



Business Process Solutions (BPS)

Compliance Services

- Temporary (nominee) shareholders for the incorporation of the company.
- Obtaining the Tax ID number (RUT) for the local company and the investor with the Chilean Internal Revenue Service (SII).
- Filing of the Start of Activities (Inicio de Actividades) with the SII.
- Accreditation of business activities and registered address with the SII.
- Legal representation and bank powers of attorney.
- Tax domicile and business address.
- Opening and closing of bank accounts.
- Filings and procedures with the SII, TGR (Treasury), municipalities, Labor Directorate (DT), pension funds (AFP), and health insurance providers (Isapres).
- Obtaining and management of the Digital Certificate for electronic invoicing.
- Document custody and administration.

Accounting & Tax Services

- General accounting under IFRS.
- Mandatory accounting books.
- Monthly tax filings: Forms F29, F50, and F24.
- Annual tax return: Form F22.
- Sworn statements (Declaraciones Juradas).
- Municipal business license (patente) management.
- Financial statements and reporting.
- Consolidation.
- Transfer pricing.
- Payment management.
- SII-certified electronic invoicing.
- Reports to assess and ensure the company's proper tax compliance in Chile according to its business activities.
- Corporate reorganizations.

Payroll Services

- Monthly payroll processing.
- Employee registrations and terminations with the Labor Directorate (DT) and Previred.
- Calculation and filing of social security contributions.
- Employment contracts and addenda.
- Severance settlements (finiquitos).
- Labor calculations: severance, vacation, statutory bonuses, and overtime.
- Calculation of the Second Category Single Tax (personal employment income tax).
- Labor reports.
- Labor audits.

Orderly exit from the market

- Termination of activities filing with the SII (Término de Giro).
- Closing financial statements.
- Support in tax audits.
- Closing of bank accounts.
- Cancellation of municipal business licenses.

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