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English

Verksamta.se
Government services for businesses

Starting Up a Business

Information and guidance
from the authorities

Considering

I am considering starting a business. What do I have to bear in mind?

Starting

I have decided to start a business. How do I go about it?

Running

I am running a business. What's the best way for me to do it?

Developing

I want to develop my business. How can I move forward?

Closing down

I am going to close down my business. How do I go about this?

Do you want to start a business?

In this brochure you get with an overview of what you need to know and do to start up and run a business.

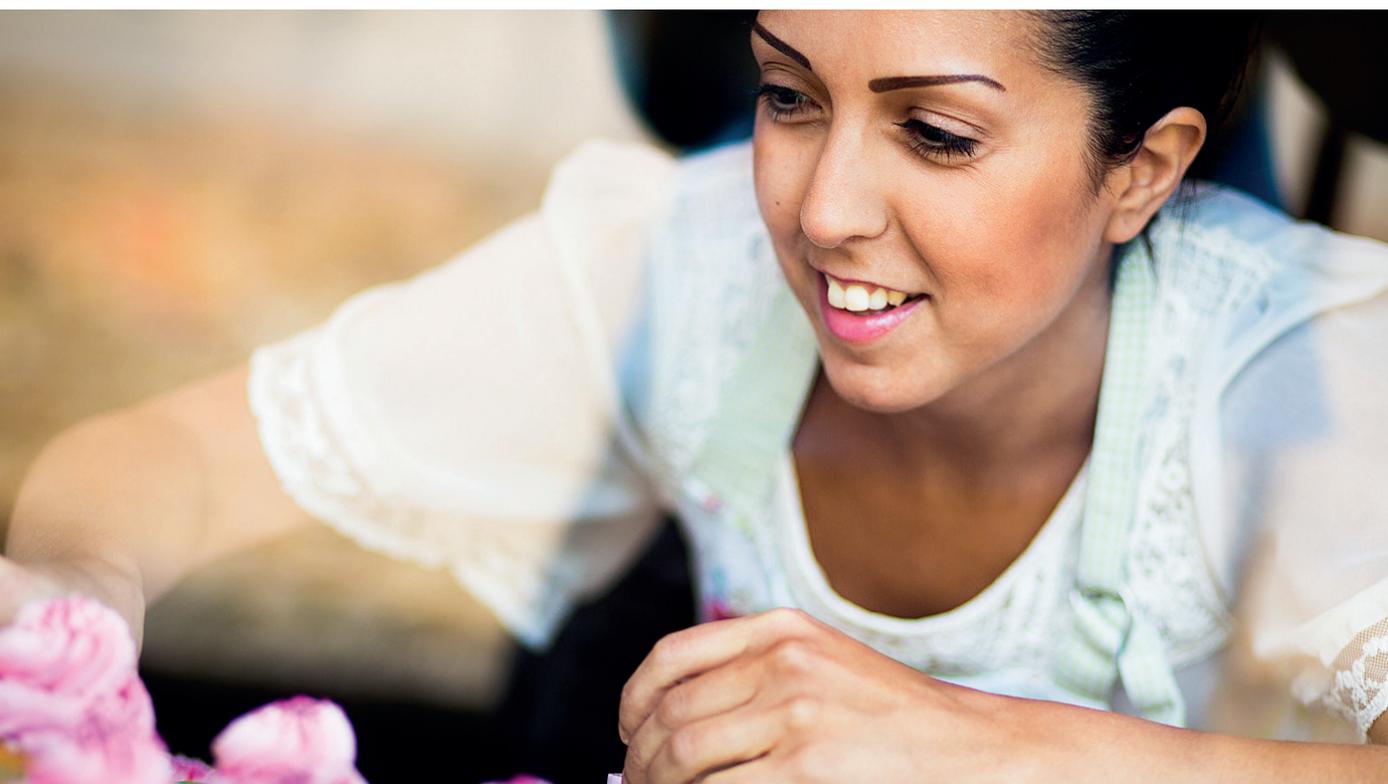
We present the information in phases that many entrepreneurs go through: Considering, Starting, Running, Developing and Closing down. Our headings give you a view of what life as an entrepreneur may be like.

This brochure is one of several products from eleven cooperating authorities where we bring together information and services to make it easier for you. You can also check out the website verksamt.se, where you can find more information and e-services from several authorities gathered in one place.

verksamt.se

At verksamt.se you can find information and services from Swedish authorities when you want to start and run a company. At verksamt.se you can write your business plan, register your company, apply for F-tax and much more.

Good luck with your life as an entrepreneur!



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Considering

Are you considering starting up a business? If so, you need an idea that you can turn into money. Formulating your business idea is the first step towards fulfilling your dream of becoming an entrepreneur.

Business idea

Your business idea is your idea of what you are going to sell, how you are going to do it and to whom. The business idea also points out the strength and unique competence of your company.

Formulating a business idea is a crucial step when you want to become an entrepreneur. A thorough business idea increases your chances of success. Your business idea should include answers to the following questions:

- » What is the purpose of my business?
- » Is there a demand for my product or service?
- » What is my target group, and how do I reach it?
- » Is my business idea unique? If not, what singles out my business idea compared to my competitors?
- » How do I make an income?

When you have identified your business idea you should write it down. Make it short and uncomplicated – a few sentences is enough.

Starting up a business while employed

You can combine employment with running your own business. However, you cannot work with anything that competes with your employer's business, nor do anything disloyal to your employer. In some cases, your employment contract will specify your options for running your own business alongside your employment. It is always best to discuss your plans with your employer

before starting up your business.

The amount of tax you pay will be determined by your total income from employment and your own business. If you are a sole trader, you should apply for FA tax (FA-skatt).

Starting up a business while unemployed

Job seekers who have a good chance of succeeding with their business can, in some cases, receive support and help to start a company. Through Sweden's Public Employment Agency you can also get your business idea tested and an education in how to start a business. The support is called Support for Starting a Business (Stöd till start av näringsverksamhet) and is a financial assistance when starting your business. You can get this support for up to six months while working on starting up your business.

The financial assistance consists of an activity grant or introduction benefits. The level of the activity grant is equivalent to the unemployment benefit you received before your start-up. If you have not been entitled to unemployment benefits, you may still receive a lower grant set by the Social Insurance Agency. Recently arrived migrants with an introduction activities plan established by The Public Employment Agency can receive introduction benefits. The support is taxable and treated, for example, as income for pension calculations.

To receive an activity grant, you must

- » be unemployed or at risk of becoming unemployed
- » be registered with the Swedish Public Employment Agency.

In some places in Sweden, employees are also eligible for support to start their own business. The Special Business Start-up Grant is for people who want to start their own business, but have a disability that

entails a diminished work capacity. This support is to be used for investments, etc. The Public Employment Agency can provide information on the amount of assistance available.

If you are newly arrived in Sweden and have an introduction plan you will receive an introduction benefit instead of an activity grant.

The Public Employment Agency decides whether to grant you the financial assistance. An external consultant helps to assess your business concept. It has to be sufficiently profitable and able to provide sustainable financial support. The Public Employment Agency will also consider your ability to run your own business. You can have begun the starting up phase, but basically you cannot have received any revenue. For instance, you may not have raised a bank loan or sent any invoices to customers.

Starting up a business as a student

You can start a business while studying. Just remember that if you are receiving financial aid from the Swedish National Board of Student Aid (CSN), both your student loan and study grant will be reduced if you earn more before tax than a set maximum amount. How much you can earn per six-month period depends on how many weeks you receive student funding.

Young entrepreneurs

Generally, you must have turned 18 to be allowed to start a business. If you have turned 16 or 17, you need permission from your legal guardian and from the Chief Guardian in your municipality to run a business. Your legal guardians are often your parents, and in every municipality there is a Chief Guardian. Together with your parents you apply for permission from the Chief Guardian, using a specific form that you can get from your municipality.

