

Branch (Zweigniederlassung): Checklist

1. Preparation for Establishment

What	How	Where
		Basel-Landschaft and Basel-Stadt
Naming		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 founding documents	Consultation with specialists is recommended	

2. Establishment

What	How	Where	
		Basel-Landschaft	Basel-Stadt
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	Handelsregisteramt Basel-Landschaft (CR of BL) Rathausstrasse 24 4410 Liestal www.hrabl.ch E-mail: handelsregister@bl.ch Tel: +41 61 925 58 04 Fax: +41 61 922 07 12 Opening hours: 08.00-12.00 / 13.30-17.00 Additional information of the Commercial Register Basel-Landschaft: www.baselland.ch/zweig_main-hm.273952.0.html	Handelsregisteramt Basel-Stadt (CR of BS) Martinsgasse 5 4001 Basel www.hrabs.ch E-Mail: info@hrabs.ch Tel: +41 61 267 44 55 Fax: +41 61 267 65 80 Opening hours: 08.00-11.00

What	How	Where	
		Basel-Landschaft	Basel-Stadt
	- Copy of the Articles of Association - Resolution regarding the establishment of the branch		

3. Additional steps after establishment

What	How	Where	
		Basel-Landschaft	Basel-Stadt
Value Added Tax (VAT) In principle from an annual turnover of CHF 75,000.– obligatory	Registration as taxpayer – request application form	Eidgenössische Steuerverwaltung (Federal tax administration) Hauptabteilung Mehrwertsteuer Schwarztorstrasse 50 3003 Bern Tel: +41 31 322 21 11 Fax: +41 31 325 71 38 www.estv.admin.ch/d/themen/mwst.htm and www.estv.admin.ch/d/estv/mwst.htm 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	Sozialversicherungsanstalt Basel-Landschaft (social security office – BL) Hauptstrasse 109 4102 Binningen www.sva-bl.ch E-Mail: info@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	Ausgleichskasse Basel-Stadt (social security office – BS) Wettsteinplatz 1 4001 Basel www.ausgleichskasse-bs.ch E-Mail: info@ak-bs.ch Tel.: +41 61 685 22 22 Fax: +41 61 658 23 23 or social security fund of the industry or professional association
Company pension plan (BVG) Obligatory	Request offers and forms	Pension plans of professional association, Stiftung Auffangeinrichtung BVG (www.aeis.ch), private commercial pension companies	

What	How	Where
		Basel-Landschaft and Basel-Stadt
Accident Insurance (UVG) Obligatory	Request offers and forms	Swiss Accident Insurance Institute (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 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: 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 Tel: +41 31 377 77 77 Fax: +41 31 377 77 78 www.ige.ch
Association memberships Membership voluntary	Request form	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)