

2017

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?

This brochure provides you 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.

Good luck!



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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 the company.

Formulating a business idea is a crucial step when you wish 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 may not 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

The Swedish Public Employment Service offers assistance to jobseekers with a business concept who want to start up their own business. To qualify, you have to be unemployed and registered with the Public Employment Service. The Public Employment Service can help you with a variety of services, such as an assessment of your business concept and training in how to start up a business.

The Public Employment Service is also able to provide financial assistance through the labour market programme "Start-up Grants". Under this programme you can get financial assistance for up to six months while working on getting your own company off the ground.

The Public Employment Service decides whether to grant you 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 Service will also consider your ability to run your own business. You can have begun the work of starting your business, but you may not in principle have received any revenue. For instance, you may not have raised a bank loan or sent any invoices to customers.

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 plan established by the Public Employment Service 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 Service.

In cities within the regional policy support zone, those who are employed are also eligible for support to start their own business. The “Special Business Start-up Grant” is aimed at 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 Service can provide information on the amount of assistance available.

Starting up a business as a student

You may start a business while you are 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 but not 18, you need permission from your legal guardian and from the Chief Guardian in your municipality to run a business. Your legal guardians are generally 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.

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 and with the objective of making a profit.

If you sell your own products, you are always considered to be independent. If you carry out assignments for others, you must have control of how the assignments are to be carried out to be considered independent. Your business must be conducted on a regular and lasting basis, meaning 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 on the long term.

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



- Should we dare to make the leap, give up the security of paid employment? We just couldn't let go of the idea, it was a little bit too good, says **Diana Solarz Selguson**, co-founder of Reddville.se.

- To me, independence was a strong incentive, to be able to do things my way and really go for it, not being slowed down by decision-making processes.

- Once we decided to go ahead, we had a six month notice period to resign from our jobs. This gave us plenty of time for hard work, and we signed our first customer before we left our employment. That felt good.

- Our advice is to find sharp people who can deal with the tasks you cannot manage yourself, to get some help.

Foto: Thomas Henrikson

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.

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, it must also attract interest. Keep in mind that suppliers and customers 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 it is going to be done can you be more convincing in getting other people to listen and take an interest.

