


 Fill in the form on your computer or legibly by hand. Sign the form and send in the original. **More information on page 4.**

Skicka till | Send to

**Bolagsverket**

SE-851 81 Sundsvall, Sweden

**1. Filialens organisationsnr |**
**Registration no. of the branch**

**Filialens namn | Name of the branch**

**2. Kontaktuppgifter | Contact information for this case** Fill in your email address and telephone number so we can contact you easily.

Kontaktpersonens förnamn och efternamn   First name and surname of the contact person		Företagsnamn   Business name	
Postadress   Postal address		Postnr   Postcode	Postort   Town/City
E-postadress   Email address		Telefonnr   Phone number daytime	Deposit account, if any, 3 digits

**3. Anmälan gäller | Application regarding**

<input type="checkbox"/> Filialens adress   Address of the branch	<input type="checkbox"/> Personernas adress   Address of individuals	<input type="checkbox"/> Filialens namn   Name of the branch
<input type="checkbox"/> Verkställande direktör   Managing director Vice verkställande direktör   Deputy managing director	<input type="checkbox"/> Särskild delgivningsmottagare   Person authorized to receive service of process	<input type="checkbox"/> Revisorer   Auditors Revisorssuppleanter   Deputy auditors Revisionsbolag   Accounting firm Huvudansvarig revisor   Auditor in charge
<input type="checkbox"/> Räkenskapsår   Financial year	<input type="checkbox"/> Verksamhet   Business activities	<input type="checkbox"/> Uppgifter om det utländska företaget   Details about the foreign-based company
		<input type="checkbox"/> Andra ändringar   Other changes _____

**4. Nya uppgifter om det utländska företaget | New details about the foreign-based company**

Namn   Business name	
Postadress   Postal address	
Postnr   Postcode	Postort   Town/City
Säte   Registered office	Land   Country

**5. Filialens nya adress och e-postadress | New address and email address of the branch**

Postadress   Postal address	
Postnr   Postcode	Postort   Town/City
E-postadress   Email address	
<input type="checkbox"/> Ta bort e-postadressen   Remove registered email address	

**6. Nytt namn för det utländska företaget | New name of the foreign-based company**

Det nya namnet som registrerats i hemlandet   The new business name as registered in the home country
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**7. Nytt namn för filialen | New name of the branch**

Namnförslag   Name proposal
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**8. Verkställande direktör | Managing director**

Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		
Efternamn   Surname		Samtliga förnamn
Postadress   Postal address		
Postnr   Postcode	Postort   Town/City	Land om bosatt utomlands   Country (if resident abroad)

**9. Vice verkställande direktör | Deputy managing director**

Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		
Efternamn   Surname		Samtliga förnamn   All first names
Postadress   Postal address		
Postnr   Postcode	Postort   Town/City	Land om bosatt utomlands   Country (if resident abroad)

**10. Särskild delgivningsmottagare | Person authorized to receive service of process**

Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		
Efternamn   Surname		Samtliga förnamn   All first names
Postadress   Postal address		Postnr   Postcode
		Postort   Town/City

**11. Firmateckning | Signatory power**

<input type="checkbox"/> 1) Firman tecknas av den verkställande direktören   The managing director is entitled to sign on behalf of the branch.	<input type="checkbox"/> 2) Firman tecknas av den verkställande direktören och vice verkställande direktören var för sig   The managing director and the deputy managing director, individually, are entitled to sign on behalf of the branch.
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**12. Revisor | Auditor**

Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		Land om bosatt utomlands   Country (if resident abroad)
Efternamn   Surname		Samtliga förnamn   All first names
Postadress   Postal address		Postnr   Postcode
		Postort   Town/City

**13. Revisorssuppleant | Deputy auditor**

Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		Land om bosatt utomlands   Country (if resident abroad)
Efternamn   Surname		Samtliga förnamn   All first names
Postadress   Postal address		Postnr   Postcode
		Postort   Town/City

