



**NOBOA, PEÑA & TORRES**  
ABOGADOS ECUADOR

**FLASH LEGAL #001129**

## “OBLIGATIONS TO BE FULFILLED IN MAY 2025”

Dear Clients and Friends:

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

### **Tax Obligations:**

- Filing of the Dividend Annex for Fiscal Year 2025:
  - In May, corporations incorporated in Ecuador, as well as corporations currently established in Ecuadorian territory, must file the Dividend Annex via the IRS (*Servicio de Rentas Internas – SRI*) website, which must include:
    - Profits generated during the reporting period.
    - Undistributed profits from previous periods.
    - Dividends distributed during the reporting period.
  - Additionally, information regarding dividends distributed during the reporting period that were received from foreign corporations that are neither residents nor established in Ecuador, to corporations resident or established in Ecuadorian territory, as well as to natural persons residing in Ecuador must be reported.
- 2025 Net Worth Declaration:
  - Individuals, including those not engaged in economic activities, whose total assets exceed the equivalent of 20 basic income tax exemption units (USD 241,620), and those in a conjugal partnership or de facto union whose joint assets exceed 40 units (USD 483,240), must file an annual net worth declaration online with the IRS in May, according to the ninth digit of their ID or tax registration number.



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- For this declaration, assets include movable and immovable property, rights, and shares. The relevant share in marital or de facto union property and that of unemancipated children must also be included.
- Recurring Obligations:
  - During May 2025, the following periodic obligations must be fulfilled:
    - Monthly value added tax return for April 2025.
    - Withholding Tax Return for April 2025.
    - Special Excise Tax Return (if applicable) for April 2025.
    - Outgoing Foreign Exchange Tax Return for April 2025.
    - Simplified Transaction Annex (ATS - Anexo de Transacciones Simplificado) of April 2025.
    - Financial Transactions and Operations Report Annex, (ROTEF - Reporte de Operaciones y Transacciones Económicas Financieras) (if applicable) for April 2025.

### Corporate Obligations:

- Submission of Documents to the Superintendence of Corporations, Securities, and Insurance ("SCVS"):
  - Annual information required by the SCVS should have been filed by April 30, 2025. Corporations under SCVS supervision that have not yet complied must submit their financial and corporate information, including:
    - Financial statements.
    - Report by the legal representative to the general shareholders' meeting.
    - Reports from statutory auditors, supervisory boards, or other internal oversight bodies to the shareholders' meeting.
    - External audit report, if required.
    - List of shareholders.
    - Certified copy of the minutes approving the financial statements.

Foreign corporations must submit a list of attorneys-in-fact or legal representatives, including full names and positions.

### Labor Obligations:

- Unclaimed Profit Deposits:
  - All employers must deposit, by May 15, 2025, any unclaimed profit shares corresponding to the 2024 fiscal year into a corporate bank account designated exclusively for this purpose.



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- The employer is required to publish, annually and within a maximum of five (5) days from the date of deposit of the unclaimed profits into the National Financial System account, a list of employees or former employees who have not directly collected their profit shares. This publication must appear in a newspaper of wide national or local circulation.
- For profit shares from the 2023 fiscal year that were deposited in 2024 into the designated corporate bank account and have not been withdrawn by beneficiaries, the employer must transfer the remaining balance to the bank account of the Ecuadorian Social Security Institute (Instituto Ecuatoriano de Seguridad Social –IESS) designated for this purpose, no later than May 15, 2025.
- Payment of Contributions to the Ecuadorian Social Security Institute:
  - Contributions corresponding to April 2025 are due by May 15, 2025
- Registration of the Fourteenth Salary Report for the Coastal and Insular Regions:
  - Employers in the Coastal and Insular regions who paid the fourteenth salary to their employees in April 2025 must register this payment in the SUT (*SUT – Sistema Único de Trabajo*) platform, according to the ninth digit of their Tax ID Number, within the following periods:

FOURTEENTH SALARY COASTAL AND INSULAR REGIONS		
Ninth Digit of RUC	Payment Date	Registration Date
1,2,3,4, 5	By March 15	From March 20 to April 20
6,7,8,9, 0		From April 21 to May 21

- Registration of Profit-Sharing Distribution Report:
  - Employers who paid profit sharing to their employees in April 2025 must register this payment in the SUT platform, according to the ninth digit of their Tax ID Number, within the following periods:

Profit Sharing		
Ninth Digit of RUC	Payment Date	FECHA DE REGISTRO
1,2,3,4, 5	By April 15	From April 20 to May 20
6,7,8,9, 0		From May 21 to June 21

### Obligations to other Regulatory Authorities:

Quito: Av. República de El Salvador N 36-230 y Av. Naciones Unidas,  
Edificio Citibank, 2do piso. Teléfono: (593-2) 2 970-193 / 195 / 198 / 199  
Guayaquil: Junín 114 y Malecón Simón Bolívar, Edificio Torres del Río, 8vo piso.  
PBX: (593-4) 2 300-814



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- Financial And Economic Analysis Unit (*Unidad de Análisis Financiero y Económico - UAFE*):
  - The corporation's compliance officer must submit monthly reports or reports of unusual transactions.
  - 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:
  - Renewal of the Metropolitan Unique License for the Exercise of Economic Activities (*Licencia Metropolitana Única para el Ejercicio de Actividades Económicas - LUAE*) must be completed, as well as the business operating license and fire department permit where applicable, for other municipalities in which the corporations conduct 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.
  - Payment of the Property Tax with a 3% discount if paid within the first half of the month, and a 2% 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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