

# Checklist for setting up a company

For some topics in this publication, additional information is available at [www.gruenden.ch](http://www.gruenden.ch).

Preparation		
	All three legal structures	
<b>Draw up a concept or a business plan</b>	Before you begin, check if you fulfill the personal requirements to work in a self-employed capacity and that you possess sufficient know-how and experience. Consult your family, friends and acquaintances, and draw up a concept or a business plan.	
	All three legal structures	
<b>Obtain permits</b>	Clarify if permits or other legal requirements are necessary to pursue the planned activity. More information is available at: <a href="http://bewilligungen.kmuinfo.ch">http://bewilligungen.kmuinfo.ch</a> (national level) or the cantonal websites.	
<b>Pre-inquiries re recognition of self-employment</b>	<b>Sole Proprietorship</b>	<b>GmbH (L.L.C.)</b>
		<b>AG (corp./plc.)</b>
	Check in advance with your compensation fund if the activity you plan will be recognized as self-employment by the Old-Age and Survivors' Insurance AHV. Further information is available at: <a href="http://www.ausgleichskasse.ch">www.ausgleichskasse.ch</a> .  For some trades and professions recognition of self-employment is granted exclusively by the Swiss Accident Insurance Fund SUVA. Further information is available at: <a href="http://www.suva.ch">www.suva.ch</a>	No provisions required.
	All three legal structures	
<b>Pre-inquiries re required insurances</b>	Check your insurance needs and responsibilities, including those covering your business risks. Request insurance quotes from SUVA ( <a href="http://www.suva.ch">www.suva.ch</a> ), your trade/professional association and private insurance providers. Premium amounts are based on the insured salary. Further information is available at: <a href="http://www.bsv.admin.ch">www.bsv.admin.ch</a> , <a href="http://www.gruenden.ch">www.gruenden.ch</a> , <a href="http://www.ausgleichskasse.ch">www.ausgleichskasse.ch</a> .	
	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>
		<b>AG (corp./plc.)</b>
	<p>Arrange insurance coverage of the following <i>for yourself</i>:</p> <ul style="list-style-type: none"> <li>– 1st pillar (AHV, IV (disability), EO (unemployment))</li> <li>– occupational/private pension plans 3a/3b (3rd pillar)</li> <li>– a daily indemnity insurance for sickness</li> <li>– an accident insurance (work-related accidents (BU) and non-work-related accidents (NBU))</li> <li>– a daily indemnity insurance for accident</li> </ul> <p>As a rule, you do not have the option to join an occupational pension plan, i.e. 2nd pillar (BVG: Federal Law on Occupational Benefit Plans concerning Old-Age, Survivors and Invalidity). However, you do have the possibility to pay in contributions to pillar 3a and/or pillar 3b.</p> <p>If you <i>employ staff</i>, you must conclude the aforementioned insurances for your employees as well. Furthermore, you are required to arrange for 2nd pillar coverage, i.e. occupational pension plan (BVG), and compulsory health insurance for your employees. All employers are also obligated to join a family compensation fund. Joining is compulsory even if only childless individuals or part-time staffers are employed.</p>	<p>Check the following insurances <i>for yourself* and your employees</i>:</p> <ul style="list-style-type: none"> <li>– 1st pillar (AHV, IV (disability), EO (unemployment)**)</li> <li>– family allowances**</li> <li>– 2nd pillar, i.e. occupational pension plan BVG (Federal Law on Occupational Benefit Plans concerning Old-Age, Survivors and Invalidity) (compulsory)</li> <li>– occupational/private pension plans 3a/3b (3rd pillar)</li> <li>– a daily indemnity insurance for sickness</li> <li>– an accident insurance (compulsory: work-related accidents (BU): non-work related accidents (NBU) if more than eight working hours per week)</li> <li>– a daily indemnity insurance for accident</li> <li>– children's allowances**</li> </ul> <p>* In insurance terms, you are also considered an employee of the AG/GmbH. ** In this respect, please contact your designated compensation or family compensation fund. Further information is available at: <a href="http://www.ausgleichskasse.ch">www.ausgleichskasse.ch</a></p>
	All three legal structures	
<b>Secure financing</b>	The search for capital constitutes a further challenge. Bear in mind that potential investors will request a business plan, to assess your project and its prospects for success. Once financing is secured, you can open a company account at the bank of your choice.	
	All three legal structures	
<b>Business premises</b>	Look around for suitable business premises. In this regard, consider that, as a general rule, a deposit the equivalent of three months' rent will need to be paid into a blocked account. In the event of reconstruction/renovation, the local building authorities must be consulted first.	
	All three legal structures	
<b>Decide on company name</b>	Decide on the company name. It is advisable to check the availability of the envisaged name, to avoid conflicts with companies using a similar name. Company name searches can be requested at the Federal Commercial Registry Office (FCRO) <a href="http://www.zefix.admin.ch">www.zefix.admin.ch</a> .	

