

# 2024 HOW TO SET UP AN ASSOCIATION



**zentro**  
Espacio colaborativo | Elkarlaneko gunea



Ayuntamiento de  
**Pamplona**

**Iruñeko**  
Udala

# Where to start?

**1** By being **at least 3 people** with the same project, which is of general interest and is not for profit. Decide what you are going to do as an association.

**2** Get information on **the legal forms the association can have and decide which one to adopt:** Association, Foundation, Sports Club, Youth Association, etc.



**3** Specify the association's **geographical scope:** Navarre or the whole State. Depending on the scope, your association needs to be registered in one register or another.

**4** Consult and download the documentation you need on these websites:  
>> [Government of Navarre Register of Associations](#)  
>> [National Register of Associations](#)

NAVARRE



SPAIN

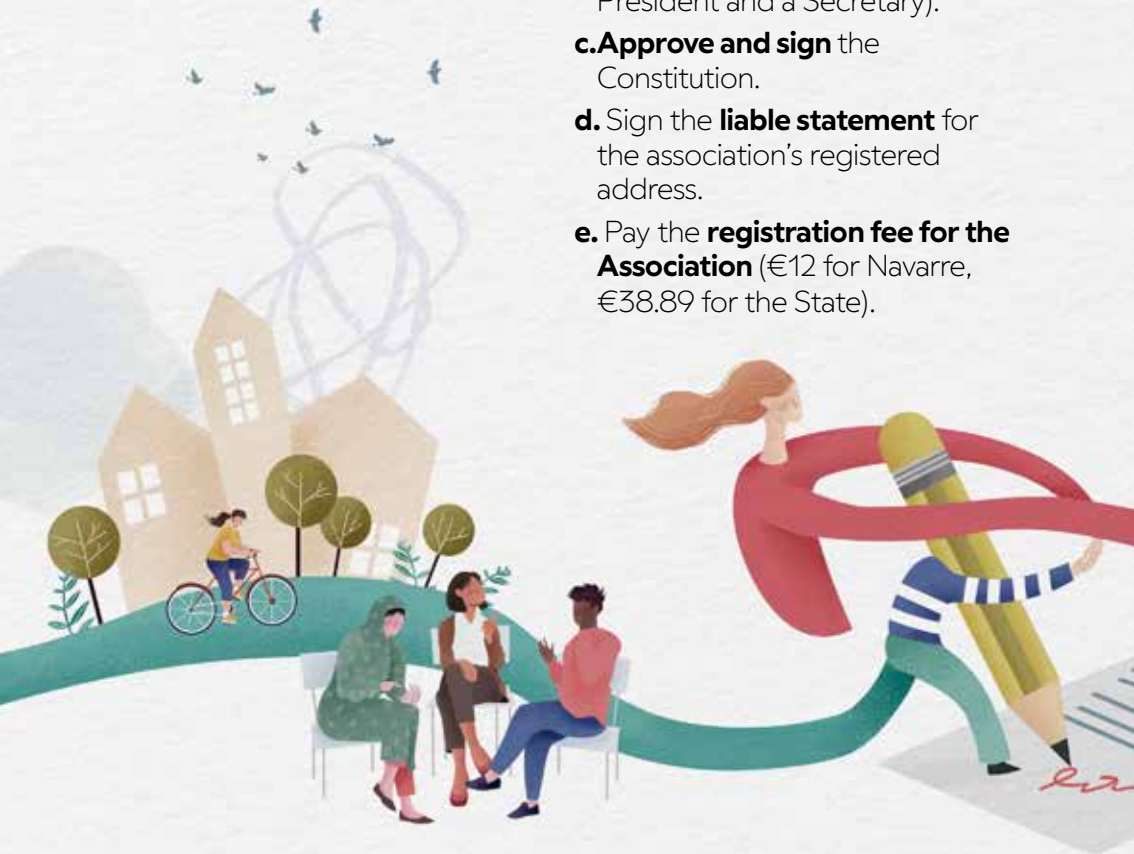


# And the next step?

**5** Read and fill in the documents. Draft your **CONSTITUTION**.

**6** Hold a **Constituent Session** where:

- You approve and sign the **FOUNDING DOCUMENT**.
- Elect the first **Board of Directors** (this will be provisional and consist of, at least, a President and a Secretary).
- Approve and sign** the Constitution.
- Sign the **liable statement** for the association's registered address.
- Pay the **registration fee for the Association** (€12 for Navarre, €38.89 for the State).



