

ACCOUNTING, CONSULTING AND LEGAL

Oporto Accounting

Your Business, our challenge!

Agenda

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The *Operational Partner* for International Companies

Since 2006, Oporto Accounting has worked alongside international companies building their presence in Portugal. We have worked with founders, SMEs, investors, startups, and multinational businesses, providing practical guidance, reliable local execution, and clear financial information. coordinated team.

We go beyond accounting. We take the time to understand each client's business, objectives and challenges, providing integrated support across financial, operational and compliance matters through a single, coordinated team.

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At Oporto Accounting, we are an agile structure that combines innovation with human proximity. Our mission is to transform technical rigor and financial information into a true management asset, building relationships of partnership, trust, and growth with each client.

Bruno Varajão

CEO, PARTNER & FOUNDER
AT OPORTO ACCOUNTING



03 · OUR LEADERSHIP



BRUNO VAREJÃO
CEO, Founder & Partner



ODETE SILVA
CHRO & Partner



PEDRO MENDES DA CUNHA
CLO & Partner



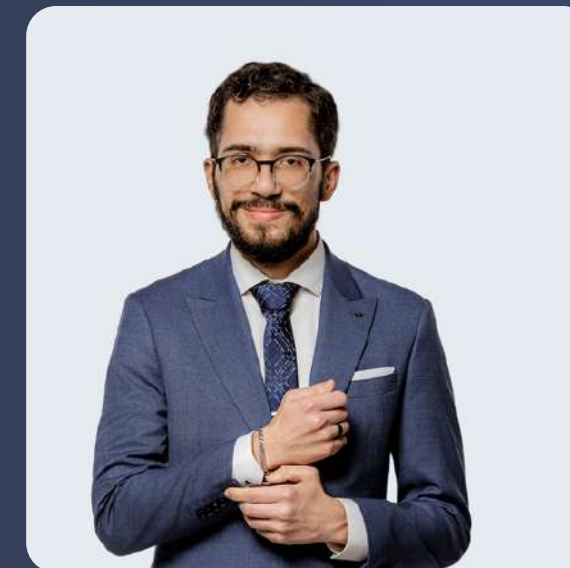
CARLOS ARAÚJO
COO & Partner

One Team Working by Your Side

*A multidisciplinary team working closely with you
across every area of your business in Portugal.*



CATARINA FERNANDES
CFO



DIOGO ESPIRITO SANTO
Accounting Operations Manager



LILIANA CARVALHOSA
Accounting Operations Manager

Local Expertise, Global Mindset

+420

Clients

+24

Nationalities

+3 500

Payroll

+30

Dedicated specialists

20

Years of experience



Who We Work With

Expats, Relocators & Freelancers

Tax registration, social security and compliance for the self-employed.



SMEs & Scale-Ups

Integrated financial management, reporting and advisory as you grow.



Multinational Businesses

Local entity setup, transfer pricing and cross-border compliance.



Early-Stage Startups

Company formation, VAT setup, payroll onboarding and monthly accounting.



Experience Across *International Industries*

Every industry operates within its own regulatory, payroll and tax framework in Portugal. Understanding these sector-specific requirements is essential from the outset.

Aeronautics

Healthcare

Pharmaceutical

Technology

SaaS

AI Startups

Production

Commercial

Construction

Distribution

Tourism

Real Estate

Global Partners

Part of a network of organisations supporting start-ups and international companies as they establish and develop their operations in Portugal



UNITED KINGDOM

KALA-ATKINSON

UNITED STATES

GEOS GEOS International



STRATEGIC NETWORK IN PORTUGAL

Invest Porto.

inovagaia

Our Services

A Complete Corporate
Services Platform

*One point of contact
across every service.*

Business Setup +

Practical support throughout the company setup process, from incorporation and initial registrations to the first steps required to begin operating in Portugal

Accounting +

Ongoing accounting, tax compliance and financial reporting, with direct access to your accounting team.

Payroll +

Reliable payroll processing, employee reporting and statutory compliance, supported by specialists team.

HR Support Services +

Practical HR guidance and administrative support across the employee lifecycle to day-to-day HR matters.

Treasury +

Structured management of payments, cash flow and financial deadlines, supported by clear communication.

Consultancy +

Business-focused advice on grants, public funding, tax incentives and other administrative or strategic requirements.

Corporate Services +

Ongoing support with corporate compliance, statutory obligations, company changes and administrative matters.

