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| **NEW Company form (Tick the** | | **NEW Company name:** |
| **box)** | |  |
| Entrepreneurial company | | On <https://datacvr.virk.dk/data/> you can search on names. Already registered names will appear here. |
| (IVS) | |  |
| Private limited company | | **NEW Company Danish address (or c/o address) inclusive postal code + city (if c/o address indicate name)** |
| (ApS) | |  |
| Public limited company | |  |
| (A/S) | |  |
| Limited partnership   |  | | --- | |  | |  | |  | |  | | |  |
| company (P/S) | |  |
| **Shall the Company be legally protected against** | | **Company’s e-mail and telephone number:** |
| **unsolicited advertising?** | |  |
| YES | |  |
| NO | |  |
| *(by lack of ticking off = NO)* | |  |
| **Information about the founder(s):** | **Company Name/Name of individual(s):**  **Company Address/Address of individual(s):**  **Country: Country CODE (3 letters):**  **E-mail(s): Telephone number(s):**    **VAT-number in the home country (if company):**    **If the founder is a company:**  **Company identification – required documentation: enclosed:**   |  | | --- | |  | |  | |  |  * + - certificate of registration from the authorities in the home country     - documentation for the VAT number in the home country     - documentation for the person(s) authorized to sign the company   + passport and complete address-information on these person(s)  **If the founder is a person:**  **Person identification – required documentation:**   * passport and complete address-information | |

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| **Description of the Company’s purpose**  *E.g.: – The Company’s purpose is to xxxxxxx and other related activities.* |  | | | | | | |
| **The amount of the Company’s share capital**  *Only applicable for* ***A/S or P/S****:*  Is the share capital paid 100%?  YES NO  If *No*, indicate the amount, which is paid (at least DKK 125,000):  **DKK** | * IVS – at least DKK 1, if more indicate amount below * ApS – at least DKK 50,000, if more indicate amount below * A/S – at least DKK 500,000, if more indicate amount below * P/S – at least DKK 500,000, if more indicate amount below   **DKK**  *(By failure to indicate an amount = the minimum amount required)* | | | | | | |
| **Information about the shareholder(s) (if they differ from the founders):** |  | | | | | | |
| Complete name and address  City + postal code  Personal identification number / CVR number |  | | | | | | |
| Ownership interest in % and DKK (if the new company is owned by a company (for instance a holding company), the same information is needed as regards to the persons that own the holding company. This information will be registered as well. | *(By lack of information = the founder(s) and equal distribution of shares, if several persons)* | | | | | | |
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| **Indicate preferred financial year (12 month)** |  | | | | | | |
|  |  | DAY | MONTH |
| FROM |  |  |
| TO |  |  |
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| **Indicate the Company’s first financial year (but max 18 month starting from the date of formation)** |  | | | | | | |
|  |  | DAY | MONTH | | YEAR | |
| FROM |  |  | |  | |
| TO |  |  | |  | |
| **Information about the Company’s CEO(s) (and CFO if relevant)?**  Complete name  Personal Identification number  ***NON-Danish persons have to include passport and completely address- information*** |  | | | | | | |

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| YES |  |
| NO |  |

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| ***For A/S and P/S (and ApS if they choose to have a board of directors)***  **Information about the Company’s board of directors (at least 3 members in A/S or P/S):**  Complete name  Personal identification number  Position in the board of directors  Complete name  Personal identification number  Position in the board of directors  Complete name  Personal identification number  Position in the board of directors  *By position means chairman, deputy chairman or member. The elected chairman cannot be the CEO and the executive board must not have majority in the board of directors.*  ***NON-Danish persons have to include passport and completely address- information*** |  | | | |
| **Who can bind the Company (description of the power to bind)** |  | | | |
| **Shall the Company be subject to an audit obligation?** | If you ticked *NO*, the audit obligation will be ***opted out*** in connection with the formation of the Company. | | | |
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| **If YES, please indicate** |
| NAME of auditor |
| CVR number of auditor |
| **Information about the Company’s industrial classification code;** | Consists of 6 numbers; | | | |
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| You will find the correct industrial classification code and guidance here: <https://indberet.virk.dk/myndigheder/stat/ERST/Branchekode> | | | |

