



After registration: your EU company checklist

Use this planning checklist after registering a national company in the EU. Confirm the tasks and deadlines for your company form, financial year and business activity. Estonia, Ireland and Portugal are examples; there is no single EU filing calendar. This checklist does not describe the proposed EU Inc regime.

Company: _____ Review date: _____

Print and tick each box. Keep filing receipts with your own company records.

Start with your company records

☐ Save the company documents and assign responsibility

Keep the incorporation certificate, constitution, shareholder details and capital records together. Confirm who handles official notices, filing access and deadlines. Agree which tasks your provider will complete and which remain with you.

☐ Identify and register the beneficial owners

Identify the people who ultimately own or control the company. Check the national register, initial filing deadline and rules for changes. A shareholder list and a beneficial ownership filing serve different purposes. See the Ireland and Portugal examples below.

☐ Apply for a suitable company account

Check provider eligibility and prepare company, ownership and business evidence. Keep company money separate from personal spending. Registration does not guarantee approval by a bank or payment institution. [1]

☐ Set up bookkeeping from the first transaction

Agree an invoice process, receipt storage and regular reconciliation with your accountant. Record formation expenses, founder loans and capital contributions. Confirm the local accounting rules and document retention periods. [2]

Sources for these tasks

[1] e-Residency: business banking basics

[2] e-Residency: accounting



Your ongoing company tasks

Prepare to trade and keep reporting

☐ Check tax registrations before trading

Assess corporate tax, VAT and payroll separately. Confirm any activity declaration and licence requirements. Review where the company is managed, where staff work and where sales are taxable. Do not assume incorporation completes every tax registration. [3]

☐ Complete employer checks before hiring

Confirm employment terms, payroll registration and social security obligations where each employee works. Cross-border and posted workers can need a separate assessment. Set up the required employer and employee notifications. [4]

☐ Build a filing calendar for the first year

Record the financial year-end, annual return, accounts, tax returns and payment dates. Assign an owner to each task and save filing receipts. Check dormant-company rules even if the company has no sales. Use the national examples below.

☐ Keep company details and access current

Review the registered address, directors, owners and contact details when they change. Renew required address or contact-person services. Keep access to registry and tax portals available so official notices reach the responsible person. [5]

Sources for these tasks

[3] Revenue: tax registration for a new company

[4] Your Europe: registering as an employer

[5] e-Residency: contact person and legal address



Estonia: OÜ

National example. Confirm your company form, financial year and any official extension before filing.

☐ **File the annual report within six months of year-end**

An Estonian OÜ must submit an annual report even if it had no economic activity. The deadline follows the company's financial year. A 31 December year-end normally means a 30 June deadline. [1]

☐ **Check the VAT position with EMTA**

VAT registration has its own conditions, thresholds and application process. Review the place of supply and cross-border transactions with your accountant. Company registration alone does not settle the VAT position. [2]

☐ **Keep the legal address and contact person valid**

If the management board is outside Estonia and its foreign address is used as the company's legal address, a licensed contact person is required. Renew the appointment before it expires and ensure official mail is forwarded. [3]

Build your filing calendar

Financial year-end: _____

Accountant / filing owner: _____

Next deadline: _____

Proof of submission saved at: _____

Official sources

[1] RIK: annual report

[2] EMTA: VAT registration

[3] e-Residency: contact person and legal address

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Ireland: LTD

National example. Confirm your company form, financial year and any official extension before filing.

☐ Register the company for the relevant taxes

Once the company has a CRO number, notify Revenue. A tax agent applies through ROS. Confirm which registrations apply, including Corporation Tax, VAT and employer PAYE, and arrange access for returns and payments. [1]

☐ File beneficial ownership details within five months

A newly incorporated Irish LTD must file its beneficial ownership details with the RBO within five months of incorporation. Keep the company's internal beneficial ownership register as well. [2]

☐ Prepare the first B1 return at six months

The first annual return is made up to the date six months after incorporation. File it within 56 days of that date. No financial statements accompany this first return. Later returns and accounts follow separate requirements. [3] [4]

Build your filing calendar

Financial year-end: _____

Accountant / filing owner: _____

Next deadline: _____

Proof of submission saved at: _____

Official sources

[1] Revenue: tax registration for a new company

[2] RBO: who must file and the five-month deadline

[3] CRO: first annual return

[4] CRO: annual return date and filing deadline

[View the online checklist and related guides](#)



Portugal: Lda

National example. Confirm your company form, financial year and any official extension before filing.

☐ Submit the declaration of commencement of activity

For a company subject to commercial registration, submit the declaration before starting activity and no later than 15 days after the application for registration. Arrange submission with the certified accountant. A later trading start does not extend that limit. [1]

☐ Complete the RCBE declaration within 30 days

File the initial beneficial ownership declaration within 30 days after the company's incorporation is registered. Update changed details within 30 days of the change. Check the annual confirmation requirement with the accountant. [2]

☐ Plan annual accounts and the IES filing

The certified accountant files the IES/DA. The standard accounts registration deadline is the 15th day of the seventh month after year-end: 15 July for a calendar year. Check official extensions for the filing year and track tax payments separately. Pay the generated registration fee and save the receipt to complete the accounts registration. [3]

Build your filing calendar

Financial year-end: _____

Accountant / filing owner: _____

Next deadline: _____

Proof of submission saved at: _____

Official sources

[1] Tax Authority: activity declarations, FAQ 3702

[2] Justice Ministry: RCBE deadlines

[3] IRN: registration of annual accounts

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