Running a business after turning 65

You can run a business when you start to take out your pension. If so, your social contributions will be reduced and you will get a higher earned income tax credit.

Hobby or business?

One way of starting is to turn your hobby into a business. This requires that you carry out your activities

- » independently
- » regularly
- » with the objective of making a profit.

Your business must be conducted on a regular and lasting basis, over an extended period of time. The purpose of the business must be to earn a profit. You must be able to show that your business is estimated to provide a financial surplus in the long term.

If your business meets these three requirements, it is considered to be a business enterprise and not a hobby. It may be time to apply for your F tax with the Swedish Tax Agency and begin life as an entrepreneur.

Self employment

If you want to do temporary assignments for different clients without starting your own business, independent contracting may be an option. As an independent contractor, you are connected to an umbrella company that acts like an employer and manages your administration for a commission. Read more on verksamt.se.

Go to a "Starting up a business" day!

Several authorities take a look at what you need to know and do to start up your own business. The lectures are held in Swedish. Register for a "Starting up a business" day at www.verksamt.se/starta-foretag-dagen.



Starting

Regardless of what you intend to work with, you gain a great deal by planning your business start and being well prepared. One way of getting started is to describe your business concept in a business plan.

Create your business plan

The business plan is a tool that helps you plan your business start. In the business plan, you describe how you are going to put your business concept into effect so that you have clear objectives for your operations. Think through your business concept carefully before starting up. Describe

- » what product or service you will be selling
- » who will be buying the product or service
- » the market
- » your advantages and disadvantages compared with competitors.

The business plan must be easy to understand. Although it has to be factual and attract interest. Keep in mind that suppliers, customers and your bank may want to see your business plan.

A business plan may vary in detail depending on the nature of the business. It has to be a living document that keeps pace with the development of your business and is updated regularly.

Your business plan should include three budgets: a start-up budget, a profit budget and a cash flow budget.

You need the business plan for yourself in particular. Only when you yourself have a good grasp of what you want to do in your business and how you are going to do it, can you be more convincing in getting other people to listen and take an interest.

Financing your start

You need money to start up a business. For many businesses, bank loans are the most important form of finance. To approve loans, lenders prefer businesses to be making good sales and turning over a profit. New businesses are unable to do this. In this situation, the bank will usually want you to provide private security or name a guarantor for the loan.

How much you can borrow depends on the estimated risk involved in your business concept. This risk factor also determines how much collateral you must provide.

Remember to include interest and loan repayments in your budget to give you a good overall view of the costs and expenses in your business.

If you only need a small amount of money, banks offer an overdraft facility. Then you can use the credit on your account to finance your purchases for a period of time. This may be more expensive than a bank loan, but could work well as a short-term loan.

You can also finance your business by renting, leasing or buying items on instalment instead of paying for everything at once. It may be more expensive than borrowing or using your own funds, but you do not need to have access to as much cash when you begin.

Find out whether you need a permit or not

When you start a business, it is important to find out whether the business needs to have a permit from, register with, or make some other notification to any public authority. This may involve special requirements on

- » you as the business operator
- » the premises
- » the business itself.

Licensing and supervisory authorities may be local, regional or national. Local and regional authorities include municipalities, county administrative boards and police authorities. The Swedish Data Inspection Board, the National Food Agency and the Swedish Board of Agriculture are examples of national authorities.



Use the tool **Find permits** on verksamst.se. You can apply electronically for some of the permits.

Register beneficial ownership

Swedish companies, associations and legal entities must register beneficial ownership information, except sole trader businesses. A beneficial owner is someone who ultimately owns or controls a company, association or other type of legal entity. A beneficial owner can also be someone who benefits from someone else acting on their behalf. Newly registered companies and associations must register beneficial ownership information within four weeks from their registration date. You can find more information about beneficial ownership on bolagsverket.se/en.

Choose your form of business enterprise

There are different forms of business and they work in different ways. When choosing your form of business, consider what suits you and your situation the best. A summary of the most common forms of business enterprise is shown below.

Sole trader business

As a sole trader, you run and are responsible for the business as a private person. You are personally responsible for agreements being kept and liabilities being paid, but you must keep the finances of the enterprise separate from your own private finances. No starting capital is required for sole traders. In most cases, the business does not have to be audited, although taking expert financial advice may nevertheless be wise.

If you run your business as a sole trader you can employ staff. However, you cannot employ your husband or wife. If you both work in the business, you may instead share the profit between you. The same rules apply

for cohabiting partners with mutual children.

Your business will be identified by your personal identity number. You may, but do not normally need to register the business with the Swedish Companies Registration Office. If you do so, the business name is protected in the county in which you are registered. Besides the name protection, there may be other reasons to register the business with the Swedish Companies Registration Office. For instance, you may need to have a registered enterprise if you intend to submit tenders in public procurement processes or if a licence or permit is required for certain activities.

Trading partnership

If you want to run your business with somebody else, you can form a trading partnership. The trading partnership has to have at least two owners, referred to as partners. You are not counted as employees, but the trading partnership may employ staff.

A trading partnership must be registered with the Swedish Companies Registration Office. The business gets its registration number and business name through the registration. The name of a trading partnership is protected in the county in which it is registered. The partners have to agree to operate a trading partnership before registering with the Swedish Companies Registration Office. This agreement should be in writing so you remember what you decided on the division of labour, how profits or losses are to be distributed and what happens if a partner wants to leave, for instance. This type of agreement is known as a partnership agreement or articles of partnership.

No starting capital is required for a trading partnership. You decide how much you want to invest in the business. You do not have to register the starting capital anywhere.

As partners, you represent the trading partnership and have joint influence. You are personally and jointly responsible for ensuring that the partnership's debts are paid. Consequently, you may be forced to pay the partnership's debts from your own private finances. You can then in turn make a claim against the trading partnership or the other partners for their share of the debt.

If any of the partners is a legal entity and if the entity is of a certain size the trading partnership must have an approved or authorised public accountant. Even if

the partnership is not required to have an accountant, it may be wise to have a competent financial advisor. Trading partnerships must register beneficial ownership information with the Swedish Companies Registration Office.

Limited partnership

The rules for a limited partnership are the same as for a trading partnership, with a few exceptions. In a limited partnership, there are two different kinds of partners: general partners and limited partners. A general partner is liable for all the debts of the partnership. Limited partners are only liable for the capital investment they made in the company. This investment has to be registered with the Swedish Companies Registration Office. Limited partnerships must register beneficial ownership information with the Swedish Companies Registration Office.

Limited company

When starting a limited company, you need a minimum of SEK 25,000 in share capital. The capital may consist of funds or of property that the company has a use for, so called contributions in kind. When you own shares in a limited company, you are at risk of losing the invested capital if the limited company goes bankrupt. The shareholders are not personally liable for the company's debts and other commitments. However, members of the board of directors may be personally liable if they mismanage their assignments. A limited company must have a board of directors with one or more members. If the board members are less than three, there must also be at least one deputy member appointed.

Small companies may choose not to have an auditor but all limited companies must file an annual report with the Swedish Companies Registration Office. You must also register your limited company with the Swedish Companies Registration Office. Before registering, you should decide in writing to start the company by setting up a special document, known as the memorandum of association. The memorandum of association must contain a draft of the articles of association. As a founder of the company, you should also subscribe to a number of shares. You do this by stating in the memorandum of association how many shares you subscribe to. When you

register your company, the limited company will be given a registration number. Limited company names are protected throughout Sweden. Limited companies must register beneficial ownership information with the Swedish Companies Registration Office.

Economic association

An economic association is formed by a minimum of three members. The association is created to enable members to benefit financially from the association's operations. Every member normally has a vote at the general meetings of the association. It is usually said that associations are based on democracy, commitment and responsibility.

