



Unlock Austria

Helping you set up and grow your business

2018



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Expanding your business in Austria

Expanding into new international markets can be challenging due to the many issues to consider and resolve. Our Unlock Austria service can provide expert advice and insight to support you every step of the way. From helping you find the best location, to setting up a branch or subsidiary, we are committed to providing pragmatic and timely advice that allows you to focus on achieving your business goals.

International expansion is an important step, but with a dedicated international business adviser, who takes time to understand your business and customise the specific services you require, you'll know you have the support to manage the risks and maximise the potential a new market offers your business.

Our advisers can help at every stage of your company's growth cycle – from starting-up, raising venture funding, listing on a global exchange, acquiring or merging with another company, or using Austria as a base to expand into other markets – which means that whatever the challenge, we're at your side.

We can help you with the following services:



1. Company set up

- Corporate structure
- Company registration
- Intellectual property
- Bank account advice



2. Location advice

- Research service to determine optimum location for your business
- Identification of potential locations based on the factors most important to your business



3. Employment issues

- Reward packages
- Employment tax issues
- Work permits and visas
- Pensions and benefits



4. Taxation services

- Corporate and international taxes
- Indirect taxes
- Transfer pricing
- Personal taxation advice
- Stock options and repatriation of funds



5. Back office services

- Fixed fee book keeping for start-ups
- Payroll and other HR services
- Fully outsourced solutions
- Financial reporting and accounting services



6. Business growth support

- Debt or equity funding advice
- Vienna Stock Exchange listing
- Mergers and acquisitions



7. Audit and assurance

- Statutory and non-statutory audits
- Financial reporting advisory
- International financial reporting standards advisory

