

# Checklist: Setting up a limited liability company in Switzerland – step by step

Setting up a limited liability company is easy to plan – if you know the individual steps and adopt a structured approach. This checklist will guide you through the entire startup process and help you not to forget anything. Work through the points step by step. This creates a clean foundation and avoids unnecessary delays.

## Preparation

Before taking formal steps, you should develop your business idea clearly. Good preparation helps you to make well-founded decisions and to make the rest of the process efficient.

- Business idea clearly defined
- Target group and range of products and services described
- (Optional) business plan created
- Company name checked (availability in the commercial register)
- Decision made for the legal form of limited liability company (GmbH) and partners determined

## Prepare share capital

Share capital is a key precondition for founding the company. Clarify at an early stage how you will raise the capital and how it will be distributed within the limited liability company.

- Share capital determined (at least 20,000 francs)
- Financing clarified (equity capital/contribution in kind)
- Distribution of the share capital defined

## Open a capital payment account

To found a company, the share capital must be paid into a capital payment account. This step is necessary for obtaining the capital confirmation for the notary.

- Capital payment account opened
- Share capital paid in
- Receive capital confirmation (for notary)

## Prepare articles of association and documents

The articles of association form the legal basis for your limited liability company. Take the time to draw them up carefully and compile all the necessary documents in full.

- Articles of association drawn up (purpose, registered office, shares, etc.)
- Management determined
- Signing authority defined
- Appointment with notary arranged
- All necessary documents prepared

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

## Founding at the notary's office

The limited liability company is officially founded at the appointment with the notary. A precondition is that all documents are present in full and have been checked.

- Articles of association checked and approved
- Deed of foundation signed
- Certification completed

## Entry in the commercial register

Your limited liability company is not legally established until it has been entered in the commercial register. This step marks the official start of your business activities.

- Application submitted to the commercial register
- Entry made
- Publication in SOGC
- UID number received

## After founding a company

The founding of the company is followed by organizational and administrative tasks. These are important to ensure that your company has the correct legal structure and is ready to commence operations.

- Business account opened<sup>1</sup>
- OASI registration completed
- VAT liability checked (revenue of 100,000 francs or higher)
- Insurances clarified
- Accounting organized

<sup>1</sup> At PostFinance, the capital payment account is automatically converted into a business account once the company has been officially established.

## Optional (recommended)

Depending on the situation, it may be useful to seek additional support or to prepare further steps.

- [Institut für Jungunternehmen \(IFJ\)](#) contacted
- Trustee or consultant involved
- Contracts with business partners prepared
- Marketing/market presence planned

Structured preparation is the key to founding your limited liability company smoothly. PostFinance offers the right services to help you with all aspects of founding your company.

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