# What do we do with all this?

**7** **Submit** the documentation to the Registry of Associations of Navarre (**asociaciones@navarra.es**, **848 42 66 45**), online or in person at the Government of Navarre's Registry and Citizens' Service, or to the relevant State Registry.

**8** Apply for a **Tax Identification Number (NIF)** from the [tax office](#).



# Anything else?

**9** Ask for the Association's **electronic certificate.**

You can ask for this certificate with the Board of Directors certificate when you have registered the Association. You will need it for administrative processes and to receive notifications.




**10** If you are going to carry out **economic activities**, register with your local council for **Business tax** (IAE).

**11** Take out **CIVIL LIABILITY INSURANCE**.



**12** If you are going to have volunteer workers, take out **ACCIDENT INSURANCE** for them.

# What administrative obligations does an Association have?

- To keep an **assets inventory, members' records, accounting records and a minutes book.**
  - To hold an Annual **General Meeting.**
  - To keep the **information in the Register** up to date.
  - If you are going to work with minors, to have clean **certificates of sexual offences** for the Association's volunteers and workers.
  - Depending what activities you are going to carry out, to **pay taxes or apply for authorisation.**
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- An illustration of a person from the waist down, wearing blue trousers and a dark shoe, holding a large white rectangular sign. The person's arms are stylized with thick, colorful brushstrokes in red, blue, and green. The background is a light, textured grey.

# And then?

Once the Association is registered in the Register of Associations (Navarre or State), you can ask for it to be registered in the **Pamplona City Council Municipal Census of Civic Organisations**. In order to register, the association's registered address must be in Pamplona or it must carry out activities in Pamplona. Submit the following documentation:

- Registration **form**.
- **Certificate of registration** of the association in the Government of Navarre Register of Associations/National Register of Associations or copy of the official Decision that it will be registered.
- **Copy of the association's current constitution** approved by the Government of Navarre.
- **Copy of the association's Tax ID (NIF)**.

You can **submit the documentation** to the Pamplona City Council Registries, to its Electronic Office and or to the Electronic Registry. For more information and to [download the form](#).



# Where can we get help and more information?

At the **ZENTRO Espacio Colaborativo** collaborative space centre run by Pamplona City Council's Department of Equality, Community Action, Neighbourhoods, Civic Participation and Basque Language, located in **Palacio Condestable**, second floor, Calle Mayor 2, 31001 Pamplona. You will find the following services there:

**SIRP. Participation Information and Resource Service.** Information on resources and grants. To make posters and photocopies, availability of meeting rooms, use and loan of computers and projector, etc. Library specialised in associations and participation.

[informacion.participacion@pamplona.es](mailto:informacion.participacion@pamplona.es) ☎948 420 266

**Legal advice.** Information, guidance, advice, training and capacity-building in participation and associationism. Support to create associations.

[asesoria.participacion@pamplona.es](mailto:asesoria.participacion@pamplona.es) ☎948 420 266

**SDPC. Driving Civic Participation Service.** Personalised support for associations. Information on grants, facilitating meetings between associations and contact with Pamplona City Council, focal point for proposals from associations, etc.

[servicio.dinamizacion@pamplona.es](mailto:servicio.dinamizacion@pamplona.es) ☎948 420 464

**Plaza ON. Municipal Volunteer Service.** To do voluntary work in associations and/or different projects, and to ask for volunteers for association activities.

[plazaon@pamplona.es](mailto:plazaon@pamplona.es) ☎948 420 493

You can also get information on Pamplona City Council's website for associations:

<https://asociaciones.pamplona.es/>

**Good luck with your project!  
We look forward to seeing you!**