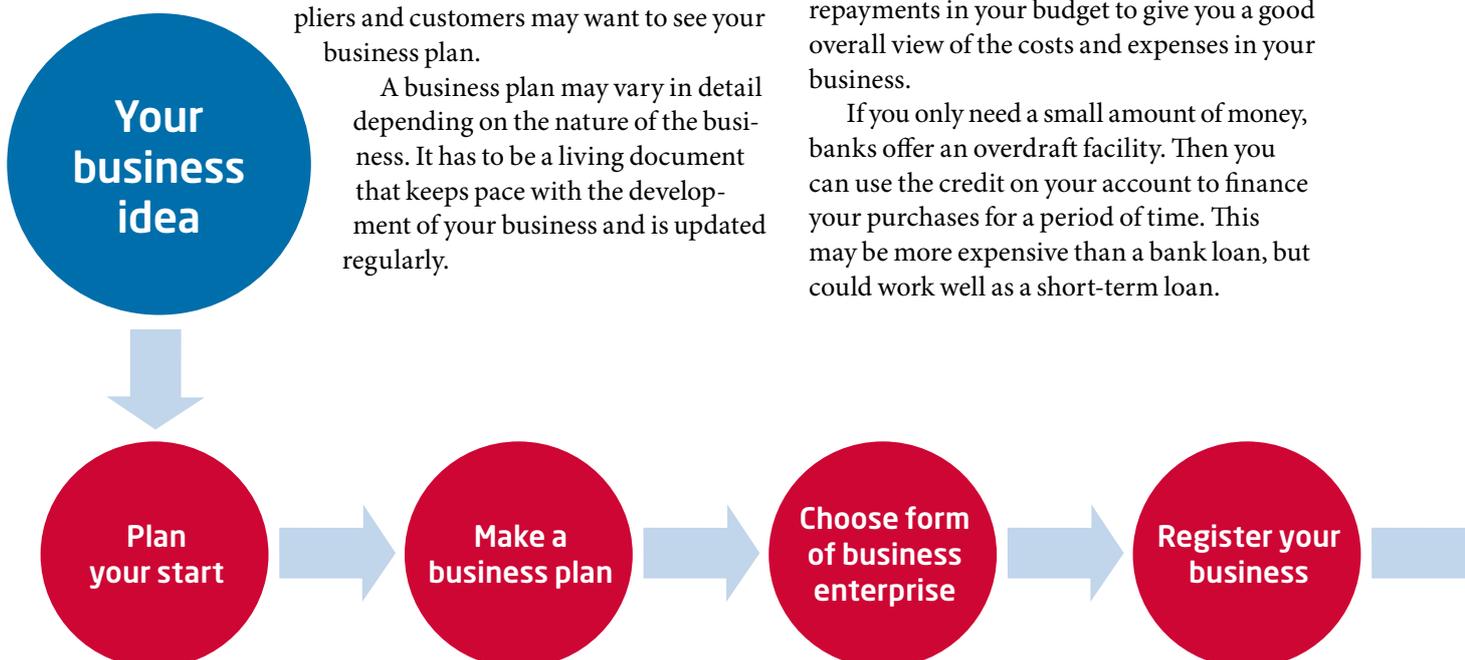
Financing your start

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 (Datainspektionen), the National Food Agency (Livsmedelsverket) and the Swedish Board of Agriculture are examples of national authorities.



Use the tool **Find permits** on [verksam.se](https://www.verksam.se). Search for your business to get suggestions of permits. Some of the permits you may apply for electronically through the website.

Choose the form of business enterprise

When choosing the form of business enterprise, it is important to consider the characteristics of the form of business enterprise and

reflect on 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 enterprise 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 enterprise 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 always be registered with the Swedish Companies Registration Office. The enterprise 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 the trading partnership, 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 yourselves decide how much you want to invest in the enterprise. The starting capital need not be registered 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 alone. 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.

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 company

When you start a limited company, you need a minimum of SEK 50,000 in share capital. The share 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. Nevertheless, all limited companies must file an annual report with the Swedish Companies Registration Office. Read more at www.bolagsverket.se.

You must 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. You, being the founder of the company, 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 with the Swedish Companies Registration Office, the limited company will be given a registration number. Limited company names are protected throughout Sweden.

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, which may – for example – involve producing or trading goods or services. 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.

Community association

Lantmäteriet is the agency responsible for forming community associations. A community association can be formed to manage joint facilities such as roads, garages, water and sewage facilities etc. You can find data on community associations in the Community Association Register (SFR) maintained by Lantmäteriet.

Choose the 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 50,000.	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	1 day	1 day
Pensionable income	Surplus	The surplus for the partners individually.	The surplus for the partners individually.	Salary withdrawn	Salary withdrawn

Every member pays a contribution and usually an annual membership fee. The association itself 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 association's regulations. The economic 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. It suffices if he or she is competent for the assignment.

Protect the business name

When you start up a business, you have to choose a business 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.

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

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 business names that are 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.

Check your business name

When you have a suggestion for a business name, you can use the e-service "Sök företagsnamn" at verksamt.se to check if it is registered with the Swedish Companies Registration Office. Even if you do not find a similar name, it is not certain that the name can be registered since the Swedish Companies Registration Office also takes other factors into account.

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 of 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.

Register your business

Before starting to operate, all forms of business enterprise have to be registered with the Swedish Companies Registration Office, except for joint property associations. However, as a sole trader you can choose just to register for tax with the Swedish Tax Agency. If you want to protect your business name as a sole trader, you also need to register with the Swedish Companies Registration Office. You then get a certificate of registration from the Swedish Companies Registration Office. Joint property associations register with Lantmäteriet.

When registering with the Swedish Tax Agency, you make a report where you provide information to

- › apply for an approval for F tax or FA tax
- › apply for VAT registration, if VAT must be reported in your business
- › register as an employer if you are going to employ staff

- › 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 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 at present only available in Swedish. 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.

