



2025 Service Brochure

CREATURA – Critical thinking

We are an international consulting firm that provides **technical assistance to aid the resilience of civil society, committed to defending human rights.**

We offer creative solutions adapted to the needs of organizations, networks, and collectives based on:



Strengthening



Management



Facilitation



Communication



In a context of polarization, **critical thinking** is our guide and working method that we use to integrate diverse perspectives.

DETAILS OF THE SERVICES



Strengthening

Comprehensive legal solutions.

- Tax
- Civil and corporate
- Labor
- Anti-money laundering (AML)
- Administrative and constitutional litigation



Management

Administrative, accounting, financial and tax.

- Accounting
- Social Security
- Receipts and disbursements
- Accounting for authorized donees



Facilitation

Creative forms of organization, collaborative work and collective processes.

- Technical Secretariat
- Strategic coordination
- Facilitation of meetings / advising



Communication

Communication strategies, multimedia content and communication training.

- Communication strategies
- Multimedia production
- Training



Strengthening

1. STRENGTHENING

We offer **comprehensive legal solutions** based on advice, support, ongoing legal assistance, and training to solve specific cases.

Tax

We advise legal entities that may obtain authorization as donees in Mexico on their planning, management of procedures, and operation.

1. Obtaining, maintaining, and updating an authorized donee permit
2. Answering questions regarding fulfillment of the obligations of authorized donees.
3. Notices and procedures regarding the Mexican Tax Administration Service (SAT), for example: Declaration of Transparency, notice of change of associates, and notices to the register of donees.

Civil and corporate

We provide guidance on the preparation of specific documents in civil and governance matters.

1. Legal incorporation and amendment of bylaws of the non-profit organization
2. Contracts and documents suitable for each type of transaction
3. Privacy notices and personal data processing policies
4. Meeting minutes and minute books
5. Good governance practices in the industry



Labor

We assist in the fulfillment of employer obligations, with emphasis on the implications of the different hiring regimes for organizations.

1. Employment and hiring policies
2. Internal work regulations
3. Policies derived from official standards (psychosocial risk factors in the workplace and teleworking)
4. Processes for hiring and dismissal of personnel or wage adjustment

Anti-money laundering (AML)

We provide guidance for fulfillment of AML obligations.

1. Identification of donations as a vulnerable activity and their accumulation
2. Registration on the AML portal and acceptance of the position as AML manager
3. Creation of donor files
4. Fulfillment requests and inspection visits by the SAT or the Financial Reporting Unit (UIF)

Administrative and constitutional litigation

In tax, employment, and anti-money laundering matters, the availability and scope of the service will be evaluated according to the particular conditions of each case.



Management



2. MANAGEMENT

We provide advice on **administrative, accounting, financial, and tax** matters in order to optimize the use of resources, minimize risks, reduce costs, and develop sustainability strategies.

Accounting

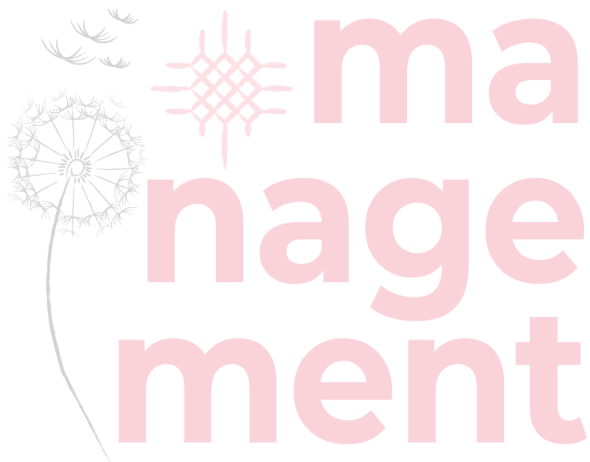
We provide guidance in the fulfillment of tax obligations.

1. Registration of the legal entity in the Mexican Federal Taxpayers Registry (RFC)
2. Issuance of digital online tax receipts (CFDIs)
3. E-accounting
4. Backing-up of receipts and disbursements
5. Interpretation of financial statements
6. Statement of transparency
7. Annual Income Tax (ISR) Return

Social Security

We provide guidance in the fulfillment of social security obligations.

1. Requests and invitations from social security authorities
2. Cost projections for different hiring schemes
3. Calculation of severance payments or settlements



Receipts and disbursements

We provide advice on fundraising procedures.

