



NOBOA, PEÑA & TORRES
ABOGADOS ECUADOR

FLASH LEGAL # 001177

OBLIGATIONS TO BE FULFILLED IN FEBRUARY 2026

Dear Clients and Friends:

Below you will find an overview of the main tax, corporate and labor obligations that must be fulfilled in February 2026:

Tax Obligations:

- Submission of Personal Expenses Annex:
 - Individuals who utilize the deduction for their personal expenses against their Income Tax liability must submit information regarding their personal expenses. This requirement applies even to those in an employment relationship. The deductions must not exceed the limits established for each type of expense (deductible personal expenses include those related to housing, education, health, food, and clothing). Please note that you may deduct your personal expenses, as well as those of your spouse or partner and dependent children under the age of majority or with disabilities, provided they do not earn taxable income and are financially dependent on the taxpayer.
- Submission of Final Beneficiaries and Corporate Structure Report (*Reporte de Beneficiarios Finales y de Composición Societaria - REBEFICS*):
 - Companies, branches of foreign companies residing in Ecuador, and permanent establishments of non-resident foreign companies are required to submit the REBEFICS. This report must be submitted through the Internal Revenue Service (Servicio de Rentas Internas - SRI) website by February 28, according to the ninth digit of the Single Taxpayer Registry (*Registro Único de Contribuyentes - RUC*), with information corresponding to the immediately preceding fiscal year. Failure to comply with this obligation will result in consequences regarding the income tax rate and the application of corresponding penalties in accordance with current regulations.

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

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- Recurring Obligations
 - During February 2026, the following recurring tax obligations must be fulfilled:
 - Monthly Value Added Tax return for January 2026.
 - Withholding Tax Return for January 2026.
 - Special Excise Tax Return (if applicable) for January 2026.
 - Outgoing Foreign Exchange Tax Return for January 2026.
 - Simplified Transaction Schedule (*ATS - Anexo de Transacciones Simplificado*) of January 2026.
 - Financial Transactions and Operations Report Annex, (*ROTEF - Reporte de Operaciones y Transacciones Económicas Financieras*) (if applicable) for January 2026.

Corporate Obligations

- Submission of the Foreign Companies Registry:
 - Ecuadorian companies whose shareholders are foreign legal entities are required to submit the following documents to the Superintendencia de Compañías, Valores y Seguros (*SCVS*) by February 5:
 - A certificate of legal existence issued by the competent authority of the entities' country of origin, duly legalized or apostilled; and
 - A complete list of all shareholders or members, which must include the following details for each individual: full names, marital status, nationality, address, and email until reaching the ultimate beneficiary. This list must be certified by a public notary and legalized or apostilled.
 - If the foreign company is registered on one or more foreign stock exchanges, it must submit a sworn declaration regarding:
 - The registration of the foreign company on the stock exchange(s); and
 - The total capital, confirming that it is exclusively represented by shares or nominative titles.
 - If there are no changes to the information provided for the fiscal year 2025, instead of this list, the legal representative of the Ecuadorian corporation must submit a sworn declaration to that effect.
 - Foreign companies that are shareholders of an Ecuadorian company and do not have a permanent establishment in the country must designate an attorney-in-fact. This power of attorney must be apostilled or legalized before an Ecuadorian Consulate in the corporation's country of origin.



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- This obligation must be fulfilled within the first five days of February. If the Ecuadorian corporation does not receive the aforementioned documents from its foreign shareholders, the company must comply with it indicating which shareholders have failed to comply.
- Ordinary General Meeting of Shareholders:
 - In accordance with the provisions of the Companies Law, companies incorporated in Ecuador must hold the Ordinary General Meeting of Shareholders within three months following the end of the company's fiscal year, that is, by March 31.
 - The Ordinary General Meeting must address and resolve the following matters:
 - The management report;
 - The commissioner's report (if this position is included in the company's bylaws);
 - Financial statements;
 - The report of External Auditors (if applicable);
 - Independent report from External Auditors for companies subject to the Financial and Economic Analysis Unit (*Unidad de Análisis Financiero y Económico - UAFE*) regulations and reporting on money laundering;
 - Companies that currently have their Manual for the Prevention of Money Laundering and Financing of Crimes must update and approve it through a meeting of shareholders;
 - The allocation of the results for the fiscal year 2025;
 - Any other matters included in the notice of meeting.
 - Please consider the following:
 - Meetings of the Ordinary General Meeting of Shareholders must be convened with at least five days' notice and by means established in the company's bylaws and must also be notified via email previously registered with the corporation.
 - Shareholders may waive the notice requirement, provided that 100% of the shareholders of the company are present.
 - There must be at least five days between the date of publication or notification of the meeting notice and the Ordinary General Meeting (unless otherwise specified in the Bylaws). For the publication of the notice, counting deadlines, and holding the Ordinary General Meeting, all days are considered business days.
 - Telecommunication means may be used.
 - All sessions of the Ordinary General Meetings of Partners or Shareholders must be recorded on magnetic media and incorporated into the respective file, unless it is a universal meeting (where 100% of the company's share capital is present), in which case recording is not required.



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- The commissioners will be summoned, and the external auditors will be informed (if applicable).
- External Audit Report on Compliance and Effectiveness of the Anti-Money Laundering, Terrorism Financing, and Other Crimes Prevention System:
 - Companies with assets equal to or exceeding USD 500,000, or whose reported income or transactions to the UAFE exceed one million dollars during the audited period corresponding to the previous fiscal year, and whose activities qualify them as obligated subjects to report to the SCVS, must engage an external audit to review the compliance and effectiveness of their anti-money laundering, terrorism financing, and other crimes prevention system.
 - The resulting audit report must be presented to the general meeting of shareholders and must be submitted to the SCVS through the online processing portal on its website, using the access credentials of the obligated subject, by May 30. Failure to comply with this obligation will affect the company's Certificate of Compliance with Obligations (*Certificado de Cumplimiento de Obligaciones - CCO*).
- Qualification of the Compliance Officer:
 - Companies whose activities qualify them as obligated subjects to report to the SCVS regarding anti-money laundering must qualify their compliance officer in the online processing portal on the website of the regulatory authority, using the access credentials of the legal representative of the obligated subject. Non-compliance with this obligation will be noted in the CCO issued by the SCVS.

Labor Obligations

- Payment of Contributions to the Ecuadorian Social Security Institute (*Instituto Ecuatoriano de Seguridad Social - IESS*):
 - Contributions corresponding to January 2026 are due by February 15, 2026.
- Registration of the Payment of the Thirteenth Salary:

Ninth Digit	Payment Date	Registration Date	
		From	To
1, 2, 3, 4, 5	By December 24, 2025	January 5, 2026	February 5, 2026
6, 7, 8, 9, 0		February 6, 2026	March 6, 2026



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Obligations to other Regulatory Authorities

- 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
 - Payment of the Urban Real Property Tax with an 8% discount if paid within the first half of the month, and a 7% discount if paid during the second half of February.

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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