



# Setting Up a Business in Switzerland

The foreign investor's guide  
to navigating complexity in  
this exciting jurisdiction



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## Country profile

Nestled between the Alps and the Jura mountains, the Swiss Confederation offers political, economic, and financial stability combined with a high standard of living and the world's third-highest gross domestic product (GDP) per capita<sup>1</sup>.

Thanks to its long-held neutrality, the landlocked country is also home to a large number of government and non-government organizations including the United Nations, World Trade Organization, and the World Health Organization.

Switzerland is a democratic federal republic in which three political levels share power: the Confederation (federal government), 26 cantons, and 2,172 communes. The federal government is responsible for foreign and security policy, customs, the monetary system, national legislation, and defense. The cantons oversee education, healthcare, cultural affairs, and police matters, as well as their own tax system. The responsibilities of the communes include local planning, running schools, social welfare, and the fire service.

About 74% of the country's GDP is generated by the service sector, while the industrial sector contributes to 25% of the economy. The contribution from the agricultural sector is less than 1%<sup>2</sup>.

The Swiss economy relies on a highly developed service sector led by world-leading financial services groups. As a global leader in wealth management, Switzerland's financial sector generates around 10% of the country's GDP and provides more than 213,500 full-time-equivalent jobs<sup>3</sup>.

The robust manufacturing sector benefits from high-tech, knowledge-based production and includes several well-established pharmaceutical and chemicals companies. The country is also the world's leading watch exporter, with a value of USD 18.5bn (approx. CHF 17bn) in watch and clock products exported worldwide in 2020<sup>4</sup>.

Although Switzerland is not part of the European Union (EU), it has bilateral trade agreements with every member state. The EU is Switzerland's main trading partner, contributing to 78% of Swiss imports, while 43% of exports are destined for EU countries.

Most Swiss firms are small and medium-sized enterprises (SMEs). These are defined as companies with fewer than 250 employees.



<sup>1</sup> Statista

<sup>2</sup> Switzerland Global Enterprise

<sup>3</sup> Swiss Federal Council

<sup>4</sup> Federation of the Swiss Watch Industry

## Why invest in Switzerland?

### An international talent pool

Switzerland attracts many highly skilled workers from abroad. The country takes first place in the Global Talent Competitiveness Index by INSEAD, thanks to its ability to retain domestic talent through a favorable economic environment. Swiss employees are generally well educated and multilingual.

### Top-notch science hub

Switzerland has one of the best-established life sciences, information and communications technology (ICT), and advanced engineering clusters in the world. Crypto Valley in Zug has become a global hub for the development of blockchain technology to be used in supply-chain management, the insurance industry, energy provision, and logistics.

### Strong focus on R&D

According to the World Intellectual Property Organization, Switzerland has the world's third-highest number of patent applications per resident. Every year, the country spends about 3% of its GDP on research and development. Over three-quarters of this funding comes from the private sector<sup>5</sup>.

### An attractive destination for foreign investors

According to UNCTAD, foreign direct investment (FDI) inflows to Switzerland were USD 22bn (approx. CHF 20bn) in 2019, with the bulk going to the chemicals and plastics sector, as well as finance. Ireland, Luxembourg, and the Netherlands are the top foreign investors in Switzerland<sup>6</sup>.

### A safe, stable country

Switzerland has traditionally been considered a safe country, with a high level of security for investments thanks to its low capital costs, stable currency, strong purchasing power, moderate taxation, and economic and political stability.

<sup>5</sup> Switzerland Global Enterprise  
<sup>6</sup> Swiss National Bank

## Switzerland at a glance



**Capital**  
Bern



**Official languages**  
German, French, Italian, and Romansh; English is widely spoken



**Currency**  
Swiss franc (CHF)



**Population**  
8.6 million<sup>7</sup> (2021)



**GDP**  
CHF 748bn<sup>8</sup> (2021)



**Area**  
41,285 sq km



**GDP per capita**  
CHF 93,457<sup>9</sup> (2021)



**Swiss Standard Time**  
GMT +1



**Telephone country code**  
+41



**Key cities**  
Zurich, Basel, Geneva, Lausanne, Lucerne, Lugano, and Zug

<sup>7</sup> Worldometer  
<sup>8</sup> World Bank  
<sup>9</sup> World Bank



The country takes first place in the Global Talent Competitiveness Index by INSEAD, thanks to its ability to retain domestic talent through a favorable economic environment.