**14. Revisionsbolag | Accounting firm**

Namn, revisionsbolaget   Business name of the accounting firm		Organisationsnummer   Registration number
Postadress   Postal address		Postnr   Postcode
		Postort   Town/City
Huvudansvarig revisor   Auditor in charge		
Personnummer   Personal identity number (YYYY-MM-DD-XXXX)		Land om bosatt utomlands   Country (if resident abroad)
Efternamn   Surname		Samtliga förnamn   All first names
Postadress   Postal address		Postnr   Postcode
		Postort   Town/City

**15. Det utländska företags räkenskapsår | Financial year of the foreign-based company**

T.ex. 1 januari–31 december | eg 1 January–31 December

**16. Filialens räkenskapsår | Financial year of the branch**

T.ex. 1 januari–31 december | eg 1 January–31 December

**17. Det utländska företags verksamhet | Business activities of the foreign-based company** must be stated in Swedish**18. Filialens verksamhet | Business activities of the branch** must be stated in Swedish**19. Personer som har avgått från sina uppdrag | Individuals who have resigned from their assignments**

Namn | Name

Uppdrag, t.ex. verkställande direktör, revisor | Assignment eg managing director, auditor

**20. Övrigt | Other matters**

 **21. Försäkran och underskrift | Declaration and signature** The form must be signed by the new or remaining managing director or the deputy managing director of the branch. Please use blue ink.

**I do solemnly and sincerely declare that**

- the managing director and the deputy managing directors of the branch have not been declared bankrupt and do not have custodians as stated in chapter 11, section 7 of the Swedish Parental Code
- the person authorized to receive service of process on behalf of the branch does not have a custodian as stated in chapter 11, section 7 of the Parental Code
- the auditors meet the qualification requirements as stated in the Swedish Auditors Act (2001:883)
- the individuals appointed as managing director, deputy managing director, person authorized to receive service of process, auditor, deputy auditor and auditor in charge have accepted their assignments.

Datum | Date

Namnteckning | Sign name

Namnförtydligande | Print name

**Registreringsavgift | Registration fee**

We will send a notification to the contact person for this case with information about the registration fee and how to pay it. We can start processing your application when we have received the payment

## Information

Use this form when reporting changes for a branch in Sweden. More information is available on [bolagsverket.se](https://bolagsverket.se). When the application has been registered we will send you a registration certificate in Swedish.

Bolagsverket is entitled to ask for a Swedish translation of the attachments, if necessary.

### 1. Registration no. and name of the branch

Fill in the company registration number and business name of the branch.

### 2. Contact information for this case

Fill in the contact information for this case. Please note that we usually send notifications by email. If you do not fill in an email address, we will send notifications by post.

If the contact person has a deposit account with Bolagsverket and wants to use it for payment of the registration fee, you must also fill in the three-digit account number.

### 3. Application regarding

Tick the boxes relevant for this application.

### 4. New details of the foreign-based company

Fill in the new details of the foreign-based company.

### 5. New address and email address of the branch

Fill in the address as well as the email address, if any. If you want to remove the registered email address, please tick the box. The address of the branch must be in Sweden. Please note that you must always report the change of address both directly to Bolagsverket and with Svensk Adressändring.

### 6. New name of the foreign-based company

Fill in the new name of the foreign-based company.



#### Attachment

- A document with information about the registered business name of the foreign-based company, such as a registration certificate or other certification from a notary public, in original language and with translation into Swedish.

### 7. New name of the branch

Fill in the new name proposal for the branch. The name must contain the word 'filial'.

### 8. Managing director

Fill in the personal and address details of the managing director. If the managing director does not have a Swedish personal identity number, fill in their date of birth (YYYY-MM-DD).

The managing director must reside within the European Economic Area (EEA). If the managing director does not reside within the EEA, the branch must apply for exemption from residency requirements.



#### Attachments

- Power of attorney (the original or certified copy) for the managing director and deputy managing directors of the branch, as stated in section 10 of the Foreign Branch Offices Act (1992:160). The power of attorney must authorize the managing director and the deputy managing directors to
  - act on behalf of the foreign-based company in all matters regarding the business activities in Sweden
  - receive service of process on behalf of the foreign-based company
  - personally or through another person speak and act on behalf of the company.

