



NOBOA, PEÑA & TORRES
ABOGADOS ECUADOR

FLASH LEGAL #001127

“OBLIGATIONS TO BE FULFILLED IN APRIL 2025”

Dear Clients and Friends:

Below you will find an overview of the main tax, corporate and labor obligations that must be fulfilled in April 2025:

Tax Obligations:

- Income Tax (*Impuesto a la Renta - IR*) for the 2024 Fiscal Year:
- To legal entities ("Corporations"), except for special taxpayers who must do so by April 9, it is their responsibility to declare and pay their Income Tax (IR) for the 2024 fiscal year this month, in accordance with the ninth digit of their RUC. The IR declaration must be made using Form 101, entering the corresponding values in the fields related to the Financial Statement, Income Statement, and tax reconciliation.
- Recurring Obligations:
 - During April 2025, the following recurring tax obligations must be fulfilled:
 - Monthly value added tax return for March 2025.
 - Withholding Tax Return for March 2025.
 - Special Excise Tax Return (if applicable) for March 2025.
 - Outgoing Foreign Exchange Tax Return for March 2025.
 - Simplified Transaction Annex (*ATS - Anexo de Transacciones Simplificado*) of March 2025.
 - Financial Transactions and Operations Report Annex, (*ROTEF - Reporte de Operaciones y Transacciones Económicas Financieras*) (if applicable) for March 2025.

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NOBOA, PEÑA & TORRES
ABOGADOS ECUADOR

Corporate Obligations:

- Submission of Documents to the Superintendencia of Companies, Securities, and Insurance (Superintendencia de Compañías, Valores y Seguros - SCVS):
 - Up to April 30, corporations subject to the control and supervision of the SCVS are required to submit financial and corporate information. The information to be submitted includes:
 - Financial Statements;
 - Report presented by the Legal Representative to the Shareholders Meeting;
 - Report of the Commissioner(s) of the Supervisory Board and other internal audit bodies presented to the Shareholders Meeting;
 - External Audit Report, if it is mandatory to contract such services;
 - List of Shareholders;
 - Certified Copy of the Minutes of the Shareholders' Meeting that approved the Financial Statements;
 - Foreign companies must submit a list of its Attorneys-in-fact or legal representatives must be submitted, including their full names and positions.

- Submission of Credit Sales Information:
 - National and foreign corporations subject to the control of the SCVS must electronically submit, within the first ten days of April, information regarding credit sales they conduct. This is in compliance with the Regulation for the Control of Credit Sales and the Issuance of Restricted Circulation Cards by Corporations under the Supervision of the SCVS. The information must be submitted on a quarterly basis (in January, April, July, and October, respectively) Correspondingly, the information to be submitted is for the first quarter of 2025.

Labor Obligations:

- Payment of Contributions to the Ecuadorian Social Security Institute (Instituto Ecuatoriano de Seguridad Social –IESS):
 - Contributions corresponding to March 2025 are due by April 15, 2025.

- Payment of Profit-Sharing to Workers:
 - Natural persons required to maintain accounting records and legal entities with employees under a dependent relationship must pay their workers the amount corresponding to 15% of the profit-sharing. This payment must be made by April 15. The 10% will be divided equally among all workers, regardless of their individual remuneration. The remaining 5% will be paid in proportion to their family burdens. Those who have not worked for the full year will receive a



NOBOA, PEÑA & TORRES

ABOGADOS ECUADOR

proportional amount based on their service time. For determining the profits of the obligated parties, the Income Tax (IR) declarations will serve as the basis.

- Registration of Profit-Sharing Distribution:

Ninth Digit of RUC	Payment Date	Registration Date
1,2,3,4, y 5	By April 15	From April 20 to May 20
6,7,8,9 y 0		From May 21 to June 21

- Registration of the Fourteenth Salary for the Coastal and Insular Regions:

Ninth Digit of RUC	Payment Date	Registration Date
1,2,3,4, y 5	By March 15	From March 20 to April 20
6,7,8,9 y 0		From April 21 to May 21

Obligations to other Regulatory Authorities:

- Financial And Economic Analysis Unit (*Unidad de Análisis Financiero y Económico - UAFE*):
 - The submission of monthly reports or reports of unusual transactions must be made by the corporations compliance officer. The uploading of reports for January and February of the current year will be performed on a one-time basis during this month of April.
 - Corporations that currently have a Manual for the Prevention of Money Laundering and the Financing of Crimes must update and approve it through a shareholders' meeting and register it. This does not preclude the regulatory body from requesting it at any time for review and oversight.
- Municipality of the Metropolitan District of Quito and Other Municipalities:
 - Corporations must renew their Metropolitan Unique License for the Exercise of Economic Activities (*Licencia Metropolitana Única para el Ejercicio de Actividades Económicas - LUAE*), as well as the operating patent and fire department permit for other municipalities where they have commercial activities. This does not apply to LUAEs obtained in 2024 for economic activities related to the production, processing of food products, and food services, non-food services, including printing, embroidery, maintenance, cleaning, and other specialized services subject to simplified and ordinary procedures. These licenses may operate in 2025 without requiring renewal.



NOBOA, PEÑA & TORRES

ABOGADOS ECUADOR

- Payment of the Property Tax with a 4% discount if paid within the first half of the month, and a 3% discount if paid during the second half of the month.

We hope that you find this general information helpful. Please note that it is not intended to constitute legal advice. Should you have any specific inquiries, we would be pleased to provide further assistance.

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