

Establish your business
in the City of Buenos Aires

INVESTOR'S GUIDE

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CARRY OUT THE PREPARATORY ACTS



Activities

1. Choose the legal denomination to adopt from the following options:

Sociedad Anónima (SA)

- Minimum capital: AR \$100,000 that can be subject of a public offer
- Two or more partners (human or legal persons), who limit their responsibility to the integration of the actions they subscribe
- The administration and representation of the company corresponds to a board of one or more directors, who must be human persons, appointed for a maximum of three years, and the majority must be addressed in Argentina. The regular directors must provide a guarantee for the performance of their duties, of the same amount for all, not being, jointly, less than 60% of the capital stock (maximum AR \$50,000). The board of directors must meet at least quarterly and the president must have a Unique Tax Identification Code (CUIT by its Spanish initials)
- The Shareholder's Meeting is the governing body and must meet at least annually to approve the Financial Statements
- They can dispense with the control organ, except for exceptions

Sociedad Anónima Unipersonal (SAU)

- Sole partner, which cannot be another SAU
- The capital stock must be fully integrated into the constitutive act
- It must have at least one trustee, it is subject to permanent state control and the president must have CUIT

Sociedad de Responsabilidad Limitada (SRL)

- Does not require minimum capital
- The number of partners cannot be less than 2 or more than 50, who limit their responsibility to the payment of the fees they subscribe
- They cannot make a public offer of their quotas
- The administration and representation of the company corresponds to one or more managers, human persons, partners or not, appointed for a specific or indefinite period. Substitutes may be elected. They have no obligation to meet periodically
- The control organ is optional, except for exceptions

2. Make a homonymy query

Make the query of homonymy and subsequent reservation of name by submitting the corresponding forms to the **General Inspection of Justice**. The reservation is valid for 30 days, although it is renewable.

3. Make the registration of the company

4. Request signature of your corporate and accounting books

5. Evaluate alternatives to start a business

6. Register your trademarks and/or patents in the Intellectual Property Registry



Professionals involved

- **Lawyers**
Chambers and Partners
- **Public notary**
College of Notaries of the City of Buenos Aires
- **Intellectual property agent**
National Institute of Industrial Property



Estimated time

Between 1 to 20 weeks

REGISTER WITH THE TAX AUTHORITIES

The competent body is the **Federal Administration of Public Revenues (AFIP by its Spanish initials)**. Prior to this step, you must necessarily have started the company registration procedure.



Activities

1. Get your CUIT and Tax Code

- Generate your CUIT and Tax Code of the legal representative. You can obtain it at the Federal Administration of Public Revenue office corresponding to the representative's tax address or online
- Accept the biometric data from the AFIP website
- Declare the economic activity in the "Registry System" of the AFIP website. Within "Tax Registry" select "Economic activities", where you must declare the main activity and request the corresponding registration
- Generate the CUIT of the Company and link it with the CUIT of the legal representative. You can obtain it at the AFIP unit corresponding to the tax address of the company with:
 - **N° 420/J Form** signed by the legal representative with certified signature, which is obtained in the SIAP application of the AFIP website "Legal Entity Registration Module (MIPJ by its Spanish initials)"
 - Printing of the certificate of "Acceptance of the procedure" of the AFIP service "e-window"
 - Two proofs to prove address of the Legal Person. AFIP will be able to verify the aforesaid
 - Bylaws
 - Accreditation of representative authority
 - **N° 561 Form** when it owns branches or other establishments affected by the activity or, when being responsible for internal taxes, owns more than one premises affected by the division or elaboration of taxed products
 - Registration of the representative's biometric data

2. Get the City Code, AGIP registration and City Rents

The competent organ is the **General Administration of Public Revenues (AGIP by its Spanish initials)**. Prior to this step, you must necessarily have obtained the CUIT. ▶

You can get the City Code **online**. Through the AFIP website you will be able to obtain the City Code Level 2, by adding the service. Therefore, it is necessary to have a CUIT and a Level 3 Tax Code.

You can manage your Gross Income registration by entering the AGIP website with CUIT and City Code:

- Add the service "Gross Income" and select "High ISIB" and "General Regime"



Professionals involved

- **Public accountant**

Professional Council of Economic Sciences of the Autonomous City of Buenos Aires ▶



Estimated time

Less than a week

**Important: The detailed information is for informational purposes only and does not imply legal advice of any kind or nature. For legal advice, please contact your attorney.*

REQUEST INCENTIVES



Activities

To find out all the tax incentives that are currently available in the City of Buenos Aires and how to request the corresponding registration, write to investba@buenosaires.gob.ar and contact our **Investor Services** team.



Professionals involved

- **Lawyers**

- Chambers and Partners

- Who's Who Legal

- **Public accountant**

- Professional Council of Economic Sciences of the Autonomous City of Buenos Aires



Estimated time

25 weeks

ACCESS TO FUNDING



Activities

- Check the list of financial institutions
- Apply to the financing or guarantee mechanisms offered by the Government of the City of Buenos Aires
- Present the documentation required by the financial institution
- Sign a loan agreement
- Request disbursement



Professionals involved

- **Lawyers**
 - Chambers and Partners
 - Who's Who Legal
- **Public accountant**
 - Professional Council of Economic Sciences of the Autonomous City of Buenos Aires



Estimated time

Between 1 to 8 weeks, depending on the time it takes to gather the information required by the financial institution

FIND A PROPERTY



Activities

- Choose the location
- Decide between the purchase or rental contract of the property
- Get the proper qualifications
- Hire public services



Professionals involved

- **Real estate agent**
Unique College of Real Estate Brokers of the City of Buenos Aires
- **Public notaries**
College of Notaries of the City of Buenos Aires



Estimated time

Between 1 to 8 weeks

HIRE STAFF



Activities

- Get registered as an employer
- Join an occupational hazard insurance company
- Take out compulsory group life insurance
- Sign the labor books
- Hire your staff



Professionals involved

- **Public accountant**
Professional Council of Economic Sciences of the Autonomous City of Buenos Aires
- **Human resources consultant**



Estimated time

Between 1 to 4 weeks


Do you need advice?


Contact us:

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investba@buenosaires.gob.ar

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