities have more than 5 permanent security rings: Access to the business center, access to the Triara facilities, scanner area, access to the bunker and access to the Rack.
2. The data center has a single access point protected by 7x24x365 security personnel.
3. Access systems through authorization in access lists and verification of the identity document.



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4. Access to the building and secure areas of the administration staff through authentication devices that include biometrics and proximity cards.
5. Access for visitors by appointment and with escort if you are going to safe areas.
6. Certified physical security systems with CCTV and security camera systems inside and outside the data center.
7. Camera monitoring from the control booth
8. Loading and unloading areas isolated from the data center, where everything that enters and leaves the premises is controlled.

Protection against external and environmental threats

The place where the servers and devices critical to the operation of ANDES SCD are located has physical protections in such a way as to minimize the risk of Theft, Fire, Flood and environmental conditions that may affect the operation of the information processing facilities:

1. Redundant air conditioning systems designed to allow equipment to always obtain optimal environmental conditions in terms of temperature and humidity for good performance.
2. Inergen Fire Suppression Systems (Clean Agent in accordance with the Kyotol protocol), which consists of a gas extinguishing system that does not create mist when expelled so as not to reduce the visibility of the emergency exits and not leave residues that affect the computer equipment.
3. Certified ventilation and cooling systems.
4. Redundant 34.5 KV power supply from different substations and independent connections.
5. The infrastructure ensures the continuity of its operations in the event of power failures, through the use of high-capacity uninterruptible power supplies that provide energy to critical facilities.
6. Perimeter intrusion detection system that includes permanent monitoring of the intrusion.
7. Control of inputs and outputs of information, applications or equipment, keeping an inventory of the existing material and the inputs and outputs that have occurred.

12. Minutes and contracts

By registering the request for the issuance of chronological stamps from the form



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provided on the website, the subscriber declares that he/she is aware of and accepts the terms and conditions of service provision described in the following link: [Terms and Conditions of Use](#)

Once the application has been registered, the applicant will be contacted by ANDES SCD staff in order to validate the service requirements (contractual conditions, particularities of the service, among others)

ANDES SCD will deliver by email to the subscriber a notification with the TSA credentials of use so that they can use the service.

13. Rates

The rates indicated here are reference values and are defined by ranges. Rates may vary according to special commercial agreements signed with customers, entities or applicants, or in the development of promotional campaigns carried out by ANDES SCD.

Range	Unit Value (excluding VAT)
1- 100.000	\$ 101
100.001 – 500.000	\$ 83
500.001 – 1.000.000	\$ 65
1.000.001 – 3.000.000	\$ 50
3,000,001 onwards	\$ 36

Range of Stamp Packages

Note: All the rates presented above are values before VAT

14. Certification Policies

The chronological stamping services described in this policy are included in the Certified Electronic Notification service (Certified Email and SMS), in accordance with the recommendations of RFC 3161, the particular conditions for the provision of this service are defined in the corresponding certification policy.

Politics

OID

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Certification Policy Certified Electronic Notification Service	1.3.6.1.4.1.31304.1.2.10.12
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15. Impartiality and non-discrimination

Andes SCD will not restrict access to digital certification services for financial reasons or other undue limiting conditions, such as membership in an association or group, as it acts in such a way as to allow the submission of a service request by any person without distinction of sex, race, national or family origin, language, religion, political or philosophical opinion, or disability.

ANDES SCD declares that it does not participate directly or indirectly in services or activities, which may jeopardize free competition, responsibility, transparency, as corporate values vis-à-vis our clients, as well as the principles of confidentiality, integrity, impartiality and independence of the services provided and performed by the organization.

This item applies in accordance with the provisions of the Andes SCD Impartiality, Integrity and Independence Policy, which can be consulted on the Andes SCD website.

SANDRA CECILIA RESTREPO MARTINEZ
General Manager

16. Change Control

Version	Date	Detail	Responsible
1.0	26/09/2016	Initial version of the document	Policy and Security Committee
1.1	19/10/2017	Numeral 4 was renamed for Service Policies	Policy and Security Committee



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1.2	20/03/2018	<p>-5.1.3. The section on the obligations of subscribers is included.</p> <p>-6.3.1 Service request process is described</p> <p>-7. Information related to incident management is added. continuity and contingency plans, security controls.</p> <p>- 9. Conditions required of critical suppliers are included.</p> <p>-10. The minutes and contracts section is included.</p> <p>-11. The service fees section is included.</p>	Policy and Security Committee
1.3	14/09/2018	<p>- 2.1 The DPC OID identifier, version and download url have been updated.</p> <p>-2.5.2 The name and email of the General Manager are updated.</p>	Policy and Security Committee
1.4	5/11/2019	<p>2.2, 2.5.1, 2.5.2, 4.2 ECD address and telephone number updated</p> <p>Numeral 5.2.2 Financial responsibility is added</p> <p>5.1.2.1 Added Refund Policy</p> <p>6.4.5 Paragraph on Dispute Prevention and Resolution is added</p> <p>9. Sites covered in scope of accreditation (NOC/SOC) are added</p> <p>12. Rates for 2019 are updated</p>	Policy and Security Committee
1.5	07/05/2020	Update of numeral 5.1.2.1 Refund policy and inclusion of numeral 5.1.2.2 of inadmissibility of reimbursement request.	Policy and Security Committee
1.6	04/11/2020	Update to Procedure for Managing Incidents (6.4.6) Security Controls (8): Alternate Data Center and NOC and SOC Monitoring Center Address Update, Correction of the location of this document on the website. (2.1)	Policy and Security Committee



