

ABOUT US

# **COLEGIO DE GESTORES ADMINISTRATIVOS DE MÁLAGA**

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# OUR HISTORY



## 01. OUR HISTORY

Established in 1953, Colegio Oficial de Gestores Administrativos de Málaga is an entity governed by public law aimed at representing the general interests of trade members, organising and coordinating the practice of the profession, defending the professional interests of agent services, and ensuring that the rights of the recipients of administrative agent services are respected.

One of the Association's main challenges is to offer training options to association members, as the backbone of the organisation's everyday activity. Colegio de Gestores Administrativos has been working steadily with the Public Administration for some time to develop e-services and facilitate administrative procedures.

## 02. CSR: COMMITTED

'Professional associations should be committed to society.' Under this slogan, the Association takes corporate social responsibility action and builds strong ties to such organisations as Red Madre Málaga, Zapas Solidarias, Bichos Runners, Economato Pilar Galera, Hermanitas de los Pobres and Cofradía El Rescate.





03.  
OUR GOVERNING BODY



**D. Daniel  
Quijada Rodríguez**

CHAIRMAN



**D. José Manuel  
Casero Ruíz**

FIRST  
BOARD  
MEMBER



**Dª María José  
Cobos Mayorga**

SECOND  
BOARD  
MEMBER



**Dª Regina  
López Castilla**

THIRD  
BOARD  
MEMBER



**Dª Virginia  
Martín Lara**

DEPUTY  
CHAIRMAN



**D. José Ignacio  
Jiménez Jiménez**

SECRETARY



**D. Antonio  
Huertas Segador**

DEPUTY  
SECRETARY



**Dª Rafaela  
Jiménez Molina**

FOURTH  
BOARD  
MEMBER



**Dª Lourdes  
Molina Díaz**

FIFTH  
BOARD  
MEMBER



**Dª Lucía  
Fernández Martín**

SIXTH  
BOARD  
MEMBER



**D. Rafael  
Luque Jaime**

TREASURER



**D. Cristóbal  
González Luna**

ACCOUNTANT



**Dª Teresa  
Segura Chacón**

SEVENTH BOARD MEMBER



**Dª Inés  
Atencia Robledo**

LEGAL ADVISOR



# OUR TRADE





## 04. OUR TRADE

Gestores administrativos are highly qualified, legally recognised professionals who can advise SMEs, freelance workers and individuals on Public Administration procedures. Gestores administrativos hold degrees in Law, Economics, Political Science or Business Administration who have in addition passed a professional admission exam and are members of a professional association. Gestores administrativos associations acts like an insurance liability, backing up their members and promoting both their and their clients' interests. Also, they offer lifelong professional training to keep members abreast of regulatory updates.

Gestores administrativos give people professional advice on how to deal with a wide range of administrative procedures in a quick and easy way, saving time and money.



## **05.** **GESTORES ADMINISTRATIVOS SERVICES**



TRAFFIC AND TRANSPORTATION



ACCOUNTING AND TAX ADVICE



EMPLOYMENT ADVICE



ADVICE TO FOREIGN NATIONALS



TITLE DEEDS AND RECORDS





## **06.** **SERVICES TO ASSOCIATION MEMBERS**

Colegio de Gestores Administrativos de Málaga is a dynamic organisation, offering a wide range of services to its members, improving their professional skills and thus helping them provide better services to citizens. Association member services include:

- ASSOCIATION MEMBER SERVICE ON SITE, BY PHONE AND OVER THE INTERNET
- CENTRALISED SERVICES FOR PROCEDURES WITH THE DIRECTORATE-GENERAL FOR TRAFFIC
- SECRETARY'S OFFICE; BREAKING TRADE NEWS ON A DAILY BASIS
- PROCEDURES FOR REGISTRATION AS A SOCIAL COLLABORATOR OF THE TAX AGENCY
- INSURANCE POLICIES FOR ASSOCIATION MEMBERS



- TRAINING ON CURRENT LEGAL OR REGULATORY ISSUES
- LAND REGISTER INFORMATION AND PROCESSING OF CERTIFICATES OF INHERITANCE
- JOB EXCHANGE
- FILING OF TAX RETURNS IN ANDALUSIA
- OTHERS



**KEEP UP TO DATE**

## 07. KEEP UP TO DATE

### Communication: a fundamental tool for the Association

Colegio de Gestores Administrativos de Málaga considers communication to be a fundamental tool for being in touch with society today.

Being close to association members, businesses, individuals and government agencies is very important if we are to meet their needs in today's world.

You can find us on:



@tramitesmalaga



/company/tramitesmalaga



@tramitesmalaga



tramitesmalaga.com  
gestoresmalaga.com







## YOU CAN CONTACT US HERE:



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Service hours: 9am to 5pm  
Centralised service hours: 9am to 7.30pm



COLEGIO DE GESTORES  
ADMINISTRATIVOS  
DE MÁLAGA