



**CORPORATE
DOSSIER**

hispacolex

BUFETE JURÍDICO

**Over 30 years
defending your peace of mind**



A different way of understanding legal services

HispaColex is a law firm founded in Granada in 1990 as an alternative to traditional legal advice, with offices in Granada, Málaga and Jaén and an ambitious national and international expansion project.

HispaColex has a different way of understanding legal services, with a preventive approach to the professional practice of law, thanks to an excellent team of professionals specialised in law and economics who are able to give an immediate response to any query.

HispaColex leads the field in multidisciplinary consultancy for businesses. Our work philosophy is underpinned by fast, direct engagement with clients and complete transparency, never losing sight of our main aim of being at our clients' side at all times so they don't have to resort to self-advicing.

Our Values

- The Team, over 60 specialist professionals covering all areas
- Rapidity, with a commitment to respond in less than 24 hours
- Transparency, online access to all steps taken

HispaColex wasn't built in a day. Throughout the years, we have never chosen the quick and easy way to arrive safely where we are today. We have consolidated our values by putting them into practice every day, showing what is possible and proving that they work.

Our greatest motivation is the loyalty of our clients.

A stylized, handwritten signature in white ink, consisting of several overlapping loops and a central vertical stroke.

Javier López y García de la Serrana
CHAIRMAN OF HISPACOLEX

hispacolēx

BUFETE JURÍDICO



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Approachability



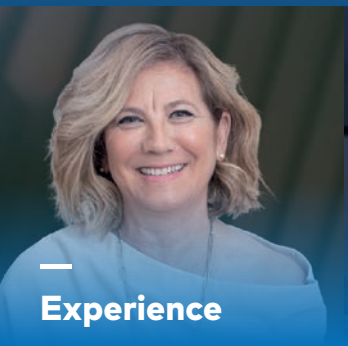
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Commitment



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Trustworthiness



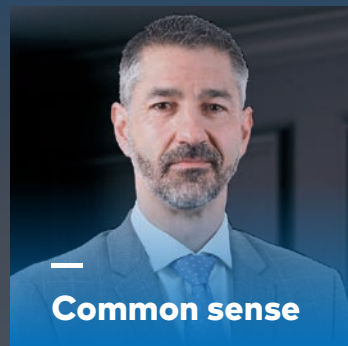
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Versatility



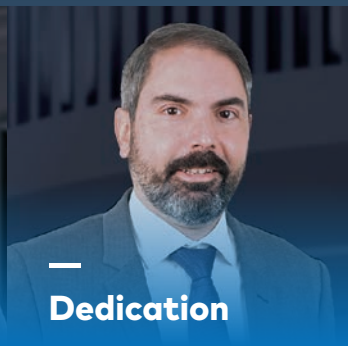
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Experience



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Competence



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Common sense



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Dedication



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Loyalty



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Vision



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Determination



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Tenacity



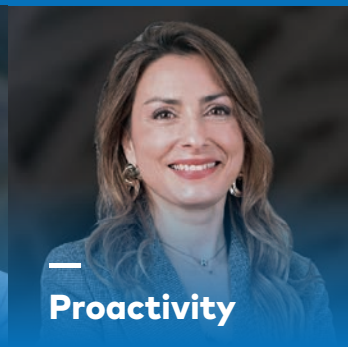
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Engagement



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Creativity



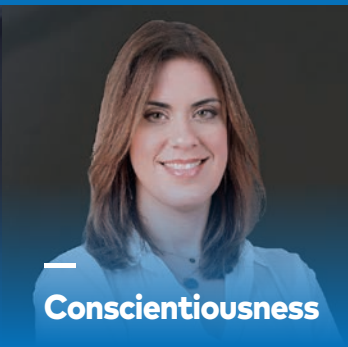
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Reliability