Every member pays a contribution and usually an annual membership fee. The association decides how large the contribution should be. Members are not personally liable for the association's debts and other commitments in excess of their contribution. However, those who are members of the Board can be held personally liable if they mismanage their assignment.

An economic association must be registered with the Swedish Companies Registration Office before it can start doing business. Members of the association start the association and write the regulations. The association will be given a registration number when it registers with the Swedish Companies Registration Office. Economic association names are protected throughout Sweden. An economic association must have an auditor. The auditor of smaller economic associations does not need to be an approved or authorised public accountant, but must be competent for the assignment. Economic associations must register beneficial ownership information with the Swedish Companies Registration Office.

Community association

Lantmäteriet is the authority responsible for forming community associations. A community association is a great way to organize the management of land and facilities owned jointly. The owners of the properties who have a share in an association are automatically members of the community association. Community associations must register beneficial ownership information with the Swedish Companies Registration Office.

Choose your form of business

	Sole trader	Trading partnership	Limited partnership	Limited company	Economic association
Legal entity	No	Yes	Yes	Yes	Yes
Number of owners	Only 1 person	At least 2 people or enterprises	At least 2 people or enterprises	At least 1 person or enterprise	At least 3 people or enterprises
Owner liability	The business operator is personally liable for the agreements entered into and for the debts of the enterprise.	The partnership can enter into agreements. The partners are liable if the partnership cannot pay its debts.	The partnership can enter into agreements. The general partner is liable if the partnership cannot pay its debts.	The company can enter into agreements and is liable for its debts.	The association can enter into agreements and is liable for its debts.
Capital requirement	No	No	General partner: no Limited partners: at least SEK 1	At least SEK 25,000.	Yes, in the form of a cash or work investment.
Representatives	The sole trader	The partners	The general partner	The board of directors	The board of directors
Registration	With the Swedish Tax Agency and possibly the Swedish Companies Registration Office	With the the Swedish Companies Registration Office and the Swedish Tax Agency	With the the Swedish Companies Registration Office and the Swedish Tax Agency	With the the Swedish Companies Registration Office and the Swedish Tax Agency	With the the Swedish Companies Registration Office and the Swedish Tax Agency
Name protection	In the county	In the county	In the county	Nationwide	Nationwide
Form of taxation	F or FA tax (FA tax for income from both the business and employment)	The partnership: F tax Partners: SA tax (special debited A tax)	The partnership: F tax Partners: SA tax (special debited A tax)	The company: F tax The owners: A tax (employees)	The association: F tax The members: A tax (employees)
Taxation	The business operator is taxed for the surplus (income tax + social security contributions).	Partners are taxed for their part of the partnership's surplus (income tax + social security contributions).	Partners are taxed for their part of the partnership's surplus (income tax + social security contributions).	The company is taxed on its profit (corporation tax). The owners are taxed on salary withdrawn and possible dividends (income tax + possible gains tax).	The association is taxed on its profit (corporation tax). The members are taxed on salary taken out and possible dividends (income tax + possible gains tax).
Annual report and auditor	Only annual accounts. Auditor is not required.	If the trading partnership has a legal entity of a certain size as a co-owner, the partnership must appoint an accountant and submit an annual report to the Swedish Companies Registration Office.	If the limited partnership has a legal entity of a certain size as a co-owner, the partnership must appoint an accountant and submit an annual report to the Swedish Companies Registration Office.	All limited companies must file an annual report, and in certain cases an auditor's report, with the Swedish Companies Registration Office. Small companies may choose not to have an auditor. Find out more at the website of the Swedish Companies Registration Office.	An annual report must be prepared and an auditor must be appointed.
Allocation of profit and loss	Normally only to the business owner. Exceptions are spouses and cohabitants with mutual children.	As per agreement if such an agreement exists. Equal distribution otherwise.	As per agreement if such an agreement exists. If no agreement exists and the partners cannot agree on the allocation, the issue must be decided in court.	Profit can be allocated to the shareholders in the form of a dividend.	Profit can be divided between the members in the form of a bonus.
Income as the basis of sickness benefits	Surplus	The surplus for the partners individually	The surplus for the partners individually	Salary withdrawn	Salary withdrawn
Qualifying period	1, 7, 14, 30, 60 or 90 days	1, 7, 14, 30, 60 or 90 days	1, 7, 14, 30, 60 or 90 days	Deduction	Deduction
Pensionable income	Surplus	The surplus for the partners individually	The surplus for the partners individually	Salary withdrawn	Salary withdrawn
Register beneficial ownership	No	Yes	Yes	Yes	Yes

Register your business

When registering your business, you use your electronic ID to login to Mina sidor at verksam.se. This e-service is only available in Swedish at the moment.

If you start a limited company, trading partnership, limited partnership or economic association you need to register your business with the Swedish Companies Registration Office. If you start a community association you need to contact Lantmäteriet specifically.

No matter your business type, you need to provide information to the Swedish Tax Agency, to

- » apply for an approval for F tax or FA tax
- » apply for VAT registration, if VAT must be reported in your business
- » provide details for the calculation of your preliminary tax
- » state what type of economic activities you plan to carry out by providing industry codes (SNI)
- » register as an employer if you are going to employ staff.

Electronic ID

An electronic ID (eID) is an electronic identity document comparable to physical identity documents, for example identity cards or drivers licenses. An eID provides secure identification online.

An eID may be in the form of a file on disk, on smart card or a mobile BankID on a smartphone or a tablet computer. You can easily obtain an eID from a bank or Telia.

Register your business with an electronic ID

If you have an electronic ID, you can quickly and easily take care of matters related to your business enterprise on verksam.se. These e-services are only available in Swedish at the moment. You can for example

- » apply for an approval for F tax or FA tax with the Swedish Tax Agency
- » apply for registration of your business name to the Swedish Companies Registration Office
- » report to the Swedish Tax Agency that you should be registered as an employer
- » report to the Swedish Tax Agency that you should be registered for VAT
- » report changes to or strike off your business.

By using e-services you

- » save time
- » avoid limited opening hours and long telephone queues
- » have access to your own data and can correct any faulty information
- » receive help with various calculations.

Select the right industry code (SNI)

When you register your company with the Swedish Tax Agency, you must enter the SNI code. SNI stands for Svensk Näringsgrensindelning (Standard Industrial Classification) and the classification is based on an EU standard. An SNI code consists of five digits and describes the activities you are going to conduct. It is Statistics Sweden (SCB), who uses the data for economic statistics and for SCB's business registers where all Sweden's companies are to be included. You can find SNI codes at www.sni2007.scb.se.

Protect your business

Information security

Information security is about taking action to prevent information from getting in the wrong hands or to be destroyed. Common threats to your information are that someone wants to access your password to use your online identity or your card details to make purchases at your expense. Sometimes the computer is crashing or is infected with viruses.

Technical protection is important, but just as important is how you and your employees act on the internet and how, for example, passwords, e-mail, and e-mail login are handled. A good rule of thumb is that you keep your roles as entrepreneur and individual separated. For example, you should have one computer for the company and one private.

To protect your business, it is also good to use e-services instead of paper forms and a digital mailbox for all your government posts. You should also save your information in two places.

Protect the business name

When you start limited companies, trading partnerships, limited partnerships and

economic associations, you have to choose a business name. If you are a sole trader you can choose to register your company name with the Swedish Companies Registration Office. If you do not choose a name your name will automatically be the same as your first and last name. By registering your business name with the Swedish Companies Registration Office you protect it from being used by others in your line of business.

Examples of business names

- » Imaginary words, such as Cajin Aktiebolag.
- » Imaginary words + industry words, such as Cajin Mode Aktiebolag.
- » Place name + industry word, such as Ronneby IT Aktiebolag.

Examples of why a business name is not approved

- » A business name that can be confused with another business name or trademark.
- » Only information about what the enterprise works with, such as Bilverkstad AB or Bageriet Handelsbolag.

Do not order printed materials, signs and so on until your business name has been registered.