See an example template of a power of attorney on [bolagsverket.se](https://bolagsverket.se).

- A document verifying the authorization to sign the power of attorney for the managing director and the deputy managing directors of the branch (the original or certified copy), such as a registration certificate or certification from a notary public. The document must include information on the registered board of directors of the foreign-based company and their signatory power. The document should be in original language and with translation into Swedish and not older than six months.
- A copy of their passport for the managing director and the deputy managing directors – this applies to individuals who are not registered in the Swedish population register. The copy must contain name, date of birth, validity dates, signature and photo. Copy the whole double-page spread in the passport containing the photo page.

## 9. Deputy managing director

If the branch has one or more deputy managing directors, fill in their personal and address details here. If the deputy managing director does not have a Swedish personal identity number, fill in their date of birth (YYYY-MM-DD).

The deputy managing director must reside within the European Economic Area (EEA). If the deputy managing director does not reside within the EEA, the branch must apply for exemption from residency requirements.

Read about attachments to be enclosed under 7. Managing director.

## 10. Person authorized to receive service of process

A person authorized to receive service of process must be appointed if neither the managing director nor the deputy managing directors of the branch are resident within the European Economic Area (EEA). The person authorized to receive service of process must be registered in the Swedish population register. Fill in the personal and address details of this person.

## 11. Signatory power

Tick the appropriate box to mark the signatory power of the branch.

## 12. Auditor

If the branch has an auditor, fill in their personal and address details here. In most cases a branch does not need to register an auditor, but under certain circumstances a branch must appoint an auditor. In those cases the auditor must be authorized or approved, cannot be under age, be bankrupt, prohibited from carrying on business or have a custodian as stated in chapter 11, section 7 of the Swedish Parental Code. This applies to branches fulfilling at least two of the following criteria for each of the two most recent financial years:

- more than 3 employees (as an average)
- a balance sheet total of more than SEK 1.5 million
- a net turnover of more than SEK 3 million.

Branches carrying on financial business in accordance with article 12, second paragraph of the Swedish Foreign Branch Offices Act (1992:160) must always have an auditor. In these cases it is required that the auditor is authorized. Regarding auditors resident abroad, see sections 4, 5, 6 and 7 of the Swedish Auditors Act (2001:883).

## 13. Deputy auditor

If the branch has a deputy auditor, fill in their personal and address details here. A deputy auditor must meet the same requirements as stated for the ordinary auditor. Read more under 11. Auditor.

## 14. Accounting firm

If the branch has appointed an accounting firm, fill in the details here along with the personal and address details of the auditor in charge.

## 15. Financial year of the foreign-based company

Fill in the financial year of the foreign-based company. The financial year must cover twelve months.

## 16. Financial year of the branch

Fill in the financial year of the branch. The branch may have a financial year following the calendar year or a split financial year. A split financial year must start on the first day of a month, cover twelve months and end on the last day of a month.

If the financial year is to be changed from the calendar year to a split financial year, or from one split financial year to another split financial year, you must submit a permit from Skatteverket (Swedish Tax Agency). A permit is not required when changing from a split financial year to the calendar year as the financial year.

## 17. Business activities of the foreign-based company

Fill in the business activities of the foreign-based company. Write in Swedish.



### Attachment

- A document verifying the registered business activities of the foreign-based company, such as a registration certificate, the registered articles of association or certification from a notary public.

**18. The business activities of the branch**

Fill in the business activities of the branch in Swedish. These may be identical to or part of the business activities of the foreign-based company. Be precise when you describe the line of business, such as retail sale of shoes or consulting business within IT.

**19. Individuals who have resigned from their assignments**

State the names and assignments of the people who have resigned.

**20. Other matters**

Fill in extra information here, if applicable. If the branch is to have a secondary business name, you may state the name proposals for the secondary business name here. Fill in the business activities to be carried out under the secondary business name. Be exact regarding the line of business. The business activities under the secondary business name must be a part of the business activities of the branch.

**21. Declaration and signature**

The managing director or a deputy managing director of the branch must sign the form.