

## SETTING UP A COMPANY IN SPAIN BY A FOREIGN INVESTOR

### THROUGH A LEGAL REPRESENTATIVE

### PERSONALLY

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**By granting Power of Attorney**

- If it is issued in granter's home country: it is required to be issued before a notary and legalized (the Hague Apostille/ Spanish Embassy or Consulate of that country).
- Sworn translation

Iuslab advises that:

- a) the sworn translation shall include stamps and figures.
- b) the sworn translation and the original Power of Attorney shall be presented as a single document.

The power of attorney shall include specific references to the different applications before the Spanish Administration (NIE, NIF)

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#### 1) APPLICATION FOR NIE: MEMBERS AND ADMINISTRATORS

- 1. Administrative forms  
**-Form 790 & Form EX15**
- 2. Documentation:  
**-Passport of administrators and shareholders (Legalized copy)**  
**-Power of attorney**

**POLICE**

- 1. Administrative forms  
**-Form 790 & Form EX15**
- 2. Documentation:  
**-Passport of administrators and shareholders (Legalized copy)**

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#### 2) APPLICATION FOR THE CIF NUMBER (number of business registration) of THE COMPANY & ADMINISTRATORS

- 1. Administrative forms  
**Form 036**
- 2. Documentation:  
**-NIE (copy)**  
**-Passport (copy)**  
**-Power of attorney**

**TREASURY**

- 1. Administrative forms  
**Form 036**
- 2. Documentation:  
**-NIE (copy)**  
**-Passport (copy)**

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#### 3) TRADE NAME REGISTRATION

**COMPANIES REGISTER**

The name of the undertaking is registered after certification issued by the Companies Register. The certification is the confirmation that the name is not already registered by other undertaking.

The certification may be obtained electronically by the legal representative in Spain and no power of attorney is required.

The certification obtained will be valid for six months after the date of issue. Should the company is not registered within that time, the certification will expire.

This step in the process may be completed at any time even prior to obtain NIE or NIF

**COMMERCIAL  
BANK**

**4) OPENING A BANK ACCOUNT ON COMPANY'S NAME**

Bank deposit of the share capital.

Documentation:

- NIE (copy)
- Passport (copy)
- Certification Trade Name
- Power of attorney (in case of the legal representative)

**NOTARY**

**5) INCORPORATION OF THE COMPANY BEFORE NOTARY PUBLIC**

**1. Administrative forms:**

- Form 600
- Form D-1A

Public Deed signed up by all company members, and before a notary public.

**2. Documentation**

- Public deed of incorporation
- All the previous documentation obtained (i.e. NIE, CIF)

**COMPANIES  
REGISTER**

**6) REGISTER THE COMPANY AT COMPANIES REGISTER**

Founding members and administrators must do it within two months after the certificate of incorporation is issued