1. Single Registration Code for the Federal Registry of Civil Society Organizations (CLUNI)
2. Mass payment strategies
3. Tax implications of fundraising strategies (crowdfunding, raffles, among others).

Accounting for authorized donees

We provide specialized accounting and tax advisory services for authorized donees

1. Accounting records and preparation of financial statements
2. Filing of monthly and annual returns and the statement of transparency
3. Submission of anti-money laundering obligations
4. Submission of electronic accounting records
5. Response to the requests of the different authorities
6. Payroll administration
7. Local taxes (payroll tax)



Facilitation



3. FACILITATION

We promote **creative forms of organization, collaborative work, and collective processes** among various sectors and disciplines using innovative methodologies.

Technical Secretariat

We offer technical assistance through participatory methodologies, managing meeting spaces for reflection and collective decision-making.

1. Development of a work path with clear objectives, defined deliverables, and an established meeting frequency.
2. Coordinating, facilitating, and following up on regular meetings
3. Documentation of the process, ensuring memory of the work performed
4. Context analysis and good practices to promote horizontal learning
5. Monitoring and fulfillment of established agreements
6. Systematization of learning and evaluation for continuous improvement

Strategic coordination

We provide strategic coordination services for working groups and initiatives, ensuring that they respond to the objectives of the space or project, always considering the needs of all parties involved.

1. Preparation of a concept note justifying and supporting the relevance of the work proposal.



2. Development of a work path with clear objectives, defined deliverables, and an established meeting frequency.
3. Strategic planning and facilitation of activities and meetings
4. Documentation of the process, ensuring memory of the work performed
5. Monitoring and fulfillment of established agreements
6. Systematization of learning and evaluation for continuous improvement

Facilitation of meetings / Advising

We design and facilitate meetings with specific objectives, applying participatory methodologies that allow our clients and participants to achieve their goals.

1. Elaboration of technical proposal
2. Development of a work path with clear objectives and defined deliverables.
3. Design of a methodological proposal for the facilitation of the meeting
4. Periodic meetings to jointly review and adjust the methodology and agenda
5. Development of a facilitation methodology and facilitation of the meeting.
6. Documentation of the meeting and the agreements reached



Communication

4. COMMUNICATION

We create **communication strategies**, produce **multimedia content**, and offer **communication training through forums and workshops**.

Communication strategies

We provide advice on developing communication strategies through the design, implementation, and evaluation of projects and campaigns. We identify communication needs through briefings that specify “what, how, and why” to communicate.

1. Audience analysis and prioritization
2. Development of concept, strategy, tactics, and actions
3. Design and implementation of communication campaigns
4. Development of creative narratives and key messages
5. Creation of omnichannel content strategies
6. Evaluation of the results of a project and communication campaign.

Multimedia production

We engage in multimedia production by comprehensively creating various tools (podcasts, video, photos, graphics, web, and events).

1. Podcast: conversation, documentary
2. Audiovisual: corporate, conceptual, testimonial, documentary
3. Publishing: article, report, guide, book, comic

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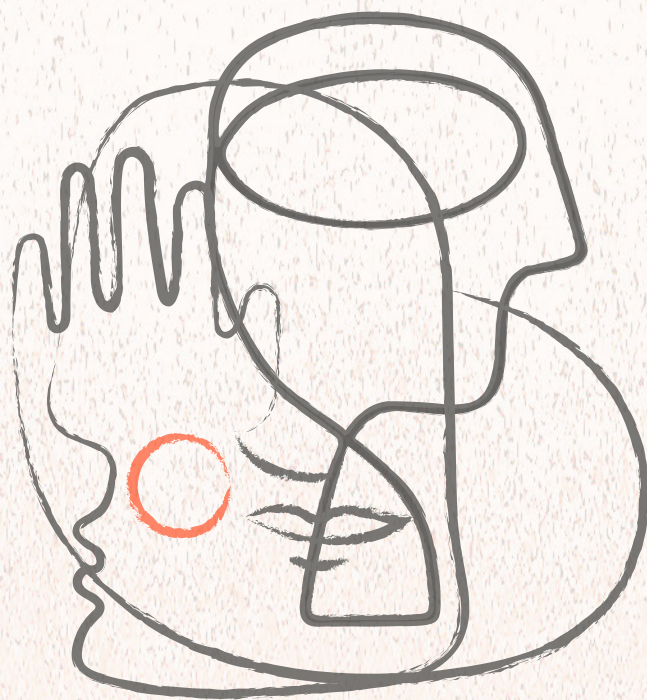
4. Graphic: brand identity, corporate materials
5. Web: design and programming
6. Events: conceptualization, agenda design

Training

We provide training in communication aimed at acquiring knowledge and tools that allow for effective communication.