Verksam.se is a website for entrepreneurs where several authorities have brought together and structured information and services of value to you. You can use verksam.se irrespective of where you are in your path as an entrepreneur. You can find your way using the headings: considering, starting, running, developing and closing down.

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. Read more at www.elegitimation.se.

You can use the same security solution, i.e. eID, for many online services, regardless which authority, municipality or company provides the service. There are many advantages of using e-services instead of paper forms. 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)

The Swedish Standard Industrial Classification (SNI) is a Swedish standard for classification of economic activities. It is based on the EU recommended standard (NACE). The industry codes describe the economic activities you carry out in your business. You provide one or more industry codes when you register your company at verksam.se. The codes have 5 digits. It is essential that the industry codes that you provide are correct, as almost all economic statistics is based on these codes. Moreover, with the correct industry code, you will receive information relevant to your business sector. You can search for industry codes at www.sni2007.scb.se.

The industry codes you provide are forwarded to Statistics Sweden's Business Register, together with the name and address of the business. Statistics Sweden's Business Register is a public register that includes all Swedish businesses. The register is used as a data source by organisations, authorities and web services. Statistics Sweden also use the register to select samples for statistical surveys.

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

Running your business in a rural area can give you competitive advantages, regardless of what kind of business you run. The cost for land and property are generally lower, and it is easier to distinguish your business from your competitors than in a city. You can use the internet as a tool to reach your customers. For more information, contact the Swedish Board of Agriculture.

Getting started with marketing

Before proceeding with marketing, be sure to register your trademark and domain name to prevent others from registering them before you do.

Marketing is important to you as an entrepreneur. It is something you must actively work on the entire time, both before starting up and once the business is running. You need to find different ways of telling customers that you exist so they can choose your product or service.

One of the keys to success is identifying customers' needs or problems, and then offering a solution. Once you have done this, the next step is to provide information about what you offer. You can do a lot of your marketing with relatively limited resources and your own work.

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.

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

Finding premises

Many people start their business at home, while others need commercial premises. Begin by 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 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. What requirements are set, depend on your business.

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.

Insuring yourself and your business

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



- I have learned that you need to work on your mental approach to succeed as an entrepreneur, says **Rebecca Landmér**, freelancing illustrator and graphic designer from Gothenburg. You need to be serious about your business and confident that problems will be solved - simply because you are good and work so hard and with such determination.

- Not having the security of a known income can be a real challenge. Ask yourself what the worst-case scenario would be and find strategies to handle that situation. Be mentally prepared - and you will be strong if the worst should happen.

- Don't shut yourself away, but be open to new contacts and new knowledge. If mingle events aren't your thing - don't go to them. Find other ways to network. Nowadays there are so many alternatives. Social media is a great resource.

- Never forget why you chose to start up your own business! Keep being true to yourself and be persistent.

Foto: Anna Sigvardsson

- › 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/profit you take out, the more pension credits you earn. There is however an upper limit. For 2017 this limit is 41,359 SEK 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.



Attend 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.

Verksamt.se

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.

Bookkeeping 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.



Whether you do the bookkeeping 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 the Swedish Tax Agency website.

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. Some businesses are exempt from this rule. You report a cash register at the same time as you report your business to the Swedish Tax Agency. More information about cash registers is available on the Swedish Tax Agency website.

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 the Swedish Tax Agency 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 and receiving bonuses

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 per cent of the votes.

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

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

How VAT works

As consumers, we all pay value-added tax (VAT) as a part of the price when we buy goods or services. As a business operator, you pay VAT to the state. When you make purchases for your business, the VAT does not constitute an expense in most cases, since you are entitled to make deductions for the VAT with a few exceptions.

Most enterprises that sell goods or services in Sweden must charge 25 per cent in VAT on the price before VAT. Some industries have a lower VAT rate, 12 per cent or 6 per cent, and some industries are completely exempt from VAT.

The VAT you charge on your sales is called output VAT. The VAT you pay on your purchases is called input VAT. If you have more output VAT than input VAT, you must pay the difference to the state. If the difference is negative, in other words you have more input VAT than output VAT, you are entitled to a refund.

You have to declare the VAT paid and received by the enterprise. Depending on the turnover of your enterprise, you should do so once a month, every three months or once a year in a VAT return.