## How to do business in Switzerland

### Entry options for foreign investors

Several entity options exist for foreign investors wishing to set up business in Switzerland: GPs, LPs, LLCs, and LCs.

Foreign companies setting up business in Switzerland do so through subsidiaries (in the form of a limited company or limited liability company) and branch offices.

The formation of a company generally takes two to four weeks from the submission of the incorporation documents to the Commercial Register to the date the company is legally established. Establishment takes place upon registration by the Commercial Register, not upon submission of the incorporation documents. The company name must be different from any other already registered in Switzerland.

### General partnership

A GP is set up by two or more individuals. In Switzerland, more than 8,000 businesses use this legal structure<sup>10</sup> and it's a popular option for small businesses managed by several individuals. The partners assume unlimited joint liability and are not required to provide start-up capital.

The GP begins with registration in the Commercial Register along with a partnership contract. Although this step is optional, it's strongly recommended, because the share capital amount and shares are set in the partnership contract. Each partner must make a contribution to the GP, which may consist of cash, securities, other assets, or labor.

GPs with turnover below CHF 500,000 must keep simplified accounts comprising only receipts, expenses, and assets. Above the CHF 500,000 threshold, GPs must maintain and submit accounts. Partners are taxed on their share of income and assets in the partnership as well as their personal income and assets.

The start-up costs of a GP include advisory fees (of between zero and CHF 1,000), attorney's fees for the company contract (ranging between CHF 2,000 and

CHF 40,000), plus approximately CHF 400-500 for the costs of entry in the Commercial Register.

The management function of the general partnership is the responsibility of all partners, unless they decide otherwise. At least one partner must be authorized to represent the partnership.

A GP may not be transferred by one partner without the consent of the other partners. The partners do not need an address in Switzerland, but they must hold a work permit as well as a residence permit, which are linked to comprehensive and promising business plans that must be submitted to the relevant authority prior to being allowed to start doing business in Switzerland.

### Limited partnership

The LP is a legal structure used when a GP needs additional equity without having to broaden the management. With just 1,236 limited partnerships, this type of entity is not widely adopted in Switzerland<sup>11</sup>.

LPs are not required to provide start-up capital and their liability is limited to the total amount of their share. Operational management is separate from financial investors.

The LP begins with registration in the trade register and the completion of a partnership agreement, although the latter is optional. LPs that operate as commercial companies must be registered with the trade register.

The LP includes at least one individual as a GP, who has indefinite liability, and at least one individual, legal entity, or commercial company as a partner with limited liability. This is known as the limited partner. Each partner must make a contribution to the limited partnership, which may consist of cash, securities, other assets, or labor. The partnership share of each LP must be registered in the trade register.

In a LP, the allocation of profits and losses is fixed contractually. However, the limited partners are liable for losses only up to the amount of their partnership share.

LPs with turnover under CHF 500,000 must keep simplified accounts that include only receipts, expenses, and assets. LPs that have realized turnover of at least CHF 500,000 in the past fiscal year must maintain and submit accounts. Partners are taxed on their share of income and assets in the partnership as well as on their personal income and assets.

The start-up costs of a LP include start-up advisory fees of between zero and CHF 1,000, notary fees ranging between CHF 2,000 and CHF 40,000, plus registration costs of approximately CHF 400-500.

Management of the LP is the responsibility of all partners, unless specified. At least one partner must be authorized to represent the partnership.

A LP may not be transferred by one partner without the consent of the other partners. The full or partial transfer of the business activity is carried out through the transfer of assets and liabilities, and is governed by Switzerland's merger law.

In a LP, the owners do not need a Swiss address, but they are required to have a work permit as well as a residence permit, which are linked to comprehensive and promising business plans that must be submitted to the relevant authority prior to being allowed to start doing business in Switzerland.



### Limited liability company

A LLC is a combination of a limited company and a joint partnership, operating as a private capital company set up by one or more persons or trading companies.