1. Strategic communication workshop
2. Public speaking workshop: speaking in public, with the following means
3. Podcast workshop: conceptualization; development of step outlines, script, interview; speaking techniques; and production
4. Workshop on ethical dilemmas
5. Good practice guide: audio recording on site and in controlled spaces

For a creative and 
resilient civil society

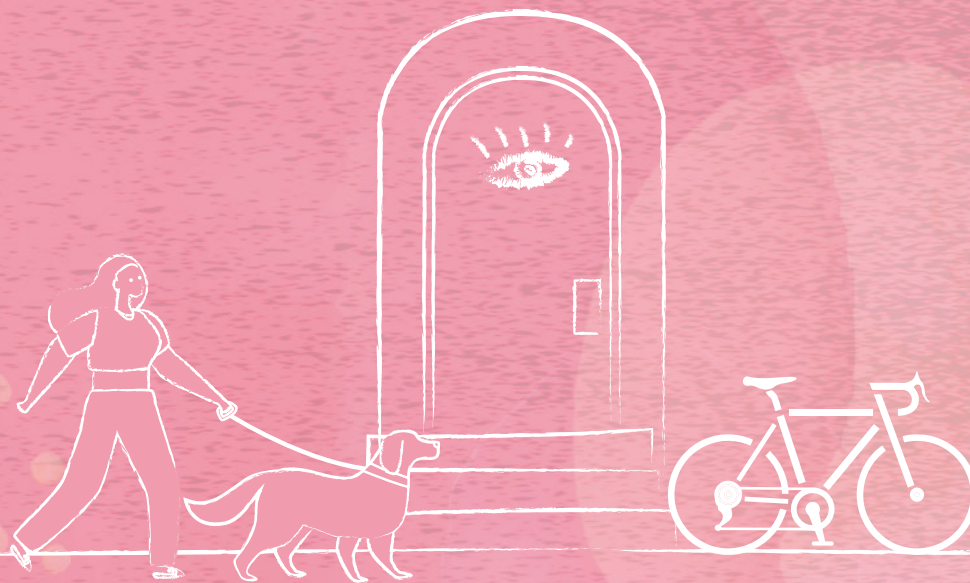


Let's talk!

