



Corporate Services

What, How, Why

What?

we help companies operate abroad.

How?

Our clients can center themselves on their core business as they get support of our experience and know-how for all the rest.

Why?

We share a strong belief that **the world should be a more open place** as shared interests are a strong incentive for peace and common well-being.

About Us

We are a group of entrepreneurs that has been creating and managing companies since 2003. We offer comprehensive solutions to companies based on the most frequent problems we have encountered in the Business World.

As a result of our expertise in local regulations and through efficient management and optimization of procedures, we have helped multiple businesses focus on their Core Business while settling and expanding in foreign countries.

Our added value is to offer a complete and personalized service to our client's necessities by providing them with comprehensive management of their procedures carried out by experts.

Biznelp offers regional solutions to global-scale necessities.

Our Business Lines

Our core services in Spain and Latam:

- Subsidiary Management: **Biznelp** has developed specific know-how in subsidiary management called **Easy Subsidiary**.
- Tailored Back Office Services: **Biznelp** has developed a tailored made back-office service named **Euro Back Office** to cover our clients' necessities according to their own workflows and procedures.

Specific services in Latin America:

- Business development support services: **Biznelp** has developed a business development support service called **Growth In Latam**, currently available throughout Spanish-speaking South America.
- PEO (Professional Employer Organization) Services: **Biznelp** has developed a business line called **Team In Latam** to help foreign companies to have local teams in LATAM without creating a subsidiary. It is currently available in Argentina.



Our main service is a comprehensive subsidiary management

We make it happen.



Services

We offer an exhaustive service. Depending on its will, the client can acquire only part of it.

In addition, we adapt our schedules and services to the regional needs of our clients.

Thanks to our know-how and experience in the financial field, as well as our close contact with specialists in the legal field, we can provide various services in the following areas:



Subsidiary Set-Up

We carry out the necessary administrative procedures to set up and create the company; for instance:

- Draw up bylaws in compliance with Spanish regulations,
- Open Bank accounts,
- Present documentation before notaries,
- Help your company in the registration procedure of :
 - the provisional & definitive Taxpayer Identification Number,
 - your company in the Commercial Registry.

Corporate Governance

We are prepared to cover different aspects of corporate governance.

- When it comes to the subsidiary's corporate governance, we are not only able to issue acts, manage the relationship between our partners and shareholders, and carry out corporate operations; but we are also able to assume the responsibility to take over the role of administrator or subsidiary manager.
- In terms of finance, we can assume the responsibility of having a bank signature for the subsidiary.
- Finally, at a fiscal level, we can legally represent the subsidiary in front of the tax authorities.

Financial Services

We cover different finance areas including the following procedures:

- Budgeting.
- Preparation of accounts.
- Invoice issuing.
- Payment to suppliers.
- Tax declarations such as Corporate Tax, VAT, and interest withholding tax.
- Funding. We can look out for the necessary subsidiary funding; in other words, we can help you to find the right local financial partner through our expertise in working with Banks or Fintech.
- Accounting reports for integration into the parent company's accounts.

Legal Services

In terms of legal issues, we manage compliance requirements such as the following:

- We guarantee the enforcement of laws such as:
 - the General Data Protection Regulation in Spain,
 - the Occupational Risk Prevention Law,
 - the remote working regulation, when necessary, etc.
- We handle notarial procedures and prepare all legal documentation and contracts. These procedures include preparing and filing company minutes. It also covers assisting with tax compliance and calendar requirements.
- We maintain close contact with lawyers, notaries, and organizations like the Commercial Registry.

Human Resources

We can guarantee the fulfillment of HR-related aspects, including the following:

- Social Security procedures.
- Payroll payments.
- Support for the employees' necessities like assurance and pension plans.
- Procedures about working hours, vacation, and control of employees' leaves and absences.
- Coordination of annually and semi-annually employee meetings following the company's HR representative's instructions.
- Coordination of migratory procedures.
- Collaboration in recruiting procedures.

Administrative Services

We can provide the new subsidiary with all that you need to be operational:

- New fiscal and legal address which is essential.
- All administrative support so that our clients can focus on their core business:
 - Hiring the providers you will need to operate your business unit: a cellphone company, internet provider, car renting/leasing, meal vouchers, courier and logistics services, etc.
 - Negotiating contract terms with service suppliers,
 - More important: When it is needed to present documentation to some public and institutional organizations, we have an active role in its drafting.