With more than 92,000 LLCs registered in Switzerland, this legal structure is the country's third-largest business category after sole proprietorships and limited companies.<sup>12</sup>

The LLC, which requires less initial capital, offers some additional flexibility in governance and has some specific requirements, which make this type of entity more suitable for smaller and mid-sized companies. The LLC must be represented by at least one person—either the manager or director—who is a Swiss resident with a valid work permit, if not a Swiss national.

Establishing a LLC requires a relatively low minimum capital of CHF 20,000 and just one stockholder. Its liability is limited to the share capital.

Any company name may be chosen, but the qualification Société à responsabilité limitée (SARL) in French or Gesellschaft mit beschränkter Haftung (GmbH) in German must be added after it. A LLC can be transformed into a LC without liquidation.

A LLC is established by its registration in the trade register, notarized authentication of establishment, approval of the articles of association, and selection of the board of managing officers and the auditor. The articles of association must include at least the company name, purpose, head office, share capital, and sum paid up by each stockholder. They may also include other items such as management, representation, contributions in kind, procedures for increasing the company stock, and pre-emption rights. The document containing the articles of association must be notarized.

As a legal entity, a LLC is established only once it's entered in the trade register. It can be established and run by at least one stockholder, including individuals, legal entities, or trading companies. The stock capital must be fully paid or covered by contributions in kind.

<sup>11</sup> Swiss Federal Council

<sup>12</sup> Swiss Federal Council

Each stockholder must contribute to the capital with at least one company share. The list of beneficial owners must be kept up to date.

The stockholders' meeting is the company's highest body, which is in charge of approving the annual report, appointing management, and determining the use of profits or losses. The company's debts are guaranteed only by the company assets.

Stockholders have the option to increase the capital. Third-party financing via credit facilities and loans is possible if the necessary guarantees are provided.

At least 5% of a LLC's annual profit has to be allocated to the general reserve (until it reaches 20% of the paid-up share capital), except if the company reports a loss for the year.

LLCs have an obligation to keep and submit accounts. If they exceed two of the following thresholds during two consecutive financial years, they are subject to an ordinary audit or limited audit. Only under certain circumstances is it possible to dispense with an audit altogether.

A company must undergo a comprehensive audit where two of the following thresholds are exceeded in two consecutive years:

- Balance sheet total: CHF 20m
- Turnover: CHF 40m
- Number of employees: 250

LLCs are taxed on profits, capital, shareholders' holdings and dividends.

Advisory fees range between CHF 600 and CHF 2,000, while notary costs are between CHF 700 and CHF 2,000. Registration costs are approximately CHF 400-500. The founders are liable for a stamp duty tax equivalent to 1% of the capital if it exceeds CHF 1m.

The management is the responsibility of all stockholders, unless another form of management is decided.

The transfer of company shares requires the approval of the stockholders' meeting.

The partial or full transfer of the business is achieved through the transfer of assets and liabilities. The sale of the assets or activities of a LLC is governed by Switzerland's merger law.

The chosen company name can be kept indefinitely.

### Limited company

A LC is the preferred legal structure for companies that have significant capital requirements, and is suitable for small and large enterprises. It's often chosen by foreign companies as the legal form for their Swiss subsidiaries.

Known as Société Anonyme (SA) in French and Aktiengesellschaft (AG) in German, it's the most common capital company structure in Switzerland, which is home to 112,518 companies of this type<sup>13</sup>. The shareholders' liability is limited to the share capital.

A LC is established through registration on the trade register, notarized authentication, approval of its by-laws, and selection of the board of directors and the auditor. While the articles of association describe the company's purpose, the by-laws outline how the company will be run.

The company's share capital should be at least CHF 100,000, which must be paid up on the basis of at least 20%, or covered by contributions in kind of at least CHF 50,000.

The shareholders' general meeting appoints, among others, the members of the board of directors, adopts the by-laws, and approves the annual report. Directors are responsible for running the company, appointing and supervising managers, and drawing up the management report. Every year, the auditor checks the accuracy of the accounts and prepares a report ahead of the general meeting.

All LCs must be represented by an individual who is a resident in Switzerland. This person must have access to the share register and the list of beneficial owners.

