

FORMING A LIMITED LIABILITY COMPANY

INVEST BULGARIA STEP-BY-STEP GUIDE TO FORMING A LIMITED LIABILITY COMPANY IN BULGARIA

- 1. Decide on your company name and check in the current registers if it is available. If yes, then reserve that name for your company and keep your confirmation slip.*
- 2. Compose your articles of association.*
- 3. Form your company share capital of minimum 5000 Bulgarian Leva, a little less than 2500 Euros*
- 4. Obtain your bank deed confirming that at least 70% of the registered capital has been paid*
- 5. Appoint your management body*
- 6. Obtain your registration in the commercial register from the relevant district court*
- 7. If needed, get a permit for your activities: some activities require issuance of a permit from competent government bodies before entering your company in the register (investment brokerage for example).*
- 8. Wait for a publication of the court decision in the State Gazette*
- 9. By now, the company registration is complete. Still, there are a few more steps to complete:*
- 10. Register at the National Statistical Institute and receive your BULSTAT number. This must be done within three days after the registration of the company otherwise you will have to pay a 50 leva fine.*
- 11. Register at the territorial division of the National Social Security Institute (NOI)*
- 12. Register at the territorial tax office within 14 days after registration. Fines will apply if you do not.*
- 13. This is it - by that time you should have a fully functional company*

IMPORTANT REMARKS:

- 1. Normally, this whole process takes about 20-30 working days.*
- 2. We would recommend that you hire a local lawyer or a consulting company, familiar with such issues, to register your company with you. There is some paperwork involved and sometimes simple omissions (like a Xerox copy of your passport) could cause delays. Contact us if you need assistance with this. Market rate for this service is about 700 Euros*
- 3. We strongly recommend that you use the services of a local accountant, familiar with Bulgarian regulation, to keep track of your company's books and meet other government requirements that you may not otherwise be familiar with.*

FORMING A JOINT STOCK COMPANY

INVEST BULGARIA STEP-BY-STEP GUIDE TO FORMING A JOINT-STOCK COMPANY IN BULGARIA

1. *Call a constituent assembly for the company*
2. *Make a decision for the establishment of a joint-stock company*
3. *For a single member joint-stock company only: Adopt your articles of association*
4. *Elect your supervisory board of directors and appoint your management*
5. *Subscription of the capital stock - Minimum of 50,000 Bulgarian Leva (about 25,000 Euros)*
6. *Opening of a bank account by the management for collecting the cash installments*
7. *Get a bank certificate for the installments paid - at least 25% of the nominal value of subscribed stocks*
8. *Prepare the documents for the court registration*
9. *Get your entry in the commercial register. Make sure that the registration is performed within three months after the constituent assembly of the company*
10. *By then the company registration is complete. But you are still not done and there are a few more steps to complete:*
11. *Wait for the publication of the court's decision in the State Gazette*
12. *Register at the National Statistical Institute and receive your BULSTAT number. This must be done within three days after the registration of the company otherwise you will have to pay a 50 leva fine.*
13. *Register at the territorial division of the National Social Security Institute (NOI)*
14. *Register at the territorial tax office within 14 days after the registration of the company. Fines will apply if you do not.*
15. *This is it - by that time you should have a fully functional company*

IMPORTANT REMARKS:

- a. *Normally, this whole process takes about 20-30 working days.*
- b. *We would recommend that you hire a local lawyer or a consulting company, familiar with such issues, to register your company for you. There is some paperwork involved and sometimes simple omissions could cause delays. Please feel free to contact us should you need assistance with this process. Market rates for this service is about 1300 Euros*
- c. *We strongly recommend that you use the services of a local accountant, familiar with Bulgarian regulation, to keep track of your company's books and meet all other government requirements that you would not otherwise be familiar with.*