**HR MINI MASTER REGISTRATION FORM**

NOTE: This form is to be used by non-staff individuals including meeting participants and staff administered by other agencies.

**Instructions:**

1. Please answer each field completely. Note **BOLD** fields are Mandatory. TYPE or PRINT in dark ink.
2. Please attach one of the following official supporting documents: copy of passport, copy of birth certificate, copy of state ID.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Part A – General Data*** | | | | | | |  |
| **Title** (Mr./Mrs./etc): | | Mr. | | | | |  |
| **First Name** (as in Government ID): | | Orlando Andrés | | | | |  |
| Middle Name (as in Government ID): | |  | | | | |  |
| **Last Name** (as in Government ID): | | MENESES OBANDO | | | | |  |
| **Have you worked with the UN in the past?** | | Yes  No | | **If yes, please provide Index Number** | |  |  |
| **Date of Birth** (dd/mm/yyyy): | | 20/09/1984 | | | | |  |
| Place of Birth(Country)**:** | | Colombia | (City): | | |  |  |
| **Gender:** | | Male  Female | | | | |  |
| **Nationality:** | | Colombiana | | | | |  |
| **Email Address**: | | andres.meneseso@hotmail.com | | | | |  |
| **Telephone Number**: | | 3147430586 | | | | |  |
| **Address**: | | CALLE 64 NO 1-27 | | | | |  |
| Bogota |  | | | | Colombia | |  |
| (**City**) | (Zip Code) | | | | **(Country)** | |  |
| **ID Number: (Passport or other)** | | 87066275 | | | | |  |
| **ID Date of Issue** (mm/dd/yyyy)**:** | | 09/24/2002 |  | | |  |  |
| **ID Place of Issue:** | | Pasto | | | | |  |
| **ID Country of Issue:** | | Colombia | | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Part B – Banking Data*** | | | | | | | | | |
| Account Title: | | Orlando Andrés MENESES OBANDO | | | | | | | (Refer #1) |
| Currency of payment: | | COP | | | | | | | (Refer #2) |
| Name of Bank: | | BBVA COLOMBIA | | | | | | |  |
| Address of Bank: | | Bogota | | | | | | |  |
|  | | Bogota | | |  | | Colombia | |  |
|  | | (City) | | | (Zip Code) | | (Country) | |  |
| Bank ID number: | | 13 | | | | | | | (Refer #3) |
| Account # or IBAN: | | **0913001834** | | | | | | |  |
| Currency of Account: | | COP | | | | | | |  |
| Type of Account: | | Checking | | | OR | | Savings | | (Refer #4) |
| Routing Instructions | | GEROCOBBXXX | | | | | | | (Refer #5) |
| ***Part C – Certification by Non Staff/External Individual*** | | | | | | | | | |
| Full Name: | Orlando Andrés MENESES OBANDO | | | | | | | | |
| By checking this box I certify that the above information is accurate: | | | |  | | Date (mm/dd/yyyy): | | 12/11/2024 | |
| ***Part D – To be filled by HR Mini Master Administrator*** | | | | | | | | | |
| Personnel Subarea (Duty Station) of engagement/meeting: | | | CO00Bogotá | | | | |  | |
| Personnel Area (Country) of engagement/meeting: | | | CO00 Colombia | | | | |  | |
| Effective date (dd/mm/yyy): | | | 11/12/2024 | | | | |  | |
| Name & Signature  (HR Mini Master Administrator) | | | Ana María Ramírez Milanés | | | | |  | |
| Date (mm/dd/yyyy): | | | 12/11/2024 | | | | |  | |