creatura.mx



 **casa
creatura**



Welcome

CASA CREATURA, more than just a workplace

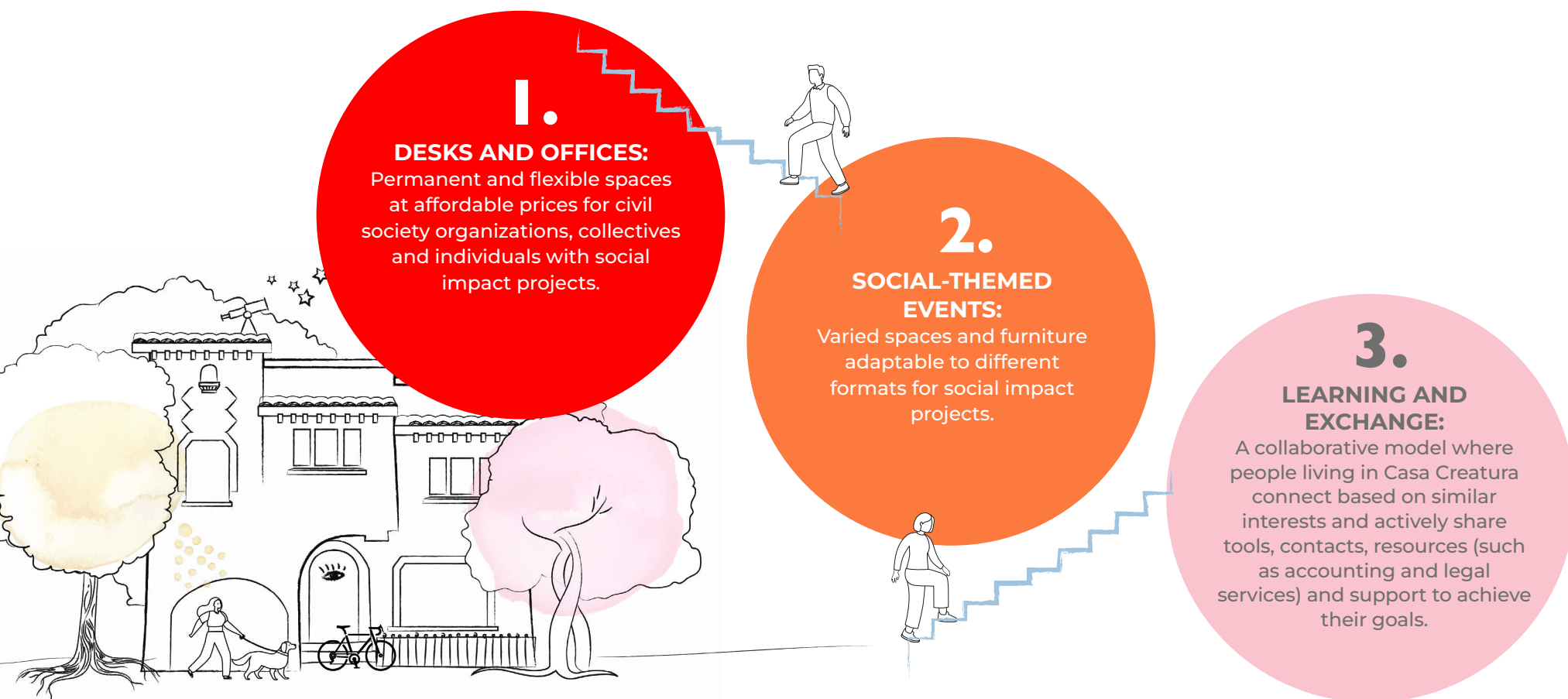
Casa Creatura, a **Creatura** project designed to strengthen purposeful initiatives. A meeting point for collaboration, creativity, and critical analysis for social change.



Casa Creatura is located in the heart of the Condesa neighborhood inside a neocolonial house with artisanal features and a unique character that invites reflection and coming together.

More than just a workplace, it is a living community that shares resources and knowledge and builds working networks with other organizations committed to defending human rights.

This meeting point is set up on three levels:



RENT A SPACE TO DEVELOP YOUR PROJECT AND PROMOTE YOUR CAUSE

SPACES

To work on your project

 Individual office (table, desk)

 Office for a project team (up to four people)

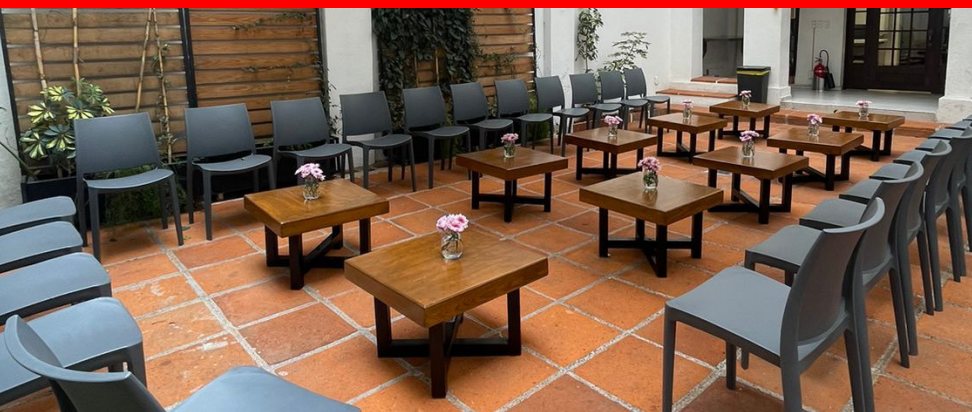


To hold your event

 Meeting room (up to eight people)

 Courtyard (up to 40 people)

 Terrace (up to 10 people)



To record your podcast

 Audio recording and editing

 Sound design

 Podcast production training



Your pets are welcome



INTERESTED IN RENTING A SPACE?

We're interested in learning about your project! Tell us your needs and we will contact you very soon to explore available options.

Join a community committed to defending human rights

Reserve