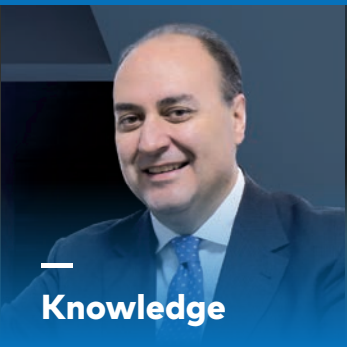
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Proactivity



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Innovation



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Conscientiousness



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Knowledge



—
Strategy

**OUR
VALUES**

More than 60 professionals

More than 25 legal specialities

Over 30 years of professional experience

Preventive and proactive advice 365 days a year, 24 hours a day

75% of staff are permanent workers / 30% are partners

18 years' professional practice on average

Members of Hispajuris since 2001:

we provide services anywhere in Spain

International services:

Independent office in Santiago, Chile

and our American subsidiary, HispaColex America Lawyers & Economists

Preventive law as a different

approach to the legal profession

100% transparency, approachability and rapidity

We are always at our clients' side, with 0% self-advised client

Ranked number 1 in the Legal Sector in Eastern Andalusia

Online service with a personal password offering real-time access to cases assigned to our firm

2,500 m² of company premises

in Granada, Málaga and Jaén at the disposal of our clients

AREAS OF Practice

LEGAL AREA

COMMERCIAL AND COMPANY LAW

- Formation of companies
- Company acquisitions, mergers and demergers
- Business projects and franchises
- Partnership agreements between companies
- Drafting of commercial agreements
- Advice on limited companies and their legal framework: contesting decisions, convening meetings
- Alteration of articles of association
- General Meetings
- Increase and reduction of capital
- Shareholder agreements
- Company restructuring
- Extra-judicial and judicial recovery of debts
- Good Governance Codes
- Protection of Competition

LEGAL COMPANY ADMINISTRATION

- Secretary to the Board of Directors
- Updating the mandatory official legal books kept by the Company
- Drafting the official records of corporate resolutions adopted by the governing and administrative bodies of the Company
- Monitoring company registry inscriptions
- Incident control with Public Registries
- Managing and monitoring the legal status of the Company

BANKRUPTCY LAW

- Advice at the pre-bankruptcy stage
- Voluntary bankruptcy
- Involuntary bankruptcy
- Responsibility of directors
- Negotiation with creditors
- Filing of appearances and defence of creditors
- Arrangement with creditors
- Liquidation plan
- Legal assistance and defence in the bankruptcy assessment case

BANKING LAW

- Bills of exchange, cheques and promissory notes
- Financial products (Factoring, Reverse Factoring, leasing and renting operations, Guarantees and Letters of Credit)
- Swapping
- Floor clauses
- Revolving cards
- Dation in payment
- Mortgages
- Credit Assignment Contracts
- Hedging Contracts
- Convertibles
- Structured deposits
- Issues of structured warrants and bonds

PROPERTY LAW

- Drawing up and concluding contracts
- Declarations of property ownership, rectifications of boundaries, actions for the recovery of property
- Horizontal property and property owners' associations
- Leases, construction, purchase and sale of residential properties and property law in general
- Construction defects

FAMILY LAW

- Separations, divorces and civil partnerships
- Modification of parental responsibility measures
- Dissolution of the joint property regime and other matrimonial property regimes
- Failure to comply with judgments: visiting arrangements, non-payment of maintenance, extraordinary expenses, etc.
- Paternity/maternity claims and challenges
- Visiting arrangements for grandparents and loved ones
- Voluntary Jurisdiction: Support measures for impaired capacity, disagreement on the exercise of parental rights, judicial authorisations for the disposal of minors' property, acceptance of inheritances, etc.

INHERITANCE LAW

- Handling Inheritances
- Declaration of heirs
- Estate planning
- Taxation review
- Wills and agreements as to succession
- Acceptance/Renunciation of Inheritance
- Contesting wills
- Settlement of taxes: successions, donations, transfers of assets, etc.

