

Branch (Zweigniederlassung): Checklist

1. Preparation for Establishment

What	How	Where	
Naming		Basel-Landschaft, Basel-Stadt and Jura	Same name as the head office Additionally for foreign head office: location of head office, location of branch and express designation as such
Organization / Articles of Association and other establishment documents	Consultation with specialists is recommended		

2. Establishment

What	How	Where	
Commercial Register (CR) Registration obligatory	Registration (original documents, certified translations into German for documents in foreign languages and possibly Apostille [certification of documents from outside Switzerland] necessary): – Minutes regarding appointment of persons authorized to represent the company - Commercial Register excerpt from the head office location - Copy of the Articles of Association – Resolution regarding the establishment of the branch	Basel-Landschaft	Handelsregisteramt Basel-Landschaft (CR of BL) Rathausstrasse 24, 4410 Liestal Opening hours: 08.00-12.00 / 13.30-17.00 E-mail: handelsregister@bl.ch , www.hrabl.ch Tel: +41 61 925 58 04, Fax: +41 61 922 07 12 Additional information from the Commercial Register Basel-Landschaft: www.baselland.ch/zweig_main-htm.273952.0.html
		Basel-Stadt	Handelsregisteramt Basel-Stadt (CR of BS) Spiegelgasse 12, 4001 Basel Opening hours: 08:30-11:30 und 13:30-16:00 Uhr (Mo-Fr) E-Mail: info.hra@jsd.bs.ch , www.handelsregisteramt.bs.ch Tel: +41 61 267 44 55, Fax: +41 61 267 65 80 Additional information: www.handelsregisteramt.bs.ch/merkblaetter_und_formulare.htm
		Jura	Handelsregister 2, rue de la Justice, 2800 Delémont Opening hours: 08.00-11.30 / 13.30 – 17.00 Uhr E-mail: registre.commerce@jura.ch , www.jura.ch/DFJP/RFC/Registre-du-commerce.html Tel: + 41 32 420 59 77, Fax: + 41 32 420 59 71

3. Additional steps after incorporation

What	How	Where	
Value Added Tax (VAT) Registration obligatory from an annual turnover of CHF 100,000.–	Registration as taxpayer – request application form	Basel-Landschaft, Basel-Stadt and Jura	Eidgenössische Steuerverwaltung (Federal tax administration) Hauptabteilung Mehrwertsteuer (VAT) Schwarztorstrasse 50 , 3003 Bern E-Mail: mwst.webteam@estv.admin.ch www.estv.admin.ch/d/themen/mwst.htm Tel: +41 31 322 21 11, Fax: +41 31 325 71 38 Application form: www.estv.admin.ch/d/mwst/dienstleistungen/formulare/online/anmeld.htm
AHV/IV/EO (Social Security, Federal Old Age and Disability Insurance) Obligatory	Registration	Basel-Landschaft	Sozialversicherungsanstalt Basel-Landschaft (social security office – BL) Hauptstrasse 109, 4102 Binningen E-Mail: info@sva-bl.ch , www.sva-bl.ch Tel: +41 61 425 25 25, Fax: +41 61 425 25 00 or social security fund of the industry or professional association
		Basel-Stadt	Ausgleichskasse Basel-Stadt (social security fund – BS) Wettsteinplatz 1, 4001 Basel E-Mail: info@ak-bs.ch , www.ausgleichskasse-bs.ch Tel: +41 61 685 22 22, Fax: +41 61 685 23 23 or social security fund of the industry or professional association
		Jura	Caisse de compensation du Canton du Jura Rue Bel-Air 3, Case postale 368, 2350 Saignelégier E-Mail: mail@ccju.ch , www.caisseavsjura.ch Tel.. + 41 32 952 11 11, Fax:+ 41 32 952 11 01
Company Pension plan (BVG) Obligatory	Request offers and forms	Basel-Landschaft, Basel-Stadt and Jura	Pension plans of professional association, Stiftung Auffangeinrichtung BVG (www.aeis.ch), private commercial pension companies

What	How	Where	
Accident insurance (UVG) Obligatory	Request offers and forms	Basel-Landschaft, Basel-Stadt and Jura	Swiss Accident Insurance Institution (SUVA), private insurers, public accident insurance companies, health insurance companies
Supplementary health insurance (primarily daily disability benefits) Voluntary	Request offers and forms		Private Insurers, health insurance companies
Business insurance (primarily third party liability, professional liability, property insurance) In principle voluntary, in certain industries obligatory	Request offers and forms		Private Insurers
Permits / notification obligations for activities and professions	Application / notification		Jurisdiction is with various authorities (Cantonal and federal) Overview re: permits and regulated professions by the State Secretariat for Economic Affairs: http://www.e-service.admin.ch/bewilligungen/index.php?l=de
Intellectual property (primarily patents, trademarks, design, copyrights)	Registration		Eidgenössisches Institut für Geistiges Eigentum (IGE) (federal institute for intellectual property) Stauffacherstrasse 65/59g, 3003 Bern Opening hours: 08:00-12:00 and 13:00-17:00 E-Mail: info@ipi.ch , www.ige.ch Tel: +41 31 377 77 77, Fax: +41 31 377 77 78
Association memberships Membership voluntary	Request forms		Professional associations, regional trade associations Wirtschaftskammer Baselland (www.kmu.org) (Economic Chamber of BL) Handelskammer beider Basel (www.hkbb.ch) (Basel Chamber of Commerce) Gewerbeverband Basel-Stadt (www.kmu-channel.ch) (Trade Association of BS) Handelskammer Kanton Jura (www.ccij.ch)