



## *Formation and Administration of Companies*



*We advise and support you regarding the formation and administration of your company or branch from the choice of the appropriate legal entity to its administration. So that you can focus on the essentials of your business.*

### **HOW WE ASSIST YOU**

The changing legal, tax and regulatory framework makes the choice of the appropriate legal entity and of its domicile a demanding task. We proactively monitor developments in this field to ensure that your company is always in compliance with applicable laws.

Our services range from selecting a suitable legal entity and its domicile to taking part in the company's management by serving as board members or managing directors. We take care of the accounting, prepare the financial statements, handle all tax issues and maintain contact with public authorities and administrative bodies.

### **YOUR ADVANTAGES**

We are the appropriate partner for all your legal, tax and administrative matters. Close collaboration between our experts provides you with comprehensive expertise under one roof.

Our international network of experts enables us to establish and manage companies on a domestic and international level. We take care of every detail, so that you can focus on your core activity.

# OUR SERVICES

*We provide comprehensive services for companies operating in the field of trading and financial transactions, patent and license exploitation, investing in and holding of participations, real estate, ships or aircrafts.*

- Advising on company formation (incl. evaluating the suitable legal form, capitalisation and business seat).*
- Establishing and adapting a tax-optimised corporate structure (incl. using double tax treaties).*
- Forming companies (incl. preparing all required documents and taking care of the bank account opening).*
- Preparing all required contracts (such as employment, rental and investment contracts).*
- Serving as board members or managing directors.*
- Keeping the accounts incl. preparing the financial statements in accordance with Swiss or selected international accounting standards.*
- Preparing and filing of all required tax returns.*
- Handling of bank transactions, payment transactions and administering the VAT formalities.*
- Maintaining contact with the authorities and taking care of any other administrative matters.*
- Obtaining work and residence permits.*
- Adapting companies to changed circumstances and needs (incl. relocation, commercial registry changes).*
- Granting domicile in various locations (incl. providing the necessary infrastructure).*
- Advising you regarding the appointment of a suitable auditor.*