You may report VAT once a year if your business operations as a sole trader, your limited company, your trading partnership/limited partnership or your economic association produce a turnover of no more than SEK 1 million a year.

More information on when you should file the VAT return is available on the Swedish Tax Agency website.

You have to file a VAT return even if you have not made any purchases or sales during the accounting period.

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.

Sole traders report their profit or loss in a special supplement to their income tax return.

Trading partnerships 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.

Limited companies and **economic associations** 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.

If you have difficulties in paying your taxes or social security contributions, you should contact the Swedish Tax Agency as soon as possible. The Swedish Tax Agency has a special creditor function that can help business operators with liquidity problems.

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.

Submitting an annual report

In some cases, business operators must prepare an annual report and submit 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.

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

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 every month in a PAYE return. After the end of the year, you file statements of earnings and tax withholdings for your employees.

The Swedish Public Employment Service offers a free service when you have to recruit staff. In some cases, you can receive financial support when you are hiring.

If you are registered as an employer, you must file a PAYE return. This should be done each month - even if you have not paid any salary.

When an employee falls ill, you must pay sick pay up to and including the fourteenth sick day. The first sick day is always a waiting day. The employee receives no remuneration at all for this time. You pay sick pay for days 2 to 14. 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, which can pay sickness benefits.

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.

In the restaurant and hairdresser industries, a special ledger called the personnel ledger must be kept. Everyone working in the premises of the enterprise must be recorded there. More information on this is available on the Swedish Tax Agency website.

Would you like to know more about accounting, tax and VAT? Sign up for the "Starting Up a Business" information meeting at www.skatteverket.se/informationsträffar

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 the Swedish Tax Agency website.



Foto: Anna Sigvardsson

- Sometimes it is easy to just give up along the way when you face various obstacles. For example, many people will probably be sceptical about your idea. Don't listen too much to these people, says **Aldrin Doudchitzky**, chief executive of Mobilplaneten in Gothenburg, a company founded in 2012. Don't let other's negativity affect you. Follow your dream and hold on to it.

- Marketing is very important. It is the key to your success, and can be anything from creating an interesting and informative website to making personal contacts. Having people around you who can recommend you is a great asset. Of course, this is a matter of give and take. Remember to nurture your relationships with customers and suppliers. If people like you, it will lead to good results.

- If you find dealing with contracts and legal agreements difficult, seek professional advice. It is often worth paying someone to read everything through and make sure that everything is all right. Regard it as a matter of security. This check may protect you from future troubles that could be far more expensive in the long run.

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.

You do not need a general permit to begin international trade, but you need a special identification number, an EORI number. You can get an EORI number from Swedish Customs. You may also need a permit to import or export certain goods, such as weapons or endangered plants or animals. Certain other goods, such as clothing from certain countries, some agricultural products and foodstuffs, require an import licence. In Sweden, these licences are issued by the National Board of Trade (Kommerskollegium) and the Swedish Board of Agriculture.

The rules for international trade vary depending on what type of goods or service you trade in, if you trade with companies or private persons, and if they are in countries within or outside the EU.

If you are importing a product, keep in mind that it might be protected by intellectual property rights in the importing country. If you import such a product without consent from the right-holder, this might be a criminal offence.

Trading goods within the EU

Goods are subject to free movement within the EU. This means that you do not need to report goods to Customs if you buy them from or sell them to another EU country. Instead, you file this information with the Swedish Tax Agency in your VAT return. In some cases, you must also provide statistics to Statistics Sweden (SCB). If this is the case, SCB will contact you with more information.

When you sell goods to a VAT-registered company in another EU country, you should not charge VAT on the invoice if the following two conditions are met:

- › The goods you sell will be physically transported from Sweden to another EU country.
- › The buyer must be registered for VAT in an EU country other than Sweden and you must have information on the company's VAT number in the other country.

If either of these conditions is not met, you must add Swedish VAT.



Remember that you must pay import charges to Swedish Customs and report VAT to the Swedish Tax Agency if you buy goods from a country outside the EU.

