

Fill in the form on your computer or legibly by hand.  
 Sign the form and send in the original.

Skickas till | Send to  
**Bolagsverket**  
 851 81 Sundsvall

**1. Org.nr | Registration no.**

**Företagsnamn | Business name**

**2. Ombud/kontaktperson i detta ärende | Agent/contact person for this matter** Remember to fill in phone no. for easy contact.

Kontaktpersonens förnamn och efternamn   First name and surname of the contact person		Företagsnamn   Business name	
Postadress   Postal address		Postnr   Postcode	Postort   Post town
E-postadress   E-mail address		Telefonnr   Phone no. daytime	Deposit account no. (3 digits)

**3. Anmälan gäller | The application refers to**

<b>Bolagsordning   The articles of association</b>			
<input type="checkbox"/> Företagsnamn   Business name	<input type="checkbox"/> Säte   Registered office	<input type="checkbox"/> Redovisningsvaluta   Accounting currency	
<input type="checkbox"/> Styrelsegränser   Limits for the number of board members	<input type="checkbox"/> Räkenskapsår   Financial year	<input type="checkbox"/> Bolagsordningsändring   Other changes of the articles of association	
Financial year, if changed, state year and date			
<b>Bifirma   Secondary name</b>			
<input type="checkbox"/> Nyregistrering, bifirma   Registration of a new secondary name		<input type="checkbox"/> Avregistrering, bifirma   Striking off register of secondary name	
<b>Adress   Address</b>			
<input type="checkbox"/> Företagets postadress   Postal address of the company	<input type="checkbox"/> Företagets e-postadress   E-mail address of the company	<input type="checkbox"/> Företrädares postadress   Postal address of the officials	<input type="checkbox"/> Revisors postadress   Postal address of the auditor
<b>Företrädare och revisor   Officials and auditor</b>			
<input type="checkbox"/> Styrelse   Board members Deputy members Chairman of the board Managing director Deputy managing director Other persons authorized as signatories Firmateckning   Signatory power	<input type="checkbox"/> Särskild delgivningsmottagare   Person authorized to receive service of process	<input type="checkbox"/> Revisorer   Auditors Deputy auditors Accounting firm Principally responsible auditor Layman auditors	<input type="checkbox"/> Revisors uppdrag har upphört i förtid   Auditor's assignment ceased prematurely
<b>Annat   Other matters</b>			
<input type="checkbox"/> Fortsatt bolagsstämma   Resumed shareholders' meeting		<input type="checkbox"/> Andra ändringar   Other changes	

**4. Företagsnamn | Business name** Please leave more than one proposal and vary them as much as possible.

Förslag nr 1   Proposal no. 1
Förslag nr 2   Proposal no. 2
Förslag nr 3   Proposal no. 3

**5. Bifirma | Secondary name** Additional business name for a part of the objects of the company. Vary the proposals.

Förslag nr 1   Proposal no. 1
Förslag nr 2   Proposal no. 2

**6. Registreringsavgift | Registration fee** Pay the fee when you submit the application. State the registration number when paying.

Betalt belopp   Amount paid	Datum   Date of payment	Betalningssätt   Method of payment
		<input type="checkbox"/> Bank giro 5050-0255 <input type="checkbox"/> Plusgiro 95 06 08-0 <input type="checkbox"/> Cheque

**7. Företagets nya adress | The new address of the company**

Postadress   Postal address		
Postnr   Postcode	Postort   Post town	E-postadress   E-mail address

**8. Styrelseledamöter | Board members**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**9. Styrelsesuppleanter | Deputy members of the board**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**10. Styrelseordförande | Chairman of the board** Only to be appointed if the board of directors consists of more than one board member.

Personnr   Personal identity number	Efternamn   Surname	Förnamn   First name
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**11. Verkställande direktör | Managing director**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

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

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**13. Särskild firmatecknare | Other person authorized to sign on behalf of the company** Signatory who is not appointed board member, deputy member of the board, managing director or deputy managing director.

