

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

Skickas till | Send to
Bolagsverket
851 81 Sundsvall

1. Filialens organisationsnr |
Registration no. of the branch

Filialens företagsnamn | Business name of the branch

2. Ombud/kontaktperson i detta ärende | Agent/contact person for this matter Remember phone number 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 dagtid Phone no. daytime	Deposit account no. (3 digits)

3. Anmälan gäller | Changes regarding

<input type="checkbox"/> Företagsnamn Business name	<input type="checkbox"/> Verksamhet Business activities	<input type="checkbox"/> Räkenskapsår Financial year
<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 Principally responsible auditor
<input type="checkbox"/> Filialens postadress Postal address of the branch	<input type="checkbox"/> Personernas postadress Postal address of persons	<input type="checkbox"/> Andra ändringar Other changes

4. Nytt företagsnamn för det utländska företaget | New business name of the enterprise in the country of origin

Det nya företagsnamnet som registrerats i hemlandet | The new business name as registered in the country of origin

5. Nytt företagsnamn för filialen | New business name of the branch

Namnförslag | Name proposal

6. Filialens nya adress | New address of the branch

Postadress Postal address		
Postnr Postcode	Postort Post town	

7. Verkställande direktör | Managing director

Personnummer Personal identity number	Folkbokförd i kommun eller land om bosatt utomlands Registered in the municipality of or country if resident abroad	
Efternamn Surname		Samtliga förnamn All first names
Postadress Postal address		
Postnr Postcode	Postort/land Post town/country	

8. Registreringsavgift | Registration fee Pay the fee when you send the form to Bolagsverket. State the registration number of the branch when paying.

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

9. Vice verkställande direktör | Deputy managing director

Personnummer Personal identity number	Folkbokförd i kommun eller land om bosatt utomlands Registered in the municipality of or country if resident abroad	
Efternamn Surname	Samtliga förnamn All first names	
Postadress Postal address		
Postnr Postcode	Postort/land Post town/country	

10. 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

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.
--	--

12. 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

13. 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

14. Revisionsbolag | Accounting firm

Namn, revisionsbolaget Business name of the accounting firm	Organisationsnummer Registration number	
Postadress Postal address	Postnr Postcode	Postort Post town
Huvudansvarig revisor Principally responsible 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

15. Räkenskapsår | Financial year

Utländska företagets räkenskapsår Financial year of the enterprise in the country of origin	Filialens räkenskapsår Financial year of the branch
---	---

16. Det utländska företagets verksamhet | Business activities of the enterprise in the country of origin must be stated in Swedish.

--

17. Filialens verksamhet | Business activities of the branch must be stated in Swedish.

--

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

Namn Name	Uppdrag, t.ex. verkställande direktör, revisor Assignment, e.g. managing director, auditor

19. Övrigt | Other matters

--

20. Försäkran och underskrift | Declaration and signature The form must be signed by the managing director or the deputy managing director of the branch, either newly appointed or previously appointed, non-resigning person. Important: Write in 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 pursuant to Chapter 11, section 7 of the Parental Code.
- The signatories of the branch have not been declared bankrupt and do not have custodians pursuant to Chapter 11, section 7 of the Parental Code – if the enterprise in the country of origin is a bank.
- The person authorized to receive service of process on behalf of the branch does not have a custodian pursuant to Chapter 11, section 7 of the Parental Code.
- The persons appointed as managing director, deputy managing director, person authorized to receive service of process, signatories, auditor, deputy auditor and principally responsible auditor have accepted the assignments.

Datum | Date

Namnteckning | Signature

Namnförtydligande | Clarification of signature

--	--	--

Information

Use this form when reporting changes for a branch in Sweden. When the matter has been registered we shall send you a certificate of registration in Swedish. More information is available on www.bolagsverket.se.

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

1. Registration number and business name of the branch

Fill in registration number and business name of the branch.

