

Company Obligations for 2019

What to do?	When	Where
Leave Schedule	January	Submit to the Directorate of Labor
Employees Nominal List	March	Web page of Ministry of Labour
Municipal Vehicle Tax	During the 1st Quarter	At the City Council's Finance Department in the area where the company's headquarter or branch office is located.(for vehicles owned by the company)
Municipal Personnel Tax	During the 1st Quarter	At the Finance Department of the Municipality for the area in which the worker is a resident.(The Municipal Personal Tax is not an obligation of the company to pay, but the company may choose to do so for its workers, especially since the amount to be paid is relatively small)
Municipal Property Tax	It is paid in two installments. The 1st from 03 to 31 January and the 2nd and last installment from 01 to 30 June 2019. Both installments can be paid in one go until 31 January.	At the Finance Department of the Municipality for the area in which the property is located(for property owned by the companies).
Municipal Economic Tax	It is paid in three installments, the 1st from 1 to 31 March, the 2nd from 1 to 31 May and the 3rd and last installment from 1 to 30 September 2019. The three installments can be paid in one go until 31 March.	At the City Council's Finance Department for the area where the company's headquarter or branch office is located .

Municipal taxes for other services (advertising, parking, etc.)	During the 1st Quarter	At the City Council's Finance Department in the area where the company's headquarter or branch office is located.
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Renewal of foreign employment contracts and DIRES

Every year the companies that have foreign employees at their service must check the expiry date of their work permit. To avoid delays and fines, we suggest that the process of renewal of the employment contracts and DIRES be started with a minimum of 60 days from the date of expiration of the contract / DIRE