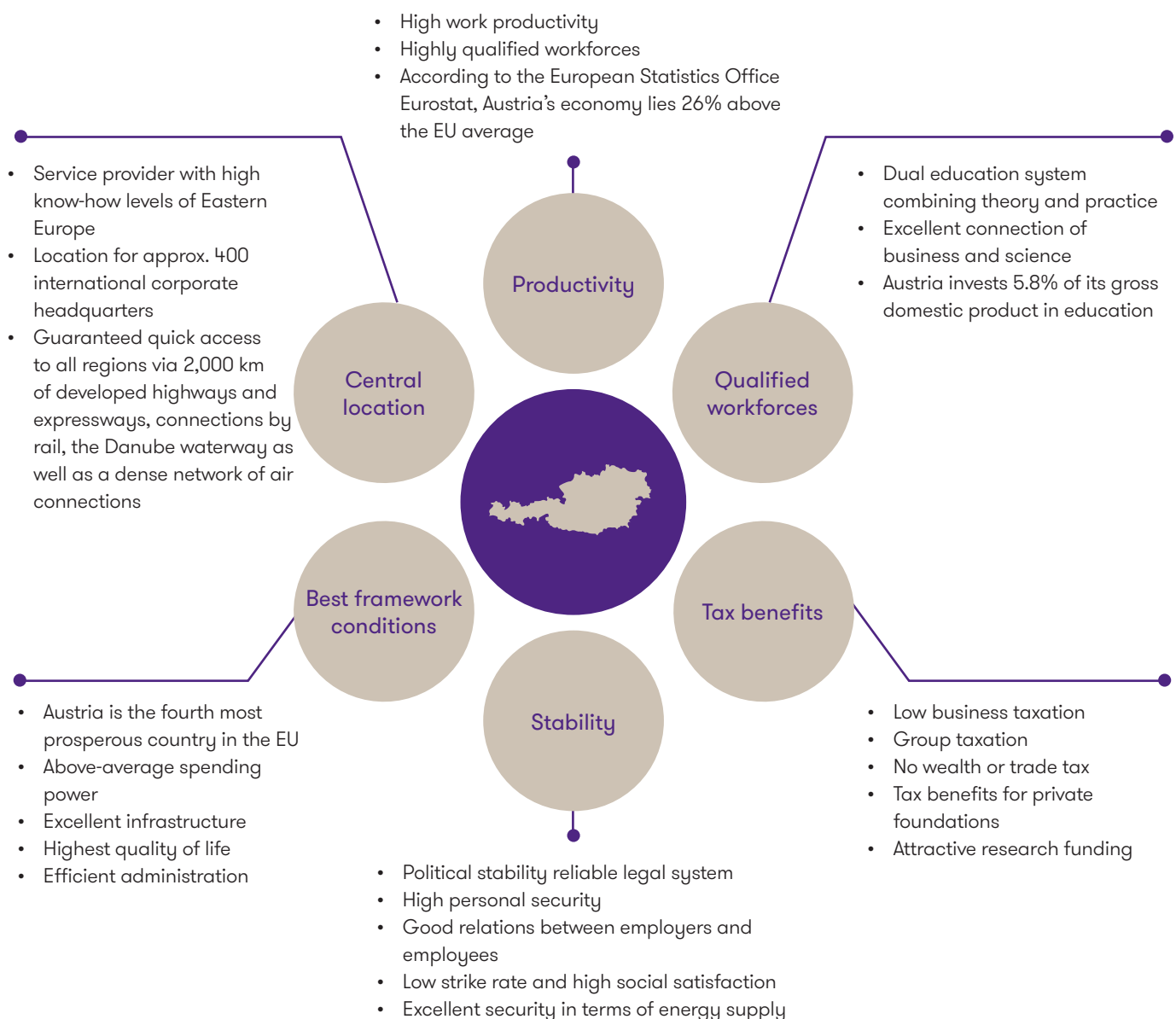


8. Business growth support

- Expert, tailored support to help you grow your business in Austria and globally
- Market assessment and competitor analysis
- Market entry strategy
- Introductions to key business communities

Why choose Austria?

Austria is one of the most globalized countries in the heart of Europe. It may be little, but its framework conditions aim for success: great stability, highly qualified workforces, outstanding know-how of Eastern Europe and a powerful economy combined with a well-funded market make up for this business location.



This is us

Grant Thornton - A truly global organisation

Grant Thornton is one of the world's leading organisations of independent assurance, tax and advisory firms. Wherever you choose to do business, you want access to people with the best ideas and critical thinking that will enable you to grow your business at home and abroad. To ensure continuity of service, we have 40 international business centres (IBC) led by experts from around the world, that work together to provide and co-ordinate the gateway to the resources of Grant Thornton.