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| **Shall we register the Company for obligations? - If YES, tick off in the boxes below**  **VAT:** Select type of VAT;   * Normal VAT – Revenue under DKK 55m per year (settlement quarterly)  |  | | --- | |  | |  | |  | |  | |  | |  |  * Normal VAT – Revenue beyond DKK 55m per year (settlement each month) * Special VAT – EU Acquisition VAT * Special VAT – Reverse charge * Special VAT – Export exclusively * The Company would like to settle VAT more frequently (voluntary shorter period for VAT settlement)   **Please indicate start date:** | |
| **EMPLOYEES;** Select type of payment of wages;   * Ordinary payment of wages to permanently employed  |  | | --- | |  | |  | |  | |  | |  |  * A tax (DK: A-skat) * Social security contributions (DK: AM-Bidrag) * Danish labour market supplementary pension (DK: ATP) * Only B income   **Please indicate start date of**  **Employment:**  **Please indicate date for first payment of wages:**  **How often is payment done (tick off 1 cross only)?**   * Monthly payment of wages (inclusive 15 days wages)  |  | | --- | |  | |  |  * Sporadic payment of wages (no monthly fixed settlement) | |
| **IMPORT,** Select terms of payment for import (duty) (tick off 1 cross only);  **The Danish Costum and Tax Administration’s (SKAT) system of securities “Sikkerhedsstillelsesordning” (The imported goods are being used immediately)**   |  | | --- | |  | |  | |  |   *(If you wish to start using the imported goods immediately, you are recommended to choose the Danish Customs and Tax Administration’s (SKAT) system of securities. This costs a fee of 2.5 per thousand of a possible amount of VAT. In this way the goods can be used right after customs clearance.)*  **Payment in cash of duties (The Company waits to start using the imported goods)**  *(If you choose payment in cash of duties (5-days of settlement), you cannot retrieve the goods until the*  *customs duties have been settled and registered by the Danish Customs and Tax Administration (SKAT).)*  **Other security (The Company gives security by other means)**  *(Security is given e.g. by personal guarantee of payment or bank guarantee. This kind of system of securities has to be approved by The Danish Customs and Tax Administration (SKAT), before the goods can be imported.)*  **Please indicate start date:** | |

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| **EXPORT;**  **Please indicate start date:** |
| **TAX ON LABOUR COSTS,** Select method of labour costs (Tick off 1 cross only);  **Please indicate start date:**   * Tourist offices, data and information companies as well as lotteries etc. (To be calculated according to the payroll) * Insurance companies as well as banks and saving banks and other credit and finance institutions (To be calculated according to the payroll) * Companies which publish or import newspapers (To be calculated according to turnover on newspapers) * Doctor, dentist, teaching, private museum, private clinic, taxi service etc. (To be calculated according to the payroll +/- profit/loss) |
| **Once we receive the answers to all above mentioned questions, we will prepare a draft version of:**   * Articles of association * Memorandum of association   **Once the Company is registered with the Danish Business Authority and CVR number is given, we prepare:**   * The Company’s register of shareholders |
| **You are kindly asked to collect the following documentation from the bank, as this is an indispensable requirement, before we can register the Company with the Danish Business Authority:**  Statement of account from the bank, on which the share capital must appear as paid. From this account statement the following information must appear clearly:  **NB!**   * Logo of the bank, * Address of the bank, **Screen print from netbank, must be** * CVR number of the bank, **stamped, dated and signed by the** * Company’s name in course of formation must be account holder, **bank, before this is valid as** * Company’s complete address, **documentation.** * Date of payment of the share capital, * Account number on account.   ***NB****. – Some banks advice their clients that a bank account is not necessary in connection with formation of entrepreneurial companies. This is a common misunderstanding. According to the law all companies must have its own bank account, and therefore, it is exclusively a question whether to open it before or after the formation.* |