ADMINISTRATIVE LAW

- Applications to and claims against the Public Administration
- Submissions and administrative appeals in proceedings with the Public Administration
- Applications for judicial review of Public Administration decisions
- Consumer and user protection claims. Purchase guarantees for consumer goods
- Permits, public procurement, penalty regime
- Financial liability of the Administration
- Grant management

PLANNING LAW

- Drafting of planning and spatial development instruments
- Urban management using the standard systems or through an urbanisation agent
- Planning agreements and targeted changes to general or development planning schemes
- Planning enforcement
- Compensation for alterations or modifications to planning schemes
- Reports on planning and building conditions for land

LABOUR LAW

- Labour implications arising from company mergers and acquisitions
- Dismissal procedures, claims for payment, changes to contract conditions, fundamental rights, etc.
- Handling disciplinary action, drafting disciplinary letters: warnings, suspension from work without pay and dismissal
- Negotiating Collective Agreements
- Labour Force Adjustment Plans: Temporary Labour Force Adjustment Plan (ERTE) and Labour Force Adjustment Plan (ERE)
- Labour and Social Security inspections, administrative complaints and appeals
- Applications and claims for Social Security benefits, temporary disability, permanent disability, widows and widowers, orphans, retirement
- Occupational health and safety, risk prevention in the workplace and accidents at work
- Equality Plans

CRIMINAL LAW

- Tax offences and offences against Social Security
- Fraud and misappropriation
- Offences committed within companies
- Road safety offences. Drink driving
- Concealment of assets
- Offences against property
- Domestic and gender-based violence
- Money laundering
- Criminal Compliance

CIVIL LIABILITY

- Medical Civil Liability
- Professional Civil Liability
- Industrial Civil Liability
- Corporate Civil Liability
- Environmental Civil Liability
- Civil Liability in Construction
- Civil Liability in Workplace Accidents
- Civil Liability for Defective Products
- Right to the protection of reputation, to privacy and to one's own image

INSURANCE LAW

- D&O insurance
- Home insurance
- Damage, fire and theft insurance
- Land transport insurance

- Insurance for loss of earnings
- Credit and surety insurance
- Decennial and construction insurance
- Legal expenses insurance
- Life insurance
- Accident insurance
- Health insurance

TRAFFIC ACCIDENTS

- Material damage
- Permanent and temporary injuries, death and disability
- Transport expenses
- Medical expenses
- Replacement vehicle rental expenses
- Loss of earnings

INTELLECTUAL AND INDUSTRIAL PROPERTY

- Legal defence in intellectual and industrial property proceedings
- Trademarks and brand names
- Patents and utility models
- Registering and transferring domain names
- Copyright
- Advice on licences for intellectual property right management bodies

DATA PROTECTION

- Pre-audits and periodic monitoring
- Adapting companies to current personal data protection legislation
- Creation and analysis of data processing files
- Drafting and developing the security declaration
- Implementing action protocols
- Data protection training for employees
- Reviewing data controller and processor contracts
- Individual complaints and Data Protection Agency inspections
- Confidentiality agreements

DIGITAL LAW AND E-COMMERCE

- Negotiating and drawing up software contracts: licences and distribution. Technology development and transfer contracts
- Consultancy for E-Commerce, 3D printing, Artificial Intelligence, legal protection of software and video games
- Online protection of personal data.
- Protection of the intellectual and industrial property of digital works. Conflicts between trademarks and domain names

- Consultancy and protection for digital rights: right to be forgotten, digital estate, digital disconnection, use of video surveillance devices, use of geolocation systems in the workplace, etc.
- Analysis of websites and adaptation to the requirements of the Law on Information Society Services and Electronic Commerce (LSSI)
- Drafting website privacy policies and terms and conditions
- Commercial communications and advertising
- Online contracting and electronic signatures
- Domain name registration
- Domain name protection and recovery
- Drafting legal notices and general terms and conditions of use and contracting
- Cybersecurity: Action protocols and incident management