Protect your trademark

Your trademark characterises your product or service. A strong trademark that customers associate with good quality and reliable origin is essential if you want to succeed in business.

By having a trademark protection, you prevent your competitors from taking advantage of the characteristic features or your product. Your trademark does not need to be the same as your business name. You may need more than one trademark for your products or services.

The Swedish Patent and Registration Office can give you practical advice to help you with your application.

Insuring yourself and your business

Keep in mind that your private home insurance will not cover your business. You

For limited companies and economic associations, name protection applies nationwide. For sole traders, trading partnerships and limited partnerships, the protection applies within the county.

should therefore think about what insurance coverage you and your business should have.

Business insurance

There are several types of business insurance.

- » Property insurance protects equipment, goods and other objects in the event of burglary, fire, water damage and so on.
- » Third-party insurance provides protection if anyone were to claim damages from your business.
- » Consequential loss insurance provides compensation for losses that can arise as a result of an interruption in business.
- » Legal expense insurance reimburses legal and court costs.
- » You may need partnership insurance if you run the enterprise together with somebody else.

Unemployment insurance

As an entrepreneur, if you become unemployed and seek compensation from unemployment insurance, special rules apply in addition to the general conditions. You are considered to be unemployed only if all activities in the business have ceased.

If you or anyone closely associated with you should resume the activities, five years must pass until you may be considered unemployed, unless the business is permanently terminated.

To be regarded as permanently terminated, the business normally should be closed down or taken over by someone else. You may not be personally active in the business or have any significant influence over it.

You must be a member of an unemployment fund in order to claim benefits based on your income.

Life and accident insurance

You should consider obtaining life and accident insurance. An insurance of this kind will provide you with compensation if you are injured or disabled at work. If you have to quit working due to the injury, you can receive a disability pension and a supplementary pension. Survivor's protection is provided in case of death.

Labour market insurance is mandatory if you employ staff and are bound to a collective agreement or a so called "local collective agreement" with a trade union organisation.

National retirement pension and occupational pension

As an entrepreneur, it is your own responsibility to ensure that you earn your retirement pension. To be entitled to national retirement pension, it is important that you pay social security contributions or employer's contributions and pension contribution through the tax. This means that you need to draw salary or take out profit to build a solid base for your future retirement. The higher salary or profit you take out, the more pension credits you earn. There is however an upper limit. For 2020 this limit is SEK 44,923 per month before tax.

As an entrepreneur, it may also be wise to compensate for not having an occupational pension. This is a pension most employees in Sweden receive through their employer. The occupational pension is about 4,5 per cent of the salary, and you should try to compensate for that by saving the corresponding amount each month.

Handling personal data

As an entrepreneur, you will handle personal data, which is data that can be linked to a living person. This can mean an email address to a customer, data on or photos of your employees. The EU has decided what data you may collect on others and how to handle this data (the General Data Protection Regulation: GDPR). The most important principles when processing personal data are:

- » Do not collect more personal information than necessary and for a certain, predetermined purpose.
- » Do not save the data for longer than necessary.
- » Protect the personal data you manage in the company.

Read more on verksamt.se.

Sustainable business

Are you considering starting up a sustainable business where you can combine a profit with environmental concerns and social responsibility? Running a sustainable business can make you more competitive and create new business opportunities.

Rural business

Depending on your business, there may be advantages to starting and running your business in the countryside.

- » Land costs and office rents are lower outside the metropolitan areas.
- » There are public grants to apply for, for those who want to start and run a business in the countryside.
- » Many entrepreneurs in the countryside are investing in new technology and digital marketing to reach out to their customers, enabling you to reach a large market, no matter where in the country you are running your business.
- » You can get free advice in many places around the country.

Read more about running rural businesses on the Swedish Board of Agriculture's website, www.jordbruksverket.se.

On verksamt.se/region you will find free business counselling in your region, though the service is only available in Swedish.

Get started with your marketing

Marketing is about getting your business to be seen and building relationships. It is also about how your company is perceived by others, that is, your brand. It's useful to complete a detailed marketing plan describing goals and efforts to achieve those goals.

You also need to specify your target group, namely who should be your customers. One of the keys to being successful is to see what kind of needs or problems your customers have and then offer them a solution. You need to find a convincing way to tell customers that you are there so they can choose your product or service. Keep in mind that you can handle a lot of your marketing with relatively small resources and your own work.

A good first step may be to create a clear, customer-oriented website that informs your customers about your services or products. For example, in order for your customers to find your site, you can work with search engine optimization and social media.

Take good care of your assets

By protecting your trademarks and other intellectual properties, like patents and designs, you can get unique advantages over your competitors. This way you can increase your chances of making a profit out of your products and services.

Contact the Swedish Patent and Registration Office for more information on how to take care of your assets and be more successful in business.

Finding your business premises

Many people start their business at home, while others need commercial premises. Start with thinking about your requirements for the premises. Is a central location important or is it more important to have a loading dock and a large car park? Do you

need an office, warehouse or staff rooms?

When you have found the premises you would like to rent, be sure to read the lease carefully. You need to know what the rent includes and the period of notice. The premises must also meet requirements imposed by the authorities. The requirements depend on your business. For instance, there may be requirements for availability and safety. You are responsible of finding out how to meet the requirements for your premises.

Contact the landlord if you want to make changes to the premises. Find out whether the landlord is willing to bear the costs of renovation and if you need building permits. Also contact an insurance company and find out if they have any requirements regarding the premises before insuring them.

Is your visiting address different from your postal address?

Remember to state your visiting address when you register your business at verksam.se. The Swedish Tax Agency will register the visiting address and forward it to Statistic Sweden's Business Register.

The Swedish Patent and Registration Office can give you guidance on how to succeed in business by using your intellectual property rights. Visit www.prv.se.



START A BU

Start here!

<p>CONSIDERING</p>  <p>FORMULATE YOUR IDEA!</p> <ul style="list-style-type: none"> - Write down your idea and begin a business plan 	 <p>TEST YOUR IDEA</p> <ul style="list-style-type: none"> - Conduct a market survey to find out who your customers are 	<p>BOUNCE YOUR IDEA OFF SOMEONE</p>  <ul style="list-style-type: none"> - Get help from an advisor and people in your networks
<p>Start and register your business at verksamst.se</p>  <p> Skatteverket  Bolagsverket</p>		<p>WHAT WILL YOUR BUSINESS BE CALLED?</p>  <ul style="list-style-type: none"> - Your business name is your display window. It makes it easier for customers to find you. Read more about business names at verksamst.se <p>STARTING</p>
<p>® PRV</p> <p>REGISTER YOUR TRADEMARK!</p> <ul style="list-style-type: none"> - prv.se can help 	 <p>APPLY FOR F TAX</p> <ul style="list-style-type: none"> - You can do this at verksamst.se using e-identification 	<p>%</p> <p>REGISTER FOR MOMS (VAT)</p> <ul style="list-style-type: none"> - Find out how to report moms (VAT) at skatteverket.se
 <p>SUSTAINABLE BUSINESS</p> <ul style="list-style-type: none"> - Be responsible and work for a positive impact 	 <p>EXPAND YOUR NETWORK</p>	<p> Arbetsförmedlingen</p> <p>EMPLOY STAFF</p> <ul style="list-style-type: none"> - Get help from Arbetsförmedlingen when recruiting <p>Keep an eye on:</p> <ul style="list-style-type: none"> - Employer's contributions and taxes - Insurance - Employment contracts
<p> Försäkringskassan</p> <p>SECURITY - IF LIFE TAKES A NEW TURN</p> <ul style="list-style-type: none"> - Illness - Expecting or have given birth - Living with a disability 	<p>EVALUATE YOUR BUSINESS PLAN AND BUDGET</p> <ul style="list-style-type: none"> - Anything I can improve? 	 <p>WHEN YOUR FIRST YEAR IS UP</p> <ul style="list-style-type: none"> - Close accounts for the year - Submit your tax return and pay tax in time to Skatteverket. - Submit your annual report to Bolagsverket

Build a strong brand!