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

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

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**15. Revisor | Auditor**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**16. Revisorssuppleant | Deputy auditor**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**17. Revisionsbolag | Accounting firm**

Namn, revisionsbolaget   Business name of the accounting firm	Organisationsnummer   Registration number	
Postadress   Postal address	Postnr   Postcode	Postort   Post town
<b>Huvudansvarig revisor   Principally responsible auditor</b>		
Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**18. Lekmannarevisor | Layman auditor**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**19. Lekmannarevisor, suppleant | Deputy layman auditor**

Personnummer   Personal identity number	Folkbokförd i kommun   Registered in the municipality of	
Efternamn   Surname	Samtliga förnamn   All first names	
Postadress   Postal address	Postnr   Postcode	Postort   Post town

**20. Firmateckning | Signatory power** Must always be stated when changing the board of directors, managing director, deputy managing director or other appointed signatories.

<input type="checkbox"/> 1) Firman tecknas av styrelsen (ordinarie styrelseledamöter)   The board of directors is entitled to sign on behalf of the company (the ordinary board members)	<input type="checkbox"/> 2) Registrerad firmateckning ska inte ändras   Registered signatory power remains unchanged.
<input type="checkbox"/> 3) Firman tecknas av styrelseledamöten/styrelseledamöterna och styrelsesuppleanten/styrelsesuppleanterna var för sig   The board member(s) and the deputy member(s), Individually, are entitled to sign on behalf of the company.	<input type="checkbox"/> 4) Firman tecknas av styrelseledamöterna var för sig   The board members, individually, are entitled to sign on behalf of the company.
<input type="checkbox"/> 5) Firman tecknas av styrelseledamöterna två i förening   Any two jointly of the board members are entitled to sign on behalf of the company.	<input type="checkbox"/> 6) Firman tecknas enligt nedan   The entitlement to sign on behalf of the company as stated below:

Fyll i eventuell annan firmateckning här | If applicable, fill in another alternative of the signatory power here. Please note that the information must be in Swedish.

**21. Personer som har avgått från sina uppdrag | Persons who have resigned from their assignments**

Namn   Name	Uppdrag   Assignment e.g. board member, managing director, signatory, auditor
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**22. Övrigt | Other matters**

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**23. Försäkran och underskrift | Declaration and signature** The form must be signed by a board member, by the managing director or by the official for whom the changes apply. Important: Write in blue ink.

<b>I do hereby solemnly declare that</b>	
<ul style="list-style-type: none"> <li>- The persons to be registered by this application have accepted the assignments.</li> <li>- The information in this application regarding appointments or resignments as well as signatory power, meets the resolutions upon which this application is based.</li> <li>- The persons to be registered by this application do not have a custodian as stipulated in Article 11, section 7 of the Parental Code.</li> <li>- The persons to be registered have not been declared bankrupt (applies to everybody besides the person authorized to receive service of process).</li> <li>- The auditors meet the qualification requirements as stipulated in Article 9, sections 10-13 of the Companies Act.</li> <li>- The auditors meet the qualification requirements as stipulated in Article 10, section 9, first paragraph of the Act on Banking Business and Financing Operations. Only applies if the application refers to a credit market company.</li> <li>- Lay auditors meet the qualification requirements as stipulated in Article 10, section 9 of the Companies Act.</li> </ul>	
Datum   Date	Namn/teckning   Signature
	Namnförtydligande   Clarification of signature

## Information

Use this form when you want to register changes for a limited company; or use the e-service on the website [www.verksam.se](http://www.verksam.se) (in Swedish only). E-services and more information is available on [www.bolagsverket.se](http://www.bolagsverket.se). Please note that all documents must be in Swedish. When the matter has been registered we shall send you an extract from the register in Swedish.

### 1. Registration number and business name

Fill in the registration number and the business name.

### 2. Agent/contact person for this matter

Fill in personal and address details if you choose to have a contact person or if the company has an agent. If the agent 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. The application refers to

State the changes you want to report for registration. Some changes must be made directly in the articles of association which must be submitted as an attachment to this form. Read more below.

