

How to start your own business

1. Request your social security number (AHV Nummer) at the SVA

Use the online form (see links below) and submit it with a copy of your passport or ID.

- ➔ The number is in the system, you can ask for it at the SVA after having given your fingerprints even if you don't have a written confirmation, yet.

Link German «Order social security certificate» (Bestellung AHV-Ausweis bei der SVA Aargau deutsch): https://form.zas.admin.ch/ahv/jsp/front.jsp?app=AHV-IV&form=318_260_v3&lang=de

Link English «Order social security certificate» (Bestellung AHV-Ausweis bei der SVA Aargau English): https://form.zas.admin.ch/ahv/jsp/front.jsp?app=AHV-IV&form=318_260_v3&lang=en

2. Register with the SVA as self-employed person/self-employment:

<https://www.sva-ag.ch/gt>.

- ➔ To register online, you need to have your AHV Nummer (social security number).

Requirements:

- Show that your business idea has a chance: submit a small business plan (can be a quick calculation in excel)
- Show that you have possible clients (ask people you know)
- Show that you will have the equipment / infrastructure required (like a room to rent (or for free), required material etc.)

3. Apply for a work permit as self-employed person at the MIKA in Aarau:

This must be a written application to the Office for Migration in Aarau (Amt für Migration und Integration (MIKA), Bahnhofstrasse 88, 5001 Aarau)

The written application must contain:

- Explanations:
 - o what you will be doing
 - o why you want to do it (why you want to work self-employed)
 - o why you can do this: what are your qualifications (certificates / diplomas - any evidence of your experience counts – use online profiles, recommendations, etc.).
- A small businessplan (same as above for SVA)
- Confirmation that you have the equipment / infrastructure required for your business (e.g. location of a room, equipment etc.)

In addition you have to include a copy of your registration at the SVA (see point 1 above).

4. Get the work permit and start with your own business

As soon as you get your work permit, you can start (takes approx. 10 days).

Important:

- Conduct some research before you start your own business. Check, if there is sufficient demand for your business idea and make a small business plan.
- Potential clients need to know about you. In Switzerland, this happens through websites, maybe flyers, direct contacts, social media, mouth to mouth etc.
- If you have your own business, you have to do your own bookkeeping (your income, your expenses etc). Also, you must pay taxes and charges (social security etc.).