MAKE A BUDGET

- Start-up budget
- Profit / loss budget
- Liquidity budget

IMPORTING?

- Check with Customs what it costs!




YOUR TEAM!

- Find people to work or collaborate with





PLAN YOUR MARKETING!

CHOOSE YOUR FORM OF BUSINESS

When you've chosen the form for your business, you are ready to start!



With others

- Limited company, economic association, trading partnership, limited partnership

Alone

- Limited company, sole trader

Do you need any special permits for your business?

Apply in good time!



FINANCE YOUR START

- Your own money
- Bank
- Almi

Is your business plan ready?



CALCULATE YOUR TAX

- Estimate how much income tax and employer's contributions you should pay



Don't forget!



INSURE YOUR BUSINESS



LAUNCH YOUR PRODUCT OR SERVICE!

RUNNING



WORK LIKE MAD!

Kick-off!





PAY YOUR TAX AND MOMS (VAT)

- Learn how moms (VAT) works
- Report and pay
- How much is your own money?

BOOKKEEPING

How is your business doing so far?



GET YOUR BUSINESS UP AND RUNNING!

Marketing:

Reach more people and get new customers through social media



SELL!

Don't forget to send invoices in good time



DEVELOPING

GROW YOUR BUSINESS

- Establish in a new market and expand your customer base





EXPORT YOUR GOODS OR SERVICES

- Take your business to the world!

FINANCE YOUR BUSINESS GROWTH

- Venture capital - find an external financier and partner
- Apply for public funding
- Crowdfunding



GOOD LUCK! THE WORLD IS NOW AT YOUR FEET



Best of luck to you!

Running

It is important that you study the rules that apply to your tax payments early on. Moreover, you will benefit from having proper accounting from the beginning. It saves time, money and unnecessary work.

You are obliged to keep accounts of all financial transactions in the business. A transaction refers to when you buy or sell something or raise a loan, for example.

Keep account of the business transactions

Accounting is a useful tool in your business. Your accounts enable you to monitor operations and steer your business towards its targets. The answers to many questions are in your accounts. How much money can you withdraw for yourself? How is the business doing? Can you make the investments you were planning on? Can you afford to employ staff?

Accounting is also important when you need to show others how your business is doing. You may want to borrow money from

the bank or obtain credit from a supplier. You can also obtain details from your accounts for your income tax return.

You are obliged to account for all the business transactions in your company. A business transaction is any event that affects the economy in your business – a change in assets or debts, as well as any costs and revenues.

Whether you do the accounting yourself or hire help depends on how much you know, how interested you are and how much time you can devote to it. However, even if someone else does your accounts, you do need to understand them. Responsibility always rests with you.

Sole traders and trading partnerships owned by natural persons and with a turnover of less than SEK 3 million are permitted to compile simplified annual accounts. Simplified annual accounts consist of an income statement and a balance sheet. More information is available on www.skatteverket.se.

Do you need a cash register?

If you sell goods and services for cash payment or payment by credit card, you must have a certified cash register. A cash register is the system in a physical cash box that registers all payments. You have to report a cash register at the same time as you report your business to the Swedish Tax Agency. There are businesses exempt from this rule. More information about cash registers is available on www.skatteverket.se.

Making tax deductions

You may make deductions in your income tax statement for what you need to be able to maintain the business. This may, for example, be a matter of having an office at home, a company car or costs you had before the business began operating.



Paying tax on the earnings of the business

The profit of the business is taxed in a variety of ways depending on the form of business enterprise. The profit is the difference between income and expenses. Income consists mainly of the funds received by the business when it sells goods and services. Expenses are the expenditures necessary to run the business. Some expenses may not be fully deducted at the time of purchase, but must instead be depreciated over several years.

Sole traders, trading partnerships and limited partnerships are not taxed on their profits. The profit instead provides the basis for the taxation of the trader or the partners. More information on how taxation works is available in the section Receiving remuneration or salary.

In a limited company or an economic association, the actual company or association is taxed on the profit through corporation tax. You must pay preliminary tax on the profit or surplus, see the section Receiving remuneration or salary. You pay the preliminary tax through deposits into your tax account at www.skatteverket.se and they must be recorded no later than the due date, usually the 12th of every month. A couple of times a year you should check that you are paying the correct preliminary tax. You should neither pay too much nor too little. If your preliminary tax needs to be adjusted, you can file a preliminary income tax return with the Swedish Tax Agency at any time.

Receiving remuneration or salary

If you conduct business as a sole trader, trading partnership or limited partnership, you may not draw salary from your business. If you deposit or withdraw money from the business, the profit is not affected. Consequently, it also does not affect how much tax you must pay.

As a sole trader, you make a standard deduction for social security contributions from the profit. You have now calculated the surplus from your business operations. Income tax and social security contributions are calculated based on this surplus. The surplus is also used by the Swedish Social Insurance Agency to calculate the income on which your sickness benefits are based, and by the Swedish Pensions Agency to calculate your pensionable income.

In a trading partnership or limited partnership, the partners (co-owners) share the profit or loss. You make a standard deduction for social security contributions from each partner's individual share of the results. You have now calculated the surplus for each partner. This surplus is then used when calculating each partner's income tax and social security contributions. The partners' surplus is also used by the Swedish Social Insurance Agency to calculate the income on which their sickness benefits are based, and by the Swedish Pensions Agency to calculate their pensionable income.

You pay national income tax on income over a certain amount. Keep in mind that national income tax is calculated on the total income from your employment and from your business activities.

In a limited company or an economic association, as an owner or member, you are also viewed as an employee if you are active in the company or association. The remuneration you withdraw from the company is thereby considered to be salary. This salary and your employer's contributions are deductible expenses for the company or association.

The fact that you, as an owner or member, are viewed as an employee means that you must register the company or association as an employer with the Swedish Tax Agency. The company or association is your employer and must therefore pay employer's contributions and preliminary income tax for you and other employees.

Paying dividends

A limited company can pay all or part of its profits to its shareholders. This payment is not regarded as a salary to the shareholder, but is taxed as income from capital.

Remember that dividends do not form a basis for calculation of your future pension or the income on which your sickness benefits are based. Special rules apply for what are known as close companies. A close company is a limited company or an economic association where four or less partners own shares that correspond to more than 50 percent of the votes.

If an economic association makes a profit, the association can distribute profit to its members as a bonus. This profit is not regarded as a salary. Consult the Swedish Tax Agency for more information on taxation of

such profits.

When you pay taxes and charges on your salary or profit, you earn credits for your national retirement pension.

How VAT works

VAT is a tax on goods and services. When you sell something in your company, you add VAT to your price. When you buy something for your company, the seller has also added VAT. On most goods and services, 25 percent is VAT, but there are exceptions.

You must report the VAT in a VAT return to the Swedish Tax Agency. The difference between the VAT on what you have sold (output VAT) and the VAT on what you have purchased (input VAT) determines whether you need to pay VAT or will get a VAT refund. Depending on the turnover your company has and what you selected in the registration, you will submit a VAT return every month, every three months or once a year. More information on how often you need to submit VAT can be found on skatteverket.se.

If you have an income of no more than SEK 30,000 in one year, you are exempt from VAT. The exemption applies to own sales within the country. The exemption does not apply to purchases of goods and services when you as a buyer are required to report and pay the output VAT. You do not have right of deduction of VAT when you are exempt from paying it.

Closing the accounts and filing an income tax return

Once the financial year is over, you have to sum up how the year went, i.e. close your annual accounts. Simply put, this means that you sum up the income and expenses in an income statement as well as assets and liabilities in a balance sheet. The rules on the closing of the accounts differ depending on the form of business enterprise you have and the size of your turnover.