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1.7	01/02/2021	<p>Updating of ETSI TS 101 456 and ETSI TS 102 042 standards by ETSI EN 319 411-2 and ETSI EN 319 411-1, respectively.</p> <p>Update of the value of the civil liability policy.</p> <p>Updating of rates.</p> <p>The DPC OID is updated.</p>	Policy and Security Committee
1.8	30/04/2021	<ul style="list-style-type: none"> - Section 2.6 is added. Provisions for activities and services accredited by Andes SCD. - The obligations l (6 and 7) m, n, or of the subscribers are added in section 5.1.3. - The general obligations m and n of the TSA are added in section 5.1.1. - The name of the Lumen Alternate Data Center is updated by Centurylink in paragraph 4 of section 8. - Paragraph two is added to the conditions required of critical suppliers in section 9. - Information from the Triara and Century Link Data Centers is included in sections 2.3 and 2.4, respectively. - The DPC OID is updated. <p>The title of the Director of Projects and Operations is updated.</p>	Policy & Safety Committee / Senior Analyst SGI
2	15/06/2022	<p>Person responsible for the elaboration "Director of Operations projects" is updated by "Operations Manager" OID is updated</p> <p>Item 12 certification policies are updated</p> <p>In numeral 5.2.2 the value of the civil liability policy is updated.</p> <p>Numeral 6.4.2 is updated,</p> <p>"Superintendence of Industry and</p>	Policy & Safety Committee / Senior Analyst SGI



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		Commerce" is eliminated	
3	12/10/2022	<ul style="list-style-type: none"> - The name of the General Manager is updated. - The rights and duties of applicants and subscribers are included. - Alternate data center name and contact email are updated. - OID, date and version of the document are updated. 	Policy & Safety Committee / Operations Manager / Senior Analyst SGI /
4	05/12/2022	<ul style="list-style-type: none"> - OID and document effective date are updated. - The name of the alternate data center Century Link is updated by Cirion. - A note is included clarifying the validity of the stamps. - OID of numeral 11, certification policies, is updated. 	Policy & Safety Committee / Operations Manager / Senior Analyst SGI
5	14/04/2023	<ul style="list-style-type: none"> - Andes logo and font of the letter are updated. - Format colors are updated in accordance with the 2023 brand manual. - The OID, Version, and Issue Date are updated in the Document Name and Identification section. - Changes from Operations Manager to Operations Director - Numeral 1.3 includes the address of the main data center - Numeral 1.4 includes the address of the alternate data center. - Civil liability policy amount updated 	Policy & Safety Committee / Chief Operating Officer / Senior Analyst SGI



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6	16/11/2023	<ul style="list-style-type: none"> - OID, Version and Date of Issue is updated - Andes SCD phone number updated - In Clause 9.3.8, the title of termination of activities is changed due to cessation of activities and inclusion of the request for reimbursement <ul style="list-style-type: none"> - Duties and Responsibilities are updated from Class II to Class II V3 - OID Update of the Certified Electronic Notification Policy. 	Policy and Security Committee/ Director of Operations/ Senior Analyst SGI
7	19/02/2024	<ul style="list-style-type: none"> - OID and Version Updated <ul style="list-style-type: none"> - Rates are updated - The OID of the Certified Electronic Notification Policy related to this TSA DPC is updated. 	Policy and Security Committee/ Director of Operations/ SGI Professional
8	07/05/2024	<ul style="list-style-type: none"> - OID and Version Updated - The layout of the activities and services accredited by Andes is updated. - The OID of the Certified Electronic Notification Policy related to this TSA DPC is updated 	Political and Security Committee/ Director of Operations/ SGI Professional
9	06/06/2024	<ul style="list-style-type: none"> - The date and OID of the document are updated. <ul style="list-style-type: none"> - The document name and Identification items are updated. - The value of the civil liability policy is updated in the financial responsibility numeral. - TSA rights and duties are updated. - The description of the presentation item of the document is updated. 	Political and Security Committee/ Director of Operations/ Process Coordinator/ SGI Professional



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		<ul style="list-style-type: none"> - OID of the Certified Electronic Notification policy associated with this document is updated. - The item principle of impartiality is updated to include the term Non-Discrimination. 	
10	24/01/2025	<ul style="list-style-type: none"> - The logo and cover page of the document are updated in accordance with the corporate brand manual. - OID, Version and date of the document were updated. - The Andes SCD chambers of commerce and the main datacenter are updated - The alternate datacenter identification item is updated, modifying from Cirion Technologies to HostDime.com.co - The content of the item Refund Policy and the inadmissibility of the refund request is modified, in which reference is made to consult the refund or money refund policy published on the Andes SCD website. - The item cessation of activities of the ECD is updated in accordance with external circular No. 30 of 2021 issued by ONAC. - Service rates are updated. 	Political and Security Committee/ Director of Operations/ Operations Coordinator
11	30/01/2026	<ul style="list-style-type: none"> - OID Update, Version, and Date of the Document - Adjusting the security controls item change from "Information Security Policy" to "Comprehensive Policy" 	Policy & Safety Committee/ Chief Technology Officer/ Chief Operating Officer/ Operations



TIME-STAMPING POLICY AND PRACTICE STATEMENT

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