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<b>Decide on company name</b>	<b>Sole proprietorship</b>	Sole proprietorships require the inclusion of your surname in the company name.	<b>GmbH (L.L.C.)</b>	Inclusion of the legal form (AG/GmbH) in the company name is required.
	<b>AG (corp./plc.)</b>			
<b>All three legal structures</b>				
<b>Registration URL</b>	Reserve the desired/available URL at the SWITCH foundation <a href="http://www.switch.ch">www.switch.ch</a> or with another provider. This procedure takes 2 to 4 work days. Costs: first-time registration fee plus annual fees of CHF 17.			
<b>All three legal structures</b>				
<b>Preparation of office stationery and internet presence</b>	Develop your logo and corporate identity for your office stationery and internet site. Whenever possible, consult an expert for this. If you wish to protect your logo as a figurative trademark, you will need to register it with the Swiss Federal Institute of Intellectual property (IGE) <a href="http://www.ige.ch">www.ige.ch</a> . Consider that, although the visual appearance is important, you will be measured primarily by the quality of your products or services and your customer approach. Note the requirement to correctly denote the name of the company [ <i>Firmengebrauchspflicht</i> ] as stipulated in Art. 954a CO: the company name or name as registered in the Commercial Register (CR) must be stated fully and accurately in your correspondence, on order forms and invoices. In addition, abbreviated terms, logos, trade names, company labels and similar details may be used.			
<b>Check requirement to register in the CR</b>	<b>Sole proprietorship</b>	Natural persons who engage in trade or commerce and who achieve gross earnings of minimum CHF 100 000 (annual turnover) are required to register their sole proprietorship in the Commercial Register (Art. 36 OCR). Compare also <a href="http://www.admin.ch">www.admin.ch</a> .		

### Forming a company

<b>Determine capital amount and subscription level</b>	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	No steps required.	<p>Determine the level of equity share capital (minimum CHF 20 000) and the value of equity shares (minimum CHF 100 each), and decide how many shares are to be allotted to each individual founder.</p> <p>Decide on type of payment (cash contribution, contribution in kind with or without real estate, offsetting). Note that the share capital must be fully paid up.</p> <p>Open a blocked account at the bank of your choice for cash payments.</p>	<p>Determine the level of share capital (minimum CHF 100 000) and the nominal value of shares (minimum of CHF 0.01), and decide how many shares are to be allotted to each individual founding partner.</p> <p>Decide on type of payment (cash contribution, contribution in kind with or without real estate, offsetting) and how much of the share capital is to be paid in at the time of formation, or rather, is to be covered through offsetting or contributions in kind (minimum CHF 50 000, but at least 20% of the nominal value of each share must be paid up). Open a blocked account at the bank of your choice for cash payments.</p>
<b>Determine (corporate) bodies</b>	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	No action required.	<p>No action required.</p> <p>All shareholders have joint responsibility for the management of the company, unless the shareholders make other arrangements in the articles of association.</p> <p>Each executive director is entitled to represent the company. The articles of association can regulate the representation differently; however, at least one executive director must be authorized to represent the company.</p>	Determine which of the shareholders will be appointed to the board of directors.
		<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
		Decide on independent statutory auditors in accordance with the rules of the Audit Oversight Act (RAG) and pursuant to Art. 728 CO, and request a declaration of acceptance of the appointment. If the company has no more than the equivalent of ten full-time positions on an annual average the company may, with the consent of all shareholders, dispense with the (limited) statutory audit (cp. Art. 727a para. 2 to 5 CO).	