INTERNATIONAL COMMERCE

- Advice on financing international transactions
- European Order for Payment Procedure
- Documentary Credits, remittances, cheques, bank transfers and cross-border payment orders
- Freight transport contracts and operations
- Advice on Incoterms
- Standby Letters of Credit, security deposits, international sureties and other first demand guarantees
- Export credit insurance
- Freight and warehouse insurance
- International contracting; civil and commercial contracts: agency, distribution, international sale of goods, contracts for the execution of works and provision of services

FAMILY BUSINESSES

- Asset structure advice, organisation, monitoring and control
- Family business tax planning
- Planning for legal and tax aspects of succession
- Planning for large asset holdings
- Advice and restructuring for family business groups

- Advice and planning for accessing securities markets and other means of collecting savings from the public
- Commercial and tax advice for business transfers
- Planning the generational transfer of business ownership
- Developing and executing family agreements
- Family Law consultancy
- Assistance with tax inspections
- Planning for inheritance
- Probate process

BUSINESS AREA

TAX PLANNING AND MANAGEMENT

- Accounting services
- Preparation of tax documents (monthly, quarterly and yearly)
- Assistance and guidance for tax inspections
- Preparation of official and accounting books
- Keeping corporate record books
- Management analysis
- Internal company audits
- Economic and financial reports
- Preparation of company contracts
- International taxation
- Litigation processes
- Directorate-General for Taxation queries
- Advice on business acquisition and transfer transactions, mergers and restructuring

WORKFORCE PLANNING AND MANAGEMENT

- Workforce advice and management for companies
- Obtaining legal recognition of new companies
- Labour cost analyses
- Employee registration, deregistration and data modification
- Drafting and registering employment contracts
- Social Security payments, preparation of payslips and income tax returns
- Labour Force Adjustment Plans
- Labour inspections
- Processing applications for maternity/ paternity, invalidity, retirement, unemployment, etc.
- Special Social Security schemes: Self-employed, Agricultural, Domestic Employees, etc.

A clear glass filled with water, with a white box containing blue text overlaid on the water. The text reads: "SELF-ADVISING IS JUST AS DANGEROUS AS SELF-MEDICATING".

SELF-ADVISING
IS JUST AS DANGEROUS AS
SELF-MEDICATING

Products

We adapt our legal services to the requirements of our clients through products designed to fully meet their needs. This allows us to provide a wide range of people, both individuals and legal entities, with access to quality services at the best possible price.

COMPANY LEGAL PLAN

A comprehensive legal consultancy service designed to meet any legal needs that may arise in a company's daily operations.

COMPANY TAX PLAN

Complete tax and accounting advice for companies.

COMPANY COLLECT

Debt collection service.

COOPERATIVE LEGAL PLAN

Legal advice service for cooperatives.

ENTREPRENEUR LEGAL PLAN

Legal, labour, tax and accounting advice for newly created companies or the commencement of self-employed activity.

CRIMINAL COMPLIANCE

Preventive legal advice service for companies.

hispacolēx ONLINE

**"COMPLETE, ACCURATE AND
TIMELY INFORMATION ON YOUR CASE"**

HispaColex Online is an internet communication system that allows our clients to access all the details of their cases assigned to our firm using a personal password.

All our clients can obtain instant real-time information, 24 hours a day, on the steps that have been taken in each of their case files up to that point.

MAJOR BENEFITS

- Information at your fingertips
- Full details available
- Transparency in every step taken
- Just a click away
- No time wasted on travelling or making queries
- No more paper files
- Free service



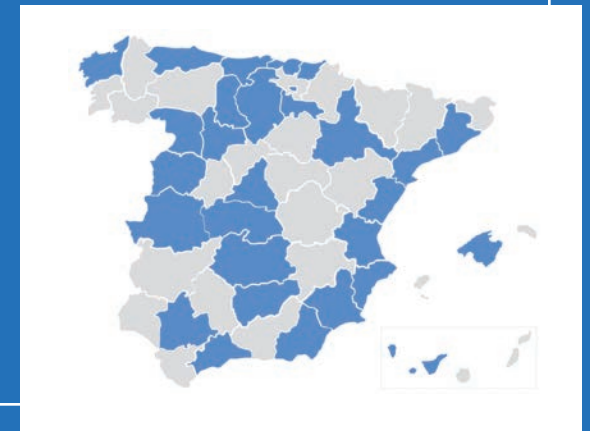
HISPAJURIS

**COMPREHENSIVE LEGAL
SERVICES ANYWHERE IN SPAIN**

Hispajuris is a network of renowned law firms all over the country, which HispaColex joined in 2001.

