



MEHR · COSSA

TREUHAND

**GmbH**

**GESELLSCHAFT MIT BESCHRÄNKTER HAFTUNG**

CHECK-LIST 2026

Switzerland  
2026



## CHECKLIST GMBH

*(Gesellschaft mit beschränkter Haftung – Switzerland)*

In order to initiate the incorporation of your GmbH in Switzerland, we kindly ask you to provide the following documents and information.

The incorporation process involves notarial certification, Commercial Register entry and coordination with the bank for capital payment confirmation. Proper preparation ensures an efficient and legally secure formation process.

### 1. Personal Data of the Shareholder(s)

For each shareholder:

- Copy of valid passport or ID
- Copy of Swiss residence permit (if applicable)
- Residential address
- Date of birth
- Nationality
- Marital status
- Contact details (email and phone)

If shareholder is a legal entity:

- Commercial Register extract
- Articles of association
- Board resolution regarding participation
- Identification of beneficial owner

### 2. Managing Director(s) / Signatory Rights

- Full details of managing director(s)
- Swiss residence? (at least one managing director must be resident in Switzerland with signing authority)
- Type of signature (individual / collective)

### 3. Company Details

- Proposed company name  
(Subject to availability check at Commercial Register)
- Registered office (municipality & canton)
- Business address (domicile contract if applicable)
- Purpose of the company (business activity description – we assist in drafting compliant wording)



#### 4. Share Capital Structure

- Total share capital (minimum CHF 20'000)
- Amount per shareholder
- Confirmation that capital will be paid in cash or in-kind

If contribution in-kind:

- Valuation documentation
- Contribution agreement
- Auditor confirmation (if required)

#### 5. Bank Account for Capital Payment

- Confirmation of bank selected
- Opening of capital payment account
- Capital deposit confirmation letter (original required for notary)

#### 6. VAT (MWST) Registration

- Estimated annual turnover
- Will turnover exceed CHF 100'000? (Yes / No)
- Type of services / goods
- Cross-border services? (Yes / No)
- Import / Export activities?

#### 7. Social Security Registration (AHV)

- Expected start of activity
- Will the company hire employees? (Yes / No)
- Estimated annual payroll

We assist with employer registration and coordination of mandatory insurances (AHV, ALV, UVG, BVG).

#### 8. Accounting & Compliance Setup

- Financial year end
- Expected accounting volume
- Need for bookkeeping services?
- Need for payroll services?

Note: GmbH is subject to full accounting obligations under Swiss Code of Obligations.



### ⚙️ Optional Additional Services

- Domiciliation services
- VAT registration
- Accounting setup
- Payroll setup
- Insurance coordination
- Assistance with business plan
- Website & branding support
- Director mandate (if required)

### IMPORTANT NOTE

A GmbH is a separate legal entity. Shareholder liability is limited to the registered share capital. However, proper structuring of:

- Articles of Association
- Shareholder agreements
- Signature rights
- Tax registration
- Social security registration

is essential to avoid future legal and tax risks.

We strongly recommend a coordinated and structured formation process.

Please send the required documents and information to:

✉️ [office@mehr-cossa.ch](mailto:office@mehr-cossa.ch)

☎️ +41 767 139 700

Kind regards.