

Notary Services at Charles Russell Speechlys in Switzerland



Notary Services

In January 2023 the Firm expanded its Swiss team with the hire of Oliver Schreier as Senior Associate and Notary Public, working from our new representative office in Zug. As a result we can now provide a number of notarial services to support both our corporate and private clients.

The office is located very close to the Zug train station, with plenty of good connections between Zurich and Geneva.

Attestation/Certification

Certified copies of original documents:

- It is sufficient to view the original document in order to certify a copy. The original may also be inspected at our offices in Zurich, Geneva or Zug or sent by post.

Signature certification:

- It is sufficient for the notary to witness the client signing a document in order to certify the signature. This first step can be done at the client's domicile (travel expenses will be charged) or at the offices in Zurich, Geneva or Zug. Once the signature has been witnessed by the notary in person, it will be certified in Zug.
- If a signature has already been certified and the person is known to the notary, the signature is deposited in the Zug office. At this point, remote certification is possible, i.e. the client sends a new (original) signature to the notary by post, which is then certified in Zug. The client's approval of the remote certification is required.

Languages:

- English, German, Spanish, Italian and French.

Public Deeds

Corporate Public Deeds:

- Incorporation of a company limited by shares (AG/SA), a limited liability company (GmbH/Sàrl), a Foundation etc. in Switzerland. Dissolution of companies.

- Other public deeds related to corporate matters, such as share capital increases, capital bands, changes to the articles of associations, relocation of the company, changes to share capital structure, etc.
- Swiss Notarial acts required within national and cross-border M&A transactions.

While the Company for such deeds can have its seat anywhere in Switzerland, the notarization must be done in Canton of Zug. We can, however, work with Power of Attorneys. (New) rules in the field of Swiss corporate law provide for further flexibility (e.g. virtual AGM's).

Public Deeds in Family or Inheritance Law or regarding estate planning:

- Marriage and/or Inheritance Contracts.
- Last Wills.
- Advance Care Directives.

Other Public Deeds:

- Contract of Surety (Bürgschaft/Cautionnement).
- Enforceable Public Deeds pursuant to Art. 347 et seq. ZPO/CPC.
- Powers of Attorney for use in Switzerland and foreign jurisdictions.

Taking Declarations, Affidavits and Acknowledgment for use in foreign jurisdictions

Languages

- English, German, Spanish, Italian (and French).

Apostilles Service

The notary can arrange apostilles / supplementary certifications through the State Chancellery of the Canton of Zug (300 metres from our Zug office) or any other Canton in Switzerland.

Your Key Contacts



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