

## Company registration.

Erhvervsstyrelsen  
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DK-2100 København Ø

Mail: virksomhed@erst.dk

The \* marked fields are mandatory within the section. Please fill in the form using capital letters or machine writing. Please refer to the guide when filling in this form.

This form applies to the registration of non-Danish companies, who wish to deliver services in Denmark; excluding branch offices of foreign corporations, who must use the digital service on [www.virk.dk/virksomhed](http://www.virk.dk/virksomhed). Please note that enterprises possibly also should be recorded in "Directory of Foreign Service" (RUT). Read more at [www.virk.dk/rut](http://www.virk.dk/rut)

To print this form! Please use the print/pdf icon in the upper right corner of this form.

Section 1 **Company type\*** To determine the type of registration number, please select one of the following:

- The company has no address in Denmark (only companies within the EU or EEA) (skip sections 3 and 4)
- The company has a business address in Denmark, i.e. it is represented through a store, an office, shop, etc. (skip section 4)
- The company has a contact address in Denmark, i.e. it only has a postal address in Denmark (skip section 3, complete section 4 and remember that the contact person should sign the form (section 16)).

Section 2 **Company name, address, etc. in home country\***

Is the company registered in the home country?\* Yes  No

If 'Yes', please state company ID of the non-Danish company  
(Include documentation, see guide)

VAT number in home country  
(Include documentation, see guide)

Company name\*

Phone number

Address 1\*

Fax number

Address 2

Mobile number

Postcode\*

City\*

Email

Country\*

Country code\*

Section 3 **Company address in Denmark**

to be completed if the company has an address in Denmark, i.e. in the form of a store, office, shop, etc.

If you complete this section, skip section 4.

Address [street name, house number, floor]\*

Phone number

Postcode\*

City\*

Fax number

Email

Mobile number

## Registration of non-Danish company - start

Section 4 **Company's contact person in Denmark** to be completed if the company has a contact address in Denmark, i.e. only a postal address  
Remember to sign the form in section 16

Name\* Phone number

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Address [street name, house number, floor]\* Fax number

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Post code\* City\* Mobile number

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Email

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Danish civil registration number (CPR) or central business registration number

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Section 5 **Company owner**

Name\* Date of birth\*

DD	MM	YY

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Address 1\*

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Address 2

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Postcode\* City\*

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Country\* Country code\*

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ID-type (tick):  Passport  Other ID (state type)

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ID-number \* **(include copy of ID/passport)**

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Section 6 **Company's contact person in home country**

Name\* Phone number

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Email Mobile number

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Section 7 **Shipping address in Denmark**  
(This section is no longer in use)

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Section 8 **Sector**

Describe the sector/industry in which the company operates and select a sector code from the list at [www.branchekode.dk](http://www.branchekode.dk) (in Danish)

Sector\* Sector code (six digits)\*

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**Registrering af udenlandsk virksomhed - start**

Section 9

**VAT**

Start date for activities subject to VAT (such as first invoice or purchase)

DD	MM	YY

\* Type of VAT registration in Denmark (select only one):

- |  |  |                         |
|--|--|-------------------------|
| <input type="radio"/> Annual sales are DKK 0 – 55 million.<br>(Quarterly settlement) | <input type="radio"/> Annual sales are more than DKK 55 million.<br>(monthly settlement) | Seasonable registration |
| <input type="radio"/> VAT One Stop Shop in Denmark (see guide)                       | Non-Danish tourist busses  | Distance selling        |
| VAT registration (see guide), state reason, if any:                                  |  | EU purchases            |
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**To determine the legal framework, please answer the following questions (see the guide):**

Does the company have a fixed establishment in Denmark?\* Yes  No

Does the company have a fixed establishment in the EU?\* Yes  No

VAT number in home country (to be completed if no VAT number).  
(Include documentation, see guide)

Country	VAT number
<hr/>	<hr/>

Please read the guide and remember to complete and include the appendix Liable representative (form 40.117) or Non-liable representative (form 40.116)

