



ALF

LAWYERS & CONSULTANTS

ALOGO LAW FIRM S.L.
ALF Abogados & Asesores
NIF: 00571AL-19
Dir.: C/Cerámico, Borabecho, Malabo
Tel: 555-846-871 / 555-464-869
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ALF is a legal consulting Firm aimed at assisting its clients in achieving their ambitions and objectives in this competitive economy. Our main objective is:

WHO ARE WE?

"To offer our clients useful and operational services which are perfectly adapted to their specific needs".



In **ALF** we always take one step after another. From our origin as legal Advisers, we offer up to date and wide range of organized services.

In this way, **ALF** introduces itself as a key piece for companies in today's complex business world which is increasingly competitive and demanding in terms of the quality of services provided.

We advise our clients on how to carry out a lawful and profitable business, thereby maintaining a balance between legal, society and quality of services provided.





MISSION

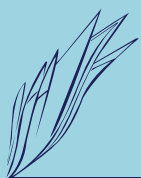
Our mission is to offer legal services characterized by the best quality and adapted to a price taken on by our clients and without surprise.

VISION

We aim at becoming a Firm of reference in terms of quality of services, professionalism and commitment to our customers, communicating with them in an open, direct and sincere ways, favouring a total integration of our activity and theirs in a long and short term.

VALUES

1. **WE ARE EFFICIENT** in proposing legal solutions.
2. **WE ARE EXPERIENCED** thanks to the time of professional practices we have been going through as legal advisers.
3. **WE ARE SPECIALIZED** In the matters we provide our legal services.
4. **WE ARE AMBITIOUS** To come out always with the best solution among all possible alternatives for our clients.
5. **WE HAVE CLARITY.** In the information provided on all alternative solutions, on the consequences of the proposed options and on the consideration for the services rendered.
6. **WE ARE ADAPTABLE.** To the customer's needs in terms of service and the consideration to paid for the types of services rendered.





OUR AIM

Our aim is to support the implementation of administrative activities, in cases where companies do not have staff or they wish to contract our professional services in a particular area. Hence, minimizing the risks of non-compliance thereby increasing the profitability of their businesses.

OUR SERVICES

A. LEGAL AND TAX CONSULTANCY



1. TAX CONSULTANCY

1. Integral advice
2. Calculation of taxes
3. Personal Income Tax
4. Personal Income Tax of non-residents
5. Corporate Tax
6. Investment Tax
7. Statement of operations with third parties
8. Technical assistance in front of the inspection of Inland Revenue
9. Claims and resources in front of the administration
10. Plans of economic feasibility of a business