Only the company's assets meet the obligations of the LC, so in the event of a bankruptcy, shareholders lose their share capital, unfortunately.

A LC may increase its share capital following a decision by the general meeting or by delegation to the board of directors. The share capital increase presents several advantages:

- No interest is collected on capital
- There is less strain on liquid assets
- Share capital does not have to be reimbursed and can be retained

Third-party financing via credit facilities and loans is possible as long as the necessary guarantees are provided. It's also possible to adopt financing solutions combining external funds and equity.

LCs are required to maintain and submit accounts. If they exceed two of the following thresholds during two consecutive financial years, they're subject to an ordinary audit or limited audit. Only under certain circumstances is it possible to dispense with an audit altogether.

A company must undergo a comprehensive audit where two of the following thresholds are exceeded in two consecutive years:

- Balance sheet total: CHF 20m
- Turnover: CHF 40m
- Number of employees: 250

Advisory fees range between CHF 1,000 and CHF 4,000; notary costs are between CHF 800 and CHF 2,500, plus registration costs of approximately CHF 400-500. The founders are liable for a stamp duty tax equivalent to 1% of the share capital if it exceeds CHF 1m.

At least one member of the board of directors must reside in Switzerland must be authorized to represent the company.

The partial or full transfer of the business is carried out through the transfer of assets and liabilities. The sale of the assets or activities of a LC is governed by Switzerland's merger law.

The chosen trading name may be kept indefinitely.



**All limited companies must be represented by an individual who is a resident in Switzerland.**

### Comparison of AG or SA and GmbH or SARL legal structures

|   | AG and SA   | GmbH and SARL   |
|---|---|---|
| Share capital or company capital                  | Minimum CHF 100,000, of which 20% must be paid up, but at least CHF 50,000  | Minimum CH 20,000 fully paid up   |
| Par value of shares                               | Minimum of 1 Swiss cent   | Minimum CHF 100   |
| Number of founders                                | Minimum 1 natural or legal person   | Minimum 1 natural or legal person   |
| Nationality requirement                           | At least 1 representative resident in Switzerland authorised to represent the company or two representative's residents in Switzerland, authorised to represent the company jointly   | At least 1 representative resident in Switzerland authorised to represent the company or two representative's residents in Switzerland, authorised to represent the company jointly   |
| Power of representation for ordinary transactions | Unless the articles of association or the organisational regulations provide otherwise, the board of directors has sole power of representation for legal acts that the purpose of the company may entail   | As long as no managing directors are appointed, the stakeholders are entitled to represent all business transactions that the purpose may entail  |
| Profit and loss distribution                      | Profit in proportion to the amounts paid into the working capital, unless otherwise provided in the articles of association   | Profit in proportion to the amounts paid into the working capital, unless otherwise provided in the articles of association   |
| Auditing obligation                               | <p><b>Ordinary audit:</b><br/>If 2 of 3 criteria are fulfilled during 2 subsequent years:</p> <ul style="list-style-type: none"> <li>• Balance sheet total &gt; CHF 20m</li> <li>• Turnover &gt; CHF 40m</li> <li>• Full-time equivalents on an annual average &gt; 250</li> <li>• Or if shareholders representing 10% of the share capital demand it</li> </ul> <p><b>Limited audit:</b><br/>If no ordinary audit is necessary and shareholders do not waive their rights.</p> <p><b>Opting out:</b><br/>With the consent of all the shareholders, a limited audit may be dispensed with if the company has fewer than 10 full-time employees as an annual average</p> | <p><b>Ordinary audit:</b><br/>If 2 of 3 criteria are fulfilled during 2 subsequent years:</p> <ul style="list-style-type: none"> <li>• Balance sheet total &gt; CHF 20m</li> <li>• Turnover &gt; CHF 40m</li> <li>• Full-time equivalents on an annual average &gt; 250</li> </ul> <p><b>Limited audit:</b><br/>If the conditions for ordinary audit are not met and stockholders do not waive their rights</p> <p><b>Opting out:</b><br/>With the consent of all the stockholders, a limited audit may be dispensed with if the company has fewer than 10 full-time employees as an annual average</p> |
| Liability   | Board of directors; management and/or the liquidator, as well as incorporation liability and liability for the issue prospectus   | Board of managing officers; management or the liquidator, as well as incorporation liability  |

### Branch office

Foreign companies have the option of setting up a BO. Although the BO remains part of the parent company, it can sign contracts on its own behalf, perform transactions, and appear in court.