Section 10

**Customs registration**

Starting date for first import to or export from Denmark

DD	MM	YY

- Import       Export

If you import goods from outside the EU, please select one of the following options for payment of customs duties:

- |  |   |  |
|--|---|--|
| <input type="radio"/> I am going to use the imported goods immediately. For every customs clearance, 0.35% of the import and customs duties must be paid. (This is referred to as SKAT's guarantee agreement). | <input type="radio"/> I am going to use the imported goods when I have paid for them in cash (no later than five days after receipt). | <input type="radio"/> I am going to provide other security. This could be third-party guarantees or bank guarantees. These types of guarantee must be approved by the Danish Customs and Tax Administration before the goods are imported. |
|--|---|--|

**The questions below have to be answered to determine whether the company can be assigned an EORI number (see guide on Establishment)**

Is the company established in another EU country than Denmark according to the EU customs rules? \* Yes  No

Any existing EORI number should be stated. Remember the country code.

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Is the company established in Denmark according to the EU customs rules?\* Yes  No

Should the company name and address be included in the EORI number validation? \* Yes  No

**VAT numbers to be added to a Danish EORI number**

Country code	VAT number	Country code	VAT number
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Remember to complete and include the appendix 'Hæftende repræsentant' (Liable representative).

## Registrering af udenlandsk virksomhed - start

### Section 11 Companies' tax liability to Denmark

Date of liability to pay tax

DD	MM	YY

Company's first accounting period: Start date

DD	MM	YY

End date

DD	MM	YY

**Reason for tax liability to Denmark \*** (select several if relevant)

- The company has a permanent establishment in Denmark
- Headquarter is located in Denmark
- Other, state reason \_\_\_\_\_
- The company owns property in Denmark
- Would like joint taxation (see guide)

Alternative address in Denmark (to be completed if sections 3 and 4 have not been completed):

C/o name, if any

Address [street name, house number, floor]\*

Postcode

City

### Section 12 Payroll tax (only for self-employed taxi drivers, financial undertakings, doctors, etc.)

Start date

DD	MM	YY

- Tourist and information offices, lotteries, etc.
- Insurance companies, banks and other credit and finance companies
- Publishers or importers of newspapers
- Other (such as dentists, teaching, private museums, private clinics, self-employed taxi drivers)
- NGOs, foundations, associations and independent institutions, etc.

Does the company have a fixed establishment in Denmark?\* Yes  No

If 'No', please remember to complete and enclose the Danish-language appendix 'Hæftende repræsentant' (Liable representative)

### Section 13 Employees Settlement of Danish employees' A-tax, ATP, etc. When was the first employee hired?

A-tax and labour market contributions (AM-bidrag)

DD	MM	YY

Labour market supplementary pension (ATP) contributions (see guide)

Tax-free net salary

- Payment of B-income, monthly
- Payment of B-income, sporadic

**To determine the legal framework, please answer the following questions (see the guide):**

Does the company have a permanent establishment in Denmark?\*

Yes  No

Is the company's address registered outside the EU, the Faroe Islands, Greenland, Iceland or Norway?\*

Yes  No

If the business does not have a permanent establishment in Denmark, please complete and submit "registration of Company" Appendix 40.114. Read more in the guide.

## Registrering af udenlandsk virksomhed - start

Section 14 **Reason for registration in Denmark (can only be completed if none of the sections from 9 to 13 have been completed)**

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Any other comments relevant to this registration

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Section 15 **Signature(s)\*** Signature(s) of owner(s)/authorised officers

I hereby declare that the signatures are correct.

Date	Name (in capital letters)	Signature
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Section 16 **Signature** Danish contact person

The undersigned Danish contact person hereby declares that he/she represents the non-Danish company in accordance with existing legislation.

Date	Name (in capital letters)	Signature
<hr/>	<hr/>	<hr/>