

Checklist: Founding private limited companies in Switzerland – step by step

There are several steps involved in founding a private limited company (Ltd) while taking all relevant details into account. This checklist provides you with a structured breakdown to keep track and to process all the important points. Use this list to help you prepare for your company's founding efficiently and avoid typical delays.

Preparation

Before you start with the formal founding process, you should clarify the essential points. Proper preparation will simplify all the steps that follow.

- Detailed business idea and defined target group
- Rough plan of business model and capital requirements
- Decision made for private limited company as a legal form

Capital and structure

The capital structure is a key element of the private limited company and influences subsequent participations and growth opportunities.

- Share capital determined (at least CHF 100,000)
- Amount paid in defined (at least CHF 50,000)
- Number and nominal value of shares determined
- Decision: cash contribution or contribution in kind

Tip: a larger number of shares with a lower nominal value offers more flexibility for future participations.

Organization

In this step, you determine how your company is managed and controlled.

- Board of Directors determined (at least 1 person domiciled in Switzerland)
- Auditors specified or opting-out verified
- Registered office determined
- Company name verified (with the addition of "Ltd")



Documentation for foundation of company

All relevant documents must be prepared in full for the notarial stage of the company's founding.

- Articles of association drafted
- Information on Board of Directors and management prepared
- Documentation for foundation of company compiled in full

Be aware that incomplete documentation may delay the process of founding your company. You should therefore clarify in advance which documents are required.

Financing and account

Payment under subscription of the share capital is a precondition for founding the company and must be documented.

- Capital payment account opened
- Share capital paid in (payment under subscription made)
- Bank confirmation received

Foundation of company

The notary is responsible for the formal founding process and provides the basis for entry in the commercial register.

- Notary appointment arranged
- Deed of foundation drawn up and signed
- Articles of association publicly certified

Entry in the commercial register

The private limited company is only legally established once it has been entered in the commercial register.

- Application submitted to the commercial register
- Entry made in the commercial register

After founding a company

Once the company has been entered in the commercial register, there are administrative steps that must be taken so that your company start operations.

- Business account opened
- OASI registration made
- VAT liability checked
- Insurance policies checked and taken out

Tip: clarify your insurance policies in good time. Different types of insurance cover may be required depending on the nature of the work.



Structured preparation is the key to ensuring that the founding of your private limited company goes smoothly. PostFinance offers the right services to help you with all aspects of founding your company.
postfinance.ch/startups

Note: this checklist is intended as a guide and is not a substitute for bespoke legal advice.