As soon as a BO is formed, it must be entered in the Commercial Register. As far as licensing, registration, taxation, and accounting records are concerned, a BO is considered a Swiss company. A foreign company must have an authorized representative resident in Switzerland to establish a BO.

### SPV

SPVs in Switzerland can take the form of LLCs or LCs. While Swiss SPVs are liable for capital gains taxation, the tax rate can vary depending on the canton.



## Taxation

Businesses and private individuals pay tax at all three levels of government—federal, cantonal, and local. Resident companies are taxed on their worldwide income, except for profits from foreign branches and foreign real estate, which are tax-exempt. Non-resident companies are taxed on their Swiss-sourced income.

### Corporate tax

The federal corporate tax rate on net income is 8.5%. When combined with the taxes levied by the cantons and municipalities, the corporate tax burden can be around 12% on average in central Switzerland, rising to around 21% for Zurich and Bern.

### Dividend tax

Dividends are subject to a 35% withholding tax. The dividend tax rate drops to 0% on cross-border payments of dividends between related companies residing in EU member states and Switzerland if certain criteria are met, including a capital participation of at least 25%. In addition, many tax treaties provide for reduced rates on qualifying investments.

### Withholding tax

No withholding tax is applied on interest—except interest derived from deposits with Swiss banks, bonds, and bond-like loans, which are subject to a 35% withholding tax. Royalties are exempt from withholding tax.

### Value added tax

The standard value added tax (VAT) rate is 7.7%—one of the lowest in Europe. A rate of 3.7% applies to hotel accommodation and related businesses, while living necessities attract 2.5% VAT. Many services—especially in the areas of health, social welfare, education, culture and sport, as well as financial and real estate transactions—are exempt from VAT.

### Income tax

Like corporate tax, income tax is levied at federal, cantonal, and local level. The federal rate is set at 11.5%. The tax burden varies depending on canton and municipality, resulting in an overall income tax rate between 22.5% and 45%. Taxpayers have to file

a tax return every year. Foreign workers who are fiscal residents in Switzerland (e.g., holders of B-Permit) are taxed at source.

### Tax deductions

Various expenses—including interest on loans, alimony, and certain donations—may be deducted when calculating taxable income. Many cantons offer tax incentives for newly established companies or expansion investments, such as tax holidays or significant tax relief for up to 10 years. The proportion of income from patents and similar rights linked to qualifying R&D expenses can be tax exempt up to a maximum of 90%.

### Customs policy

Although Switzerland is a member of the EU's Schengen Area, it's not part of the European Customs Union and the European internal market. As a result, customs controls remain in place. Unlike most other countries, Switzerland uses a system of customs clearance based on gross weight. The majority of goods imported from the EU, EFTA, and other partners with whom Switzerland has bilateral free trade agreements are imported duty free. Switzerland levies taxes and duties on tobacco, alcohol, cars, mineral oil, and fossil fuels.

### Free trade agreements

In addition to the EFTA Convention and the bilateral free trade agreement with the EU, Switzerland currently has a network of 30 free trade agreements with 40 partners outside the EU.

### Real estate tax

Some cantons levy real estate tax.

## Employment and labor regulation

### Social security system

The Swiss social security system has a three-pillar system. It aims to safeguard a reasonable quality of life for the elderly, in the event of invalidity, illness, and accident. Next to that, the social insurance system provides financial support for family members if the insured person dies. In addition, the insurance system covers risks such as the cost of illness and accidents, unemployment, as well as family allowance.

Both employers and employees contribute to the system. The employer must transfer the total contributions to the relevant government agency. The old-age, surviving family members and disability insurance relies on a coordinated three-pillar approach:

- State pensions based on old-age and survivors' insurance
- Occupational pensions based on occupational benefit plans
- Personal pensions based on individual investment options

The first and second pillars are compulsory, while the third is voluntary. The individual contribution to the third pillar is partially tax-deductible.

