



STEPS TO CONSTITUTE A S.L.

1) NEGATIVE NAME CERTIFICATE

NEGATIVE CERTIFICATION OF SOCIAL DENOMINATION

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| WHAT IS | It will be the name of the company. It is the subject of all obligations and rights. It is delivered as a CERTIFICATE. |
| HOW | It can be done: - In person - Telematic means - By postal mail It is necessary to propose some 5 names, in order of interest, and the legal form by which we will choose. It has to make it by a partner. |
| DEADLINE | In 3 business days there should be an answer. The reservation lasts 3 months. |
| WHERE | Registro Mercantil Central (Central Mercantile Register) www.rmc.es C/ Príncipe de Vergara, 94, 28006 Madrid |
| CONTACT | (+34)917-454-131 (+34)902-884-442 |

BANK CERTIFICATION

2) BANK CERTIFICATION

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| WHAT IS | Disbursement of monetary contributions or in kind. The amount to be paid in cash shall be deposited in a bank account open in Spain. It is delivered as a CERTIFICATE. |
| HOW | The deposit entity chosen by the partners will certify that the share capital has been deposited. Minimum Social Capital: € 3,000 (cash and non-cash) |
| DEADLINE | Validity of the certificate: 3 months. |
| WHERE | Entity of deposit that has been chosen. |
| CONTACT | It will depend on the chosen contact. |

SOCIAL STATUTES

3) WRITING OF PUBLIC DEED SOCIAL STATUTES

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| WHAT IS | Set of rules that will govern the company and will be incorporated into the writing. |
| HOW | Through PAE (Point Attention to the Entrepreneur), lawyer or notary. |
| DEADLINE | does not apply |
| WHERE | does not apply |
| CONTACT | It will depend on the chosen contact. |





PUBLIC DEED

4) PUBLIC DEED

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| WHAT IS | Prior to registration. Collect everything. |
| HOW | Through a notary. |
| DEADLINE | It depends, generally, undefined. |
| WHERE | Notary. |
| CONTACT | It will depend on the chosen contact. |

TAX LIQUIDATION
AJD

5) TAX LIQUIDATION AJD - DOCUMENTED LEGAL ACTS

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| WHAT IS | Tax that affects the legal acts of a company. Model 600. |
| HOW | The incorporation of companies, the capital increase, the contributions made by the partners that do not entail an increase in capital and the transfer to Spain of the seat of effective management or of the registered office of a company when neither of them was previously located in a company. Member State of the European Union are EXEMPT since 2010. It has to be submitted, but the cost is 0 |
| DEADLINE | There are 30 days to present it. |
| WHERE | Public Treasury |
| CONTACT | It will depend on the chosen contact. |

PROCEDURES IN
PUBLIC TREASURY

6) PROCEDURES IN PUBLIC TREASURY

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| WHAT IS | Obtaining the NIF (tax identification number), registration in the IAE (business activity tax), census declaration. |
| HOW | Provisional NIF (6 months maximum), you must provide completed form 036, photocopy of the signer's ID (DNI/NIE) and photocopy of the company deed. It is recommended to take the original for comparison. IAE- Local tribute. It is necessary to contribute the model 840, with NIF. For less than 1 million Social Capital, only model 036, indicating epigraphs. VAT - Census declaration. |
| DEADLINE | According to the deeds |
| WHERE | Public Treasury or PAE (Attention Point to the Entrepreneur) |
| CONTACT | It will depend on the chosen contact. |





REGISTRATION IN
THE COMMERCIAL
REGISTRY

7) REGISTRATION IN THE COMMERCIAL REGISTRY

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| WHAT IS | Registration of deeds in the Commercial Registry of the province where the registered office is located. |
| HOW | Authentic copy of the deed of incorporation of the Company. Negative certification of company name. Proof of having paid the Tax ITP-AJD. Copy of Provisional NIF. |
| DEADLINE | 2 months after obtaining a deed of incorporation |
| WHERE | Public Treasury or PAE (Attention Point to the Entrepreneur) |
| CONTACT | It will depend on the chosen contact. |

OTHERS

8) OTHERS

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| WHAT IS | Obtaining definitive NIF + Registration in Social Security + Employers + Others |
| HOW | Depending on the type of activity, if you are going to hire workers or not, etc., you will have to carry out the rest of the procedures of Social Security, Employer, application for licenses of the town hall, etc. Obtaining the definitive NIF is mandatory, once the company has registered correctly in the Mercantile Registry. |
| DEADLINE | Variable |
| WHERE | Public Treasury or PAE (Attention Point to the Entrepreneur), Social Security, Town hall. |
| CONTACT | It will depend on the chosen contact. |