You then complete your income tax return using the information in your annual accounts.

If you are a sole trader you report your profit or loss in a special supplement to your income tax return.

If you have a trading partnership you must file an income tax return. Each partner reports his or her share of the trading partnership's or limited partnership's profit or loss on a special supplement to their income tax return.

If you have a limited company or a economic association you must file an income tax return and report the company's profit and the taxes the company must pay itself. Shareholders or members of the economic association file information on their salary and any dividends or bonuses in their income tax return.

Submit the return with the Swedish Tax Agency. They calculate your tax liability for the year and compare it with the preliminary tax you have paid during the year. If you have paid too little tax over the year, you have to pay more; but you will receive a refund if you have paid too much. You can easily file the return on the Swedish Tax Agency website.

Reporting VAT

Sales ≤ SEK 1 million	File tax return
VAT return	once a month, every three months or once a year
Sales ≥ SEK 1 million	File tax return
VAT return	once a month or every three months

Submitting your income tax return, your VAT return, PAYE return and your payments on time

You will have to pay a penalty if you file your return late. If you pay the enterprise's tax, VAT or employees' taxes and social security contributions too late, you must also pay the interest expense and are at risk of the debt being transferred to the Swedish Enforcement Authority (Kronofogden) for collection. This costs extra and the enterprise is issued with a record of non-payment. Moreover, your approval for F tax can be revoked.

You can also be issued with a record of non-payment if you do not take care of payments other than taxes and social security contributions, such as payments to suppliers. With a record of non-payment, it may be difficult to get a loan, buy something on instalment, get a credit card, etc. If you conduct business as a sole trader, your private finances are also affected and it may be difficult, for example, to rent a flat or arrange a telephone subscription.

The credit-rating agencies decide whether or not you are issued with a record of non-payment. They do so by making an assessment of a large amount of information from various sources, including the Swedish Enforcement Authority. This data is used to provide information to people or enterprises when you want to borrow money, make purchases on instalment or the like. These people or enterprises then decide whether or not you can borrow money or make such purchases.

File the annual report in time

In some cases, you must to prepare an annual report and send it to the Swedish Companies Registration Office. This applies to

- » larger sole trader businesses
- » trading partnerships and limited partnerships with legal entities as partners and larger trading partnerships and limited partnerships
- » all limited companies
- » larger economic associations.

It is important that you file your annual report in time to the Swedish Companies Registration Office. If you run a limited partnership you will have to pay a late filing penalty if do not submit the report in time.

In some cases, you must also provide statistics to Statistics Sweden (SCB). You are required by law to provide SCB with information regarding your business, if SCB so requires. If this is the case, SCB will contact you with more information.

Parts of SCB's business registers are public and can be used by industry, municipalities and other authorities. Therefore, you should update your company's information on a regular basis. Log in to verksamt.se to change the information about your company.

Employing staff

If you hire somebody, you become an employer. This is true even if it is you yourself you hire (if you have a limited company or an economic association). Becoming an employer has several implications:

- » You must register as an employer with the Swedish Tax Agency.
- » You must withhold taxes and report these taxes for employees.
- » You must pay employer's social security contributions on the employees' wages.

You report salaries, taxes and employer's contributions for each employee every month in a PAYE return – even if you have not paid any salary.

The Swedish Public Employment Agency offers a free service when you need to recruit staff.

In some cases, you can get financial support from the Swedish Public Employment Agency when you hire someone. This applies if you, for instance, hire a person who is newly arrived in Sweden, someone who has been unemployed for some time or a young person who needs to gain work experience. The financial support compensates for parts of the salary and enables you to gain valuable skills for your company.

If an employee falls ill

When an employee falls ill and cannot work, you must pay sick pay up to and including the fourteenth sick day. You have to make a 20 percent deduction from the employee's sick pay. On day 8, the employee must submit a medical certificate. If the employee is still ill after day 14, you must file a notification of illness with the Swedish Social Insurance Agency (Försäkringskassan). The employee can then apply for sickness benefits from Försäkringskassan.

The following industries must have a staff register: restaurant, hairdresser, construction, autorepair, wholesalers of tobacco and food, body and beautycare and laundry. Everyone working in the premises of the enterprise must be recorded there. More information on this is available in Swedish on the Swedish Tax Agency website.

Want to know more about accounting, tax and VAT?

Sign up for the "Starting Up a Business" information meeting at www.skatteverket.se/informationstraffar.

The rules regarding sick pay apply as of the first day of employment if the employment agreement applies until further notice or is limited in time to one month or longer. Even for shorter periods of employment, the employee may be entitled to sick pay under certain circumstances. If the employee is not entitled to sick pay, they may instead be entitled to sickness benefits from the Swedish Social Insurance Agency.

Contracting another business operator

If you purchase a service from a sole trader, such as a craftsman to furnish your premises, you have to check whether that person has F or FA tax. If the person you engage only has A tax, you must withhold taxes and pay employer's contributions on the pay for services rendered.

If the person you engage has written on an invoice, tender or the like, that he or she is approved for F tax this information applies. If you nonetheless want to check that the person is approved for F tax, you can contact the Swedish Tax Agency.

Important dates

There are a lot of important dates for entrepreneurs to keep in mind, for example

- » when to pay preliminary tax
- » when to report and pay VAT
- » when to report & pay tax and employer's contributions for employees
- » when to file the income tax return
- » when you will receive your final tax statement
- » when you will receive your tax refund if you have paid too much preliminary tax.

You can find information about these important dates on www.skatteverket.se.

If you fall ill or have children

As a business operator, you are covered by health and parental insurance. The benefit you receive will be based on the income from which your sickness benefit is calculated. The Swedish Social Insurance Agency calculates this income in various ways, depending on what form of business enterprise you have.

Businesses under construction

If you are in process of starting up your business, you are entitled to extra protection for the first three years as self-employed. During this time, the level of your sickness benefit is based on a fictitious income, equal to what an employee with the same work tasks, training and experience would receive. The 36 months are calculated from the month when you registered your company with the Swedish Tax Agency.

Limited company or economic association

If you have a limited company or are a member of an economic association, you are regarded as an employee. The Social Insurance Agency then calculates the income for sickness benefits based on your salary. If you do not draw any salary, you cannot receive any compensation if you fall ill. For parental leave, you can only receive the minimum level compensation. Note that dividends from a limited company or from an economic association are not included in this income.

When you are employed in a limited company or an economic association, the company or association must pay you sick pay if you fall ill and cannot work. The same rules apply to you as to all other employees.

The first 14 calendar days that you are, partially or entirely, unable to work due to illness is called the sick pay period. Since the first day of illness is a waiting day, you cannot receive any sick pay for that day. If you are ill for more than seven days, you must have a medical certificate.

After 14 days, when the sick pay period is over, the Social Insurance Agency can disburse sickness benefits if you are still ill. The company or association must therefore make a report and submit a medical certificate to the Social Insurance Agency.

Sole trader, trading partnership or limited partnership

If you are a sole trader or have a trading partnership or a limited partnership, the income on which your sickness benefit is based will be calculated according to your share of the estimated surplus from the business. However, your income may not be calculated as being higher than the amount an employee with similar duties would receive as a salary.

No sickness benefits will be paid for the waiting days. If you are a sole trader or a partner in a trading partnership or limited partnership, you have a seven-day basic waiting period for health insurance. You may, however, choose another number of waiting days. Your national health insurance contribution will be lower if you choose a longer waiting period. You can choose between 1, 14, 30, 60 and 90 waiting days. If you do not select a waiting period, you will still have to complete the basic waiting period of seven days if you fall ill. If you choose a shorter waiting period, the change will take effect after a period of notice. The period of notice corresponds with the number of days with which the waiting period is reduced. The number of waiting days you select affects neither temporary parental benefit nor the standard parental benefit.

Contact the Social Insurance Agency if you would like to change the number of waiting days. After the age of 55, you cannot change back to a shorter waiting period.

