



INSTRUCTIONAL MANUAL FOR FILLING FORM N ° 1 UNIPERSONAL COMPANY AND EIRL

This manual aims to guide the filling of the single form wishing to open a Sole Proprietorship or an Individual Limited Liability Company (EIRL), used in the Unified Business System for Opening and Closing Companies (SUACE).

The form must be filled out electronically, you can download it from the web: [http:// www.suace.gov.py](http://www.suace.gov.py) then print and sign in each of the pages. The filling of all the fields is obligatory, with the exception of the data specified as Optional.

The presentation of the application is made with the physical presence of the interested party or through its manager and / or agent.

I. TYPE OF PROCESS (Mark with an X the one that corresponds) **Opening: ____ Formalization: ____**
I. TYPE OF COMPANY (Mark with an X the one that corresponds)
Persona Fisica:----- EIRL:----- **N° de RUC:-----**

(In the event that the Company possesses RUC, the RUC number is completed, plus the verification digit)

II. PERSONAL DATA OF THE APPLICANT PHYSICAL PERSON (The one who wishes to open or formalize his company, according to his identity document presented)

- Names and surnames: _____
- Date of birth: _____ Nationality: _____
- Type of document: (C.I.N ° _____ Passport No. _____ Migration Card No. _____)
- Main email: --- Indicate the mail of the requesting owner.
- Business name: Indicate name of the company created by the natural person, which will be used in the legal and commercial. In the case of the EIRL, it will be the one that appears in the public deed.
- Name of Fantasy / Natural person: Commercial name, created by the physical person (it is not mandatory).

III- COMPANY'S FISCAL DOMICILE

Department: Ej. Central.

- District / City: Ej. San Lorenzo.
- Location / Company / Neighborhood: Ej. San Luis
- Address: Clarify if it is Avenue, Street, Highway, Highway, Alley, etc. with a cross street and with the corresponding number. Also clarify if it is House, Office, Shopping or Department and Floor Number if it is a building.
- Reference: Indicate if you are near some institutions, such as the Municipality, Center Health, School, Plaza, etc.
- Telephone number, low line and number of private or work telephone of the Holder

IV-CONSTITUTION DATA OF EIRL (If applicable)

- Registration EIRL Public Registry N °: Indicate registration number in the Public Registry that is recorded in the Public Deed, which is No. 1.
- Page: Indicate N ° 1.



- Date of registration or

Constitution: Indicate the date of the notarization of the Public Deed in the Notary Public, which is found on the first page of the Deed.

- Date of beginning of activities: of the EIRL in the Public Registry of Commerce, the same figure on the back of the security sheet.

- Type of backup document, mark: Public Deed, Private document, Auto interlocutory.

V-ECONOMIC ACTIVITIES: MAIN AND SECONDARY

For both the main and / or secondary activity: Describe the economic activities and indicate the code according to the International Standard Industrial Classification (ISIC). The ISIC may consult the web page of the SUACE: Classification of Activities.

VI. OPERATIONS: (Indicate if you are an importer or exporter)

VII. TAX OBLIGATIONS

- Start date of activities: Indicate the date of registration in the SUACE for sole proprietorships, indicating the date of registration in the RUC, in case it already has the same. In the case of the EIRL, indicate the date of inscription of the Public Deed in the Public Registries of Commerce, which appears on the back of the security sheet.

- Closing Month: Indicate according to the payment period of the tax obligations (April, June or December).

- Types of obligations Indicate start date of activities in the box that corresponds to the tax obligation.

