

We provide a global service for our customers

DRAWING UP ACCOUNTS

- Corporate commercial business; when it is compulsory to draw up accounts in accordance with the Spanish Commercial Code: daily ledgers, inventory records and annual accounts, and to record the accounting books in the Companies Registry.
- Corporate non-commercial business; when the record books for income and sales, expenses and investments must be drawn up.
- Professional activities; when the record books for income, expenses, investment assets and retainers and advance payments are compulsory.

TAX ASSESSMENTS / TAX MANAGEMENT

- Drawing up and filing VAT, income tax and corporation tax returns and paying the relevant instalments.
- Drawing up the annual declaration of transactions with third parties regarding purchases and sales in the business and the rest of the annual summarised returns and for any other kind of tax levied on the business.

TRANSACTIONS WITH ASSOCIATED PARTIES AND DUTY TO PROVIDE DOCUMENTS

- Drawing up the documents that are required to create the group's master file and the file of specific compulsory tax documents according to the law regulating the duty to provide documents of transactions with associated parties to be provided by each company and/or company group.

DRAWING UP FINANCIAL STATEMENTS

- Analysis of the company's financial information based on solid grounds and hence avoid management errors as much as possible. This implies an important source of information for business people to find out whether they have taken the correct actions or not.

RECORDING ACCOUNTING BOOKS

- We undertake the work of drawing up the most common accounting books, such as the daily ledger, the inventory and the annual accounts and those that, due to the company's business, are considered necessary to ensure they can be more easily understood. Subsequently, within the legally stipulated term, we submit them to the relevant Companies Registry for their registration.

DRAWING UP TAX REGISTER BOOKS

We draw up the compulsory VAT and Personal Income Tax books:

- Register book of invoices issued.
- Register book of invoices received.
- Register book of investments in assets.
- Register book of certain inter-community transactions.
- Register book of sales and earnings, purchases and expenses book, investments and book of retainers.

DRAWING UP ANNUAL ACCOUNTS

We draw up the annual accounts that must be provided by the company or its directors within the maximum term of three months after the end of the financial year.

TAX REPRESENTATION

We act on behalf of our non-resident clients as their tax representatives with the Spanish tax authorities.

ACCOUNTING AND ECONOMIC CONSULTING SERVICES

This service encompasses the analysis of a certain investment and its alternatives until the monitoring and/or preparation of a business plan, including cash flow plans, budgets and cost analysis.

LABOUR MANAGEMENT FIELD

- Drawing up and processing employment contracts.
- Drawing up senior management employment contracts.
- Drawing up special labour relationships (sales representatives, household staff, artists' system).
- Drawing up special employment clauses (exclusivity, non-competition, confidentiality).
- Drawing up pay rolls and social security contributions.

- Processing accident and illness reports.
- Registering companies in the social security system.
- Registering and cancelling employees and freelance workers.
- Drawing up protocols for the use of IT tools within the scope of the company.
- Processing permanent disability, retirement, widowhood and orphanhood benefits.
- Prevention of occupational hazards.

LITIGATION AND LEGAL FIELD

- Assistance in the labour jurisdiction with any kinds of claims, at all levels.
- Assistance in the contentious administrative jurisdiction relate to administrative labour law.
- Dismissals and sanctions.
- Individual or collective geographic and functional relocation.
- Actions for significant changes in individual and collective working conditions.
- Redundancy processes.
- Actions in labour inspections.
- Appeals against infringement actions and payment of contributions to the social security.
- Assistance at conciliation procedures with the conciliation bodies and the corresponding labour court.
- Collective Bargaining. Collective clauses and agreements. Collective Bargaining Agreements. Strikes. Lockouts.
- Labour and social security audits.
- Actions in processes to outsource services and corporate reorganisation processes (merger, spin-off, acquisition and sale of companies).