



**Confartigianato**  
ASSIMPRESE  
Bologna Metropolitana

**A.L.I.**  
Associazione Legali Immigrati



**I NOSTRI  
ORARI**

Siamo aperti il giovedì  
dalle ore 16 alle 20  
e il sabato  
dalle ore 10 alle 14  
Telefono:  
+39 051252837  
sportello@bolognaimprese.com

**OUR  
OPENING  
HOURS**

We are open Thursdays  
from 16.00 to 20.00,  
and Saturdays  
from 10.00 to 14.00  
Telephone no.:  
+39 051252837  
sportello@bolognaimprese.com

**NOS  
HORAIRE**

Nous sommes ouverts  
le jeudi de 16h à 20h  
et le samedi  
de 10h à 14h  
Téléphone:  
+39 051252837  
sportello@bolognaimprese.com

**SPORTELLO  
IMPRESE**

Bologna  
Metropolitana



**Confartigianato**  
ASSIMPRESE  
Bologna Metropolitana

**BUSINESS  
ADVISORY  
CENTRE**  
Metropolitan  
Area of Bologna

**GUICHET  
ENTREPRISES**  
Bologne  
Métropolitaine

**Italiano**  
**English**  
**Français**

**Via Lianori 16/B, Bologna**



**HOW TO  
FIND US**

**OÙ NOUS  
TROUVER?**

**DOVE  
SIAMO?**

Le Guichet  
Entreprises fournit  
des informations,  
advice and services,  
regardless of where  
they are from,  
to all those who  
wish to start up  
a business in the  
Metropolitan Area  
de la Ville  
de Bologne.  
de Bologne.  
de Bologne.

**DE QUOI  
S'AGIT-IL?**

**ABOUT THE  
BUSINESS  
ADVISORY  
CENTRE**

Lo Sportello  
Imprese offre  
informazioni,  
consulenze  
e servizi a tutti  
coloro che,  
indipendentemente  
dalla loro  
provenienza,  
intendono  
avviare un'attività  
nell'area della Città  
Metropolitana  
di Bologna.

**COS'È?**



**Confartigianato**  
ASSIMPRESE  
Bologna Metropolitana

## I NOSTRI SERVIZI ALLE IMPRESE

- Contabilità e consulenza fiscale
- Bilanci annuali e straordinari
- Dichiarazioni obbligatorie ai fini fiscali
- Consulenza in materia contabile e fiscale e nei contenziosi sul pagamento dei tributi
- Gestione delle paghe e dei rapporti di lavoro
- Calcolo delle retribuzioni mensili con relativa tenuta delle scritture contabili ai fini previdenziali e assistenziali (*Inps e Inail*)
- Consulenza nelle pratiche che riguardano il personale
- Affiancamento nelle vertenze del lavoro e in caso di ispezioni e verifiche
- Assistenza nei rapporti con gli Enti nazionali (*Inps, Inail, Dpl, Camera di Commercio*)
- Check-up medico del personale e consulenza sui sistemi di gestione della salute, Haccp, medicina del lavoro e gestione ambientale
- Corsi di formazione obbligatoria per la sicurezza in azienda (*lavoratori, prevenzione incendi, primo soccorso, preposti, dirigenti, Rls, datori di lavoro*) e corsi di addestramento e apprendistato

## WE PROVIDE BUSINESSES WITH THE FOLLOWING SERVICES

- Accounting and tax advice
- The drafting of annual and extraordinary financial statements
- The filling out of tax returns
- Advice on accounting and tax matters, and in regard to disputes concerning tax payments
- The management of wages and of labour relations.
- The calculation of monthly salaries and the corresponding book-keeping for national insurance and pension purposes (*INPS – the Italian Social Security Authority, and INAIL – the Italian Workers Compensation Authority*)
- Advice on formalities regarding employees
- Assistance with labour disputes, and in cases of company inspections and audits
- Assistance in relations with national Authorities and Institutions (*INPS – the Italian Social Security Authority, INAIL – the Italian Workers Compensation Authority, the Department of Labour, and the Chamber of Commerce*)
- Medical check-ups for employees, and advice on health management systems, HACCP, occupational medicine and environmental management
- Mandatory training courses regarding company safety (*employees, fire prevention, first aid, persons in charge, executives, workers' health and safety representatives, employers*), job training and apprenticeship courses