If you are ill and cannot work in a sole trader business, a trading partnership or a limited partnership, you must report sick to the Social Insurance Agency on the first day of your illness. The Social Insurance Agency can then pay you sickness benefits after your waiting days. Generally, you cannot receive sickness payment for more than seven days before you submit your registration.

If you are ill for more than seven days, you must also submit a medical certificate to the Social Insurance Agency.

If you are entitled to rehabilitation compensation or preventive sickness benefit you can receive compensation from the first day of sickness or treatment, provided that you have not selected a waiting period and thus only have the basic waiting period of seven days.

If you have chosen another number of waiting days, you have to wait that number of days before you can receive rehabilitation compensation or preventive sickness benefit.

Make your company more digital

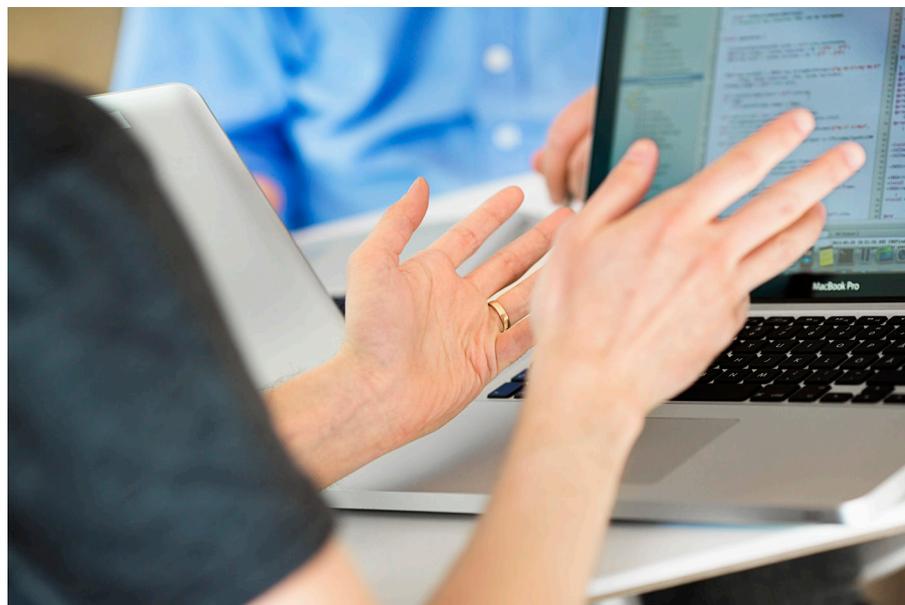
Increase your online visibility and create more and better business. With digital tools, you can also streamline your administration of the company.

There are many benefits to start managing your business digitally, and it is often both cheaper and easier. With today's digital accounting software, you can get a comprehensive solution for both your accounting, billing and connections to your bank. You can also get automatic reminders if someone has not paid an invoice, or if you forget to send an invoice for a job done.

Get a digital mailbox to receive your mail from authorities digitally instead of on paper. Unlike regular emails, the digital mailbox is secure because login is via electronic ID, such as Mobile BankID. A digital mailbox is free, environmentally friendly and accessible wherever you are.

To be more visible online, you can have your own website or be active in social media.

When you become more digital and visible on the web, you also need to consider protecting your business. Read more under the section Protect your business.



Developing

After a few years, it may be time to further develop the enterprise. You may want to find new markets, get help to finance your growth or simply change the form of business enterprise.

There may be many reasons to continue with the business in a different form. One common reason is that you want to bring in partners to the business.

Reaching out to new markets

When you have a profitable and maximally utilised domestic market, it may be time to seek new markets. Assuming you are prepared to invest long term, exports could be profitable.

International trading

Does your business idea extend beyond the borders of Sweden? Then it is important that you find out what rules apply in Sweden as well as in the country in which you intend to conduct business.

The rules for international trade vary depending on what type of goods or service you trade in, if you trade with companies or individuals, and whether they are located in or outside the EU.

Trading goods within the EU

You can usually bring products to Sweden that are already manufactured or sold legally in Sweden. The same applies if you want to sell a product from Sweden to another EU country. The EU has a common market in which goods can circulate freely across borders without customs control or customs duties. For many goods, EU countries also have common product rules. Where the EU does not have common product rules, the basic rule of mutual recognition applies, meaning that a product lawfully placed

on the market in an EU country must not be stopped by the authorities in other EU countries without good reason. There are areas belonging to an EU country but are not included in the EU's tax area. Then you need to declare customs. If the EU area does not belong to the EU Customs Union or EU Tax Area, the rules for import and export of goods to non-EU countries apply.

Read more about trading with other EU/EES countries in the portal **Your Europe**, europa.eu/youreurope.

Trading goods outside the EU

When you trade with countries outside the EU, you must declare the goods you are importing or exporting from the EU. You do not need a general license to start trading with non-EU countries, but you need a special registration number, an Eori number. You get this number from the Swedish Customs Office.

Some goods such as drugs, chemicals and organic products may require import licenses to be imported into the EU. The permit is available from the authority responsible over the product. Certain other goods, such as iron and steel and some agricultural and food products, require import licenses. In Sweden, the National Board of Trade Sweden and the Swedish Board of Agriculture issue these licenses.

Read more about the goods you need an import permit for on the page **Special regulations for certain goods** at Swedish Custom's website, www.tullverket.se/en.

Trading in services

When trading in services, you do not need to provide a customs declaration, whether you trade with countries inside or outside the EU. EEA countries have a common market for services. It is often enough that the service meets the requirements in Sweden for it to be sold in other EU/EEA countries. However, in

some areas, national requirements apply and then you may need permission to perform the service. EU Free Trade Agreement and World Trade Organization's GATS Agreement is an important regulatory framework for Swedish service providers who want to sell services outside the EU.

VAT in international trading

When you sell goods to a buyer in an EU country, the main rule is that you will charge VAT on the sale. However, if the buyer is a company that specifies its VAT registration number, you should sell the goods without adding VAT. The buyer will report the VAT in the other country. When selling a service to an entrepreneur in another EU country, you will, under certain conditions, sell the service without VAT. The buyer will report VAT in the other country. When you sell goods to non-EU countries, you will not charge VAT, regardless of whether the buyer is a company or an individual. When selling services to buyers from countries outside the EU, it is in most cases different rules depending on whether you sell to companies or individuals. If you sell to an entrepreneur, you must sell the service without Swedish VAT under certain conditions and if you sell to private individuals, you usually sell the service with Swedish VAT.

Financing growth

Bank loans are the most common type of external financing. This is mainly suitable when it concerns investments in tangible assets that can be sold on a second-hand market.

Venture capital is an investment that you or somebody else makes in your company with their own funds to be able to obtain a return on the investment in the future. Venture capital is suitable for particularly risky enterprises with good profit opportunities.

If you change your business activities – remember to change the industry codes (SNI codes). This is done at verksam.se.

Venture capital also presupposes that the investor is actively involved in the business, such as through representation on the Board of Directors. The investment is usually limited in time.

Change business form

There may be many reasons you think about continuing with the company in another form. If you are thinking about changing business forms, it might be a good idea to talk to an accounting consultant to find out how it would affect your business and you as an owner. Also, be sure to complete the accounting process correctly.



Closing down

At some time in the future, you will want to close down, sell or perhaps turn the enterprise over to your children. How you close your business depends on what form your business has.

Make sure you think through the tax implications the closing may cause. It is also important that you conclude your accounts in the right way. If you begin to plan the shutdown in time, you can take control over your shift in ownership. This is true regardless of what form of business enterprise you have.

Closing down your company

At www.skatteverket.se you will find information about what to consider when closing down your business. For example, you need to deregister as an employer and for VAT, as well as closing your accounts.

