



DOCUMENTATION TO BE SUBMITTED BY ENTREPRENEURS

- Entrepreneurs holding a visa to carry out the procedures prior to the commencement of an entrepreneurial activity:
 - Proof of being in possession of a residence visa for the commencement of an entrepreneurial activity currently in force (or at most within the ninety calendar days after its expiration).
 - Documentation attesting the registration with the Special Regime of Self-employed Workers and payment of the Economic Activities Tax.
- Entrepreneurs without a visa to carry out the procedures prior to the commencement of an entrepreneurial activity:
 - Proof of having fulfilled the legal requirements necessary to engage in the activity or, where appropriate, copies of the applications submitted (licenses, professional qualification or, where applicable, affiliation to professional associations, etc.)
 - If the entrepreneur is a holder of a permit to stay or student (stay) permit in Spain of less than six months, the entrepreneur must submit a certificate of criminal record of the country or countries in which he has resided during the last five years.
 - The business plan, which must contain at least the following elements:
 - Description of the project: business activity to be carried out, date of commencement, location, legal form of the company to be used, potential economic impact of the investment, estimate number of jobs to be created and their functions and qualifications, planned activities of sales promotion and strategy.
 - Description of the product or service: the description will be in detail and will include the innovative aspects.
 - Market analysis: market valuation and expected evolution, description of potential competitors, assessment of potential consumers and analysis of supply and demand.
 - Funding: required investment, funding sources and financial plan.
 - Added value for the Spanish economy, innovation and investment opportunities.
 - The professional profile of the applicant, in addition to the curriculum vitae submitted, should explain the involvement of the applicant in the project and the position that he will occupy in the organizational chart of the company.

This documentation is required for the issuance of the report on the entrepreneurial and business activity by the General Directorate of International Trade and Investments, **which the Office of Large Companies and Strategic Economic Sectors is requesting ex officio.**

- If the activity has started already, the applicant must submit a document proving he is registered with the Special Regime for Self-Employed Workers and payment of the Economic Activities Tax