

Checklist for e-residents creating companies



1

Before company registration:

Write a [business plan](#) (if applicable for new ventures)
Pick a [unique company name](#)
Research, compare + [choose service providers](#)
(you will need at least one to be a contact person
+ legal address in Estonia)



2

Company registration:

Choose a suitable [form of business](#)
(OÜ is most popular)
Select main [field of business activity](#)
Indicate [contact person](#) + legal address in Estonia
Also indicate [foreign address](#) of management board
Pay the state fee €265
Decide + submit articles of association
Digitally sign registration by all shareholders + directors



3

After company registration:

Apply for [business account](#) with a fintech or bank in Europe
Obtain [business licence](#) (for certain business activities)
Disclose [ultimate beneficial owners](#) in Business Register
Make or defer [share capital contribution](#) (€2,500 for OÜ)



4

General responsibilities of e-residents:

Keep [Digital ID Card](#) safe + PIN codes confidential + secure
Ensure your Digital ID Card is up-to-date
Apply for a new card at least 3 months before expiry
Check you have installed the latest ID software



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Once your business is up and running, you should also:

Register account with [Estonian Tax Board](#)
[Register for VAT](#) (when annual turnover > €40,000)
Maintain proper [accounting](#) + bookkeeping procedures
Grant permission to your accountant to act on behalf of your company for accounting + tax purposes (if applicable)
Be aware of rules regarding [distribution of dividends](#)
Make share capital contribution (if previously deferred)
Declare taxes online at [e-MTA](#) on a monthly basis
(if applicable for corporate taxes, payroll taxes, VAT)
Submit Annual Report (due 6 months after year-end)
Disclose any [changes to shareholders + directors](#)
If you have staff in Estonia, [register them](#) for tax purposes
Keep an inventory of your company's intellectual property
Purchase domain names
Register any necessary [trademarks, patents or designs](#)
Read [European GDPR](#) + appoint data protection officer if processing personal data is part of your core business



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Resources + Support:

Visit our [website](#)
Find detailed guidance in our [knowledge base](#)
Watch [tutorials, masterclasses + webinar recordings](#)
Participate in our online + offline [events](#)
Read inspiring e-resident stories on our [blog](#)
Find a service provider in the [marketplace](#)
List your business in the [company list](#)
Contact our dedicated [support team](#)
Connect with your community on social media:
[Facebook](#), [Twitter](#), [LinkedIn](#) + [Instagram](#)



REPUBLIC OF ESTONIA
E-RESIDENCY