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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Your reference (Recipient of all documents) ORDERING A SWEDISH BRANCH | | | | Aktiebolagstjänst - BildaBolagStockholm tel +46(0)8-24 83 40, info@ab.seUppsala tel +46(0)18-69 28 70, uppsala@ab.se | | | | | |
| Street address/postal box etc | | Phone daytime | |
| Postcode, city and country | | Fax | |
| E-mail | | | |
| THE FOREIGN COMPANY | | | | | | | | | |
| Company name | | | | | Registration number | | | | |
| Registered office; street, postal box, postal code, city | | | | | Country | | | | |
| Foreign register where the company is registered | | | | |  | | | | |
| Person(s) authorized to sign on behalf of the foreign company | | | | | Person(s) authorized to sign on behalf of the foreign company | | | | |
| Share capital | | | | | Amount fully paid up | | | | |
| Line of business | | | | | | | | | |
| Financial year:  31/1  28/2  31/3  30/4  31/5  30/6  31/7  31/8  30/9  31/10  30/11  31/12  Other | | | | | | | | | |
| THE SWEDISH BRANCH | | | | | | | | | |
| Branch name | | | | | | Registered office (municipality) | | | |
| Address | | | | | | Postal address | | | |
| Line of business | | | | | | | | | |
| Financial year:  31/1  28/2  31/3  30/4  31/5  30/6  31/7  31/8  30/9  31/10  30/11  31/12  Other | | | | | | | | | |
| Managing Director; First name and surname | | | | | | | | Social security no(year, month, day of birth) | |
| Address | | | Postcode, city and country | | | | | Swedish citizenship  Other | |
| Deputy Managing Director ; First name and surname | | | | | | | | Social security no(year, month, day of birth) | |
| Address | | | Postcode, city and country | | | | | Swedish citizenship  Other | |
| Auditor, authorized or approved (if appointed) | | | | | | | | | |
| First name and surname | | | | | | | Social security no (year, month, day of birth) | | Regular  Deputy |
| Auditing Company | Address | | | | | | Postcode, city | | |
| First name and surname | | | | | | | Social security no (year, month, day of birth) | | Regular  Deputy |
| Auditing Company | Address | | | | | | Postcode, city | | |
| Person authorized to receive service of process | | | | | | | | | |
| First name and surname | | | | | | | Social security no(year, month, day of birth) | | |
| Address | | | | | Postcode, city | | | | |

INFORMATION

Foreign companies wishing to start business activities in Sweden can register a branch or a Ltd. The branch is a sub-office of the foreign company, with its own independent administration in Sweden. One and the samecompany may have only one branch in Sweden. The branch is represented by a managing director and he is the one who sign the application for registration of the branch. A branch must keep its own accounts. The accounts must be kept separate from those of the foreign company and the branch must submit a separate annual report. In most cases a branch does not need to register an auditor.

**1.** The foreign company’s name, legal form, nationality, registered office and postal address, the company’s registration number and the foreign register where the company is registered. Full name of the person or persons, entitled to represent the foreign company.

**2.** The company’s share capital and the amount which has been paid up. (This applies only if it is a limited company or its equivalent).

**3**. The line of business of the foreign company.

**4.** The financial year of the company. The Swedish branch usually has the same.

**5.** The branch name applied for. The name of the branch must include the name of the foreign company (according to a certificate of registration or similar document, including the company’s legal form, e.g. Ltd., S.A. or GmbH) the word ”filial”, e.g. Good Business OY, Finland filial.

It must be a generally recognized indication of nationality and abbreviations are not usually accepted (except U.S.A. for the United States of America). It is acceptable, but not compulsory, for the name to show that the branch is Swedish. *Example: Cognos B.V. Holland filial, Sverige or Swedish filial* *of Cognos B.V. Netherland* If the company applying for a branch belongs to a foreign group which is already active in Sweden, it must be kept in mind that the applying branch may need a document from one or more companies in the group, giving their consent to the registration of the branch. This applies if the companies are registered as Swedish ”aktiebolag” or have Swedish trademarks registered.

**6. Line of business for the branch.** The business of the branch must be the same as, or a part of, the foreign company’s business.

**7.** **Managing director.** The managing director and his deputy, if any, must be resident within the EEA. Only one deputy managing director can be appointed. The managing director shall have a power of attorney from the foreign company.

Personal data for the managing director of the branch and the deputy managing director, if there is one. If the managing director is not living in Sweden there must be a person authorized to accept service of process.

**8. Auditor** In most cases a branch does not need to register an auditor, only under certain circumstances. Branches carrying on financial business must always have an auditor.

**9. Person authorized to receive service of process.** If the managing director or his deputy is not resident in Sweden, the foreign company must authorize a Swedish resident to accept service of process on behalf of the branch. Aktiebolagstjänst offer this service. Tick the box if you want this service from us.

**ADDITIONAL DOCUMENTS REQUIRED**

1. Certificate of registration or equivalent, showing that the company is duly incorporated and registered and is carrying on business in the country of origin. This document shall not be older than 6 months.

2. Certified copy of the company’s current articles of association, statutes or equivalent document.

3. Certified copy of the company’s and, where applicable, the parent company’s annual reports for the two latest financial years.

4. Certificate showing that the company is not bankrupt. This can be issued by the registration authority of the foreign company, the auditor of the foreign company or a notary public.

**OTHER INFORMATION**

Foreign banks with branches in Sweden shall be registered by the Financial Supervisory Authority (*Finansinspektionen*). Insurance business and certain other business activities in the finance sector also come under the supervision of this authority.