

We handle all administrative procedures for you under a **single roof** and with a **single agent**.

We can save you time and money.

We can help you avoid queuing and paperwork.

We'll take care of everything.

Find the agent closest to you or then one that best meets your needs at

www.gestoresmalaga.com

There are more than **100 licensed agencies** in Málaga province.

Look for the  sign to make sure they are members of the **Professional Association of ADMINISTRATIVE AGENTS**.

Colegio Oficial
de Gestores
Administrativos
de Málaga



FINES

INCOME TAX
RETURN

What can an
ADMINISTRATIVE AGENT
do for me?

BUYING AND
SELLING PROPERTY

VEHICLE
REGISTRATION

IBI
(PROPERTY TAX)

LAYOFFS

ADMINISTRATIVE
FILES



A HARD MORNING FULL OF PROCEDURES IS AWAITING YOU. JUST THINK HOW YOU'LL HANDLE IT ALL...



OUR SEAL

ADMINISTRATIVE AGENTS are the best intermediaries between you and the Public Administration as recognised by the law.

We are highly qualified professionals holding degrees in Law, Economics, Business or Political Science, and we are experts in financial, administrative and labour matters.

Besides, we belong to a professional association that guarantees quality and responsibility in all administrative procedures and services.

BUYING AND
SELLING PROPERTY



ADMINISTRATIVE AGENTS,
the easiest way to follow the procedures
required by the Public Administration

SERVICES WE PROVIDE TO FOREIGN CITIZENS

Besides the wide array of services for companies, **ADMINISTRATIVE AGENTS** offer services to individuals, especially foreign citizens, in the following areas:

- **Traffic and transport:** Registration, transfer, vehicle exchange, reports, imports. Driver's licenses. Fines.
- **Tax and financial consultancy:** Income and assets. Inheritance and donations. Tax return: IBI (property tax), IVTM (road tax), non-resident taxes.
- **Labour advisory services:** Registration of companies and self-employed individuals. Payroll calculation, redundancies and layoffs. Recruitment of housemaids.
- **Immigration Department:** Work and residence permits. Files. NIE (foreign citizen ID number) request and cancellation.
- **Title deed procedures:** Filing of all kinds of deeds. Buying and selling property. Mortgage payoff.
- **Registrations:** Certificates, registrations and filling with Property, Business or Civil Registrations. Registrations of unmarried partners.
- **Company set-up:** Company registration. Business start-up aids. Local permits and licences.
- **Patents and trademarks:** Procedures associated with intellectual property rights.
- **Social matters:** Disability cards. Disability parking cards.

FINES

LAYOFFS

TRANSFER
OF ASSETS



Administrative
Agency

CONSULTING SERVICES FOR
COMPANY SET-UP AND MANAGEMENT

OUR FIVE COMMITMENTS



MULTI-TASKING

You will contact only one of our professionals, who will be in charge of all your labour, legal or administrative paperwork. We offer global solutions.



TIME SAVING

We are on duty in the morning and in the afternoon for you to find a solution to multiple issues in a single meeting or phone call.



MONEY SAVING

You will avoid paperwork mistakes and get expert advice for the highest benefit in both the economic and the legal aspects of each procedure.



RESPONSIBILITY

You will have your back covered. Our agent will be in charge of solving the problems that may arise with the paperwork. Our professional experts are our warranty.



EVER-INCREASING DYNAMISM

The Professional Association is continuously in contact with the Public Administration in order to improve processes and increase the number of online procedures.

ADMINISTRATIVE
FILES

VEHICLE
REGISTRATION

AIDS

SUBSIDES

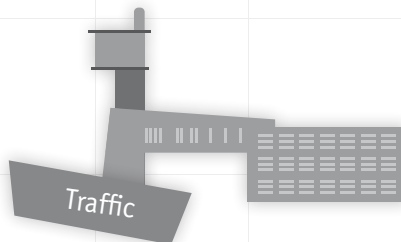
INCOME TAX

INHERITANCE

TOWN LICENSES

Revenue
Department

Bank



Traffic

NOTARISED
DOCUMENTS

Black Building

GRR!

IBI
(PROPERTY TAX)

IVTM
(ROAD TAX)

???

Town Hall