Business plan

David Roldán, Víctor Moreno &
Álvaro Rodríguez Gordon
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Business and Entrepreneurship
2ºDAM

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Business idea

SELECTION OF THE BUSINESS IDEA

NAME	
	Álvaro Rodríguez, Victor Moreno and David Roldán

1. DESCRIPTION OF THE BUSINESS IDEAS TO BE ASSESSED

IDEA 1: Description: main services and general characteristics

- **GameWave Mobile**

- Focus on Simplicity: We specialize in creating simple and easy-to-understand games. Our goal is to provide gaming experiences that are accessible to a wide audience. We design games with straightforward gameplay mechanics and intuitive controls to ensure that anyone can enjoy them.

- Dedication to the Mobile Platform: We focus our development only on mobile platforms, as we target an audience that prefers playing on mobile devices. We develop games for both iOS (Apple) and Android (Google) to make sure we reach the largest number of players possible on these popular operating systems.

- Constantly Updated Content: We don't stop at the release of a game. We maintain a consistent commitment with our players by providing regular updates and new content. This ensures that our games remain fresh and exciting over time.

- Transparency and Ethics: We operate with transparency and ethics in all our business practices. We are committed to providing players with a fair and honest experience in our games. To ensure that all our clients do sport, we implemented a system that counts your steps and depending on the number of steps the user makes they earn more or less awards. Also we show an alert every 1 hour which suggests the user to rest for 10 minutes to stay healthy.

- By simply playing our game you will be helping the most underdeveloped countries to gain access to mobile phones and the internet, given that a percentage of the money raised goes to this cause. To keep our users up to date in the game itself, you can see how much money we have donated and the active campaigns in case someone wants to donate more money on their own.

IDEA 2 Description: main services and general characteristics

- **Computer assembly and component sale**

- Nowadays, telecommuting has become an increasingly prevalent reality in our society, with more and more people compelled to acquire a computer and gain knowledge in this field to perform their work effectively. Having a computer that suits your specific needs not only saves you time but also money. Therefore, the primary goal of our company is to assist the buyer in all aspects related to their computer purchase.

  At our company, we meticulously examine each customer's unique requirements, and based on that assessment, we provide a budget that is perfectly tailored to their needs. Our commitment is to ensure that every individual finds the ideal computer solution that optimizes their productivity and meets their financial constraints.

IDEA 3 Description: main services and general characteristics

Web of tutorial for programmers

Description: We've come together with an exciting business concept to create a web platform dedicated to providing a wide array of programming tutorials and resources. Our platform is designed to cater to programmers of all levels, from absolute beginners eager to learn coding from scratch to seasoned developers looking to sharpen their skills and stay updated with the latest tech trends. Here are the main services and general characteristics of our business:

Main Services:

1. **Diverse Tutorial Library:** We're committed to curating a vast and well-organized library of tutorials spanning various programming languages, frameworks, and development tools. Users can expect to find text-based articles, video tutorials, coding exercises, and even interactive coding environments.

2. **Interactive Learning:** Interactive coding challenges and projects will be a cornerstone of our platform. Users will have the opportunity to apply what they learn in practical, real-world scenarios. We'll ensure they receive immediate feedback and access to solutions to help them grasp concepts and correct mistakes.

3. **Community Engagement:** Building a thriving online community is a priority for us. We're creating forums, chat rooms, and discussion boards where programmers can connect, collaborate, and share their experiences. It's all about learning from one another.

4. **Personalized Learning Paths:** To make the learning journey as effective as possible, we're offering   personalized learning paths and recommendations based on users' skill levels, interests, and career aspirations. Tracking progress and setting achievable milestones will be a breeze.

5. **Live Coding Sessions:** Regular live coding   sessions and webinars with industry experts and experienced programmers will be organized. These sessions will delve into advanced topics, best practices, and the latest technologies.

6. **Coding Challenges and Competitions:** We plan to host coding challenges and competitions with enticing prizes to motivate skill development and community engagement.

7. **Job Board:** Connecting users with relevant   job opportunities, freelance gigs, or internships are part of our plan. We're partnering with tech companies and startups to feature job listings.

General Characteristics:

1. **User-Friendly Interface:** We're prioritizing designing an intuitive and user-friendly interface that caters to both mobile and desktop users. Easy navigation, search, and filtering will be at the core of the user experience.

