

Entry in the Swiss commercial register – step by step

This checklist helps you to prepare the entry in the commercial register in a structured manner and to submit it correctly.

1. Check: is the entry in the commercial register mandatory for me?

What **legal form** did I choose? (sole proprietorship, limited liability company, private limited company, general partnership, etc.)
For sole proprietorships: is my **annual revenue 100,000 francs or more?**
If it is not mandatory: does a **voluntary entry** make sense for me (e.g. due to banks, business partners, name protection)?

2. Define the company and details

Company name checked (no risk of confusion)
Legal form clearly defined
Registered office and address of the company defined
Purpose of the company formulated in a clear and understandable way
Responsible persons and **authorized representatives** determined

3. Prepare documents

The required documents differ depending on the legal form. Prepare the documents in full to avoid delays.

For all legal forms:

Completed **registration form for entry in the commercial register**
Copy of an **official ID document** of the authorized signatory/signatories
Details of the **registered office, address and purpose** of the company
Determination of **representation and signing rights**

Additionally for sole proprietorships:

Declaration on the **legal form of a sole proprietorship**
Information on expected or achieved **annual revenue**

Additionally for limited liability companies:

Articles of association of the limited liability company
Public **deed of foundation** (notarized)
Proof of **nominal capital** (at least 20,000 francs)
List of **partners** and management
Certified **signatures** of the authorized signatories

Additionally for private limited companies:

Articles of association of the private limited company
Public **deed of foundation** (notarized)
Proof of **share capital** (min. 100,000 francs, min. 50,000 paid in)
List of **members of the Board of Directors**
Certified **signatures** of the authorized signatories

4. Plan costs and time frame

Fees for the entry in the commercial register checked in the relevant canton
Any **notary costs** included in the calculations (for limited liability companies/private limited companies)
Time until registration taken into account (a few days to several weeks)

5. Submit entry

Registration submitted to the **relevant cantonal commercial registry**
Completeness of the documents checked again
Confirmation of receipt or feedback pending

6. Check the entry

Entry in the commercial register checked after publication (e.g. via ZEFIX)
Are the company name, purpose, address and provisions on representation correct?
Any mistakes or uncertainties reported immediately

7. Check the entry

Be aware that **enforcement of bankruptcy proceedings** generally applies for registered companies
Be aware of the **reporting obligations** in the event of changes (address, purpose, people, capital)
Keep the entry regularly up to date

Who can help with entries in the commercial register?

Different bodies can provide support depending on the legal form and situation. It's worth involving the right point of contact in good time.

- **Notary's office:** responsible for public certification of limited liability companies and private limited companies, including the deed of foundation, articles of association and signatures.
- **Cantonal commercial registry:** checks the documents, makes the entry and provides information on formal requirements and cantonal particularities.
- **Fiduciary or advisory bodies:** provide support in choosing the legal form and with preparation of the documents and administrative issues.
- **Federal online portals:** EasyGov.swiss provides information and contact with authorities, while ZEFIX is used to search for and check entries in the commercial register.
- **Institut für Jungunternehmen (IFJ):** premium partner of PostFinance, provides support with founding a company, prepares the documents and handles submission to the commercial register.

Find out more at www.postfinance.ch/founding

Note: this checklist is intended as a guide and does not replace any individual legal advice.

Tip: centrally archive all documents relating to the entry in the commercial register. This will help you maintain an overview of everything, even in the case of subsequent changes or queries.