Our Clients

Biznelp has been managing subsidiaries of companies in any industry type for the past 19 years. Companies likely to open or have a subsidiary are medium-sized, large, and scale-ups (high-growth companies usually linked to the technology field that have already passed the first stages of a start-up). Said companies have financing and, most of the time, decide to internationalize to replicate their first successes. Thanks to our extensive experience in the creation and management of subsidiaries, we have large clients from different parts of the world who trust in delegating to us their subsidiaries' management. Some companies who put their trust in us:





We offer **Tailored Back Office** solutions to our clients' necessities. We have a team of experts and enthusiasts ready to adapt to our client's necessities so that they can distribute their workload and focus on what gives them added value.

We make it happen.

Our Services

The process outsourcing services that we provide in Spain and Argentina include:

- Specialized distribution processes management (including for health-related sectors)
- Financial entities back-office procedures
- Large account management
- Operational follow-up



We offer **international business development services** in Spanish-speaking countries from Latin America.

We make it happen.

Markets Covered

We help you access new markets and develop your activities in Spanish-speaking countries from Latin America. The countries that we cover are mainly:

- Argentina
- Bolivia
- Chile
- Colombia
- Peru
- Uruguay
- Venezuela

Our Services

The international business development services that we provide in Latin American countries are the following:

- Supply chain
- Sales development
- Large account management
- Operational follow-up
- Sales agents
- Sourcing
- Market studies
- Strategic consulting
- Distribution & partnerships
- Industrial settlement
- Outsourcing



Professional Employer Organization services allow you to hire workers in countries where you are not yet, without having to create a foreign subsidiary.

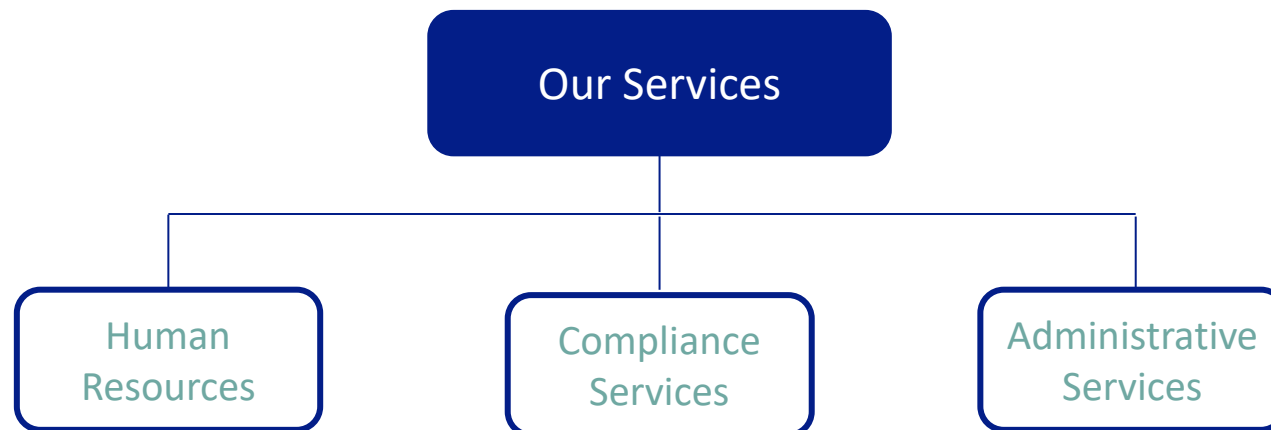
We make it happen.

Our Services

We offer integral services that can be acquired partially or totally at the client's will.

In addition, we adapt our schedules and services to the regional needs of our clients.