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Austria locations



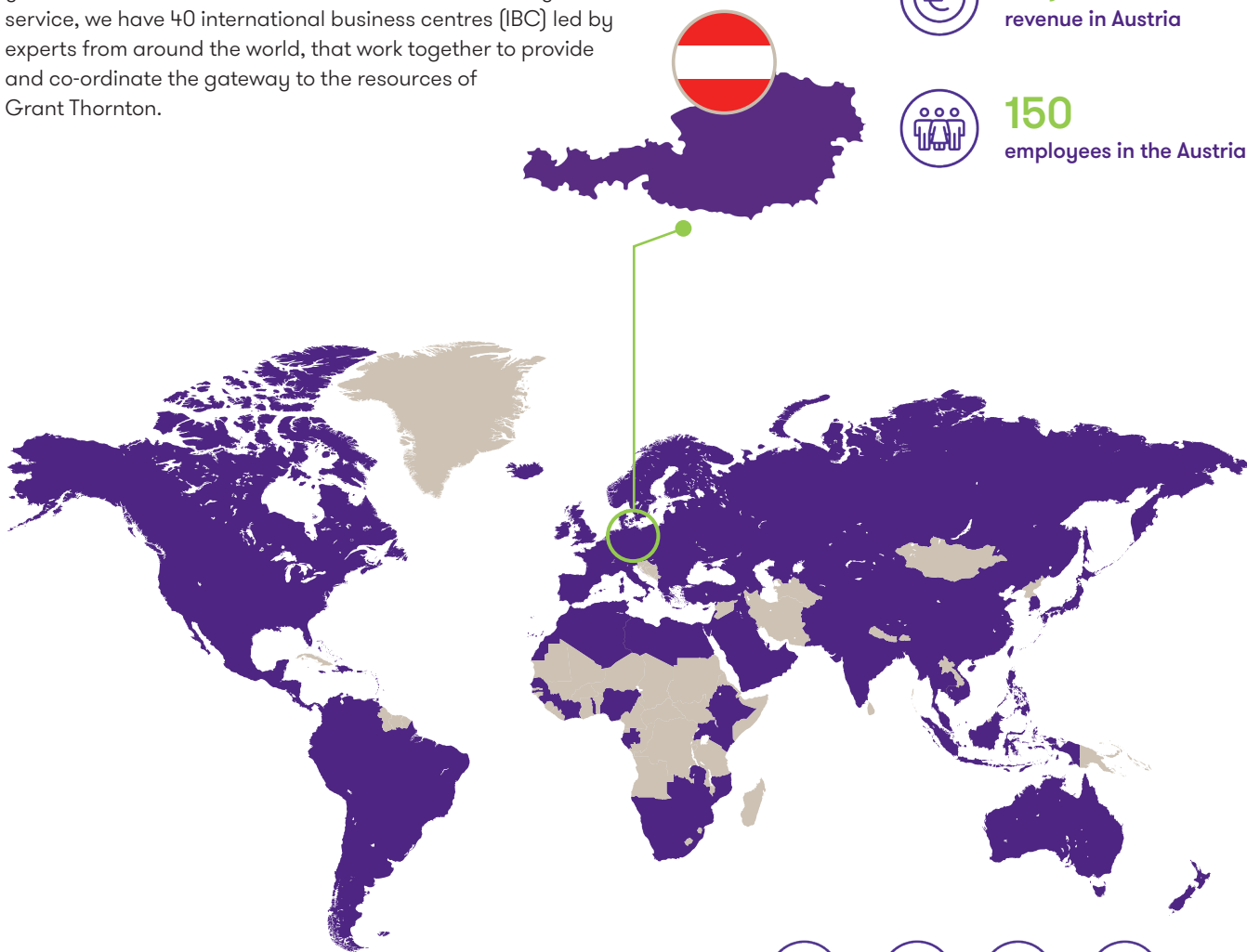
15,1m

revenue in Austria



150

employees in the Austria



US \$5.0bn
(2017 revenue)



50,000+
people



700+
offices



130+
countries



Getting started

Structure

Before setting up a business in Austria, you will need to determine the most suitable legal structure for the business you wish to establish – for example this a subsidiary or a branch of an overseas company. There are numbers of distinct differences between a branch and subsidiaries, both from a legal and filing, as well as a tax perspective. Careful consideration needs to be given to each and everyone of them, both from the Austrian business' and parent company's perspective. Moreover, there are also rules concerning permanent establishment, which need to be taken into account. We can advise you on all of these issues to explore your plans, establish facts and determine next steps.

Location

Choosing the most suitable location is a key factor for any new business. Availability of skills, affordability and markets are some of the relevant factors that need thorough consideration. We can provide you with affordable research to help you choose the best location for your business.

Licenses and Registrations

You will need to ensure that you apply for necessary licenses and registrations to support your operations. We can assist you within our area of expertise and provide introductions to other specialists (e.g. law firms) in order to help you progress.

Incorporated and registered office

Having decided on the structure, the next step is registering your business in the Austrian Commercial Register, the so-called 'Firmenbuch'. A subsidiary needs to be incorporated as a separate legal entity. The incorporation will be provided within a few days and needs to be done by a notary public or a lawyer.

Registering a branch takes longer and requires various constitutional documents of the parent company to be translated into German and afterwards to be submitted in order to support the application.

The company has to have a registered office address located in Austria. We can provide an address based in Vienna, including a mail forwarding service for government mail.

Company Bank Account

During the registration process of the company, a bank account should be opened. We have connections with many of the major banks in Austria and can make introductions on your behalf. The banks normally need to directly deal with the company directors, due to their own take on procedures.

Employment Issues

If the company has employees relocating to Austria, we can provide you with our assistance. We can advise on the tax implications of relocating employees, which will differ depending on whether they are being assigned to Austria from overseas or going onto a local Austria contract. We can prepare their annual tax returns.

We provide an individual arrival briefing for your employees and would advise to have a departure briefing from the country they are leaving. We can contact Grant Thornton in the relevant country for further arrangements and are able to recommend a law firm to deal with VISA applications and draft employment contracts.

Tax Registrations and Tax Advice

Payroll

If the company has employees, it is necessary to register a payroll scheme with the Austrian authorities, which can take up to two weeks.

We can complete the registration for you and would ask for the necessary information for its completion.

VAT

VAT is a sales tax that is charged on the supply of goods and services. When a business makes supplies that are subject to VAT and sales exceed a certain threshold, it is necessary to be VAT-registered. We can complete the registration and deal with any queries from the tax authorities.

Corporation Tax

Once the business is registered in the commercial register, tax authorities will issue the company with a unique tax reference number, which is sent to the registered office. We can help you with the completion of the tax registration.

Tax Advice

In establishing a business in Austria, there are many issues to be considered from a tax perspective. We would be happy to advise you on this, including such things as how to minimize the company's corporation tax liability through maximizing available reliefs such as capital allowances and reliefs related to research and development activities.

We can also advise on the transfer pricing considerations of transactions between the Austrian company and any other group companies. Other subjects to consider might be stock options, indirect taxes including VAT and customs duties. We can help with these and will call upon members of our team who specialize in the above fields, so you can benefit from their in-depth experience, thus ensuring an optimum tax position is achieved.