CR = Commercial Register OCR = Ordinance on the Commercial Registry MWSTG = Federal VAT law  
nMWSTG = new Federal VAT law (entered into force on 1. 1. 2010) CO = Swiss Code of Obligations CC = Swiss Civil Code BD = Board of Directors

<b>Determine organizational structure</b>	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	No action required.	Decide on the organizational structure of the company and determine who is to be responsible for its management as well as who will be granted signatory rights if not all shareholders will carry out the management of the company, or rather, if not every executive director is to be authorized to represent the company.  It is recommended, furthermore, to draw up organizational regulations that determine the tasks, competencies and responsibilities of the executive directors and further responsible officers.	Decide on the organizational structure of the company and determine who is to be responsible for the management and who will be granted signatory rights.  It is recommended, furthermore, to draw up organizational regulations that determine the tasks, competencies and responsibilities of the members of the board of directors. If management is delegated to individual board members or third parties, organizational regulations are compulsory by law.
		<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	As the case may be, obtain work permits for non-Swiss qualified employees.		
<b>Establishment</b>	<b>Sole proprietorship</b>		<b>GmbH (L.L.C.)</b> <b>AG (corp./plc.)</b>
	The sole proprietorship starts with the initiation of business operations. The company exists irrespective of whether it is registered in the Commercial Register or not.		The GmbH and AG become a legal entity only upon registration in the Commercial Register.
<b>Payment of foundation capital</b>	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	No action required.	In the event of a formation by cash subscriptions, the equity share capital is to be paid into a blocked bank account (capital contribution account), at the disposal of the company.	In the event of a formation by cash subscriptions, the share capital is to be paid into a blocked bank account (capital contribution account), at the disposal of the company.
		<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	For information concerning the lodgment of capital, see e. g. ZKB (Zürich Cantonal Bank) brochure and website*.		
<b>Prepare Commercial Register application</b>	<b>Sole proprietorship</b>		
	<p>Prepare the application for registration in the Commercial Register which must include the following information: company name, potential translations of the company name, domicile (political district), address (street and house number), purpose (field of activity), personal details of the company proprietor (surname, first name, place of origin – or for non-Swiss citizens: nationality –, place of residence), details regarding any additional authorized signatories (surname, first name, place of origin – or for non-Swiss citizens: nationality –, place of residence, type of signatory power).</p> <p>The application for registration (form for the Commercial Registry Office) needs to contain a legally certified personal signature of the firm's owner and the legally certified signatures of other potential signatories. The application is to be submitted to the cantonal Commercial Registry Office at the registered office of the sole proprietorship. This can be done personally or by post. As a rule, the extract from the Commercial Register is available within one week of the company's registration (an extract can also be ordered prior to the publication in the Swiss Official Gazette of Commerce (SHAB), available within 24 to 48 hours).</p> <p>Information sheets, forms and specimens are available on the websites of the cantonal Commercial Registry offices: <a href="http://www.zefix.admin.ch">www.zefix.admin.ch</a>.</p>		