2. **High-Quality Content:** Quality is paramount for us. We'll ensure that the tutorials, videos, and interactive exercises are of the highest quality, featuring clear explanations and up-to-date information. Continuous content updates will keep everything relevant.

3. **Monetization Options:** Offering both free and premium subscription models is essential. Premium users will enjoy exclusive content, ad-free browsing, and additional features like

certificates of completion.

4. **Feedback and Analytics:** User insights will guide our improvements. We're implementing feedback mechanisms and analytics tools to continuously enhance content and user experience.

5. **Strong SEO Strategy:** To attract organic traffic, we're investing in a robust search engine optimization (SEO) strategy to ensure that our tutorials rank well on search engines.

6. **Collaborations and Partnerships:** Collaborating with programming schools, tech companies, and coding bootcamps will help us expand our reach and provide special discounts or partnerships for our users.

How to Stand Out in the Sector:

To set ourselves apart in the highly competitive online programming tutorial sector, we'll consider these strategies:

1. **Niche Specialization:** Focusing on a specific niche within programming, like machine learning, web development, or mobile app development, will allow us to become experts in that area. This will enable us to provide in-depth and specialized content for a dedicated audience.

2. **Gamification:** Implementing gamification elements such as badges, leaderboards, and achievement levels will make learning more engaging and rewarding.

3. **User-Generated Content:** Allowing experienced users to contribute tutorials and content will build a sense of community and credibility.

4. **Certifications:** Offering recognized certifications or badges upon course or challenge completion will enhance users' resumes and career prospects.

5. **Customer Support:** Providing exceptional Customer support will address user questions and concerns promptly.

6. **Regular Updates:** Staying updated with the latest programming trends and technologies and ensuring our content is always fresh and relevant will be a top priority.

7. **Marketing and Promotion:** We're investing in digital marketing strategies to reach a broader audience, including social media marketing, email marketing, and content marketing.

Assessment criteria	Puntuación			Remarks
	Idea 1	Idea 2	Idea 3	
Necessary investment and available resources	8	9	6	Lower score to higher difficulty
Potential demand	7	8	7	The higher the demand, the higher the value
Evolution of the number of consumers	9	9	9	The higher the growth potential, the higher the score.
Number of competitors	2	2	1	The more competition, the lower the score
Importance of competitors	2	2	1	Stronger competitors, lower score
Bargaining power with suppliers	8	7	9	The more possible providers, the higher the score
Need for specific knowledge or qualifications	8	10	9	Higher score if we have them or can acquire them.
Need for sales channels	5	8	9	The more complex the channels, the lower the score
Original or innovative elements	6	1	3	Highest score for originality and innovation
Access to the right staff	6	9	8	The higher the availability of staff, the higher the score
Dedication required	9	7	7,5	Higher dedication, lower score
Expected profitability	7,5	8	8	The more profitable, the higher the score
Similar examples of business success	8	8,5	9	Higher score when there are similar successful businesses.
Affinity with preferences and hobbies	8	8	8	The higher the affinity, the higher the score
Affinity with personal abilities	7,5	8	7	The higher the affinity, the higher the score
Family support	10	10	10	The more support, the higher the score
TOTAL	6.94	7.81	7,16	

> ◉**REMARK:** Try to assess objectively. Discuss your ideas around you, ask for opinions and listen to them. If possible, contact professionals in the sector and share with them your proposals.

SELECTED IDEA
GameWave Mobile

Scope:
Worldwide

Description:
Mobile app development

Description of your product or service:
Our product is a mobile gaming app focused on simplicity, accessibility, and social responsibility. We specialize in creating games that are easy to understand and enjoyable for a wide audience.

DEVELOPING OUR BUSINESS PLAN

NAME:	Álvaro Rodríguez, Victor Moreno and David Roldán

Describe the Idea of business you are going to establish.

The activity of our company is mobile game development.

We choose this business and not another because we are passionate about creating engaging and accessible gaming experiences. Our team believes in the power of games to bring joy and entertainment to people of all ages, and we are dedicated to making gaming accessible to a wide audience.

