

# Checkliste

The most important steps before you become self-employed

## 1. Company name

The company name must contain the family name in the case of the sole proprietorship and may be extended by further factual and imaginative designations. However, it must correspond to the facts and must not give rise to any deception.

## 2. Company purpose

You must define in your own words an appropriate purpose for your sole proprietorship before you start it.

## 3. Domicile

Before founding your sole proprietorship, determine where the registered office and thus the domicile of your company should be located.

## 4. Capital

No minimum capital is required for the sole proprietorship.

## 5. Signature authority

If you have a sole proprietorship, you must obtain the authority to sign for your sole proprietorship in order to establish it.

## 6. Value Added Tax

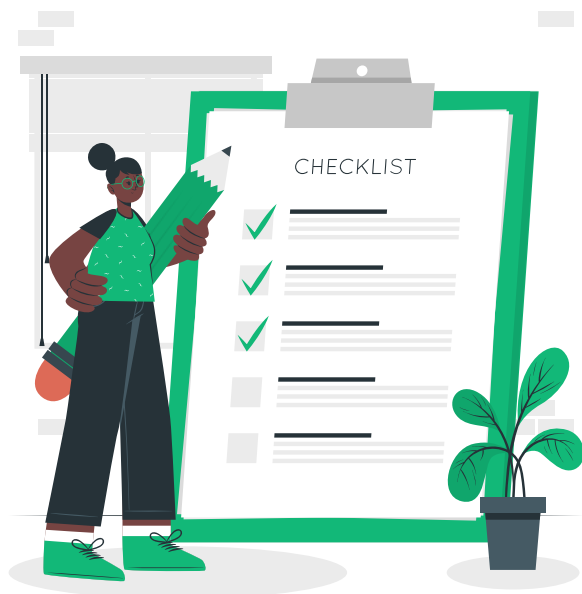
The sole proprietorship is subject to VAT if the expected turnover exceeds CHF 100,000.

## 7. Pension fund assets

When setting up a sole proprietorship, you can withdraw your pension fund assets in advance if you can prove that you are self-employed.

## 8. Promotional material

Create your company logo, business cards and stationery.



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