

Spain

Range of Services

Overview

Centralis Group is a **leading provider** of outsourced corporate services to an international client portfolio. Our full range of bespoke services is detailed below.

Daily Management

- Provide assistance relating to the receipt and follow-up of correspondence addressed to the company
- Provide anti-money laundering (AML) services to companies
- Administer company bank accounts for the payment of local invoices and other treasury related transactions
- Provide authorised signatories in line with payment controls and bank mandates
- Complete bank reconciliations on a daily/ weekly/monthly basis
- Maintain company accounts and records
- Manage the company's underlying activity, engage with intra-group and third-party counter-parties and review company performance (e.g. analyse reporting and financial covenants and monitor performance of intra-group borrowers)
- Prepare and issue periodic invoices (intra-group or third-party)
- Compile and maintain a list of transaction documents to ensure files are kept up-to-date

Corporate Services

- Manage the incorporation process of Spanish entities and registration of Spanish branches
- Organise and manage board meetings (prepare agendas, notices and comprehensive board packs in a fully interactive and electronic format)
- Prepare board packs for the company's shareholder meetings
- Draft minutes arising out of board meetings and GSMs held with regard to the signing and approval of the company's annual accounts as well as auditors appointment if requested
- Arrange necessary filings with the relevant Commercial Registry
- Draft and maintain fully-updated procedure manuals and operational guidelines
- Organise the opening of banking relationships with Spanish banks, including blocked capital accounts
- Provide a full range of Escrow management services (cash and non-cash assets)
- Maintenance and custody of the Company Records book (Book of Minutes / Contracts and Shareholder's register);
- Filing of the Company Records Book (Book of Minutes / Contracts and Shareholder's register)
- Monitor the registration of public deeds via Companies House

Accounting Services

- Bookkeeping and recording of transactions according to Spanish GAAP
- Compute intra-group calculations and issue relevant invoices
- Prepare monthly/quarterly reporting for group consolidation in line with client accounting principles and deadlines
- Periodically reconcile intra-group or third-party activity balances
- Assist in any ad hoc group consolidation audits
- Prepare group reporting/tax packages and accounting consolidation and group consolidated financial statements under IFRS / Spanish GAAP
- Prepare statutory annual accounts under Spanish GAAP and any regulatory requirement
- Submit financial statements to the local authorities
- Collaborate with the company's tax advisors, legal advisors and auditors
- Prepare and / or provide consulting for ESG reporting under new directives with access to our software
- Hedge effectiveness testing in compliance with IAS 39 and IFRS 9 requirements, ensuring regulatory adherence in the accounting of financial derivative instruments

Tax & Audit Liaison Services

- Prepare and submit corporate tax returns
- Prepare periodic tax calculations for review by the company's tax advisors, if applicable
- Prepare and submit quarterly or monthly and annual VAT / WHT returns
- Prepare and maintain custody of the Value Added Tax registration books
- Prepare and file 347 form(s) concerning transactions with third parties
- Ensure the prompt payment of all corporate taxes in Spain
- Compute, prepare, and submit all company filings in relation to company employees including directors and managing officers
- Co-ordinate the local annual statutory audit with the appointed auditor, if applicable
- Monitor adherence to tax rulings at all times
- Act as local representative for foreign companies that are VAT-registered in Spain
- Maintain and review the e-notification mailbox
- Analyse property tax efficiency and follow up with local public administrations to obtain it
- Set up an electronic mailbox for foreign shareholder(s) to receive tax notifications from Spanish Tax Authorities
- Prepare necessary Power of Attorney and official forms, filing the Digital Certificate application and collection of the Digital Certificate at the Tax Authorities

Registration at the "DEHú platform" ("Dirección Electrónica Habilitada Única") through the digital certificate of the Client

Registration at the "060 platform" through the digital certificate

Access electronic notifications received from Public Administrations different from Central/ General Spanish Tax Authorities and that are notified on those platforms; checking the mailbox when required, and forwarding copies thereof to the designated contact

Regulatory reporting services including the preparation and submission of periodic reports to the CNMV for regulated firms

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Cash Management

- Reception and booking of all bank statements
- Payments reconciliations, including petty cash account
- Monitoring of outstanding invoices / payments
- Preparation of electronic payments in the format required

Payroll Management

- Provide full payroll administration services for company employees, including any directors/ managing officers
- Manage all regulatory reporting deadlines in Spain in relation to payroll services, primarily social security, pension and accident insurance
- Carry out monthly payroll calculations including all relevant social security, source tax and other mandatory deductions
- Maintain appropriate records and back-up schedules for the calculation of all salary and payroll deductions
- Liaise with the relevant payroll authorities regarding any changes to employee details
- Prepare annual salary calculations for employees and/or directors
- Assist with any payroll audits initiated by the relevant Spanish authorities
- Assist with the implementation of an employee pension scheme and obligatory insurance policies

Infrastructure

- Provide suitably qualified employees and managers to go onto the company payroll on a part-time or full-time basis, as required
- Provide suitably qualified directors and managing officers to sit on the Board of Directors and/or audit committees
- Provide a registered office address
- Provide full meeting room and conference call facilities

About Us

Centralis is a leading independent provider of real estate fund administration and corporate services, celebrating **20 years of excellence** in 2026. We support institutional investors, fund managers, and asset owners across Luxembourg, Jersey, Guernsey, and Delaware with comprehensive administration, accounting, and reporting solutions.

Our multilingual team of **650+** professionals supports more than **2,000+ clients** through **16** global offices, combining SSAE-accredited controls, **dedicated** treasury experts, and a partner-led model with a world class **8.9** Net Promoter Score. Today, we support over **\$2 trillion+** in client AUM across the global fund and asset lifecycle.

Get In Touch

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