A VAT number is a number given to all who conduct activities subject to VAT and have been registered with the Swedish Tax Agency. VAT stands for value added tax.

It is important that you check with the Swedish Tax Agency that the buyer's VAT number is valid. On the invoice, you must include both your enterprise's and the buyer's VAT numbers. You can find information on what an invoice must include on the Swedish Tax Agency website. In addition to your regular VAT return, you must also report your VAT-free EU sales to the Swedish Tax Agency in a periodical report (EU sales list).

If, instead, you buy goods from another EU country for transport to Sweden, the situation is the opposite. You must provide your VAT number to the seller in the other EU country, who should not invoice any VAT. You can find your VAT number on your registration certificate. In the VAT return, you include output VAT calculated on the value of the purchase converted into SEK. You are entitled to make deductions according to the same rules as for other VAT on purchases.

Read more about the EU member states in the Gateway to the European Union:
<http://europa.eu/>

Trading goods outside the EU

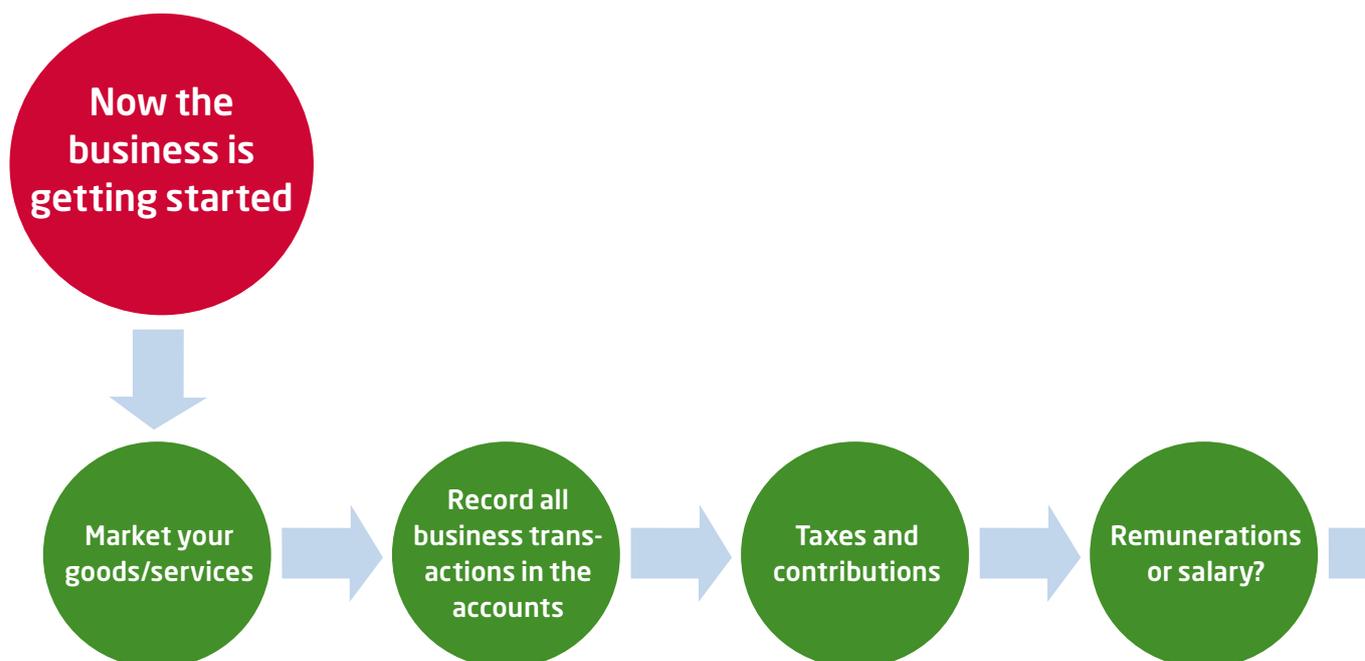
When you trade with countries outside the EU you have to declare all goods you bring in to or take out of the EU to Customs. If you cannot submit the declarations yourself, you can employ a customs agent to help you. Goods sent to a customer outside the EU are known as **exports**. A certain time before you dispatch your goods, you or your agent must submit an electronic export declaration to Swedish Customs, over the Internet for instance. Since the goods leave the EU, you do not need to add VAT on the invoice. When you report a sale as an export, it is therefore important that you can provide evidence of the export. You have to be able to document in your accounts that the item has left the EU VAT area. Such documentation may be freight documents, an export confirmation from Swedish Customs or import documents from the country of destination.