Selling the business

A shift of ownership is most successful if you have run the business in a manner attractive to an external buyer. It is important that the organisation does not rely entirely on you and that you are early aware of the problems that can arise. You must take into account legal, financial, business, organizational, psychosocial, emotional and tax aspects.

Generational ownership changes

A generation change in ownership entails special challenges both for the person leaving and the one entering. If you remain involved in the business in some capacity, it is important that you can constructively interact with your children in their new roles as owners and/or managers. Your behaviour affects their possibilities of succeeding in the business.

Bankruptcy

No one wants to end their business by going bankrupt, but if your business cannot pay its debts and will not be able to pay them for a long period of time, bankruptcy cannot be avoided.

During the bankruptcy process, the assets of the enterprise are sold and the proceeds are distributed to the creditors in accordance with a certain system, to the extent possible after payment of bankruptcy costs.

There are also other ways of closing down a company, for example by liquidation. Read more at verksam.se on the page **Deregistration and liquidation.**



More help available here

A number of authorities and organisations arrange various courses which you may benefit from. “Starting up a business” days are arranged in Stockholm, Gothenburg and Malmö. The lectures are held in Swedish.

Entrepreneur organisations offer training, and sometimes municipal adult education centres or study associations may have what you are looking for.

Growing numbers of libraries offer special service to business operators. This service can include books, periodicals, access to various databases and individual guidance from the staff.

Information services and electronic services

Verksamt.se is a website for those who run or are about to start a business where the Swedish Companies Registration Office, the Swedish Tax Agency and the Swedish Agency for Economic and Regional Growth have gathered information and electronic services that are of use to business operators. Do you have questions about starting and running a business? Are you having trouble to find the answer to your question on verksamt.se? You are welcome to contact us:

verksamt.se
helpdesk 0771-190 300

The Swedish Trade and Industry Register and European Business Register are services where you can find information on enterprises. You can reach these electronic services from the Swedish Companies Registration Office’s website.

www.bolagsverket.se

Working in Sweden

A guide to working or running a business in Sweden. A collection of information from several public authorities and agencies for those who wish to go to Sweden to work or run a business.

www.workinginsweden.se

Authorities

Swedish Board of Agriculture

(Jordbruksverket) is the administrative authority for programmes based on the governmental rural development policy. On our website, you will find information on various forms of support offered to entrepreneurs in rural areas. You will also find information on international trade in agricultural products and foodstuffs.

www.jordbruksverket.se
Customer service: 0771-223 223,
from abroad +46 771 223 223

Swedish Companies Registration Office

(Bolagsverket) is, in most cases, where you should begin the process of registering a new business. Electronic services, forms and information material are available from the Swedish Companies Registration Office website. You can also find out whether a business you are looking for exists by calling the Swedish Companies Registration Office or by using the e-service the Swedish Trade and Industry Register.

www.bolagsverket.se. 0771-670 670,
from abroad +46 771 670 670
or +46 60 18 40 00

You have a great deal to think about when planning to start up a business. Here is a list of some of the authorities, organisations and services you can contact and use to get information, advice and opinions.



Use the service **Find Advisors** at verksamt.se. Here you will find useful contacts for starting your business.

Swedish Customs (Tullverket) can help you if you plan on exporting or importing goods to or from countries outside the EU. Swedish Customs can provide information on what rules apply. Swedish Customs also offers courses and information meetings.

www.tullverket.se

0771-520 520, from abroad +46 771 520 520

Swedish Enforcement Authority (Kronofogden) deals with matters concerning unpaid debts, etc. General information is available on its website, but you can also call the customer service centre for personal service on general issues.

www.kronofogden.se

Customer service centre: 0771-73 73 00,
from abroad +46 8 564 851 50

Lantmäteriet can help you form a community association. Information about community associations is available on our website. You can also call our customer support centre for help with issues regarding community associations and Lantmäteriet's other activities.

www.lantmateriet.se

Customer support centre: 0771-63 63 63,
from abroad +46 771 63 63 63

Municipalities and county administrative boards have business sector advisors who work to promote business in their areas. They provide assistance and grants and can help you find suitable premises or make new business contacts.

www.skl.se

www.lansstyrelsen.se

At **Swedish Patent and Registration Office (Patent- och registreringsverket, PRV)** you apply for patents and exclusive rights to trademarks and designs. PRV support you in taking care of your intangible assets in the company. PRV's databases contain valuable market-information on patents, trademarks and designs that gives you deeper insights.

www.prv.se

08-782 28 00, from abroad +46 8 782 28 00

Swedish Pensions Agency (Pensionsmyndigheten) administers and pays out the national retirement pension, survivor's pension and pension-related benefits. We also provide general as well as individual pension information.

www.pensionsmyndigheten.se

0771-776 776, from abroad +46 498-200 700

The Swedish Public Employment Service (Arbetsförmedlingen) offers service to those who want to start their own business. Read more about starting your own company at arbetsformedlingen.se, or call 0771-416 416.

The Swedish Public Employment Service helps you recruit employees. On the website you can publish job vacancies, and search for candidates. You can chat with a recruitment expert about your recruitment needs..

www.arbetsformedlingen.se

Customer service for employers:

0771-508 508

www.facebook.com/arbetsformedlingen

Swedish Social Insurance Agency (Försäkringskassan) provides information on sick pay, sickness benefits and parental benefits on its website. It also has special web pages for employers. You can call one of the customer service centres or the self-service line to report illness, report the care of sick children, order forms and certificates, etc.

www.forsakringskassan.se

Customer service centre for partners:

0771-179 000

Statistics Sweden

(Statistiska centralbyrån) At Statistics Sweden's website, you will find information and statistics relevant when starting or developing your business. There is also a search function to help you find the right industry codes (SNI codes) for your business. Moreover, you can submit data to Statistics Sweden via the website. We are happy to help you if you have any questions regarding data collection or Statistics Sweden's Business Register.

www.scb.se

Statistics Sweden 010-479 40 00,

from abroad +46 10 479 40 00

Swedish Tax Agency (Skatteverket) has regular information meetings for prospective and new entrepreneurs. You can register for these meetings on its website at www.skatteverket.se/infotraffar.

www.skatteverket.se

Tax information service: 0771-567 567,
from abroad +46 8 564 851 60

Service line: 020-567 000,
from abroad +46 8 764 92 00

Advice and networks

ALMI Företagspartner has offices in every county and can help you if you plan on starting a business or have recently done so. Assistance is available within business development and finance when you decide to develop your business concept.

www.almi.se

Coompanion - Kooperativ utveckling

is located in every county and provides tailor-made advice from concept to successful enterprise to those who want to jointly translate their ideas into reality. This may range from assessing business concepts, selecting the form of business enterprise and addressing organisational and management issues to advice on what small enterprises can gain by working with others.

www.coompanion.se

Drivhuset helps new entrepreneurs to start and run a business or to realise their ideas in other ways. They do this by providing guidance, training and a creative office environment.

www.drivhuset.se

Enterprise Europe Network provides information and assistance on matters concerning the EU and the European market. You can get answers to questions, attend seminars or get help with business contacts.

www.enterpriseurope.se

Insamlingsstiftelsen IFS

Rådgivningscentrum, IFS, provides special assistance to those not born in Sweden who intend to start a business. You can get advice, such as help preparing a business plan, in various languages free of charge. IFS also holds information meetings. There are several advice centres throughout Sweden.

www.ifs.a.se

08-693 99 42

NyföretagarCentrum

has some 100 locations in Sweden. Here, you can get free advice and help in assessing your business idea. NyföretagarCentrum is backed by a broad, local network of people and companies that can offer expert advice before you start up your business.

www.nyforetagarcentrum.se

Other contacts

It may also be useful to contact your bank or other advisors, such as accountants, auditors or lawyers. People in your surroundings who have experience of running a business or knowledge of the industry in which you intend to start business are other valuable contacts.

Read more at:

Verksam.se

Government services for businesses