## NOS SERVICES AUX ENTREPRISES

- Comptabilité et conseil fiscal
- Budgets annuels et spéciaux
- Déclarations fiscales obligatoires
- Conseil en matière comptable et fiscale et en cas de contentieux concernant le paiement des impôts
- Gestion des payes et des rapports de travail.
- Calcul des rémunérations mensuelles avec tenue des écritures comptables à des fins de prévoyance sociale et d'assurance contre les accidents du travail (*Inps et Inail*)
- Conseil au sujet des dossiers concernant le personnel
- Aide à la gestion des conflits de travail et en cas d'inspections et de contrôle
- Assistance pour les relations avec les organismes nationaux (*Institut national de prévoyance sociale, institut national d'assurance contre les accidents du travail, Direction territoriale du travail, Chambre de Commerce*)
- Visite médicale du personnel et conseil sur les systèmes de gestion de la santé, HACCP, médecine du travail et gestion de l'environnement.
- Cours de formation obligatoires pour la sécurité en entreprise (*travailleurs, prévention contre les incendies, premiers secours, responsables, chefs d'entreprise, représentants des travailleurs pour la sécurité, employeurs*) et cours de formation et d'apprentissage

## I NOSTRI SERVIZI AGLI IMPRENDITORI IMMIGRATI

- Assistenza per la compilazione di tutti i documenti e i moduli per una corretta permanenza in Italia: permessi di soggiorno, conversione della patente di guida, cittadinanza, riconoscimento del titolo di studio conseguito all'estero, ricongiungimenti familiari, decreto flussi stagionale, contatti con la questura e la prefettura, ecc.
- Pratiche legate al lavoro: assicurazioni, calcoli sulla futura pensione, indennità, domande di pensione, assistenza per gli infortuni sul lavoro e malattie professionali, gestione del periodo di malattia e consulenza su assistenza sanitaria.
- Assistenza Fiscale (Caaf) per la compilazione di tutti i documenti per le imposte italiane.
- Servizi legali civili, penali e immigrazione per persone e imprese.
- Supporto alla creazione di nuova impresa e solidarietà generazionale d'impresa

### **TRADUZIONI E INTERPRETARIATO**

Traduzioni scritte dalle/per le seguenti lingue: Albanese, Arabo, Bangla, Bulgaro, Cinese, Filippino, Francese, Hindi, Inglese, Persiano, Polacco, Portoghese, Rumeno, Russo, Serbo-croato, Slovacco, Spagnolo, Urdu, Ucraino. Interpretariato legale, commerciale, per fiere e assistenza in missioni all'estero, e di asseverazione (Certificazione) presso i tribunali.

## OUR SERVICES FOR IMMIGRANT ENTREPRENEURS

- Assistance with the filling out and completion of all documents and forms required for immigrants wishing to live and work in Italy: residence permits, conversion of driving licences, citizenship, recognition of foreign academic qualifications, family reunification, flows decree for seasonal workers, contacts with police headquarters and the prefectural offices, and so on
- Employment formalities: insurance policies, calculation of future pensions, indemnities, pension applications, assistance in regard to labour accidents and professional illnesses, management of periods of illness, and advice on healthcare matters
- Assistance with tax matters (CAAF – authorised tax centres) in regard to the completion of all Italian tax documents and forms
- Legal assistance with regard to civil, criminal and immigration matters, for both individuals and businesses
- Support with start-ups and with business solidarity across generations

### **TRANSLATION AND INTERPRETING SERVICES**

Written translations from/into the following languages: Albanian, Arabic, Bangla, Bulgarian, Chinese, Filipino, French, Hindi, English, Farsi, Polish, Portuguese, Rumanian, Russian, Serbo-Croatian, Slovak, Spanish, Urdu, Ukrainian. Legal interpreting, business interpreting, interpreting at trade fairs and on foreign business trips, and for the swearing (certification) of documents with courts of law.

## NOS SERVICES AUX ENTREPRENEURS IMMIGRÉS

- Aide à remplir tous les documents et les modules pour un séjour réglementaire en Italie : permis de séjour, échange du permis de conduire, citoyenneté, reconnaissance des diplômes obtenus à l'étranger, regroupements familiaux, décret des flux saisonniers, contacts avec le commissariat et la préfecture, etc.
- Dossiers liés au travail : assurances, calculs des points de retraite, indemnités, demandes de retraite, aide pour les accidents sur le lieu de travail et maladies professionnelles, gestion de la période de maladie et conseil sur l'assurance maladie
- Aide Fiscale (Centre agréé d'assistance fiscale) pour aider à remplir tous les documents pour les impôts italiens.
- Consultations juridiques civiles, pénales et immigration pour les personnes et les entreprises.
- Aide à la création d'une nouvelle entreprise et solidarité générationnelle d'entreprise

### **TRADUCTION ET INTERPRÉTARIAT**

Traductions écrites de/vers les langues suivantes : Albanais, Arabe, Bengali, Bulgare, Chinois, Filipino, Français, Hindi, Anglais, Persan, Polonais, Portugais, Roumain, Russe, Serbo-croate, Slovaque, Espagnol, Ourdou, Ukrainien. Interprétariat juridique, commercial, pour les salons et aide pour les missions à l'étranger et d'assermentation (Certification) auprès des tribunaux.