#### Change the financial year

Fill in the desired financial year here. You must also make the change in the articles of association. You may change only the current or the next-to-come financial year. A new financial year may not be applied before it has been registered. The changeover financial year may therefore be shortened or sometimes prolonged, but in that case to a maximum of 18 months. In most cases you are allowed to change the financial year to be the same as the calendar year without first obtaining permission from Skatteverket (the tax authorities). The same applies for the co-ordination of financial years for companies within a group of companies. Companies within the same group must have the same financial year. Different financial years may be applied within a group of companies only with the consent of Skatteverket. For further information, see Bolagsverket's and Skatteverket's common information brochure, Omläggning av räkenskapsår, SKV 424 (in Swedish only).

#### Change the business activities

If you want to change the business activities, mark the check box for "Other changes of the articles of association". Describe the business activities thoroughly in the articles of association. Define the business activities to line of business, for example store sale of shoes or consulting business within IT.

#### Change the limits of the share capital

If you want to change the limits of the share capital, mark the check box for "Other changes of the articles of association" and make the change in the articles of association.

#### Attachments – when changing the articles of association

- Minutes from the shareholders' meeting (certified copy) confirming that the new articles of association have been adopted.
- The articles of association in the new wording (one original).

#### Resumed shareholders' meeting

If you want to report registration of resumed shareholders' meeting, mark the check box for this matter. The application for registration must have been filed with Bolagsverket not later than seven months from the end of the financial year. The registration fee must be paid within the same period.

#### Attachment – when reporting resumed shareholders' meeting for a company with auditor

- A written declaration (in the original) from the company's auditor that the audit report has been handed over to the board of directors.

#### Attachment – when reporting resumed shareholders' meeting for a company without auditor

- Minutes from the shareholders' meeting (certified copy) with the decision to resume the shareholders' meeting.

#### Other changes

Here you may for example report a split or a split-back of shares. If the company is to split or split-back (consolidate) its shares, mark the check box and state the change here. There must also be a special decision on stock split or split-back (consolidation) in the minutes of the shareholders' meeting. For companies with their shares registered at the Central Securities Depository (avstämningsbolag) special rules apply. Write for example

- that the number of shares in the company is to be increased by splitting one or more shares into a larger number of shares
- that two or more shares are consolidated to a smaller number of shares.

#### 4. Business name

State more than one proposal for business name and vary the proposals. When you submit more than one proposal, we shall try them according to your listed priority. We shall register the first possible proposal to be approved of, without first contacting you. Read more about choosing a business name on [www.bolagsverket.se](http://www.bolagsverket.se).

##### Attachments

- Minutes of the shareholders' meeting (certified copy) confirming that the new articles of association have been adopted.
- The articles of association in the new wording (1 original).

#### 5. Secondary name

State more than one proposal for secondary name and vary the proposals. The secondary name should not be mentioned in the articles of association.

##### Attachment

- Minutes from a board meeting (certified copy) confirming that one or more secondary names have been decided. It must also be stated for which part of the business activities the secondary name shall apply.

#### 6. Registration fee

Fill in when and how you paid the fee. To enable us to match the fee with your application you must state the registration number when paying. The fee cannot be refunded once we have started the examination of your application.

#### 7. The new address of the company

Fill in the new address as well as the e-mail address, if any. Please note that you must always change your address both directly with Bolagsverket and with Svensk Adressändring.

#### 8. Board members

Fill in personal and address details for newly appointed board members or for example the details for a previously appointed board member in case of change of address. You must also state details for the board members and deputy members who have been appointed employee representatives. Further, you must state in field 22. Other Matters that these persons (N.N. and P.P.) have been appointed employee representatives. Please observe that you must always fill in field 20. Signatory power when changing the board.

In a private limited company the board of directors may consist of one or more board members. If less than three board members have been appointed, at least one deputy member must be appointed. Public limited companies must have at least three board members.

The following persons must be resident within the European Economic Area (EEA)

- at least half of the board members and the deputy members (counted separately)
- the managing director
- the deputy managing directors
- at least one of the signatories

If the company does not fulfil these requirements you may apply for exemption with Bolagsverket.