Preparation of founding documents	GmbH (L.L.C.)	AG (corp./plc.)
	<p><i>Incorporation information and documents:</i></p> <ul style="list-style-type: none"> <li>- Personal details of the founders (or as the case may be, of their representatives), of the management members, of persons entrusted with representing the company and of the auditors (surname, first name, date of birth, place of origin and address; in the case of companies: company name and company domicile).</li> <li>- Commercial Register application with the signatures of two members of the management or of one member with sole signatory power, as well as the signatures of all persons with signatory power (further members of the management, procuration-holders, other authorized representatives). All signatures must be legally certified.</li> <li>- If the position of executive director is by vote: proof that the individuals concerned have accepted the appointment (declaration of acceptance of the appointment if such acceptance of appointment is not apparent from the certificate of incorporation).</li> <li>- As the case may be, resolution of the founders or, to the extent prescribed by the articles of association, resolution of the board of management ruling the chairmanship of the management.</li> <li>- As the case may be, resolution of the founders or, to the extent prescribed by the articles of association, resolution of the board of management concerning the appointment of additional individuals authorized to represent the company.</li> <li>- Lex Friedrich Declaration if the company intends to acquire real estate that will not serve as a permanent place of business.</li> </ul>	<p><i>Incorporation information and documents:</i></p> <ul style="list-style-type: none"> <li>- Personal details of the founders (or rather, of their representatives), of the members of the board of directors, of persons entrusted with representing the company as well as the auditors (surname, first name, date of birth, place of origin and address; in the case of companies: company name and company domicile).</li> <li>- Commercial Register application with the signatures of two members of the board of directors or of one member with sole signatory power, as well as with the signatures of all persons with signatory power (further members of the board of directors, officers, managers, procuration-holders, other authorized representatives). All signatures must be legally certified.</li> <li>- Proof that the members of the board of directors have accepted their appointment (declaration of acceptance of the appointment if such acceptance is not apparent from the certificate of incorporation).</li> <li>- Minutes of the board of directors regarding its constitution, ruling the chairmanship and the granting of signatory rights.</li> <li>- Lex Friedrich Declaration if the company intends to acquire real estate that will not serve as a permanent place of business.</li> </ul>
GmbH (L.L.C.)	AG (corp./plc.)	
<p>Contact a notary public to prepare the public deed of incorporation and inquire about the documents and information that need to be submitted. Prepare them yourself or consult an attorney or fiduciary. The drafts of the documents required for CR registration can be submitted to the Commercial Registry Office for pre-inspection. However, the Commercial Registry Office will only check if the documents are in keeping with mandatory law and not individually as to whether they are suitable and contain the necessary content.</p>		
<p><i>Further incorporation information and documents:</i></p>		
<ul style="list-style-type: none"> <li>- Official deed of incorporation.</li> <li>- Articles of association that clearly reflect all content stipulated by law (in particular company name, registered domicile and purpose of the company). When formulating the purpose of the company, avoid defining the field of activity too narrowly, in order to leave some room for potential future changes. However, descriptions which are too broad are not permissible (e. g. services of all kinds or manufacturing of goods of all kinds).</li> <li>- As the case may be, proof that the auditors as required by law have accepted their appointment (declaration of acceptance of appointment if this is not evident from the deed of incorporation).</li> <li>- For cash contributions: confirmation that shows at which bank the deposits have been made (if the banking institution is not mentioned in the deed of incorporation).</li> <li>- If the company does not have a legal domicile where it is registered: a written declaration issued by the domicile-holder that the company has been granted a legal domicile at the place where it is registered (c/o address).</li> <li>- Declaration of the founders that no other contributions in kind, acquisitions of assets, offsetting issues or special privileges exist other than what is stated in the presented documents (Stampa declaration).</li> </ul>		
<p>If contributions in kind, acquisitions of assets, intended acquisitions of assets, offsetting issues or special privileges exist, the following additional documents need to be submitted:</p>		
<ul style="list-style-type: none"> <li>- Contracts of contributions in kind with the required documents (inventory and/or acquisition balance sheets).</li> <li>- Contracts of acquisition of assets with the required documents (inventory and/or acquisition balance sheets).</li> <li>- Incorporation report signed by all founders.</li> <li>- Unreserved confirmation of audit by a state-supervised auditing firm, accredited auditing expert or accredited auditor.</li> </ul>		
<p>Leaflets, forms and examples are available at the websites of the cantonal Commercial Registry Offices: <a href="http://www.zefix.admin.ch">www.zefix.admin.ch</a>.</p>		