2. Agent/contact person for this matter

Fill in personal and address details if you choose to have a contact person or if the branch has an agent. Fill in the three-digit account number, if the agent has a deposit account with Bolagsverket and wants to use this for payment of the registration fee.

3. Changes regarding

Tick the boxes relevant for this application.

4. New business name of the enterprise in the country of origin

Fill in the new name of the enterprise in the country of origin.

Attachment

- A document with information of the registered business name of the enterprise in the country of origin, e.g. Certificate of registration or other certification from the notary public.

5. New business name of the branch

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

6. New address of the branch

Fill in the address. The postal 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.

7. Managing director

Fill in personal and address details for the managing director.

Attachments

- Power of attorney (certified copy) for the managing director and deputy managing directors of the branch, pursuant to 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 enterprise in the country of origin in all matters regarding the business activities in Sweden
 - accept service of process on behalf of the enterprise in the country of origin
 - personally or through another person speak and act on behalf of the enterprise.
 See an example of a template of a power of attorney on www.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, e.g. a certificate of registration or certification from the notary public. The document must include information on the registered board of directors of the enterprise in the country of origin and their signatory power. The document should not be older than six months.
- A copy of the passport or other identification document for the managing director and the deputy managing directors – this applies to persons who are not registered in the Swedish population register.
- A copy of the passport or other identification document for signatories who are not registered in the Swedish population register – this applies if the enterprise in the country of origin is a bank.

8. Registration fee

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

9. Deputy managing director

Fill in personal and address details here if the branch has one or more deputy managing directors. 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). If the enterprise in the country of origin is a bank a person authorized to receive service of process must be appointed if neither the managing director, the deputy managing directors nor the signatories of the branch are resident within the EEA. The person authorized to receive service of process must be registered in the Swedish population register. Fill in personal and address details for this person.

11. Signatory power

Tick the appropriate box to mark the signatory power of the branch. If the enterprise in the country of origin is a bank, at least two or more persons must sign jointly on behalf of the enterprise. Fill in the signatory power in field 19. Other matters

12. Auditor

Fill in personal and address details here, if the branch as an auditor. In most cases a branch does not need to register an auditor, but under certain circumstances a branch need to appoint an auditor. In those cases the auditor must be authorized or approved, cannot be under age, in bankruptcy, be prohibited from carrying on business or have a custodian pursuant to Chapter 11, section 7 of the Parental Code. This applies to branches fulfilling at least two of the following criteria for each of the two latest financial years

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

Branches carrying on financial business in accordance with Article 12, second paragraph of the Foreign Branch Offices Act (1992:160) must always have an auditor. In these cases it may also be required that the qualified auditor is authorized or an approved public accountant who has passed the examination of professional competence as "godkänd revisor". Regarding auditors resident abroad, see sections 4, 5, 6 and 7 of the Auditors Act (2001:883).

13. Deputy auditor

Fill in personal and address details here, if the branch has a deputy auditor. A deputy auditor must meet the same requirements as stipulated for the regular auditor, read more under 12. Auditor.

14. Accounting firm

Fill in the details here if the branch has appointed an accounting firm along with the personal and address details for the principally responsible auditor.

15. Financial year

Fill in the financial year of the enterprise in the country of origin and 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, include 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 (the tax authorities). A permit is not required when changing from a split financial year to the calendar year as the financial year.

16. Business activities of the enterprise in the country of origin

Fill in the business activities of the enterprise in the country of origin. It must be written in Swedish.

Attachment

- A document verifying the registered business activities of the enterprise in the country of origin, e.g. Certificate of registration, the registered articles of association or certification from the notary public.

17. The business activities of the branch

Fill in the business activities of the branch in Swedish; it may be identical to or part of the business activities of the enterprise in the country of origin. Be precise when you describe the line of business, e.g. retail business in shoes or consulting business within IT.

18. Persons who have resigned from their assignments

State name and assignment of the persons who have resigned.

19. Other matters

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

20. Declaration and signature

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