It will cover the needs of mobile gamers looking for simple and enjoyable gaming experiences on iOS and Android platforms. Additionally, our commitment to social responsibility addresses the needs of underdeveloped countries by providing access to mobile phones and the internet through a portion of our proceeds. We aim to cater to both the entertainment needs of gamers and the global need for technological access and equality.

BUSINESS PROMOTERS			
PERSONAL DATA			
Name and Surname	Victor Moreno Ruiz		
National Identity Card	52903262L	E-mail	vicmorruiz@gmail.com
Birthday	21/02/2004	Adress	c/ Budapest, 18, 1 B
Phone number	654259046		

PROFESSIONAL DATA			
Academic training	Academic degree		Study center
	1. Bachillerato Lomce		IES Alfredo Kraus
	2. Cross-platform app development		IES Francisco de Quevedo
	3.		
Further training	Studies		Study center
	1.		
	2.		
	3.		
Work experience	Firm	Occupation/work post	Period
	1. Grupo Ocean	Life Guard	from june to september of 2023
	2.		
	3.		
	4.		
	5.		
	6.		
Other data	Languages	1.Spanish	2.English
	Technical knowledge	1.kotlin	2.Java

BUSINESS PROMOTERS		

PERSONAL DATA		

Name and Surname	David Roldán Oteo	
National Identity Card	08292925E	E-mail	david.roldanoteo@educa.madrid.org

Birthday	19/04/2004	Address	C. de San Román del Valle, s/n, 28037 Madrid
Phone number	682934984		

PROFESSIONAL DATA			
Academic training	Academic degree		Study center
	1. Bachillerato LOMCE		IES Alfredo Kraus
	2. Cross-platform app development		IES Francisco de Quevedo
	3.		
Further training	Studies		Study center
	3.		
Work experience	Firm	Occupation/work post	Period
	3.		
	4.		
	3.		
	4.		
	5.		
	6.		
Other data	Languages	1. Spanish	2. English
	Technical knowledge	1. Kotlin	2. Java

BUSINESS PROMOTERS		
PERSONAL DATA		

Name and Surname	Álvaro Rodríguez Gordon		
National Identity Card	51005946L	E-mail	alvaro.rodriguez47@educa.madrid.org
Birthday	05/10/2004	Adress	C/ Imagen 7, 1ªA
Phone number	644312347		

PROFESSIONAL DATA			
Academic training	Academic degree		Study center
	1.Bachillerato LOMCE		CES Valdecas
	2. Cross-platform app development		IES Francisco de Quevedo
	3.		
Further training	Studies		Study center
	1.		
	2.		
	3.		
Work experience	Firm	Occupation/work post	Period
	1.KiK Textilien & Non-Food	Shop Assistant	18/07/2023 - 4/10/2023
	5.		
	3.		
	4.		
	5.		
	6.		
Other data	Languages	1.Spanish	2.English
	Technical knowledge	1.Java	2. Kotlin

Business Structure

Describe the different **functional areas** that appear in your company

- **Production Area:** This area is responsible for the development and production of mobile games. It involves content creation, graphic design, programming, and quality testing to ensure that the games are functional and appealing.
- **Sales or Marketing Area:** This area focuses on the promotion and marketing of the games. It includes marketing strategies, advertising, public relations, and management of the presence in app stores to maximize downloads and sales.
- **Finance and Accounting Area:** In this area, the company manages its financial resources, including investment in game development, budgeting, accounting, and asset management. It also handles long-term financial planning.
- **Human Resources Area:** The Human Resources department is responsible for hiring, training, personnel management, and occupational risk prevention. It also deals with organizational culture and labor relations.
- **Administration Area:** Administration is responsible for the overall management of the company, including strategic planning, resource and process organization, decision-making, and operational control.
- **Information and Technology Area:** This department is responsible for the development, operation, and maintenance of the necessary technological infrastructure for the games, including servers, networks, support systems, data management, and cybersecurity.
- **Research and Development Area:** This area is dedicated to creating new games, innovation, and continuous improvement of existing products. It handles market research, game design, and the implementation of new features.
- **Public Relations Area:** The public relations department manages the company's image, media communications, and interactions with the gaming community. It also handles events and collaborations with other companies.
- **Customer Support Area:** This area is responsible for providing customer support, resolving technical issues, answering questions, and receiving feedback from players.
- **Social Responsibility and Donations Department:** The Social Responsibility and Donations Department's primary goal is to lead and coordinate the philanthropic and social responsibility activities of the company. Its focus is to contribute positively to the community and support charitable causes while enhancing the company's image as an organization committed to social well-being.