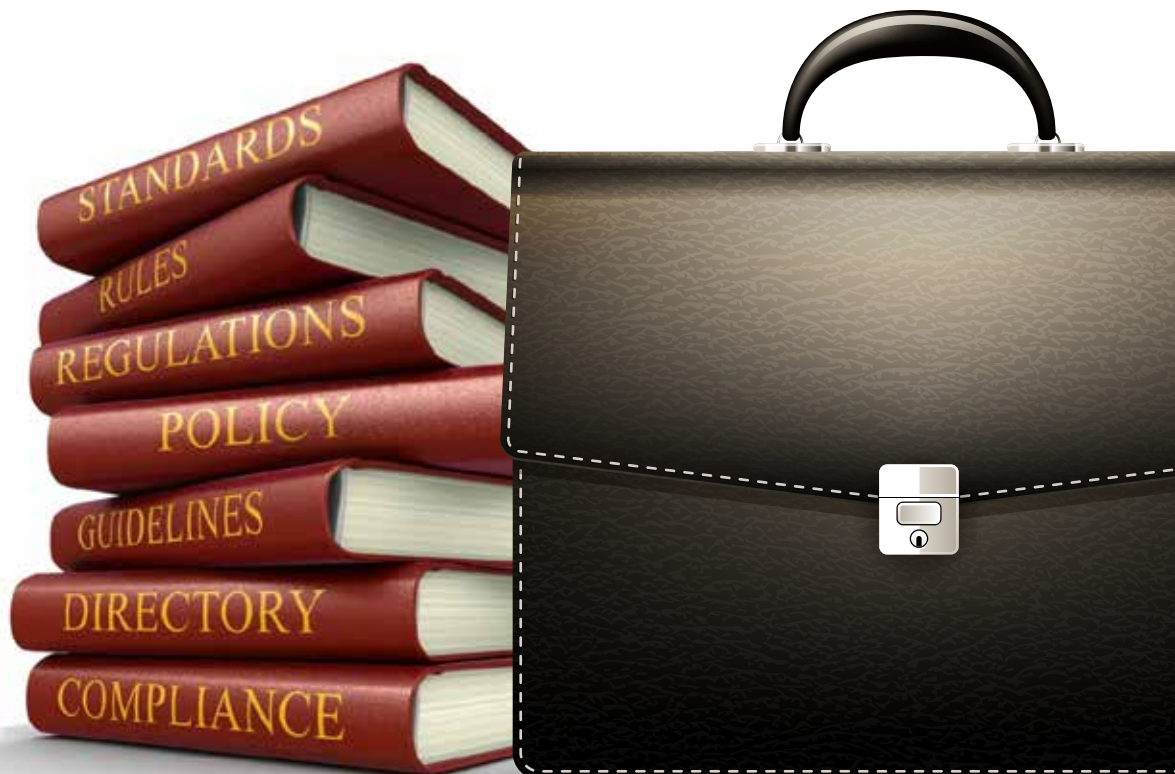


2. ACCOUNTING CONSULTANCY

1. Accounting advices
 2. Carry out analytical and financial accounting.
 3. Update of retarded accounting
 4. Legalization of all official accounting books: credit, account of profit and lost.
 5. Registration of bills issued and received
 6. Book of investment
 7. Preparation and deposit of the annual account records (certifications of Boards, annual memories, Balance of Situation)
 8. Importation of other programs account.
 9. Integral accounting advice
 10. Calculation of the economic ratio.
 11. Financial analysis and costs
 12. Mechanism for credits in closing and opening
 13. Assessment of companies
 14. Opening and closings of companies.
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3. BUSINESS AND COMPANY LAW CONSULTANCY

- A.** Constitution of companies: private and public limited companies, anonymous, joint ventures, subsidiary etc.
- B.** Dissolution and liquidation of companies.
- C.** Legalization of the official books of accounting.
- D.** Social agreements: nomination or renewal of the charge of administrator, change of social domicile, statutory modifications, purchase-sale of actions, buys-sale of immobilized, property of the Society, etc.
- E.** Grant of powers.
- F.** Creation of Joint Ventures Companies, absorptions and splits of company.
- G.** Enlargements and decreases of the social capital.
- H.** Preparation of records of boards and certifications of agreements of boards.
- I.** Book of records
- J.** Preparation and deposit of the Annual Accounts in the Mercantile Register.



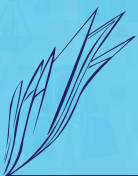


4. CONSULTANT TO SMEs

1. Determination of the juridical configuration more profitable to fiscal and economic level.
2. Specification of the fiscal obligations required for the management of the company in accordance with his profile.
3. Analysis of results, feasibility and profitability.
4. Countable and fiscal advice.
5. Study of circumstantial and structural problems of finance.
6. Preparation of Balances of Situation, Great and Balances and Accounts of Exploitation.
7. Seizing of compulsory electronic notifications.

5. FOR FREELANCERS AND PROFESSIONALS CONSULTANCY

1. Integral advice.
2. Subscription and drop of activity in the tax Revenue and social security.
3. Normal direct activity and simplified.
4. Statements of Income.
5. Monthly statements, quarterly and annual.
6. Books Registers of VAT and Book of investments.
7. Claims and resources in front of the administration.
8. Determination of tax costs in front of different alternative.
9. Technical assistance before of any inspection.



6. OTHER TRANSACTIONS OF INTEREST

- i. **Contracts:**
 - A. Loan contracts.
 - B. Lease and sublet contracts.
 - C. Trading contracts.
- ii. **Payroll services.**
- iii. **Notarial deed:**
 - 1. Purchase-sale of real estates and settlement of taxes.
 - 2. Acceptance of inheritances.
 - 3. Donations.
 - 4. Will
- iv. **Other formalities in TAX revenue:**
 - 1. Application of postponement.
 - 2. Change of company legal domicile.
 - 3. Submission and Collected of notifications.
- v. **Formalities before the Register:**
 - 1. Application of simple notes.
 - 2. Legalization of Book of Records and Partners.

B. BUSINESS MEDIATION

- a. Representation in Meetings
- b. Representation of Foreign Companies
- c. Collective Investment Advice

C. TRANSLATION AND INTERPRETATION OF LANGUAGES.

- i. Spanish
- ii. English
- iii. French
- iv. Portuguese





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