Thanks to our know-how and experience in the financial field, as well as our close contact with specialists in the legal field, we are able to provide various services in the following areas:



Human Resources

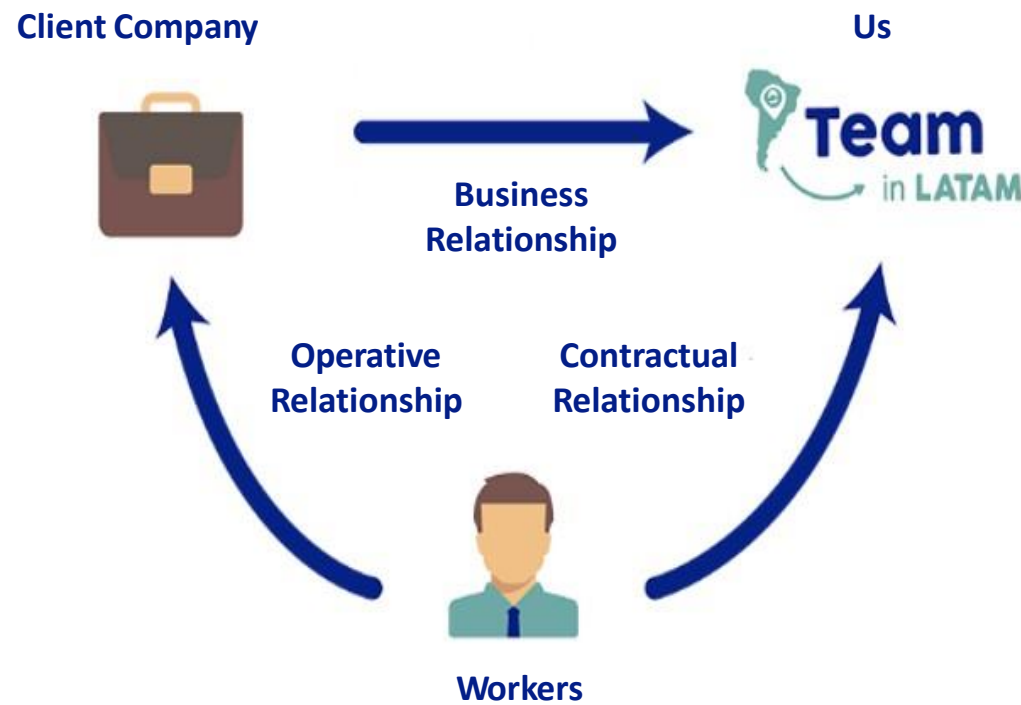
Within the PEO service, we can carry out all of the HR-related services included herein below:

- Payroll payments and calculations.
- Controlling employees' and employers' contributions.
- Coverage of Social Security Management.
- Offer consultancy services about employee tax payments.
- Medical Leaves, absences, and special licenses (for example maternity/paternity leaves) control and reporting.
- Vacation leave management, control, and reporting.
- Control of working hours of each employee.
- Hiring of services needed by the employees (for example: car rental, internet or telephonic services).
- Hiring of health insurance services.

Compliance Services

We can carry out all of the compliance-related services included herein below:

- Drawing up contracts.
- Coordinate notarial procedures.
- Coordinate contract signature with employees.
- Drawing up of Exhibits and Appendixes.
- Guarantee that all employees are working following Argentinian current regulations.
- Management of immigration processes and requirements.



Administrative Services

We can carry out all of the administrative related services included herein below:

- Offer direct support to employees.
- Expense report processing.
- Manage all documentation necessary to carry out an effective service.
- Negotiation of contract terms with service suppliers.
- Coordination of payments to suppliers.
- Coordination of invoice reception from suppliers.
- Presentation of documents to public institutions and other organizations.

Our Clients

These clients have already leaped without changing their daily management, expanding their clients, consolidating their presence, and growing effortlessly.

If you want to strengthen your presence in Argentina, learn more about immigration processes, and know if you can start hiring remote workers to reach new international markets, do not hesitate to contact us.

Team in Latam has the right solution you need at any time.

Some companies who put their trust in us:



Our International Partners

Throughout our professional experience, we have emphasized the importance of building valuable partnerships and connections with experts globally. They helped us to find solutions for our clients to different situations on a global scale. Hence, to provide our clients with information, expertise, and international accompaniment in almost every part of the world.

We are an Affiliated Member of Globalians, a network of independent companies with high professional and sector-based competencies. It has an extensive capacity to collaborate in international dimensions to receive multisectoral projects and prepared to sort out all kinds of necessities.





Europa

C/ Espronceda, 53-57, 08005 – Barcelona

C/ Edgar Neville, 6, 28020 - Madrid

Tel: +34 933 034 684

Fax: +34 933 031 362

Latam

Luis José de Tejada 4594, OF. 4

CP 5009, Córdoba , Argentina

Tel: +54 351 4819227

Thank you!