Contact Business Sweden if you need information and help regarding the rules in the country to which you intend to export, www.business-sweden.se.

Goods brought in from a seller outside the EU are known as **imports**. When the goods arrive, they are placed in temporary storage and the shipper notifies you that they have arrived. Before you can collect the goods, you or your agent must file an import declaration and pay any customs duty and other charges that may arise to Swedish Customs. You must do so regardless of how you have ordered the goods, in other words, even if you have bought them through distance selling, such as over the Internet.

The customs duty is usually a percentage of the value of the goods, including freight and insurance to the EU border, and it varies for different types of goods. Some goods may also be subject to other charges. Since these are costs that you pay in addition to the purchase price, it is important that you find out how high it is before you import any goods so that you are aware of the actual cost of your goods. Only then can you work out the right sales price if you intend to sell them on. Information regarding customs duties and other charges is available on the Swedish Customs website. You can also call Swedish Customs to get help.

If your business operations are liable for VAT, you must report output VAT on the imported goods in your VAT return. You are entitled to make deductions according to the same rules as for other VAT on purchases.



More information on how to calculate VAT on imports is available on the website of the Swedish Tax Agency.

Trading with EU areas outside the EU VAT area

Certain areas that belong to some of the EU Member States are not part of the EU VAT area, such as the Åland Islands, the Canary Islands and the British Channel Islands. Consequently, you must file a customs declaration with Swedish Customs if you trade with these areas. When importing you do not have to pay customs duty. You must, however, report VAT to the Swedish Tax Agency.

Trading in services

The sale of services to buyers in another country may sometimes be exempt from Swedish VAT, depending on who the buyer is and what type of service you sell.

When you buy services from another country, you must in some cases report the value of the purchase and output VAT in your VAT return. You can find out what applies to your business in particular on the Swedish Tax Agency website.

You must also be able to report sales of services to VAT-registered companies in other EU countries in a periodical report to the Swedish Tax Agency.

If you fall ill or have children

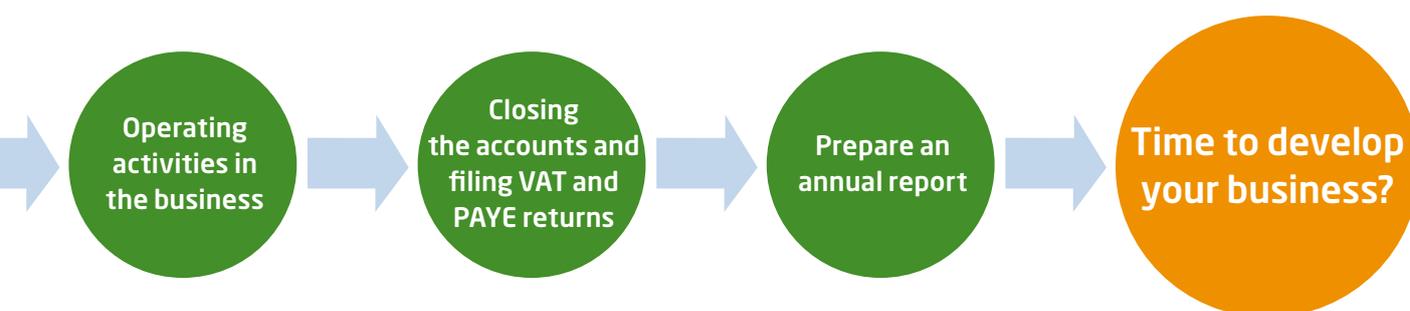
As a business operator, you are covered by health and parental insurance. The benefit you receive will be based on the income from which your sickness benefit is calculated. The Swedish Social Insurance Agency calculates this income in various ways, depending on what form of business enterprise you have.

