



Navigating local requirements and regulations can be challenging when realising your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to ongoing local administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuing clarity and transparency without unpleasant surprises.

Let us take care of your local administration in **Switzerland** so you too can focus on your business.

Set-up

Incorporation

Assistance with the incorporation of a Swiss company (AG or GmbH) | Registrations with the company register (Handelsregisteramt) and tax authorities (Steueramt).

Bank account opening

Assistance with the opening of local bank account (UBS, Credit Suisse) or any preferred local or international bank you have a relationship with.

Payroll

Registrations for social security (AHV/ALV/IV/EO) as well as mandatory insurances and pension (UVG, KTG, BVG).

Ongoing

Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies

Corporate secretarial

Preparation, organising & execution of board and shareholder meetings | Preparing board and shareholder resolutions | Statutory filings at the Handelsregisteramt.

Payroll

Calculations and payments of salary, social security (AHV/ALV/IV/EO), pensions (BVG) social insurance (UVG/KTG), salary withholding tax | Drafting and issuing monthly pay slips | Annual salary declarations ('Lohnausweis').

Resident Director

Provision of a Director resident in Switzerland.

Tax compliance

Corporate income tax annual return preparation and filing | Registration for local value added tax ('Mehrwertsteuer', Mwst) and quarterly return preparation and filings.

Complementary

Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

SPVs

One-stop-shop for SPV management and accounting in complex finance, real estate or shipping structures.

ACE Administration Services GmbH

Dufourstrasse 43, 8008 Zürich
+41 79 1532 981 • acebyfgaim.com