

SOFTLANDING FOR COMPANIES IN MEXICO  
(Comprehensive service for your company)

SoftLanding is modular; you can choose what require according to your circumstances. The service can include, from creating the company, to providing a registered office, going through solving contractual, accounting needs or the appointment of a legal representative that helps them with the day-to-day business.

Softlanding Service			Fees (Monthly payment)
1	<div>Electronic Corporate Books</div> <div>Fixed service designed for the Compliance of Annual Corporate Obligations of the Company. Take your seats in order and generate your shareholders’ meetings. Meet the <a href="#">detail of the services and discounts offered by the Tracer Platform</a>.</div> <div>Hire: Yes No</div>	<div>Tracer Platform</div> <div>All-inclusive monthly membership to the <a href="#">Tracer Platform</a>.</div> <div>• In registration in our Loyalty Plan.</div>	
2	<div>Accounting Package - Preoperative Startup</div> <div>An efficient service, designed to comply with the fiscal and accounting obligations of a company in pre-operative periods without activity.</div> <div>Collection of a fixed monthly amount from the following package:</div> <div>1. Monthly presentation of tax obligations (Income Tax - ISR).</div> <div>2. Monthly presentation of tax obligations (Value Added Tax - VAT).</div> <div>3. Presentation of Information Statement of operations with third parties (DIOT).</div> <div>4. Preparation and sending of electronic accounting.</div> <div>5. Basic personalized advice (Up to 1 hour per month).</div> <div>Hire: Yes No</div>	<div>Preoperative Startup Plan</div> <div>All-inclusive monthly membership according to the movements of the Accounting Package - Preoperative Startup.</div> <div>• In case of requiring a service outside of those described in the Accounting Package, an extra cost will be generated, which must be quoted independently.</div>	
3	<div>Accounting Package - Basic Startup</div> <div>An efficient service, designed to keep the basic accounting and tax processes of a company with minimal operation up to date.</div> <div>Collection of a monthly amount of the following package:</div> <div>1. Accounting Records in the system (up to 15 Accounting Policies).</div> <div>2. Monthly presentation of tax obligations (Income Tax - ISR).</div> <div>3. Monthly presentation of tax obligations (Value Added Tax - VAT).</div> <div>4. Presentation of Information Statement of operations with third parties (DIOT).</div> <div>5. Preparation and sending of electronic accounting.</div> <div>6. Preparation of invoices to clients (up to 5 issues).</div> <div>7. Monthly financial statements. The declarations will be delivered in Excel and PDF format with amounts in USD and MXN. The financial statements will include, as a minimum, the balance sheet and the cash flow results.</div> <div>8. Basic personalized advice (Up to 2 hours per month).</div> <div>Hire: Yes No</div>	<div>Basic Startup Plan</div> <div>All-inclusive monthly membership according to the movements of the Accounting Package - Basic Startup.</div> <div>• In case of exceeding the movements or services described in the accounting package, a proportional cost overrun which must be quoted independently.</div> <div>• In case of requiring a service outside of those described in the Accounting Package, an extra cost will be generated, which must be quoted independently.</div>	
4	<div>Legal Representation Service</div> <div>An efficient service to have a legal representative for any requirement and/or procedure of the company before third parties.</div> <div>Collection of a monthly amount and an additional amount per signature and time of each management;</div> <div>1. The powers are for lawsuits and collections, administrative, labor and special matters to register the Company before the Tax Administration Service (SAT) and the National Registry of Foreign Investments (RNIE).</div> <div>2. For the cancellation of the service, the power of attorney must be revoked, a cost that must be covered by the Client.</div> <div>Hire: Yes No</div>	<div>Legal Representation Plan</div> <div>All-inclusive monthly membership according to the movements of the Legal Representation Service.</div> <div>• Will be charged separately for additional signature.</div> <div>• The time to manage reason will be charged independently.</div> <div>• Legal representation does not include expenses travel, per diem or any other expense required outside the downtown area of Mexico City.</div>	
