



**VERBIUM**GmbH  
IHR TREUHAND-UND KREDITPARTNER

# Tariff and fee regulation

## verbium GmbH

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### verbium GmbH

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This tariff and fee regulation is valid from 1 October 2019 and replaces all previously published information. verbium GmbH reserves the right to change the tariff and fee regulations at any time. This will be announced in a suitable manner.

## 1. Fees

### 1.1. Hourly fees at cost

Expert	CHF 240.00 bis CHF 300.00
Consultant	CHF 100.00 bis CHF 180.00
Apprentice	CHF 60.00 bis CHF 100.00

These hourly fees apply to all services provided by verbium GmbH with the exception of the services listed under 2.1 to 2.4.

The time recording is done in ¼-hour units and the fees are calculated according to the qualification required for the competent completion of the respective work.

### 1.2. Expenses and third-party costs

Expenses (such as travel expenses, postage, copies, etc.) and the costs charged by third parties are not included in the fees and will be charged separately.

## 2. Tariffs for services

Advice, preparation of the founding order, accounting, changes to the administrative or foundation council, drawing up of resolution minutes, as well as founding in Switzerland or tax-related clarifications according to time expenditure according to above hourly fees.

The following services are not calculated based on hourly rates:

### 2.1. Foundation of domiciliary companies

	<b>Sole proprietorship</b> from CHF 399.00 * (excl. VAT) * The price may vary based on the package choice	<b>GmbH</b> from CHF 599.00* (excl. VAT) *The price may vary based on the package choice	<b>AG</b> from CHF 749.00* (excl. VAT) *The price may vary based on the package choice
Creation of founding documents	√	√	√
Telephone consultation with our lawyers	-	√	√
Notary fees	X	√	√
Cost of signature certification	X	X	X
Commercial register fees	X	X	X

	<b>General Partnership</b> from CHF 399.00* (excl. VAT) *The price may vary based on the package choice	<b>Branch</b> from CHF 499.00* (excl. VAT) *The price may vary based on the package choice	<b>start-up consultancy</b> from CHF 180.00/ h* (excl. VAT) *The price may vary based on the package choice
Creation of founding documents	√	√	Our experts advise you on the tax and liability aspects of various types of companies
Telephone consultation with our lawyers	√	√	
Cost of signature certification	X	X	
Commercial register fees	X	X	

## 2.2. Accounting

### 2.2.1. Simple tasks, such as processing receipts

(Important: Determine how many receipts or documents have to be posted so that you have an overview of the effort)

Price:

CHF 120.00 to CHF 180.00 per hour

### 2.2.2. Demanding tasks

such as annual financial statement, tax optimization, VAT billing or payroll accounting.

Price:

CHF 180.00 to CHF 300.00 per hour

### 2.2.3. Financial Statements

Costs without booking with tax declaration

Price:

CHF 1'500.00 to CHF 2'500.00

### 2.2.4. Annual financial statements for a small company

Sole proprietorship, GmbH or AG with book, VAT and tax declaration

Price:

CHF 2'000.00 to CHF 5'000.00

### 2.2.5. Tax declaration for GmbH or AG

Price:

CHF 400.00 to CHF 800.00

### 2.3. Cost accounting per month

<b>For a small company</b> with 1 to 3 employees	approximately CHF 290.00 per month
<b>For a medium company</b> with 4 to 10 employees	approximately CHF 650.00 per month
<b>For a big company</b> with 4 to 10 employees	approximately CHF 1'000.00 per month
<b>From 30 employees</b> (Ask for a non-binding offer)	approximately CHF 2'000.00 per month

### 2.4. Prices for payroll accounting

In payroll accounting, a lump sum is charged per employee. This can vary from several factors, for example, if the company has many hourly wages or withholding tax wages, then many more mutations per month will have to be made, than if all employees have a fixed salary.

If the company has many new entrants and departures, then this can also increase the costs, as there are more payroll administration costs for the registration and deregistration of social insurance.

<b>With up to 10 employees</b> per employee	CHF 30.00 per month
<b>With over 10 employees</b> per employee	CHF 20.00 per month

### 2.5. Prices Tax declaration of private persons

<b>Simple tax declaration</b> from a private individual or married couple	CHF 100.00 to CHF 300.00
<b>Complex tax declaration</b> (Securities, mortgage, real estate, etc.) from a private individual or married couple	CHF 300.00 to CHF 1'000.00