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 bonuses from an economic association are not included in this income.

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.



Businesses under construction

If you are in process of starting up your business as a sole trader, trading partnership or limited partnership, you are entitled to extra protection for the first two 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 24 months are calculated from the month when you registered your company with the Swedish Tax Agency.

Waiting days

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.

Sickness benefits from the Social Insurance Agency

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.

Sick pay from the business

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. 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.

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. If you change your visiting or postal address – remember to report the change at verksamt.se.

If you need tips and advice, you can contact Business Sweden, www.business-sweden.se. If you want to reach out to the European market, you can find a great deal of help from the Enterprise Europe Network, www.enterpriseurope.se.

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 verksamt.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.

Find investors

Does your business hold a patent, a protected trademark or unique design? In that case, you have an economic asset that you can sell or license. Registered exclusive rights can also make it easier to attract investors.

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

Managing a growing business

A growing business requires a manager who is interested in becoming a manager on a larger scale. To succeed, it may be time to hand over control of a few parts of the business to others. Support may also be needed in the form of networks and skills development, for instance.

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 shut-down in time, you can take control over your shift in ownership. This is true regardless of what form of business enterprise you have.

Continue running your business after turning 65

You can continue to run your business even if 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.

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.

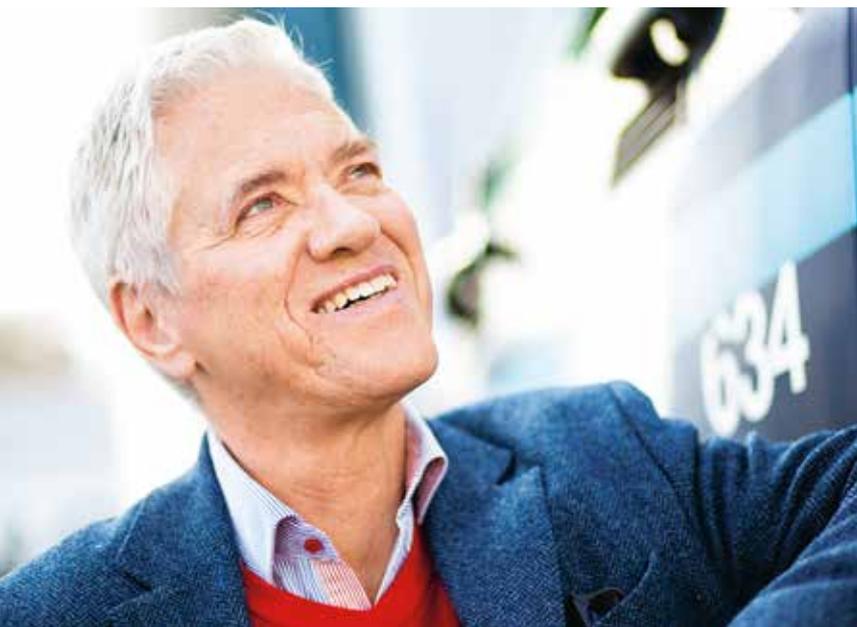
Generational ownership changes

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 can not be avoided.

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



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 throughout Sweden, for example. 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

Verksamst.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? Or If you can't find the answer to your question on verksamst.se, you are welcome to contact us:

verksamst.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

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 Find Advisors service at **verksamst.se**. Here, you can easily 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

Swedish Patent and Registration Office (Patent- och registreringsverket, PRV)

provides protection and sole rights to technical ideas, trademarks and designs. Information in the PRV register can help you conduct analyses of what is happening in your industry. PRV offers commissioned services in all of its areas.

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

Swedish Public Employment Service (Arbetsförmedlingen)

can help you with staff recruitment. You can publish job advertisements and search for staff on the website. You can also discuss recruitment over the phone, by chat or by visiting the local public employment office. To take advantage of the service that the Swedish Public Employment Service can offer when you want to start your own business, you have to visit the local public employment office.

www.arbetsformedlingen.se. 0771-416 416,

from abroad +46 771 416 416

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.

<http://ifs.a.se/>
020-52 90 10

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

Information and services from several authorities brought together to make it easier for those who run or are about to start a business.