Draw an **organizational chart** that reflects the structure of your company

CEO

- Customer Support Area
- Research and Development Area
- Information and Technology Area
- Production Area
- Sales or Marketing Area
- Finance and Accounting Area
- Human Resource Area
- Administration Area
- Public Relations Area
- Social Responsability and Donations Department
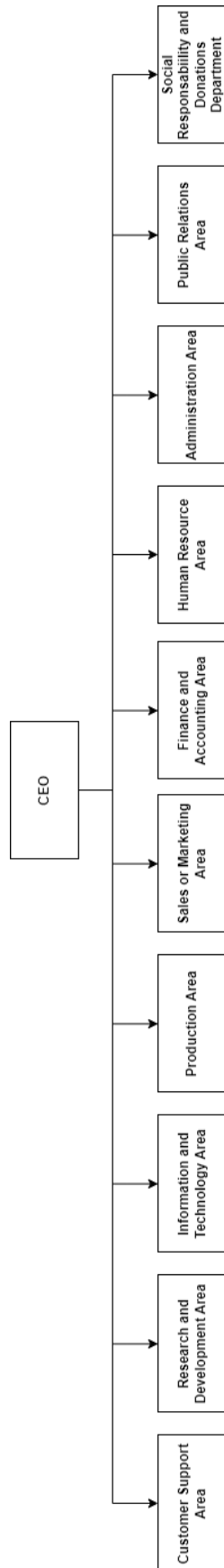
Environment Analysis

Location or placement chosen for my business

Madrid, Madrid.

Analysis of the main factors of the general environment

Economic Factors: Madrid, as the capital of Spain, has a diverse and dynamic economy. The business should consider economic trends, such as GDP growth, employment rates, and consumer spending, to assess the overall economic health of the region.

Social and Cultural Factors: Madrid is known for its rich cultural heritage and diverse population. Understanding social trends, lifestyles, and cultural preferences is crucial for tailoring products and marketing strategies to the local demographic.

Political and Legal Factors: Consideration of political stability, local regulations, and legal requirements is essential. Madrid's business environment may be influenced by national and local policies that can impact operations.

Technological Factors: Madrid is a hub for technology and innovation. Staying abreast of technological advancements and trends is crucial for the business's competitiveness and operational efficiency.

Environmental Factors: Awareness of environmental concerns and sustainability initiatives is increasingly important. Adapting business practices to align with environmental expectations can enhance the company's reputation.

Analysis of the main factors of the specific environment

Competitive Landscape: Assessing the local competition in Madrid is vital. Understanding the strengths and weaknesses of competitors can inform strategic decisions and help identify unique selling points.

Consumer Behavior: Studying the preferences and behaviors of the target audience in Madrid is crucial for product development and marketing strategies. Consumer trends and demands may vary, and adapting to these can enhance market penetration.

Supplier Relationships: Evaluating relationships with local suppliers is essential for ensuring a stable supply chain. Proximity to suppliers in Madrid can impact logistical efficiency and cost-effectiveness.

Regulatory Environment: Understanding industry-specific regulations and compliance requirements in Madrid is necessary to avoid legal issues and ensure smooth business operations.

Collaboration Opportunities: Identifying potential partnerships or collaborations with local businesses, organizations, or influencers can be advantageous for market reach and brand visibility.

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S.W.O.T ANALYSIS

After analyzing the general and specific business environment, you should prepare the SWOT matrix:

- **W**eaknesses (weak points) and **S**trengths (strong points) of your business
- **T**hreats (obstacles) and **O**pportunities provided by the environment

