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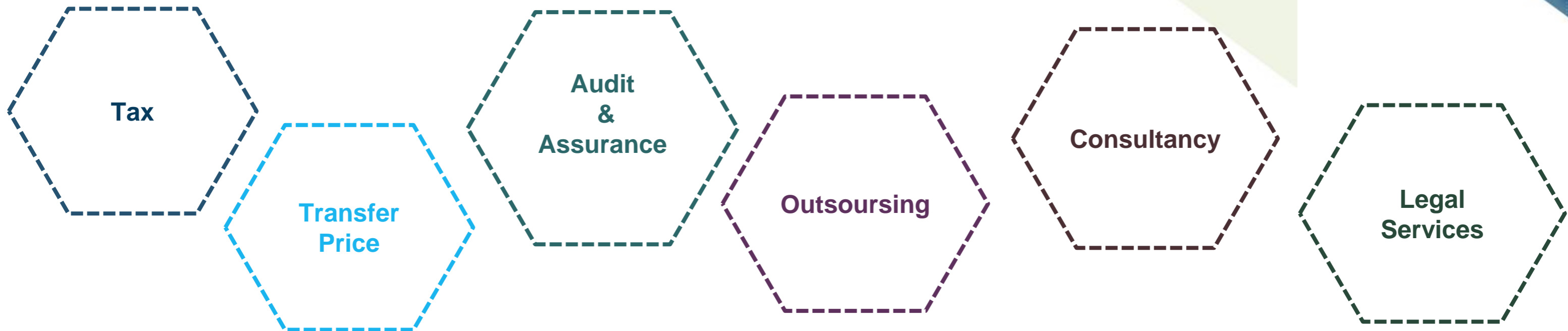


LEGAL SERVICES

2018

We are a professional services firm focused on providing solutions in Customs, National and Municipal Taxes, Administration and Financial Services, Consultancy, Subcontracting, Transfer Prices and Legal Services, we offer technical and legal advice in an integrated and specialized manner with high quality for our clients

We offer Financial, Business and Legal Services certified by IBNORCA's International Quality Standards



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We are part of one of the largest networks in the world, belonging to the firm Kreston International www.kreston.com specialist in Audits & Financial Business Counseling, Outsourcing, Transfer Prices, taxes, Consulting and Legal Services with offices in 108 countries, offering comprehensive coverage at the national and international level.



Legal Corporate, Commercial & Exchange

Company law:

- Incorporation of entities in Bolivia, registration and constitution of legal entities, obtaining tax and corporate registers
- Consultancy in corporate processes of statutory reforms, transformation, merger, split and business reorganization processes. Due Diligence

Legal and commercial structuring:

- Analysis of the legal requirements that are generated by their activities in Bolivia and advice for the choice of the type of legal structure required

General secretarial services:

- Handling of minutes and corporate books
- Representation of shareholders in meetings and / or members' meetings
- Legal representation

Legal advice in commercial law:

- Comprehensive advice on commercial law for the safe exercise of business

Advice on intellectual property and industrial property:

Registration, licensing and renewal of trademark registrations

Exchange advice:

- Accompaniment and advice in foreign exchange operations of companies, handling of accounts abroad, investment, external debt and guarantees

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Labor, Social Security and Migration

Permanent Labor Consultancy

- Advisory service and attention to questions on labor legal issues and social security and immigration, according to the needs of the company and in accordance with current legislation and jurisprudence

Social security counseling

- Advice on Social Security matters regarding employees, managers and contractors of the Company in Bolivia
- Alternatives for the correct management and fulfillment of obligations against the integral Social Security System in Bolivia
- Verification of pension schemes for foreigners in Bolivia

Optimization of labor benefits and compensation plans

- Advice on salary structuring, remuneration and benefits of the company with its employees: in accordance with current legislation

Security and health at work

- Review and advice on Occupational Health and Safety
- Response to specific consultations and comprehensive advice on occupational safety and health

