



M&M PROFUTURE TRAINING

Mónica Moreno

mmoreno@mmprofuture.com



CHAPTER 1

SETTING UP A BUSINESS IN

SPAIN

COMMON FORM

Cooperative (S. Coop) : 20.258



Labour Society (Sociedad Anónima
– S.A (1.225) and Limited Liability
Company – S.L (9.603)

TO CREATE A COMPANY

3 options...

- ✓ **1. Using PAE (Points of Attention to the Entrepreneur)**
- ✓ **2. Complete the formalities personally**
- ✓ **3. Directly over the Internet**



THE ORDINARY COMMON STEPS

1. Clear name search certificate: Directly at the offices of the Central Commercial Register or on- line: www.rmc.es
2. Application for provisional N.I.F.: Ordinary procedure done at State Tax Agency or by a Telematic procedure (www.aeat.es).
3. Opening of a bank account: Opening of a bank account at the entity's name for paying the stocks.
4. Document containing representations by the beneficial owner.
5. Notarial deed of incorporation.
6. Application for registration of the registered office at the Commercial Registry: the deed of incorporation will be submitted (i) telematically by the notary; or (ii) in person by the interested party www.rmc.es
7. Period for assessment and registration in the Commercial Registry: fifteen (15) days: Directly at the offices of Central Commercial Register or on-line : www.rmc.es
8. Obtainment of definitive N.I.F: Ordinary Procedure or Telematic Procedure (www.aeat.es).
9. Opening formalities for tax and labor purposes: Registration for the purposes of the Tax on Economic Activities (www.aeat.es) / - <http://etributs.gencat.cat>

SOCIAL ENTERPRISE

Concrete steps to create a cooperative:

- ✓ Registration in the Registry of Cooperative Societies
- ✓ Must necessarily include "Sociedad Cooperativa" or its abbreviation "S. Coop."
- ✓ Name is reserved for a period of six months
- ✓ Cooperatives are exempt from Transfer Tax and Stamp Duty

Concrete first steps to start a Laboral Society:

- ✓ The paperwork to set up is the same as for a SL or SA, also, adding the rating of Company Labour.
- ✓ It is performed by the Ministry of Employment and Social Security or in the registration of the Autonomous Community.

NOT FOR PROFIT

The most common are **foundation** and **organization**

Main important procedures

1. Definition of an ideology
2. Statutes: the creation of a charter that will serve as a code of ethics based on the future performance of NGOs in question.
3. Creation of Founding Act.
4. Writing statutes notarized and enrolment in the ministries of Interior, Social Affairs and Foreign Affairs.
5. Registration in the National Agency of Associations and in the Local Agency.
6. Apply for a number of NIF (Fiscal code) in the Ministry of Economy and Finance
7. Must request exemption from business tax (IAE) in the Ministry of Labour and Social Security.
8. Register as a volunteer organization in the own Local Agency of Volunteer

MORE LINKS and SOURCES

<http://www.crear-empresas.com>

<http://www.infoculture.info>

<http://www.observatorioeconomiasocial.es/>



Questions that the young person should answer to create a business plan

- ✓ Am I prepared to devote the **time, money and resources** needed to start my business?
- ✓ What **legal form** do I have to choose?
- ✓ What is my **policy of product** and **price**?
- ✓ Can I get an **economic return** that allows me to cover the costs?
- ✓ Is it possible to **carry out the product / service** with the existing knowledge and technology?
- ✓ What **advantage** has my proposal over others?
- ✓ How much is the **initial investment** project?
- ✓ Do we have the necessary **financial resources**? If it is not, can we get them?
- ✓ What do I have to **pay each month** to operate my business?
- ✓ Are there **enough people / companies** interested in my product / service?
- ✓ Does the **activity comply with the principles** of social economy?
- ✓ What am I **contributing to the community**?
- ✓ Do I have the **knowledge to carry up** this project?
- ✓ **Who** is my **competence**?



**THANKS FOR YOUR
ATTENTION**



**profuture
training**

Montserrat Renedo

Directora de Desarrollo Empresarial
Director of Business Development

Lleó Fontova, 6
08940, Cornellà de Llobregat
Barcelona

M. +34 697 276 666

T. +34 931 704 822

www.mmprofuture.com



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training**

Mónica Moreno

Directora Pedagógica
Pedagogical Director

Lleó Fontova, 6
08940, Cornellà de Llobregat
Barcelona

M. +34 697 276 667

T. +34 931 704 822

www.mmprofuture.com

CONTACT AND CONNECT

Website and emails:

<http://mmprofuture.com/>

Montserrat Renedo:

mrenedo@mmprofuture.com

Monica Moreno:

mmoreno@mmprofuture.com

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Montserrat Renedo

Mònica Moreno Sanabria



M&M Profuture Training, S.L.

Montserrat Renedo

Monica Moreno