The contributions paid by the employer are based on the employee's salary:

- Old-age, surviving family members and disability insurance: 10.55%
- Unemployment insurance and supplementary unemployment insurance: around 2.2%
- Family compensation fund: 0.3% to 3.5%
- Occupational accident insurance: around 0.17%
- Occupational pension scheme: contributions depend on the pension plan. The employee's share is usually half of the total contribution, while the employer bears the other half.

**The insurance system covers risks such as the cost of illness and accidents, unemployment, as well as family allowance.**

### Termination

Employment contracts may be terminated in writing or verbally at any time by either the employee or the employer without a valid reason. In the case of mass redundancies, employees have the right to consult their employee representative body (if applicable) who will submit proposals to mitigate the number of layoffs and their effects.

The notice period is usually specified in the employment contract. If there is no contract, government-mandated obligations will apply:

- During the probationary period (maximum three months): seven days
- In the first year of service: one month
- Between the second and ninth years of service: two months
- From the 10th year of service on: three months

For employees in managerial positions, the notice period can be up to six months.

Employees cannot be dismissed during certain blackout periods such as illness, accidents, pregnancy, military service, community service, civil defense duties, and relief activities abroad.



### Foreign employees

Switzerland has a dual system for granting work permits to foreign workers. Employees from the EU or EFTA area have the full freedom of movement, which means that citizens of those countries are free to travel, live, and work in Switzerland. However, depending on the length of stay, there are certain formalities that must be observed prior to entry and stay in Switzerland. Except for nationals from Croatia, who are subject to specific regulations, they may also be self-employed.

Special rules apply to UK nationals since the United Kingdom left the European Union on January 31, 2020. UK nationals are no longer EU or EFTA nationals, but are considered third country nationals.

Cross-border commuters from an EU or EFTA country can set up a company in Switzerland or become

self-employed. They are eligible for a commuter permit if they have a permanent residence in one of Switzerland's neighboring countries and have been living in a border area for at least six months.

A limited number of employees from third countries outside the EU or EFTA area may work in Switzerland if they are highly skilled professionals. The employer must prove that there is no suitable person from Switzerland to fill the job vacancy or from an EU or EFTA country.

Employees requiring a visa must submit the visa application to the Swiss representation responsible for their place of residence.

Foreigners residing in Switzerland for more than three months receive a residence permit from their cantonal migration office, indicating the type of authorization they have been granted.

### Types of residence permits

|  |  |
|--|--|
| <b>Permit B</b><br>Residence permit                  | For temporary residents (foreigners visiting Switzerland for a specific purpose for a longer period with or without employment)  |
| <b>Permit C</b><br>Permanent residence permit        | For permanent residents (foreigners who have been granted permanent residence after living in Switzerland for five years for EU citizens and 10 years for non-EU citizens. Unlimited right to stay in Switzerland) |
| <b>Permit Ci</b><br>Residence permit with employment | For the employed spouses and children of employees of foreign representations or intergovernmental organisations   |
| <b>Permit G</b><br>Cross-border commuter permit      | For cross-border commuters (foreigners who live in the border zone of a neighbouring country and work in the adjacent border zone in Switzerland)  |
| <b>Permit L</b><br>Short-term residence permit       | For short-term employment and other short stays  |
| <b>Permit F</b><br>Provisionally admitted foreigners | For foreigners admitted on a temporary basis   |

Source: Swiss State Secretariat for Migration

Switzerland has signed a number of bilateral social security agreements with several countries. Employed individuals who were originally subject to the social security system of another country can continue to be insured there even if they are temporarily posted in Switzerland.

In addition to the EU and EFTA, Switzerland has concluded agreements with the following countries:

- Australia
- Brazil
- Canada
- Chile
- China
- India
- Israel
- Japan
- Kosovo
- Montenegro
- North Macedonia
- Philippines
- Bosnia and Herzegovina
- San Marino
- Serbia
- South Korea
- Turkey
- United Kingdom
- Uruguay
- United States



### Public holidays

Swiss National Day (August 1), New Year's Day, Ascension Day, and Christmas Day are public holidays across the country. The cantons may stipulate up to eight additional public holidays.

