

## DOCUMENTARY CHECKLIST

# 18-Month Economic Activity Compliance Filing

Documentary preparation for the three-month window following the 18-month threshold.

## § Corporate evidence

- Updated trade registration extract
- Updated beneficial-ownership statement
- Up-to-date shareholder register and any capital movements
- Board minutes for the relevant period (if applicable)

## § Activity evidence

- Audited or management accounts for the period
- Turnover schedule with customer breakdown (anonymised if needed)
- Sample invoices issued (first, mid-period, last)
- Bank statements evidencing operating receipts

## § Substance evidence

- Lease or premises agreement in Andorra
- Payroll registers and CASS contributions
- Supplier contracts evidencing local operations
- Photographs or floor plan of premises (if requested)

## § Calendar & deadlines

- Incorporation date and 18-month anchor date confirmed
- Three-month filing window dates noted in the compliance calendar
- Internal owner identified for the filing within the company

### NEXT STEP

We assemble the filing pack, coordinate with qualified Andorran professionals and return a signed-off submission within the statutory window.