	Fecha de inicio		Fecha de inicio
111. IRACIS ANNUAL GENERAL REGIME			
211. GENERAL VAT		113. IRACIS SPECIAL MONTHLY REGIME	
212. SEMESTRAL VAT		121- IRP- ANNUAL	
216. SIMPLIFIED ANNUAL VAT		134. IRAGRO REG.CONTABLE ANNUAL	
217. QUARTERLY AGRICULTURAL VAT		135. IRAGRO REG.PCR / ANNUAL MCR	
221. VAT RETENTION		141. ANNUAL IRPC	
311. ISC - GENERAL		143 TRIBUTU UNICO - MONTHLY MAKEUP	
321. ISC- COMBUSTIBLES		144- ANNUAL SIMPLIFIED REGIME	
322. MONTHLY ISC			

The closing dates of the obligations are detailed below

OBLIGATIONS	Closing Month
Small Taxpayer Income Tax (IRPC)	December
Income Tax for commercial, industrial and service activities (IRASIS), generally with the exception of	December
- Sugar mills, cooperatives that industrialize agricultural products	April
- Insurance, Beer and soda industries	June
Income Tax on Agricultural Activities (IRAGRO)	June
Personal Income Tax (IRP)	December
Value Added Tax (VAT)	Mensual
Simplified VAT	Decembere
Agricultural VAT	Trimestral
Selective Consumption Tax (ISC)	April

OBS: When the IRAGRO taxpayer is equally a taxpayer of the IRACIS, IRPC or IRP, the closing date of the fiscal year will be December 31 of each year.



VIII. DATA OF THE LEGAL REPRESENTATIVE

I. (If it is EIRL, present the data, in accordance with what is established in the article of the Public Deed or private document, where the authorization for the use of a signature is mentioned and if it is performed on behalf of the company. the power granted by Escribania).

- Type of Person: Mark if it is Representative / Signatory, Manager or Representative.
- Names and surnames: Enter names and surnames, according to the document presented.
- Type of document: Mark the one that corresponds: CIN ° - Passport N ° - Migration Card N °
- Address and number of the property: of the legal representative
- Telephone number, low line and personal or work cell number of the legal representative.
- Email: from the Legal Representative
- Type of supporting document presented. Mark the one that corresponds: Public Deed, Power of Attorney, Private Document, interlocutory Auto, others.
- Number of supporting document as Legal Representative.
- Date of Writing of the supporting document as Legal Representative.

IX. AUTHORIZED MANAGER OR PERSON TO NOTIFY

- Names and surnames: Enter names and surnames, according to the document presented.
- Type of document: Mark the one that corresponds: CIN ° - Passport N ° - Migration Card N °
- Address and property number: Authorized Manager
- Phone number, low line and personal or work cell number: - E-mail: from the Authorized Manager

X. COMPANY PATRIMONIAL INFORMATION / MIPYMES

ACCOUNTS	Expressed in Guaranies
Total Patrimonial assets	
Total Patrimonial Liability	

XI. OBSERVATIONS

- 1) If its activity diffuses or uses works or intellectual property owned by third parties, protected by International Treaties and the Intellectual Property Laws either as a primary or secondary activity (eg Clubs, Pubs, Functional music in public attention rooms) , etc.) before the start of its activity, will do so with the prior authorization of the Copyright and Related Rights Management Societies that work in our country.
- 2) In cases of use of other protected works, you must have the prior authorization of the right holders. Failure to comply with these conditions leads to the penalties provided for in Law 132/98 "On Copyright and Related Rights".



SIGNATURE OF THE APPLICANT BY THE COMPANY

Owner / Legal Representative / Representative)

The Owner or his Legal Representative must take cognizance of each of the described points, before which he / she commits to comply with the Intellectual Property laws and **DECLARES UNDER OATH** that all the data provided is true, otherwise assume the legal consequences that this implies. (Art.243 of the Paraguayan Penal Code, custodial sentence of up to 5 years).

The Holder / Legal Representative / Representative must sign with clarification of the signature, indicating:

Names and surnames.

- Document number presented.
- In the character of: Mark the one that corresponds: Owner / Legal Representative / Representative.
- Signature of the applicant:

FOR EXCLUSIVE USE OF SUACE

(These data must be filled out by the Official of the SUACE, receiver of the documentation) - Number of table of entry of documents - Date and time of entry of documents - Date of approval of the documents - Names and surnames of the official receiving the documents - Document number of the official receiving the documents - Signature and stamp of the Receiving Officer