

ORDERING A SWEDISH BRANCH



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Your reference (Recipient of all documents)	
Street address/postal box etc	Phone
Postcode, city and country	Fax
E-mail	

THE FOREIGN COMPANY

① Company name:	
② Registration no. and foreign register	
Person(s) authorized to sign on behalf of the company:	Person(s) authorized to sign on behalf of the company:
Registered office; street, postal box, city, postal code, country:	
③ Share capital:	④ Deposited share capital:
④ Financial date:	

Line of business:

THE SWEDISH BRANCH

⑤ Branch name:	Registered office (municipality):	Domain (.se)
⑥ Managing Director; First name and surname		Personal reg.no (year, month, day of birth)
Address	Postcode, city and country	Swedish citizenship <input type="checkbox"/> Other:
Deputy Managing Director / Person authorized to accept service of process (if any); First name and surname		Personal reg.no (year, month, day of birth)
Address	Postcode, city and country	Swedish citizenship <input type="checkbox"/> Other:
⑦ Auditor [Authorized public or approved accountant]		
National reg.no (year, month, day of birth)	First name and surname	<input type="checkbox"/> Regular <input type="checkbox"/> Deputy
		<input type="checkbox"/> Authorized public <input type="checkbox"/> Approved
Auditing Company	Address	Postcode, city and country
Line of business:		
④ Accounting date: <input type="checkbox"/> Calendar year <input type="checkbox"/> 30/4 <input type="checkbox"/> 30/6 <input type="checkbox"/> 31/8 <input type="checkbox"/> Other (permission to be arranged by ABT):		

Foreign companies wishing to carry on business in Sweden without registering a subsidiary can register a branch. The branch is a sub-office of the foreign company, with its own independent administration in Sweden. One and the same company may have only one branch in Sweden. The branch is represented by a managing director and it is he who applies to have the branch registered by the Patent and Registration Office (PRV).

A branch must keep its own accounts. The accounts must be kept separate from those of the foreign company, among other things because the branch must submit a separate annual report.

The branch accounts and the managing director's administration are to be examined by an authorized or approved public accountant.

INSTRUCTIONS FOLLOW

1. The foreign company's name, legal form, nationality, registered office and postal address.
2. The company's registration number and the foreign register in which the company is registered.
3. 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).
4. The financial year of the company and the branch.
5. The branch name applied for.

SPECIAL REQUIREMENTS REGARDING THE BUSINESS NAME

The branch's name 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 addition "filial", "filial till" or something similar, a clear indication of the company's nationality.

This must be a generally recognized indication of nationality and abbreviations are not usually accepted (exception is made for 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.* 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 applicant company 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 registered Swedish trademarks.

6. Personal data for the managing director of the branch, the deputy managing director, if there is one, the person authorized to accept service of process, the auditor of the branch and the deputy auditor, if there is one.

Managing director The managing director and his deputy must be resident within the EEA. Only one deputy managing director may be appointed.

Person authorized to accept service of process If the managing director is not resident in Sweden, the foreign company must authorize a person resident in Sweden to accept service of process on behalf of the company.

7. Auditor The auditor must be an approved or authorized public accountant. An authorized public accountant must be appointed for the branch, if the company is so large that it would be necessary for it to have an authorized accountant according to Swedish regulations. If an accounting firm has been appointed to be auditor, the firm must name the person who is principally responsible for the audit.

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 be no 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 most recent financial years.
4. Proof that the company is not bankrupt. Normally, a certificate of freedom from bankruptcy is to be issued by a court of law or an authority. In countries where these official bodies do not issue such a document, a certified statement should be obtained from a notary public, a lawyer, a public accountant or similar person.
5. Power of attorney for the managing director.
6. An application to register a person authorized to accept service of process must be accompanied by a copy of the minutes of a board meeting. The minutes are to show who has been authorized to accept service of process on behalf of the company. An alternative to a copy of the minutes is a power of attorney from the company.

OTHER INFORMATION

Foreign banks with branches in Sweden are 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.



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