##### Attachments

- Minutes of the shareholders' meeting (certified copy) showing the appointment of new board members and deputy members. The minutes must also be enclosed when reducing the number of board members or deputy members.
- A certified copy of passport or other identification document for each person who is not registered in the Swedish population register.
- An application for exemption if the requirement of residence is not fulfilled.

#### 9. Deputy members of the board

Fill in personal and address details for the deputy members of the board. Read more under 8. Board members.

#### 10. Chairman of the board

If the board of directors consists of more than one board member the board must appoint a chairman of the board. Fill in personal details for the chairman of the board here.

### 11. Managing director

Fill in personal and address details in this field, if the company has a managing director. In public limited companies the board must appoint a managing director who cannot be the same person as the chairman of the board.

### 12. Deputy managing director

Fill in personal and address details here if the company has a deputy managing director.

### 13. Person authorized to sign on behalf of the company

Fill in the details here, if the company has other persons (not board member) who is authorized to sign on behalf of the company. Fill in the details in field 22. Other matters, if more than one person is to be registered.

### 14. Person authorized to receive service of process

If the company does not have an authorized representative who is resident (domiciled) in Sweden, the board must appoint a person who is authorized to receive service of process. Fill in personal and address details for this person here. Only board members, specially authorized signatories and the managing director are considered authorized representatives in this connection.

The person authorized to receive service of process must be registered in the Swedish population register. Please note that a person authorized to receive service of process should be registered only when prescribed by law.

### 15. Auditor

Fill in personal and address details here if the company has an auditor. The auditor must be authorized or approved. In the cases mentioned in Article 9, section 13 of the Companies Act an authorized accountant or approved accountant with the examination of professional competence is required.

#### Attachment

- Minutes of the shareholders' meeting (certified copy) confirming the appointment of auditor. The minutes must also be sent in when a new accounting firm has been appointed the auditor.

### 16. Deputy auditor

Fill in the personal and address details here if the company has appointed a deputy auditor. When the legislation requires an authorized accountant, at least one of the deputy auditors must also be an authorized accountant.

### 17. Accounting firm

If the company has chosen an accounting firm you must fill in the details here, as well as personal and address details for the principally responsible auditor. Use this field to fill in details of an accounting firm being the deputy auditor. Write in field 22. Other matters that the information refers to a deputy auditor. Read more under 15. Auditor.

### 18. Lay auditor

Fill in the personal and address details here, if the company has a lay auditor. Read more under 15. Auditor.

### 19. Deputy lay auditor

Fill in the personal and address details here, if the company has appointed a deputy lay auditor. Read more under 15. Auditor.

### 20. Signatory power

.Please observe that you must always fill in the field regarding signatory power when a change has been made regarding the board of directors, managing director, deputy managing directors or specially authorized signatories. State the signatory power valid for the company. The alternative "Registered signatory power remains unchanged" means that the board of directors has taken a decision regarding the signatory power, implying that the signatory power is unchanged.

### 21. Persons who have resigned from their assignments

Fill in name and position for the persons who have resigned.

#### **Auditor who resigned prematurely**

Fill in the auditor who resigned prematurely. An assignment as an auditor ends prematurely if the auditor him/herself or the appointing body reports that the assignment is to discontinued/be concluded. Fill in the reasons

for the resignation in field 22. Other matters, both from the resigning auditor and the appointing body. The notification for registration is free of charge when the auditor is the applicant.

 **Attachments – when the auditor has resigned prematurely**

- A statement from the auditor for the examination that he/she has carried out during the current part of the financial year for which he/she has been assigned.
- Information from the auditor regarding the reason for ending the assignment prematurely – if it is not stated in this form.
- Information from the company or the appointing body regarding the reason for ending the assignment prematurely – if it is not stated in this form.

## **22. Other matters**

Fill in other information here. If the company has employee representatives you must for example state here that “N.N. and P.P. are employee representatives”. You may also fill in the reason for an auditor’s premature resignation here.

 **Attachment – employee representatives**

- A certified copy of the minutes or similar document from the trade union (the appointing body) confirming the appointment of the employee representative.

## **23. Declaration and signature**

A board member, the managing director or the individual referred to in the form must sign this form.