As part of Hispajuris we are able to provide prompt service to our clients anywhere in Spain through quality professionals with expert local knowledge. This means you can access specialised legal services in all areas of Law from over 600 professionals throughout Spain. Lawyers, economists and specialists in other areas at your service.

HispaColex combines the values of a global firm with the advantages of a local office, offering comprehensive legal solutions tailored to small businesses and major corporations.



hispacólex

INTERNATIONAL

For many years, HispaColex has had an International Department consisting of specialist economists and lawyers.

Globalisation and relocation have allowed many companies to go beyond borders and seek new markets to take on new challenges. We understand how important and necessary it is for a company to have legal advice on the path to internationalisation so we created our International Department, specialising in every area of Law globally.

HispaColex has moved beyond the usual suite of services specialising in civil, commercial and tax law consultancy to offer a global vision in areas of business strategy and logistics support.

We provide legal advice for companies in Chile, Uruguay, Argentina, Peru, Brazil, Ecuador, Colombia, Dominican Republic, Honduras, Guatemala, Mexico, Miami, Ireland, Great Britain, Germany, Austria, Italy, France, Ukraine, Morocco, China, India and Japan.

OUR INTERNATIONAL DEPARTMENT SERVICES

- Company law: formation of companies, creation of subsidiaries and/or branches of Spanish companies abroad, mergers and divisions of Spanish companies with foreign companies, joint enterprises, joint-ventures, etc.
- International contracting; civil and commercial contracts: agency, distribution, international sale of goods, contracts for the execution of works and provision of services
- Intermediation in international business transactions
- Technology transfer contracts (know-how)
- Marketing agreements
- International franchise agreements
- Out-of-court settlement of disputes in international contracts: Applicable jurisdiction and international arbitration
- International recruitment of employees and posting Spanish workers abroad
- Protection of Competition in cases of cartels and anti-competitive agreements (antitrust) before national and regional bodies and courts
- We also offer an INTERNATIONAL LEGAL PLAN: Legal and tax advisory service for companies operating internationally



HISPACOLEX HOLDS THE AENOR QUALITY MANAGEMENT CERTIFICATE

AENOR, Spain's leading certification body, annually verifies the effectiveness of HISPACOLEX's Quality Management System based on Standard ISO 9001, which was implemented at the firm in 2006, earning it the title of most innovative legal consultancy services company in eastern Andalusia.



HISPACOLEX HOLDS THE AENOR CRIMINAL COMPLIANCE CERTIFICATE

In December 2019 HISPACOLEX was awarded AENOR certification for its Criminal Compliance Management System under Standard UNE-ISO 19601. The scope of the crime prevention certificate includes the provision of legal advice and assistance in the fields of civil, commercial, criminal, labour, administrative and insurance law.

It also encompasses the commitments on Prevention of Money Laundering and Good Governance set out in the firm's Code of Ethics, with ethical standards that take into consideration not only the interests of HispaColex but also the needs and expectations of its stakeholders.

HISPACOLEX's Quality and Criminal Compliance certificates, implemented at our premises in Granada, Málaga and Jaén, attest that we are a business organisation that operates within strict ethical and regulatory compliance parameters for the prevention and deterrence of the commission of crimes.

HISPACOLEX has substantial Cyber Risk Insurance coverage against economic and reputational damage arising from any kind of incident in the information systems, underpinned by stringent computer security requirements and daily monitoring of our digital operations to prevent the consequences of cyber-attacks.

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Partner of

