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
Declare share capital contribution (from €0.01 per shareholder)

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

5 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

6 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

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E-RESIDENCY