


# Corporate Governance & Secretarial Services

seegman 



Services





Spanish law imposes numerous formal obligations that companies must comply with on a regular basis. These formal obligations are scattered in a varied regulation, subject to continuous legislative changes, which require an investment in time and equipment for specific monitoring to ensure correct and efficient compliance.

We help our clients comply with local regulations by observing their internal governance policies. Under the general criteria of good corporate governance, we support their strict implementation and compliance with rigorous procedures for the maintenance of corporate structures in all jurisdictions. In Spain, we can assist our clients in efficiently complying with the formal and periodic obligations imposed.

1

## Corporate maintenance services and support in the regulatory compliance for companies

### Obligations derived from the Capital Companies Law

- Maintenance and legalization of corporate books (shareholders registry book, share register, book of contracts with the sole shareholder, book of minutes)
- Drafting, approval and deposit of the annual accounts in the relevant Commercial Registry
- Holding meetings at least quarterly in the case of companies managed by a board of directors
- Appointment and renewal of auditors, if applicable
- Annual approval of the remuneration of directors, if applicable

### Obligations derived from the regulation of foreign investments

- Declarations of investment or disinvestment of foreign persons or entities in Spain (forms D-1)
- Preparation of the annual investment development report of foreign persons or entities in Spain (form D4)
- Declarations of investment or disinvestment of Spanish persons or entities abroad (forms D-5)
- Preparation of the annual investment development report of Spanish persons or entities abroad (form D8)

### Obligations derived from the regulations of the Bank of Spain

Preparation of periodic statements on economic transactions and balance of assets and liabilities of Spanish companies abroad (ETE form).



2

## Corporate board membership services

We offer qualified members to occupy positions in the management body of commercial companies, acting as: administrators, members or secretary of the board.



Representation at meetings of the board of directors or the shareholders' meeting



Preparation of minutes, articles of association, shareholders' agreements, etc.



Advising on structural changes in the company

3

## Tax compliance services

We provide day-to-day bookkeeping and tax compliance services for the company. We also offer tax compliance services to clients who require them, which may include:

- Registration with tax authorities
- Filing and settlement of tax or information returns
- Drafting, filing and legalisation of annual accounts at the Commercial Register
- Keeping of accounting books

4

## Other complementary services in which Seegman can support the client in its establishment in Spain



### DEHú Review

We take care of the revision of the Dirección Electrónica Habilitada. Most of the communication between the Tax Agency, other public organisms and taxpayers is done telematically through the DEHú. This "email account" must be accessed using the electronic certificate.



### Domiciliation

We provide the Client with its registered office address so that the Company can be domiciled at our offices. This will be understood as the registered office address, for tax purposes and for the purpose of regular and periodic notifications that the Tax Agency may send to the Company.



### Obtaining NIF/NIE

We handle the processing of powers of attorney and appointments with the corresponding public bodies to obtain the NIFs or NIEs of partners, administrators or representatives.



**seegman** 

Seegman is a law firm located in Madrid and Lisboa, with a multidisciplinary and international team, with experience in providing personalized legal advice to foreign clients who wish to invest in Spain.

This brochure is of an advertising and informative nature.

For the provision of professional legal advice you should contact the firm directly through the specialized contacts.

Seegman refers to the company Seegman Servicios Jurídicos, S.L.P., with tax identification number B88144852.

MADRID  
Paseo de la Castellana 53  
28046.  
+34 91 080 09 29  
firstcontact@seegman.com  
www.seegman.com

LISBOA  
Avenida da Liberdade, 67-B 2ºA.  
1250-140  
+351 213472251  
firstcontact@seegman.com  
www.seegman.com



PASEO DE LA CASTELLANA 53 28046 MADRID. ESPAÑA. +34 91 080 09 29  
AVENIDA DA LIBERDADE, 67-B 2ºA. 1250-140, LISBOA. PORTUGAL. +351 213472251  
SEEGMAN.COM