



Svetlan ILIEV
Attorney-at-law
Plovdiv, Bulgaria

адвокат Светлан Илиев
гр. Пловдив
ул. „Георги Комитата“ №12

+359 878 412 444
svetlan.iliev@gmail.com

Registration of a company

There are two commonly used types of commercial entities (companies) that a sole person can register:

- Limited Liability Company (LTD)
- Sole Shareholder Company (EAD).

Both types have limited liability to the extent of their registered capital and assets. There are some differences between the two, most notably:

Limited Liability Company (LTD)

- The minimum value of the share capital of the LTD is BGN 2 (EUR 1).
- The LTD can be managed by one person (this person can be the owner of the LTD).

Sole Shareholder Company (EAD)

- The minimum value of the share capital of the EAD is BGN 50,000 (EUR ~25,500).
- The management of the EAD must consist of at least 3 persons.

Depending on the type of activities of the company, there are other similarities and differences between the two types of commercial entities. That is why, the purpose of creation of such a company is very important, in order to deliver you with the most accurate and efficient analytical report.

Procedure of creation

For registration of either LTD or EAD, several documents and declarations need to be signed.

Some of them, such as power of attorney and specimen of company manager, need to be verified by a public notary in Bulgaria or in a Bulgarian Embassy in another country.

We strongly recommend verification in Bulgaria- it is faster and cheaper; also, it does not involve any extra engagement by the client, e.g. going to an embassy alone and dealing with bureaucracy).

1. The client needs to come to Bulgaria to open an initial company bank account which will hold the capital for registration.
2. The client needs to choose company's headquarters and management address and rent an office eventually.



Svetlan ILIEV
Attorney-at-law
Plovdiv, Bulgaria

адвокат Светлан Илиев
гр. Пловдив
ул. „Георги Комитата“ №12

+359 878 412 444
svetlan.iliev@gmail.com

For registration purposes and ad-hoc meetings/hot desks, our firm can supply the client with a permanent company headquarters and management address or assist with the rent of a place.

3. After the registration is complete, a company stamp needs to be ordered and the initial bank account needs to be transformed into a regular company account which can make normal transactions.

However, if the client orders the online banking service, they must receive the starting ID and password for the account in person (no representation is allowed).

After these steps, the new company is ready to function properly.

Upon confirmation of engagement and initial advance, our firm could prepare all necessary documents and complete for the clients all the procedures listed-above, except for the on-line banking registration and receipt of plastic bank cards. We will take care of all the necessary appointments and meeting preparations for the above.

Timeline

1. The file drafting takes 1 working week.
2. Notary validation of documents and bank account registration – 1 working day.
3. The company registration takes at least 3 working days, starting on the day after the registration papers are submitted in the Bulgarian Commercial Registry.
4. The VAT registration takes 2 working weeks.

Requirements:

1. Return by e-mail of a signed engagement letter of our firm for company registration.
2. Send copy of passport.
3. Fill in the company creation template (company type, company name, manager, capital, etc.) that will be provided to you.
4. The manager of the new company will need to come to Bulgaria at least once. If no online banking service will be used, the visit will need to be only 1 working day. The registration may take several days (from 3 to 7 working days) and the online banking can be set-up only after that, so the client should either come twice or stay for at least for 1 working week in Bulgaria.



Svetlan ILIEV
Attorney-at-law
Plovdiv, Bulgaria

адвокат Светлан Илиев
гр. Пловдив
ул. „Георги Комитата“ №12

+359 878 412 444
svetlan.iliev@gmail.com

Costs for LTD Company

1. Registration of a single LTD Company - 500 €

Consisting of:

- Preparation of documents (including translation)
 - Opening a bank account (*bank fees are not included - range about 30 EUR*)
 - Booking a public notary (*notary fees are not included - range about 30 EUR*)
 - Ordering a company stamp
2. VAT registration - 300 €
 3. Registration for EORI number (for customs purposes, if necessary) - 100 €
 4. Provision of company registration and mailing address - 180 € / quarter
 5. Provision of meeting facilities and hot desking – upon request
 6. Preparation of documents for A1-certification (EU social security harmonized document) - 200 €
 7. Company management, legal and accounting servicing (see details below) - from 720 €/ quarter
 - o Drafting and publication of Annual Tax Return and Annual Financial Statements
 - o Monthly declarations for the National Revenue Agency and National Insurance Institute
 8. Changes, related to an incorporated entity - 175 €
 9. Sale of a registered company - 400 €
 10. Liquidation of an entity (a 6-months long procedure) - 800 €

State, bank and notary taxes and fees are not included in the above-mentioned fees as they are upon discretion of the respective institutions. At this point of time, they range around 200 EUR.

All fees are excluding VAT.

Any other legal services - drafting of agreements, contracts, reports, etc. will require addition payment, but will have priority over other clients (who don't pay monthly fees) and will merit preferential fee rates.

Costs for EAD company

1. Incorporation of a Single EAD Company - 1500 €

Consisting of:



Svetlan ILIEV
Attorney-at-law
Plovdiv, Bulgaria

адвокат Светлан Илиев
гр. Пловдив
ул. „Георги Комитата“ №12

+359 878 412 444
svetlan.iliev@gmail.com

- Preparation of documents (including translation)
 - Opening a bank account (*bank fees are not included - range about 30 EUR*)
 - Booking a public notary (*notary fees are not included - range about 30 EUR*)
 - Ordering a company stamp
2. VAT – Registration - 600 €
 3. Registration for EORI number (for customs purposes, if necessary) - 100 €
 4. Provision of company registration and mailing address - 180 € / quarter
 5. Provision of meeting facilities and hot desking – upon request
 6. Preparation of documents for A1-certification (EU social security harmonized document) - 200 €
 7. Company management, legal and accounting servicing (see details below) - from 1150 €/ quarter
 - Drafting and Publication of Annual Tax Return and Annual Financial Statements
 - Monthly declarations for the National Revenue Agency and National Insurance Institute
 8. Changes, related to the EAD - 650 €
 9. Sale of a registered company - 400 €
 10. Liquidation of an entity - 2000 €

State, bank and notary taxes and fees are not included in the above-mentioned fees as they are upon discretion of the respective institutions. At this point of time, they range around 250 EUR.

All fees are excluding VAT.

Any other legal services - drafting of agreements, contracts, reports, etc. will require additional payment, but will have priority over other clients (who don't pay monthly fees) and will merit preferential fee rates.

Company management

The operation of the company depends on its purpose but regardless, it will consist of:

- Managing the accountancy:
 - monthly declarations
 - annual financial statements
 - *ad hoc* required documents, etc.



Svetlan ILIEV
Attorney-at-law
Plovdiv, Bulgaria

адвокат Светлан Илиев
гр. Пловдив
ул. „Георги Комитата“ №12

+359 878 412 444
svetlan.iliev@gmail.com

- Upkeep of Office Address
 - real office
 - real PO box
- Legal consult and advice upon request by phone or e-mail
- Representation before institutions
- Keeping up with changes in the legislature, concerning the company
- Managing administration

Total management quarterly fees

For the LTD the quarterly fees are from 900 EUR:

- Office address- 180 EUR/quarter
- Accounting services- from 720 EUR/quarter

For the EAD the quarterly fees are from 1330 EUR

- Office address- 180 EUR/quarter
- Accounting services- from 1150 EUR/quarter