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<b>Legal situation in the event of contributions in kind and acquisition of assets</b>	Sole proprietorship	GmbH (L.L.C.)	AG (corp./plc.)
	No action required.	If the share capital or equity capital is covered by contributions in kind, this must be stated in the articles of association (Art. 628 paras. 1 and 2 CO; Art. 777c subparas. 1 und 2 CO), furthermore, special formalities need to be observed. The same applies if capital is paid in cash, but with the intention to acquire significant assets on or after foundation of the company; see also section 2 of the Stampa declaration.	
<b>Preparation of founding/incorporation documents</b>	Sole proprietorship	GmbH (L.L.C.)	AG (corp./plc.)
	No action required.	It is recommended to submit the drafts required for registration in the Commercial Register in advance, for preliminary checking by the cantonal Commercial Registry Office. This takes approx. seven working days and generally costs between CHF 200 and 300. More extensive preliminary checks can be more expensive.	
<b>Notarization of founding documents</b>	Sole proprietorship	GmbH (L.L.C.)	AG (corp./plc.)
	No action required.	Submit the notarization documents required for the foundation of the company to the notary public as early as possible. The subscribers (for the AG) or the members (for a GmbH) must either be personally present or legally represented by an appointee, and sign the foundation documents in the presence of the notary public. They must produce official identification (e.g. passport). Legal representatives must also produce appropriate identification, as well as an officially certified power of proxy.	
<b>Official certification of all signatures</b>	All three legal structures		
	All signatures on the Commercial Register application need to be officially certified. Certification can be done by a notary, a town official or at the counter of the Commercial Registry Office. The individuals concerned must produce official identification. Duration: approx. 30 minutes. It is recommended to make an appointment in advance. Costs for certification per signature: CHF 10 to CHF 30.		
<b>Application at the Commercial Registry Office</b>	All three legal structures		
	<p>The application (self-prepared or form of the Commercial Registry Office) is to be submitted to the cantonal Commercial Registry Office at the registered offices of the company. This can be done personally or sent by post. It is advisable to order an extract from the Commercial Register.</p> <p>The application is checked by the Commercial Registry Office. If the application documents are complete and legally compliant, the entry in the cantonal Commercial Register will occur within approx. 7 working days.</p> <p>The text to be entered is forwarded to the Federal Commercial Registry Office. Once that Office has given its approval, the entry is completed in 1 to 2 working days. The Federal Commercial Registry Office subsequently arranges for publication of the entry in the Swiss Official Commercial Gazette (SHAB). This takes approx. 3 working days.</p> <p><i>Registration fees:</i> CHF 120 for the sole proprietorship; CHF 600 for the AG (there is an additional charge if capital exceeds CHF 200 000); CHF 600 for the GmbH (there is an additional charge if capital exceeds CHF 200 000). CHF 20 for each office holder; CHF 30 for each signatory authority.</p> <p><i>Further costs (based on the example of the Canton of Zürich):</i> CHF 70 for preparation of an application, CHF 50 for an extract from the Commercial Register, CHF 80 for confirmation of entry prior to publication in the Swiss Official Commercial Gazette (SHAB), between CHF 5 and CHF 150 in official fees depending on the volume of work involved.</p>		
	GmbH (L.L.C.)	AG (corp./plc.)	
	As soon as the company is registered in the Commercial Register, it can obtain an extract from the Commercial Register to present to the bank. This entitles the company to use the capital deposited in the capital contribution account. The AG (as a legal entity) is established, meaning it becomes a legal personality with its registration in the Commercial Register. The company is now fully entitled to act.		
	<i>Legal acts prior to registration:</i> Legal acts can be undertaken prior to registration in the Commercial Register. However, in this case the acting individuals are personally as well as jointly and severally liable. They can only be released from this liability if the liabilities are expressly incurred in the name of the company being established and are assumed by the company within three months upon registration of the company in the Commercial Register.		