Company Incorporation

1 PLAN & STRUCTURE



- Legal form and ownership
- Shareholder and management structure
- Company name
- Business activities
- Share capital
- Registered office

3 COMPLETE REGISTRATIONS



- Beneficial ownership registration (RCBE)
- Tax registration and commencement of activity
- Social Security registration, where applicable
- Other registrations required for the business activity

2 INCORPORATE THE COMPANY



- Articles of Association
- Company incorporation
- Commercial Registry registration
- Company identification and registration
- Permanent Commercial Certificate

4 GET READY TO OPERATE



- Certified accountant appointment
- Accounting and tax setup
- Business bank account coordination
- Invoicing processes
- Payroll setup, where applicable
- Financial reporting and ongoing compliance

Accounting

Bookkeeping

Recording of sales, purchases, expenses, journals, accruals, prepayments and other business transactions.

Bank & Card Reconciliation

Posting of sales, purchases, expenses, journals, accruals, prepayments and other business transactions.

Accounts Receivable

Invoice tracking, ageing schedules, receipt allocation, credit notes and visibility over overdue balances.

Accounts Payable

Supplier entry, due-date monitoring, reconciliation, payment scheduling and liability reporting.

Corporate Tax-Ready Records

Structured ledgers, expense documents, fixed-asset records and supporting schedules.

Payroll Accounting

Payroll journals, employee-cost allocation, accruals and reconciliation of payroll liabilities.

Month-End & Reporting

Closing adjustments, control-account reviews and periodic financial and management reporting.

Inventory & Fixed Assets

Inventory movements, asset registers, depreciation, disposals and related reconciliations.

HR Support

Employee Onboarding & Records



Specialised accounting, reporting and compliance, with direct access to your team.

HR Procedures & Compliance



Support with internal HR procedures, offboarding documentation and administrative obligations in Portugal.

HR Management Portal



Centralised access to employee information and key administrative processes.

Leave & Absence Management



Administration of annual leave, absences and other employee-related events.

Payroll Coordination



Communication of employee changes, absences and monthly information to the payroll team.

Premium HR Helpdesk



Direct access to an HR specialist who knows your company, supporting employees and management with day-to-day queries.

Treasury

Payment Planning & Scheduling



Specialised accounting, reporting and compliance, with direct access to your team.

Tax & Social Security Payments



Preparation and execution of payments to the Portuguese Tax Authority and Social Security within the applicable deadlines.

Direct Treasury Support



You have direct access to a dedicated treasury specialist who knows your company and its payment processes

No chatbots, generic contact forms or impersonal ticket queues.

Payroll & Supplier Payments



Execution and follow-up of salary-related amounts, supplier invoices and other approved company payments

Treasury Monitoring & Reporting



Clear records of treasury movements and ongoing visibility over payment status, upcoming commitments and outgoing cash flow.

Payroll

Payroll Guidance & Support



Direct access to a payroll specialist familiar with the company, providing practical guidance on payslips, calculations, deductions, statutory obligations and day-to-day payroll queries.

Payroll Processing



Gross-to-net calculations covering salaries, allowances, bonuses, deductions, absences and employee changes.

Tax & Social Security Compliance



Calculation and reporting of income tax withholding and Social Security contributions within statutory deadlines.

Payslips & Payroll Records



Preparation of payslips and maintenance of clear, organised and accessible payroll documentation.

Payroll Reporting & Simulation



Payroll summaries, employer cost breakdowns and salary simulations supporting financial planning.

Consultancy

NISS & Social Security Registration



Support with obtaining Portuguese Social Security identification numbers for shareholders, directors and employees.

EORI & Customs Registration



Registration support for companies carrying out import, export or other customs-related activities within the European Union.

Business Licences & Regulatory Support



Guidance and coordination for licence applications, renewals and requirements related to the company's activity.

SME Certification



Support with obtaining and maintaining SME certification for access to eligible incentives and support programmes

Grants & Funding Advisory



Identification of suitable funding programmes and initial assessment of the company's eligibility and investment plans.

Tax Benefits & Incentives



Assessment of available tax benefits and incentive measures aligned with the company's activity and planned investment

Corporate Services

Dissolution & Company Closure



Coordination of corporate decisions, liquidation procedures, statutory filings and formal company closure.

Corporate Governance & Records



Preparation and maintenance of corporate resolutions, minutes, statutory records and recurring company documentation.

Corporate Changes & Filings



Company name, registered office, business activity, management and other changes requiring corporate documentation or registration.

Shareholder & Capital Services



Coordination of share transfers, ownership changes, capital increases or reductions and related documentation

Registered Office Services



Provision and administration of the company's registered office and management of official corporate correspondence.

Oporto Accounting

Your Business, our challenge!

Let's start your business in Portugal ➤

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LISBOA

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REMOTE SUPPORT

Ongoing support from anywhere