5	<div>Commissioner Service</div> <div>A service whose objective is for the operating Commissioner to comply with the obligations established in articles 164 to 171 of the General Law of Mercantile Companies in Mexico;</div> <div>1. Ensure the constitution and subsistence of the guarantee required by article 152 of the cited law.</div> <div>2. Require managers to provide monthly information that includes at least a statement of financial position and an income statement.</div> <div>3. Carry out the examination of the operations, documentation, records and other means of proof, to the extent that they are necessary to carry out the surveillance of the operations imposed by law and power yield well founded annual opinion.</div> <div>4. Present annually to the ordinary general shareholders’ meeting a report on the veracity, sufficiency and reasonableness of the information presented by the director or director, to the shareholders’ meeting itself.</div> <div>5. Generally; oversee the management, conduct and execution of the Company’s business.</div> <div>Hire: Yes No</div>	<div>Commissioner Figure Plan</div> <div>All-inclusive monthly membership according to the movements of the Commissioner Service.</div> <div>• If you require the commissary figure service, it will also be necessary to contract the accounting package.</div>	
6	<div>Fiscal Courier Reception Service</div> <div>Includes physical space for one person, tax address, custody reception and notice of correspondence.</div> <div>A lease contract is signed with the company to process the registration in the administration service.</div> <div>Hire: Yes No</div>	<div>Fiscal Domicile Plan</div> <div>All-inclusive monthly membership according to the movements of the Fiscal Courier Reception Service.</div>	
7	<div>Payroll Service</div> <div>It includes all the activities required for the accounting and tax administration of the company’s payroll.</div> <div>1. Calculation and reporting of monthly payroll amounts.</div> <div>2. Notice control.</div> <div>3. Declarations before social security agencies (IMSS/INFONAVIT/RCV and ISN).</div> <div>Hire: Yes No</div>	<div>Payroll Plan</div> <div>All-inclusive monthly membership according to the movements of the Payroll Service.</div> <div>• The service includes applicable file maintenance, data storage and report generation.</div> <div>• Does not include high or low employer before dependencies.</div>	
8	<div>Bank Management</div> <div>It includes all the activities required for the administration of the payments required in banking, including coordination with the Client to identify the transactions to be carried out and their execution.</div> <div>The administrator token will be kept by the Client.</div> <div>Transactions will only be for amounts and beneficiaries authorized by the Client.</div> <div>Hire: Yes No</div>	<div>Bank management Plan</div> <div>All-inclusive monthly membership according to the movements of the Bank management.</div> <div>• Up to 25 monthly transactions.</div> <div>• In case of requiring extra transactions, an extra cost will be generated, which must be quoted independently.</div>	
9	<div>IMSS Employer Registry</div> <div>Service to obtain employer registration before the Mexican Institute of Social Security (IMSS) and INFONAVIT. With it, compliance with the obligations established in the Social Security Law (LSS) is controlled.</div> <div>Hire: Yes No</div>	<div>IMSS Employer Registry Plan</div> <div>All-inclusive monthly membership according to the movements of the IMSS Employer Registry.</div> <div>• The Customer must provide the required information and documentation.</div>	
10	<div>REPSE registry</div> <div>Service to obtain:</div> <div>1. Registration before the Ministry of Labor and Social Welfare.</div> <div>2. Registration in the Public Register of Contractors of Specialized Services or Specialized Works.</div> <div>Hire: Yes No</div>	<div>REPSE registry Plan</div> <div>All-inclusive monthly membership according to the movements of the .</div> <div>• The Customer must provide the required information and documentation.</div>	
11	<div>Authorized Donatary (Civil Associations)</div> <div>Service to obtain authorization as an authorized donatary before the Tax Administration Service (SAT).</div> <div>Hire: Yes No</div>	<div>Authorized Donatary Plan</div> <div>All-inclusive monthly membership according to the movements of the Authorized Done.</div> <div>• The Customer must provide the required information and documentation.</div>	

- SoftLanding is modular. You can indicate the services you want to contract, according to your circumstances and needs.
- Each of the Monthly Membership amounts are set according to the volume of movements and the specific case.