Financing and growing your business

Financing your business

Our specialist growth finance team have a proven record of working exclusively with ambitious small businesses to successfully secure the appropriate type of funding. Specialising in equity and debt fundraisings they offer expert guidance to help create a clear funding strategy and a compelling proposition to maximise chances of securing finance.

Business Growth Support

Through targeted growth programmes and specialist support we can assist our clients to achieve their goals by providing access to the insights, expertise and connections needed to drive results and seize opportunities. We can bring the reach, facilities and talents of Grant Thornton to help our clients achieve their commercial ambitions.

Our Growth 365 is a service focused on agreed key business activities. It is aligned with the specific needs of your business and delivered by an experienced team of Growth Advisers, Technical Specialists and Analysts. Blending tailored research, insights and analytics, workshops, CEO community events and personal introductions from our network, Growth 365 offers powerful support to your growth objectives.

Ongoing Compliance

Bookkeeping and Accounts

You are obliged to keep the company's books and records up to date on an ongoing basis in accordance with the requirements of the Austrian Companies Act. Our dedicated outsourcing team can provide a comprehensive accounting service including daily bookkeeping, sales invoicing and management accounts on a monthly, quarterly or other timely basis – as you need. We are also an approved payment bureau and can make payments to suppliers and other parties on your behalf.

VAT returns

You normally have to submit VAT-returns every month (though in certain circumstances you can opt for quarterly returns). We can complete the returns on your behalf and file these with the tax authorities after approval by you. The same applies for Intrastat returns and EC sales filings in relation to trade with other EU states.

Statutory financial statements

For an Austrian registered company these financial statements are filed annually – nine months after the financial year end. We can prepare these on your behalf under Austrian GAAP.

Company Secretarial

You will need to file an annual confirmation statement with the Companies register, as well as the statutory financial statements along with other documents. An overseas company with a branch in Austria must file the parent company's accounts. We provide a full company secretarial compliance service, including the handling of those filings, maintaining the statutory books, preparing board minutes and dealing with share issues and dividends.

Payroll

The Austrian tax year is a calendar year. You will need to calculate net pay to your employees and deduct tax and national insurance. We can run your payroll on a monthly basis, calculating net pay and making the returns to the tax

authorities. We furthermore can pay the net pay to your employees and deductions to the local authorities on your behalf if required.

We will submit the end of year payroll returns to the tax authorities as well as the annual tax returns for your employees.

Corporation Tax

Corporation tax returns must be filed annually – the annual tax returns are due on the 30th of June. Corporation tax pre-payments are to be made on a quarterly basis. The final corporate tax payment is due within one month after receipt of tax assessment note. We can help you with these calculations and assist with the preparations of the tax returns and therefore work with you to ensure filings meet reporting deadlines to help you manage the tax risk and company's bottom line. This way, a good relationship with the Austrian tax authorities is ensured.

Audit and assurance

Grant Thornton views the audit section as part of the control framework within your company. Timely audits provide information to assist you, as well as credibility in dealings with other stakeholders such as banks, suppliers and employees. Not only are we providing audit services, but also offer financial reporting in advisory services, GAAP conversions and advice around international financial reporting standards.

Timescales and deadlines

Below is a summary of typical timescales and deadlines around compliance in Austria.

Set up	Timescale
Incorporation of Austrian limited company	Typically three days from submission of application
Registration of Austrian establishment (Branch)	Typically three weeks from submission of application
Obtaining VAT and tax registration number	Two weeks from submission if no queries
Registering payroll scheme	Up to two weeks from date of submitting application

Ongoing Compliance	Deadline
VAT return filed with tax authorities and payment due	15th day of the second month following month end
EC Sales List filed with tax authorities	End of the following month (i.e. 30/31 of month)
Intrastat return filed with Intrastat office	10th day of the following month
Payment of payroll taxes and national insurance deductions to tax authorities	15th day of the following month
Employer Annual Payroll Returns tax authorities	28th of February and 31st March of the following year

Service summary

Overview

Service

ONE-OFF SET UP FEES

Tax Registration of limited company or branch
Payroll registration and set up
Accounting set up
Provision of registered office

Service

ONGOING COMPLIANCE FEES

Monthly fees

Monthly bookkeeping (including VAT return filing)
Electronic payment services
Payroll (variable: for 1 employee)
Payroll payments (to employees and local authorities)

Quarterly fees

VAT filing per quarter

Yearly fees

Corporate tax compliance
Annual VAT return
Austrian income tax return (per employee)
Payroll - tax year end filings for Employer
Statutory Financial statements
Company secretarial annual compliance

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