Business weaknesses Weak points ... "to overcome"	Threats from the environment Obstacles ... "to face"
Dependency on Mobile Platforms: Focusing solely on mobile platforms may limit potential expansion into other gaming markets, such as PC or consoles. To overcome this, explore opportunities to diversify platforms without compromising simplicity.	Rapid Technological Changes: The mobile gaming industry is subject to rapid technological advancements. To face this threat, the company needs to stay updated with the latest technologies to ensure compatibility and competitiveness.
Business strengths **Strengths ... "to maintain and enhance"**	**Opportunities from the environment** **advantages "to take advantage of"**
Simplicity in Game Design: The commitment to simple and easy-to-understand games is a significant strength. To maintain and enhance this, continue refining gameplay mechanics and controls based on user feedback. Dedication to Mobile Platform: Focusing on mobile platforms aligns with the growing trend of mobile gaming. To maintain and enhance this strength, stay attentive to the evolving preferences of mobile gamers. Constantly Updated Content: Regular updates contribute to user engagement. To maintain and enhance this strength, continue delivering timely and meaningful content updates that resonate with the target audience. Transparency and Ethics: Operating with transparency and ethics builds trust with users. To maintain and enhance this strength, continue communicating openly with the player community and ensure fair and ethical gaming practices. Social Responsibility: The commitment to helping underdeveloped countries through donations is a unique strength. To maintain and enhance this, actively communicate the impact of donations and explore ways to increase contributions.	Global Mobile Gaming Market Growth: Exploit the growing mobile gaming market by capitalizing on the popularity of iOS and Android. Take advantage of this opportunity to reach a wider audience and increase market share. Partnerships with Health and Fitness Apps: Collaborate with health and fitness apps to enhance the step-counting feature. Explore opportunities to integrate with existing health and wellness trends to attract a health-conscious user base. Expanding Social Responsibility Initiatives: Explore new ways to contribute to underdeveloped countries, expanding beyond mobile phones and internet access. Leverage partnerships with NGOs and other organizations to amplify the impact of donations.

Brief conclusion of your SWOT analysis:

Our company has a strong foundation in simplicity, mobile focus, content updates, ethics, and social responsibility. However, there is a need to diversify platform dependency and stay vigilant to technological advancements. Opportunities lie in global market growth, strategic partnerships, and expanding social initiatives. By addressing weaknesses and leveraging

strengths, our company can position itself for sustained success in the dynamic mobile gaming industry.

Briefly define the competitive advantage that your business idea presents:

The competitive advantage of our company lies in its commitment to simplicity, dedicated focus on mobile platforms, regular content updates, transparency, ethics, and a unique social responsibility initiative. By creating straightforward and accessible games, the company appeals to a broad audience. The exclusive concentration on mobile platforms aligns with the growing trend in mobile gaming. The constant provision of fresh content and a commitment to ethical practices build trust among users. The social responsibility initiative, where a portion of the proceeds aids underdeveloped countries, sets our company apart by combining gaming entertainment with a meaningful cause.

Discuss the strategies you will adopt in the initial development of your business idea:

User-Centric Development: Prioritize user feedback and preferences in the initial stages. Gather insights to refine game designs, controls, and overall user experience to meet the evolving demands of the target audience.

Agile Development Approach: Adopt an agile development methodology to quickly adapt to market changes and technological advancements. This ensures the ability to stay ahead of competitors and swiftly address emerging trends in the mobile gaming industry.

Strategic Partnerships: Forge partnerships with health and fitness apps to enhance the health-related features of the games. Collaborate with other mobile platforms, app stores, and influencers to expand the reach and visibility of Basic Apps.

Effective Marketing and Communication: Develop a robust marketing strategy to communicate the brand's commitment to simplicity, ethical practices, and social responsibility. Utilize various channels, including social media, to create awareness and engage with the target audience.

Continuous Innovation: Stay at the forefront of technological advancements and gaming trends. Innovate in game design, features, and user interactions to maintain a competitive edge and attract a diverse user base.

Expansion of Social Initiatives: Actively communicate the impact of social responsibility initiatives to build a positive brand image. Explore opportunities to expand the scope of contributions to underdeveloped countries and align with other meaningful causes.

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Business Culture and Corporate image

Business culture

Mission	Values	Vision
Our mission is to create easy-to-understand mobile games that anyone can enjoy. We're committed to regular updates, fairness, and transparency in our games. We also promote healthy gaming habits and donate a portion of our earnings to help underdeveloped countries access mobile phones and the internet."	We are guided by core values including commitment to innovation, quality, collabo- ration, and ethical practices. Our customer-centric approach involves adapting to tech trends, promote transparency and social responsibility, while being in continuous learning. These values are pivotal to our success and our impactful contributions to the tech industry.	The company's vision is to create easy-to-understand mobile games, primarily for iOS and Android. We focus on keeping our games fresh with regular updates and promoting fair and ethical gameplay. Additionally, we aim to contribute a portion of their earnings to help underdeveloped countries gain access to mobile phones and the internet.

