

lo.	Procedure	Time to Complete	Associated Costs
1	Obtain a certification of uniqueness of proposed company name (certificación negativa de la denominación social) from the Mercantile Register	3 days	EUR 15.95 (certificate) + EUR 3 (stamps)
2	Open a bank account for the company; deposit capital in the bank and obtain a deposit certificate	1 day	no charge
3	Grant a public deed of incorporation before a public notary	1 day	approximately EUR 500, depends on the amount of the share capital and complexity of the operation.
4	Submit Declaración Censal de Inicio de Actividad and obtain the Tax Identification Number (Numero de Identificacion Fiscal, NIF) from the Delegación Provincial de la Agencia Estatal de la Administración Tributaria	1 day	no charge
5	Obtain a tax declaration of exemption from the Dirección General de Tributos - Consejería Hacienda Comunidad Madrid	1 day	no charge
6	File the public deed of incorporation of the company for its registration with the Mercantile Registry.	6 days	EUR 155
7	Legalize company books	15 days	EUR 25 per book (2 books) + EUR 21.14 to legalize
8	Submit a notification of start of operations (declaracién responsable) to the municipality.	7 days	EUR 350
9	File for social security and affiliate all workers with the local general treasury of social security (Tesoreria General de la Seguridad Social)	1 day (simultaneous with procedure 7)	no charge
10	Notify the Delegación Provincial de la Consejería de Trabajo e Industria	1 day	no charge

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