<b>Securing of other required documents</b>	<b>Sole proprietorship</b>	<b>GmbH (L.L.C.)</b>	<b>AG (corp./plc.)</b>
	No action required.	Possibly create an evidentiary document for the shares (optional).  Establish and maintain a shareholder register (compulsory).	Depending on the articles of association: issuing of shares, share certificates or evidentiary documents concerning the status of shareholders.  Establish and maintain a share register (of holders of registered shares).
<b>Start of bookkeeping requirement</b>	<b>Sole proprietorship</b>		<b>GmbH (L.L.C.)</b> <b>AG (corp./plc.)</b>
	<p>Companies required to register in the Commercial Register also have the duty to keep books of account. In contrast, companies that register in the Commercial Register voluntarily are not subject to a compulsory bookkeeping requirement (OCR 36).</p> <p>Pursuant to Art. 58 MWSTG (Art. 70 nMWSTG) every taxable person is required to maintain his/her books of account in an orderly fashion and to structure them in a manner that helps to reliably and easily ascertain the relevant facts regarding taxability as well as for calculation of VAT on turnover and VAT on input. For businesses that are in any case required to keep accounts, the VAT calculation will be based on these books.</p> <p>Taxable persons who are not subject to the CO-prescribed keeping of books of account are nonetheless advised (in their own interest) to follow the corresponding rules.</p> <p>Irrespective of the registration in the Commercial Register, self-employed persons (including professionals and farmers) must observe the compulsory documentation and safekeeping duty for taxation purposes (cp. Art. 125 para. 2 Federal Law on the Direct Tax to the Confederation DBG <a href="http://www.admin.ch">www.admin.ch</a>).</p> <p>Provided receipts are available, formation costs incurred in advance can be booked in the accounts as per the date of foundation.</p>		Your duty to keep books of account begins with the registration of the company in the Commercial Register. Provided receipts are available, the cost incurred prior to this can be booked in the accounts as per the date of foundation.
<b>Registration with the compensation fund and family compensation fund</b>	<b>Sole proprietorship</b>		
	Contact your association's compensation fund and the family compensation fund regarding the registration of your self-employment as well as the mandatory OASI (AHV) payments and the family allowances for your employees. Further information is available at: <a href="http://www.ausgleichskasse.ch">www.ausgleichskasse.ch</a>		
<b>Further registrations</b>	<b>All three legal structures</b>		
	As a general rule, an extract from the Commercial Register, or rather, registration in the Commercial Register is required when applying for a company telephone number. In some cases, a deposit needs to be paid per telephone or fax number (amounting to approx. CHF 800). The road traffic licensing office requires an extract from the Commercial Register for number plates and for the registration of company vehicles.		

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## After founding the company

### All three legal structures

#### Clarify VAT liability

You are considered a VAT taxpayer if you conduct a self-employed commercial and professional activity, irrespective of whether or not the intention is to make a profit.

Pursuant to VAT law (nMWSTG), anyone who generates an annual domestic turnover (within Switzerland and Liechtenstein) for supplies to the amount of  $\geq$  CHF 100 000 is liable to pay VAT (Art. 10 para. 2 lit. a nMWSTG). The following entities are VAT-exempt: companies with an annual domestic turnover of  $<$  CHF 100 000; non-profit, voluntarily managed sports and cultural clubs or charitable organisations with a domestic turnover of  $<$  CHF 150 000; companies with their place of business abroad that supply goods and/or services which are exclusively subject to the acquisition tax.

As soon as you meet the VAT-paying requirements you must register in writing and unprompted with the Swiss Federal Tax Administration in Berne. In accordance with Art. 14 nMWST, tax liability begins with the commencement of the business activity.

In principle, any company can apply for VAT registration even if exempt from VAT liability. For information (in German) please consult the VAT relevant web pages of the Swiss Federal Tax Administration.

The same form can be used for VAT registration and for clarifying VAT liability. This form can be completed online. However, it is recommended by the Swiss Federal Tax Administration to send the document with a legally binding signature by regular mail to the Swiss Federal Tax Administration.

It is also advisable to check in advance if you meet the conditions for one of the simplified accounting variants (net tax rate method pursuant to Art 59 MWSTG, Art 37 nMWST or reporting of tax on the basis of the consideration collected pursuant to Art. 44 para. 4 MWSTG, Art. 39 para. 2 nMWSTG).