Corporate image

Logo	Colours	Other elements
	Purple and green	

Corporate Social Responsability

Try to tell whoever can read your Business Plan:

"… Our business is going to be responsible by incorporating different actions in the area of CSR in the management of the company, such as… destined to…, with the following resources… and preparing an annual sustainability report that will be given to know through ..."

Your turn:
"Our business, GameWave Mobile, is dedicated to fostering Corporate Social Responsibility (CSR) in our operations. We believe in the importance of giving back to society and making a positive impact. To this end, we have incorporated various CSR initiatives into the management of our company, ensuring that our actions align with our core values.

Dedication to Accessibility: We specialize in creating simple and easy-to-understand games to ensure they are accessible to a wide audience. Our focus on straightforward gameplay mechanics and intuitive controls reflects our commitment to making gaming an inclusive experience.

Mobile Platform Focus: Our dedication to mobile platforms is not only about reaching a broad player base but also about reducing our environmental footprint. We design games for iOS (Apple) and Android (Google) to cater to players who prefer mobile gaming, and in doing so, we contribute to a greener, sustainable future.

Regular Updates and Fresh Content: We don't stop at game releases. We maintain a continuous commitment to our players by providing regular updates and fresh content. This approach keeps our games exciting and engaging, demonstrating our commitment to long-term customer satisfaction.

Transparency and Ethical Practices: Transparency and ethics are at the core of our business. We strive to provide players with a fair and honest gaming experience. To promote healthy gaming habits, we have implemented a step-counting system and regular rest reminders. We're dedicated to the well-being of our players.

Global Impact: By playing our games, you directly contribute to a noble cause. We allocate a percentage of our earnings to help underdeveloped countries gain access to mobile phones and the internet. You can track our donations and active campaigns within the game, empowering our users to support this initiative.

In addition to these CSR initiatives, we are committed to preparing an annual sustainability report that will detail our efforts, progress, and contributions to social and environmental causes. Our aim is to be transparent and accountable in our CSR activities, ensuring that our players and stakeholders are well-informed about our positive impact on society."

Incorporation process and set up of your business

A. Classify your future company according to the classification criteria you know (economic sector, activity, size, ownership of capital, territorial scope ...)

Economic Sector: Information Technology (IT) and Entertainment.

Activity: Mobile App Development.

Size: Small Company.

Ownership of Capital: Private ownership by individual partners (Victor Moreno, Álvaro Rodríguez, David Roldán).

Territorial Scope: Initially focused on Madrid, with potential expansion to national and international markets.

b. Decide on a legal form for your future company and justify why you have chosen it.

Legal Form: Limited Liability Company (LLC).

Justification:

The choice of a Limited Liability Company (LLC) is based on several considerations. Firstly, an LLC provides limited liability for the partners, safeguarding their personal assets from business-related debts or liabilities. This is crucial in the dynamic and sometimes uncertain landscape of mobile app development.

Additionally, an LLC structure allows for flexibility in management and decision-making, enabling partners to actively participate in the day-to-day operations. This aligns with the collaborative spirit of the partners in GameWave Mobile, where each brings unique skills to the table.

For tax purposes, an LLC offers a pass-through taxation model, allowing profits and losses to be passed through to the individual partners, avoiding double taxation. This can be advantageous in optimizing the company's financial structure.

Considering the potential growth and expansion plans, an LLC provides scalability. It offers a structured framework for additional partners or investors to join in the future, facilitating the infusion of capital without major restructuring.

In summary, the Limited Liability Company (LLC) structure is chosen for its balance of liability protection, operational flexibility, favorable tax treatment, and scalability, aligning well with the envisioned trajectory and characteristics of GameWave Mobile.

LEGAL FORM OF THE COMPANY

Identification of the company: GameWave Mobile

Name or Registered Name: GameWave Mobile

Legal aspects of incorporation:

Registered address: C. de San Román del Valle, s/n, 28037 Madrid

Town and province: Madrid, Madrid

Corporate purpose / activity in which it is focused: Mobile app development

Social capital: 6,000

List of partners:

- Victor Moreno
- Álvaro Rodríguez
- David Roldán

Liability for debts:

Limited Liability Company.

