

## Checklist document planning for setting up a company

Company: \_\_\_\_\_

Inquiry with Swiss Commercial Register concerning availability of company name

Articles of association

Information to be provided to notary when company is founded

- Company name
- Domicile
- Nominal capital/denomination/paid-in amounts
- Founders, signatory powers
- Board of directors/function/signatory powers
- Statutory auditors
- Persons with signatory power
- Publication media
- Draft articles of association or incorporation

Acceptance letter of statutory auditors

Confirmation of paid-in capital

Powers of attorney for representing the founders

Founders' declaration

Subscription form

Qualifying shares declaration

Proxy agreement, if applicable

Agreement for contribution in kind

Statutes

Shareholder binding agreement, if applicable

Form 3 Stamp duty on newly issued securities, if applicable (capital over CHF 250'000)

Share certificates

Shareholder register

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