Effective 01.01.2014, the company identification number will replace the six-digit VAT number used hitherto. The law on a company identification number entered into force on 1 January 2011. As a consequence of this law, a consistent identification number is attributed to every company in Switzerland. The registration in the official register of company identification numbers (UID-Register) of the Federal Statistical Office is free of charge. The Swiss Federal Tax Administration recommends companies to start using the company identification number forthwith, with the additional reference: VAT. However, note should be taken that registration in the UID-Register does not mean that a VAT number is applied for automatically. This number must be obtained separately.

More in-depth information is available from the **Website of the Federal Tax Administration**.

### GmbH (L.L.C.)

### AG (corp./plc.)

The VAT number can be applied for prior to registration in the Commercial Register. However, it only becomes valid once the company is registered in the Commercial Register.

### All three legal structures

#### Take out the required insurances

Take out the required insurances (inter alia: fire, water, operational liability). These generally cost between CHF 1 000 and 5 000 per year.

Insurances of persons as outlined under the heading "Pre-information re required insurances" also need to be concluded.

### All three legal structures

#### Beginning of the development phase

Congratulations! You have completed the foundation of your company and can now begin with the development phase. The activities of the coming months are decisive for the future of your company. It is important to keep careful track of the key factors.

Even after the foundation of your company, there are several requirements that must be taken into account: on the one hand, those stipulated in the CO (inter alia: duties of the corporate bodies, retention of a share register if there are registered shares, ordinary general meeting within 6 months of the close of the financial year). On the other hand, there may be industry-sector-specific permits which need to be renewed or other conditions that require fulfilling.

Furthermore, the Commercial Register stipulates specific requirements (e. g. mandatory accounting and retention duty). Other duties are also defined in the articles of association of the GmbH or the AG.

In addition, there are social security and tax obligations, as well as duties resulting from contracts with customers, suppliers or employees.

From now on, it is essential that you always keep these duties in mind.

## Useful information sources

<a href="http://www.ausgleichskasse.ch">www.ausgleichskasse.ch</a>	Compensation funds of Switzerland > cantonal compensation funds
<a href="http://bewilligungen.kmuinfo.ch">http://bewilligungen.kmuinfo.ch</a>	Permit platform of the Confederation
<a href="http://www.bsv.admin.ch">www.bsv.admin.ch</a>	Federal Office for Social Insurance > SME advice
<a href="http://www.ch.ch">www.ch.ch</a>	Swiss information portal
<a href="http://www.estv.admin.ch">www.estv.admin.ch</a>	Swiss Federal Tax Administration > VAT
<a href="http://www.finma.ch">www.finma.ch</a>	Swiss Financial Market Supervisory Authority FINMA
<a href="http://www.ezv.admin.ch">www.ezv.admin.ch</a>	Federal Customs Administration
<a href="http://www.kmu-info.ch">www.kmu-info.ch</a>	SME portal of SECO > addresses
<a href="http://www.kmunext.ch">www.kmunext.ch</a>	kmuNEXT business succession platform
<a href="http://www.kmu.unisg.ch">www.kmu.unisg.ch</a>	Swiss Institute for SMEs, University of St. Gallen
<a href="http://www.osec.ch">www.osec.ch</a>	Business Network Switzerland
<a href="http://www.startbiz.ch">www.startbiz.ch</a>	Official counter for online company formation of SECO
<a href="http://www.seco.admin.ch">www.seco.admin.ch</a>	State Secretariat for Economic Affairs SECO
<a href="http://www.statistik.admin.ch">www.statistik.admin.ch</a>	Swiss Federal Statistical Office
<a href="http://www.suva.ch">www.suva.ch</a>	SUVA Swiss Accident Insurance Fund
<a href="http://www.treuhandswisse.ch">www.treuhandswisse.ch</a>	Swiss Fiduciary Association
<a href="http://www.treuhand-kammer.ch">www.treuhand-kammer.ch</a>	Fiduciary Chamber
<a href="http://www.swisslawyers.com">www.swisslawyers.com</a>	Swiss Bar Association
<a href="http://www.zefix.admin.ch">www.zefix.admin.ch</a>	Federal Office for the Commercial Register

Some of the websites to which reference is made in this publication currently do not contain information in English.