

Checklist: founding an association in Switzerland

From the idea through to the founders' meeting: this checklist helps you keep track of the most important steps in founding an association.

The legal basis for associations can be found in Articles 60 to 79 of the Swiss Civil Code (CC). Additional legal requirements may apply, depending on the activity or organization of the association.

The preparatory phase

Good preparation makes founding an association easier and creates a clear basis for future cooperation. This is why you should clarify the most important organizational and legal issues at an early stage.

- ☐ Check whether an association is the right legal form for your project
- ☐ Find co-founders and discuss initial tasks
- ☐ Determine and formulate the association's purpose
- ☐ Choose an association name and check its availability
- ☐ Create the articles of association
- ☐ Check whether insurance is required
- ☐ Clarify whether a tax exemption is possible due to non-profit status
- ☐ Check whether you need to register in the commercial register

Prepare the founders' meeting

Once the most important foundations have been laid, you can plan the founders' meeting. Prepare the necessary documents and inform all founding members in good time.

- ☐ Set a date
- ☐ Draw up the agenda
- ☐ Finalize the draft articles of association
- ☐ Invite the founding members
- ☐ Prepare the attendance list
- ☐ Designate the meeting chair and minute-taker

Hold the founders' meeting

The association is officially founded at the founders' meeting. Record the most important resolutions in the minutes of incorporation.

- ☐ Resolve to establish the association
- ☐ Approve the articles of association
- ☐ Elect the board
- ☐ If required: elect the auditors
- ☐ Define additional roles (e.g. President, Secretary or Treasurer)
- ☐ Draw up and sign the minutes of incorporation

After founding the association

Once the association has been founded, the first organizational steps are taken. This will help you create a solid foundation for the association's day-to-day activities.

- ☐ Open an association account
- ☐ If required: enter the association in the commercial register
- ☐ Set up membership management
- ☐ Organize accounting
- ☐ Take out insurance
- ☐ Apply for a tax exemption if required

Useful documents

To help you found and organize your association, PostFinance provides the following information and services:

- [Association account from PostFinance – information on opening and managing accounts for associations](#)
- [Software solutions for your association](#)

Note: this checklist is intended as a guide and is not a substitute for individual legal advice. Additional requirements may apply depending on the purpose, organization and activity of your association.