Capital contributed by each partner (if it is an individual company, no):

- Victor Moreno: €2,000
- Álvaro Rodríguez: €2,000
- David Roldán: €2,000

List of workers who have been hired:

For the moment we do not have workers

Explain the reasons that have led you to undertake alone or create a company with other people:

The partners decided to join forces due to their shared passion for mobile app development and the recognition that their individual skills complement each other. By pooling their expertise in programming, marketing, and customer service, they believe GameWave Mobile can thrive in the competitive mobile app industry.

Justify the legal form chosen for your company:

The Limited Liability structure was chosen to protect the personal assets of each partner. This legal form provides a clear separation between personal and business liabilities, ensuring that individual partners are not personally responsible for the company's debts beyond their contributed capital. Additionally, this structure offers flexibility in management and facilitates the ease of raising capital for future expansion.

INCORPORATION PROCEDURES

Company Name Certification:

- Request a certification of your desired company name to ensure it's unique.
- Propose three names in order of preference.

Capital Deposit:

- Deposit the minimum capital of €3,000 in a company bank account.
- Obtain a certificate from the bank confirming the capital deposit.

Company Bylaws and Public Deed:

- Create the Company's Bylaws outlining key details.
- Execute a public deed of incorporation (Articles of Incorporation) before a Notary, including the Bylaws.

Tax Identification Number (NIF):

- Apply for the Tax Identification Number (NIF) at the local Tax Administration Agency.
- Use model 036 for the application.

Regional Ministry of Finance: Tax Filing:

- File for the Tax on property transfers and legal acts within 30 days of the deed.
- Follow the model required by the Regional Ministry of Finance.

Register in Public Registry of Commerce:

- Register the company within one month (two for Limited Companies and Cooperatives) in the Public Registry of Commerce.
- Obtain a volume, folio, and sheet assignment from the Registrar.

START UP PROCEDURES (TAX OFFICE, SOCIAL SECURITY, LABOR ADMINISTRATION, LOCAL ADMINISTRATION, OTHER PROCEDURES)

In the Tax Office: Tax Procedures

1. Census Declaration:

   - Submit a report on the start of activity, local characteristics, and tax modality 30 days before starting.
   - Use the 036 Model for the application.

2. Registration with IAE:

   - Register for an activity (heading/s) 10 business days before starting.
   - Use the 036 Model for the application.

In Social Security:

1. Registration of the Company:

   - Notify Social Security if planning to hire workers before starting.
   - Provide documentation, including model TA-6 and ID photocopy of the business person or Commercial Registry certification.

2. Employee Affiliation:

   - Enroll workers who have not worked previously using the TA1 model.

3. Registration of Workers:

   - Register workers into the corresponding Social Security regime using form TA2.

4. Registration in the Special Regime for Self-Employed Workers (RETA):

   - Mandatory for self-employed individuals, partners, and certain members of companies.
   - Must be done within 30 days from the start date.

Labor Procedures:

1. In Labor Administration:

   - Communication of Work Center Opening:
     - Submit an application within 30 days after starting to control Occupational Health and Safety conditions.

- Obtain the Working Calendar:
    - Display the work calendar at each workplace.

2. In Employment Offices (SEPE):

- Notification and Registration of Work Contracts:
    - Deliver a copy of all contracts to SEPE within 10 days of formalization.

At the Town Hall (Local Administration):

1. Opening License:
    - Apply for a municipal opening license to certify facility compliance with regulations.

2. Work License:
    - Obtain a building permit if renovations are needed.

3. Local Taxes:
    - Register for municipal rates or taxes like Garbage or Water service.

Procedures Related to Business Premises:

1. Purchase of Premises:
    - Verify property status, urban qualification, and settle taxes.

2. Rent of Premises:
    - Formalize a written lease; the tenant pays a 15% tax withholding monthly to the Treasury.

Other Procedures:

1. In the Industrial Property Registry:
    - Register industrial property rights like trademarks, trade names, and patents.

2. In the Public Registry of Commerce:
    - Keep mandatory accounting books legalized in the Public Registry of Commerce.

3. Claim Book Request:
    - Request the Complaints Book for customer service from the competent body in consumer affairs.