

e-Residency

Company Registration Portal is an environment which allows to submit documents to the Business Register electronically, without the need to use a notary's services. The portal allows submitting applications for registering a new company, amending registry data, liquidating a company and deleting a company from the registry. You can also prepare and submit annual reports via the portal. Every e-Resident can log into the [Company Registration Portal](#) [1] and use the portal.

The e-Residency digital ID provides access to many of the e-services Estonians have taken advantage of for years. [This video](#) [2] explains these e-services and how to use them as an e-resident.

Registering a company

- Company Registration Portal enables to register private limited company, sole proprietor, limited partnership, general partnership and non-profit associations online.
- The most popular type is private limited company.
- Company can be electronically registered in the Business Register if all persons related to the company (Board Members, founders, Council Members, etc.) have an Estonian, Latvian, Belgian, Finnish ID card; Estonian or Lithuanian mobile ID or Estonian e-Residency card.
- If you do not want or can't register a company online, you can turn to [notary](#) [3].
- Company's name must be distinguishable from other already registered business names and trademarks, and its suitability can be compared against [already registered business names and trademarks](#) [4].
- Company needs to have an Estonian address. It is not allowed to register P.O. box as an address.
- Minimum amount of share capital depends on company type, in case of private limited company capital must be at least 2,500 euros.
- In Estonia private limited company can be registered without making contributions if:
 - Planned share capital is not larger than 25,000 euros.
 - It is allowed by memorandum of association, and
 - Founder of the private limited company is a natural person.
- Until the complete payment of the contributions by all the shareholders, the private limited company is not allowed to increase nor decrease the share capital, and in addition the private limited company cannot make any disbursements to the shareholders.

- If you wish to pay share capital during registration, it must be transferred via a single transfer through the links to banks available in the portal to the depository account of registrar or the account opened in a credit

institution operating in a contracting state of the European Economic Area or in the branch of a foreign credit institution opened in a contracting state, using a previously completed payment order. You can open a bank

account for the company in a bank after company has been registered. If the contribution is made as a deposit to the account of the registrar, the company can apply no later than within one year following its entry in the

register for the return of the contribution to its account with a credit institution. The contribution will be returned within five working days after submission of a conforming application.

- While preparing registration application you must choose one planned principal activity, which is the main source of revenue expected in the first financial year. Company can have other activities as well. [More information](#)

[5]

- Submission of registration application in Company Registration Portal consists of five steps: preparation, signing, payment of share capital and state fee, and submission. Share capital and state fee can be paid through

portal during submission of application.

- Submitted application will be reviewed within one working day and notification about registration will be sent via email.

Changing registered information

- Company Registration Portal allows electronic submission of petitions for amendment of registered information as well as applications for dissolution or deletion of a company.
- The applications must be digitally signed by representatives of company with the ID card/Estonian e-Residency card upon submitting them. Exact rules depend on the type of company and information which is changed.
- In case you wish to transfer shares of the private limited company, you have to turn to [notary](#) [3] unless shares are registered in [Estonian Central Securities Depository](#) [6].
- Submission of registration application consists of five steps: preparation, signing, payment of state fee, and submission. State fee can be paid through portal during submission of application.
- Information about registrar's decision will be available through the portal within five days after submission of documents.

Adding Estonian personal code to Company Registration Portal

- In order to have access to your company using Estonian e-Residency card or ID-card for Estonian e-Residents, you should change your foreign personal identification code or date of birth to Estonian identification code by submitting a relevant application through Company Registration Portal.
- No state fee must be paid for submitting this application.
- Information about registrar's decision will be available through the portal within five days after submission of documents.
- [Detailed instruction](#) [7]

Submission of annual report

- Every company has to submit annual report within 6 months after the end of financial year.
- Submission of annual report is the responsibility of management board.
- In Estonia it is mandatory to submit annual reports electronically through the e-reporting environment of Company Registration Portal or using [notary's](#) [3] assistance.

- The e-reporting environment is a solution established for electronic submission of annual reports; its use requires logging in with the ID card/Estonian e-Residency card or Mobile ID via online banking.
- E-reporting environment allows preparing the main reports and annexes, adding notes and documents, digital signing of the annual report or printing and signing it on paper, and also allows the sworn auditor to prepare the sworn auditor's conclusion and to certify it electronically.
- Access for electronic submitting of annual reports and its annexes is allowed for the following persons: Board Members, general partners, limited partners with the right of representation, subsidiary managers, liquidators and bankruptcy trustees. At the same time, a person with the right of representation may grant e.g. the accountant(s) the right to enter and submit a report. The accountant can enter the data, keep an eye on the signing of the annual report, and observe when the auditor signs the auditors' report. After all necessary actions are completed, the accountant with the right to submit the annual report can submit the report to the registry.
- If necessary, reporting environment enables to submit amendments.
- [Detailed instruction](#) [8]

e-Financials

- E-financials is a web-based accounting software for small companies and NGOs.
- In order to start using e-financials, representatives of the company have to sign contract in e-financials environment using their ID card/ Estonian e-Residency card or mobile ID.
- E-financial is free of charge for the first year.
- Software can be accessed through Company Registration Portal using Estonian, Latvian, Belgian, Finnish ID card/ Estonian e-Residency card or Estonian or Lithuanian mobile ID.
- E-financials can be used by everyone related to company (e.g. Board Members) and representatives may grant access rights to other persons like accountants.
- E-financials consists of five components: accounting, personnel, reporting, invoicing and managing.
- E-financials enables to easily compile annual reports and reports for Estonian E-tax board
- It is possible to export/import data from internet banks
- Data entered into e-financial is confidential.

[More information about e-Financials](#) [9]

* Detailed information about company types and other related information is available here:
<https://www.riigiteataja.ee/en/eli/516062015010/consolide> [10]

Source URL: <https://www.rik.ee/en/company-registration-portal/e-residency>

Links:

- [1] <https://ettevotjaportaal.rik.ee/index.py?chlang=eng>
- [2] <https://www.facebook.com/eResidents/videos/585402158623667/?v=585402158623667>
- [3] https://www.notar.ee/?set_lang_id=2
- [4] <https://ariregister.rik.ee/nimeparing.py?sess=7262069493470247317580381615953565909716884575440315121297138318&lang=eng>
- [5] https://www.eesti.ee/eng/topics/business/load_ja_registreeringud_1
- [6] <https://www.e-register.ee/en/for-company/>
- [7] <http://abiinfo.rik.ee/eresidency>
- [8] <http://abiinfo.rik.ee/efilingguideofannualreports>
- [9] <http://www.rik.ee/en/company-registration-portal/e-financials>
- [10] <https://www.riigiteataja.ee/en/eli/516062015010/consolide>

