

Checklist

Setting up a business

Creative ideas, perseverance and a solid network are all important prerequisites for setting up a business. Beyond that, future entrepreneurs also need to get in touch with different authorities and institutions. Here is a list of the most important contact points you need to turn to when starting your own business:

	✓	Short description	Description
Advice	<input type="checkbox"/>	Business start-up service of the Austrian Economic Chambers	The Austrian Economic Chambers offer support and advice when you first start thinking about setting up a business, during the stages of planning and launching your business, and also afterwards. For further information (in German), see: https://www.wko.at/gruendung/start .
	<input type="checkbox"/>	Business start-up program of the AMS	The Austrian Public Employment Service (AMS) supports you when you become unemployed or when you want to become self-employed. For further information (in German), see: https://www.ams.at/arbeitsuchende/aus-und-weiterbildung/so-foerdern-wir-ihre-aus--und-weiterbildung-/unternehmensgruendungs-programm .
Tax office	<input type="checkbox"/>	Start of business activity	You need to notify the responsible tax office of the start of business activity within the first month.
	<input type="checkbox"/>	Forms	Depending on the legal form of your business, you need to fill out different forms. For further information (in German), see: https://www.wko.at/steuern/fragebogen-finanzamt-betriebseroeffnung .
Business registration	<input type="checkbox"/>	Registering your business	<p>When you register your business with the competent business authority, you need to provide the following information:</p> <ul style="list-style-type: none"> • Precise name of the business • Precise location where the business will be carried on • Precise details of the person registering the business <ul style="list-style-type: none"> ○ For natural persons: first name, last name, address, date and place of birth, nationality, social security number ○ For companies or associations: precise name of the company and company register number or precise name of the association and central association register number, business address

Business registration	<input type="checkbox"/>	Necessary documents for sole proprietorships	<ul style="list-style-type: none"> • Proof of identity of the person registering the business (e.g. passport) • Residence permit for third-country nationals (except for Swiss nationals) • If applicable, proof of academic degrees • Statement concerning grounds of ineligibility for natural persons • In the event of change of name: additionally, marriage certificate or certificate of change of name • For regulated businesses: commercial certificate of competence • In the event of residence abroad or residence in Austria for less than five years: criminal record certificate (not older than three months) and proof of residence from your country of origin or previous country of residence (e.g. confirmation of residence)
	<input type="checkbox"/>	Necessary documents for companies	<ul style="list-style-type: none"> • Extract from the company register (not older than six months) • Statement concerning grounds of ineligibility for persons entitled to external representation or majority shareholders
	<input type="checkbox"/>	Necessary documents for managers pursuant to trade law	<ul style="list-style-type: none"> • Proof of identity of the person registering the business (e.g. passport) • Residence permit for third-country nationals (except for Swiss nationals) • If applicable, proof of academic degrees • Statement concerning grounds of ineligibility for natural persons • In the event of change of name: additionally, marriage certificate or certificate of change of name • For regulated businesses: commercial certificate of competence • In the event of residence abroad or residence in Austria for less than five years: criminal record certificate (not older than three months) and proof of residence from your country of origin or previous country of residence (e.g. confirmation of residence)

Social security	<input type="checkbox"/>	Signing up for social security	<p>As a rule, you must be covered under compulsory insurance as of the day you acquire a business license. The competent business authority will automatically forward your business registration to the social security institution for the self-employed (Sozialversicherung der Selbständigen – SVS). Within four weeks, you will then receive a welcome letter from the SVS. For further information (in German), see: www.svs.at.</p>
Company register	<input type="checkbox"/>	Registering with the company register	<p>The company register is a central and public register of all corporations (GmbH, AG, FlexKapG) and partnerships (OG, KG) with a registered office in Austria. The registration of sole proprietorships with the company register is only mandatory if the sole proprietorship generates a turnover of more than EUR 700,000 in each of two consecutive financial years or more than EUR 1,000,000 in a single financial year. Otherwise, registration is optional. Entering your business in the company register improves transparency vis-à-vis business partners, which can be advantageous for your business relationships.</p> <p>For further information, see: https://startup.usp.gv.at/en/gruendung/gruendungsfahrplan/weitere-informationen/firmenbuch-eintragung-einzelunternehmen.</p>