Management of Pensions and Taxes Parafiscal

- Preventive review of payroll processes and comprehensive diagnosis that allows the company to prepare before Social audits
- Response and strategy before the administrative process and subsequent representation and integral advice in the judicial process

Due Diligence

- Review in the fields of labor law and Social Security in order to assess and quantify the potential contingencies of the company or companies in the process of investment by the company

Migratory Law

- Application and processing of business, work and Mercosur visas (Object Determined, Temporary, Definitive and Naturalization Visas), among other types of visas and visas of beneficiaries
- Location services for foreigners in Bolivia
- Accompaniment in the process after the approval of the visa
- Advice to companies regarding the registration of foreigners. Review of the status / migratory profile of foreigners in order to analyze possible contingencies of face to eventual revisions of the Bolivian Migration Authority

Business Innovation Projects (Business Tax)

Advice on contractual management

- Provide advice on the contractual management of entities subject to the regime of public procurement and highly regulated companies by verifying compliance with the regulations applicable to their contracts, identifying risks and eventual legal contingencies
- Advice on the structuring of proposals to participate in contractual selection processes
- Audit to verify compliance with contractual management

Legal stability

- External audit to compliance with the obligations derived from the legal stability contracts signed with the Nation

Environment

- Counseling and audits in environmental law: licenses, permits, authorizations and procedures before environmental authorities
- Accompaniment to the Company in the construction of the Environmental Management System

Personal data protection

- Perform a diagnosis and accompaniment for the Company regarding compliance with the General System of Protection of Personal Data
- Implementation of a management program for the General System for the Protection of Personal Data
- Audit to verify compliance with the obligations derived from the General System of Protection of Personal Data

Business Billing

- Accompaniment and review of the structure of corporate payments in order to mitigate risks that affect free competition

Normative compliance

- Regulatory consulting for the development and implementation of "compliance" solutions with a compliance and / or reporting approach, through a regulatory compilation tool, structured to manage and control compliance with the legal obligations of the Companies

Managerial Responsibility

- Control and monitoring of the main functions of the management bodies of the Companies, through the identification, traceability, consolidation and storage of the documentary supports that allow corroborating the fulfillment of the management carried out

Transparency

- Accompaniment and / or diagnosis of compliance with transparency obligations, in order to validate compliance with the obligations deriving from active transparency

Business Ethics and Anticorruption Compliance Program

- Under a due diligence approach, provide accompaniment for the development of policies, guidelines, best practices and business strategies for the detection and mitigation of risks acts of corruption

Civil Associations

We are committed to the social development of the Foundations, Civil, Religious, Cultural Associations, Social Assistance, Human Rights and Non-Governmental Organizations NGOs, which have no lucrative aim, we have a team of multidisciplinary professionals with extensive experience, supervising that these associations comply and work with a social, religious, educational, cultural or other purpose, guaranteeing a transition to the full force of the new Law of Legal Entities (Law 317 and its Regulations)

- Constitution of Civil Associations
- Constitution of Foundations
- Obtaining and homologation of legal entities
- Drafting of Statutes and Regulations
- Amendments and Adjustments of Statutes
- Legal Regularization before the Ministry of Foreign Affairs and Worship, Vice-Ministry of Autonomies and Autonomous Governments, as appropriate
- Advice on compliance with formal and material obligations
- Processing and holding of Books
- Administrative Obligations
- Contracts
- Trademark / Intellectual Property Processing
- Management in the Registries
- Armed with a Common Basic Agreement
- Annual Presentations and desarchivo
- Prequalification Professional Opinion
- Minutes of Assemblies
- Constitution of Chambers
- Advice for Renewal of Authorities
- Advice on Labor Issues
- Institutional Restructuring
- Tax, labor and accounting obligations
- Grants and grants
- Management of the patrimony of the association or foundation, participation in mercantile societies
- Financial, banking and tax exemption advice

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