### Annual leave

All employees in Switzerland are entitled to at least four weeks' paid leave per year, while young people under the age of 20 are entitled to five weeks. Employees the age of 50 and over are entitled to 30 days paid leave. Part-time employees are entitled to paid leave in proportion to the percentage of standard hours they work.

Employees typically also receive time off for weddings, funerals, moving, medical, or dental appointments.

### Maternity and paternity leave

All employed mothers, whether full-time or part-time, are entitled to paid maternity leave of 14 weeks.

Mothers receive 80% of their wages in the form of a daily allowance, capped at CHF 196 per day. Women who return to work earlier lose their entitlement to compensation. To receive the daily allowance, employees must be covered by social security for the nine months before the birth and must have worked for at least five months during pregnancy.

Cantonal provisions, employment contracts, and collective labor agreements may provide additional benefits.

Fathers in Switzerland are entitled to 10 days of paid paternity leave, which can be taken in a single period or as individual days within six months after the baby's birth. The eligibility rules for paternity leave are the same as for maternity leave.

### Business hours

Government and business offices are generally open between 8:00 a.m. and 5:00 p.m., Monday to Friday.

Banks are open between 8:30 a.m. and 4:30 p.m., Monday to Friday.



### Minimum wage and overtime

There is no nationwide minimum wage in Switzerland, although several cantons have set their own minimum wage thresholds. The canton of Geneva pays the country's highest minimum wage: CHF 23.14 per hour as of January 1, 2021.

The maximum number of working hours per week is 45 for industrial companies. This also applies to office staff, technical employees, and sales personnel in large retail stores. For commercial operations, the maximum is 50 hours per week. Working time is generally not specified for management staff, who are compensated with higher wages.

Overtime must be paid at a premium of 25% or time in lieu of at least the same duration if both the employer and employee agree. If the weekly maximum number of working hours is exceeded, this is referred to as excess hours, which may not exceed two hours per day for an individual employee.



## How CSC can help you invest in Switzerland

Before entering the Swiss market, foreign investors should seek professional advice to navigate these complex matters. Working with a trusted partner is essential.

### Who we are

CSC provides knowledge-based solutions for every phase of the business life cycle, helping businesses form entities, maintain compliance, execute transaction work, and support real estate, M&A, and other corporate transactions in hundreds of U.S. and international jurisdictions.

We work with some of the world's largest banks and commercial lenders to reduce risk in their lien portfolios, improve their transaction speeds, and create a secure environment for their financial processing needs. We also provide solutions for secure real estate document preparation and recording.

We are the trusted partner for 90% of the Fortune 500®, nearly 10,000 law firms, and more than 3,000 financial organizations. Headquartered in Wilmington, Delaware, USA, since 1899, we are a global company capable of doing business wherever our clients are—and we accomplish that by employing experts in every business we serve.

### What we can do

CSC provides a wide range of financial and administrative services to clients operating and investing in the international business environment. We help companies to expand globally, offering support with restructuring, outsourcing, and further developments.

We're experts in management and administration services to operational companies and holding structures across the globe.

In Switzerland, our multilingual teams in Geneva, Zug, and Zurich can help manage structures for companies, partnerships, foundations, and trusts globally and nationally. We believe in delivering innovative solutions to suit our clients' business objectives and are able to provide services that ensure compliance with the requirements of local and global laws and regulations.

We work closely with our clients and their advisors to deliver tailored succession planning, and asset protection, including bespoke administration services to trusts, companies, private trust companies, business succession, and philanthropy.

With experts in all the major financial centers, we have the expertise to deliver the full range of private client services.



#### Entity formation

- Formation and implementation
- Domiciliation and management
- SPV Administration services

#### Entity management

- Corporate accounting and reporting
- SPV accounting and reporting
- Corporate secretary and legal administration
- Independent Director and Fiduciary services
- Payroll services
- Human resource consulting
- Document execution

#### Risk Advisory services

- CSC Corporate Health Check, pre or post diligence

#### Tax Regulatory services

- Withholding tax filings
- Corporate income tax filings
- Quarterly VAT filings
- Health checks

July 2023

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