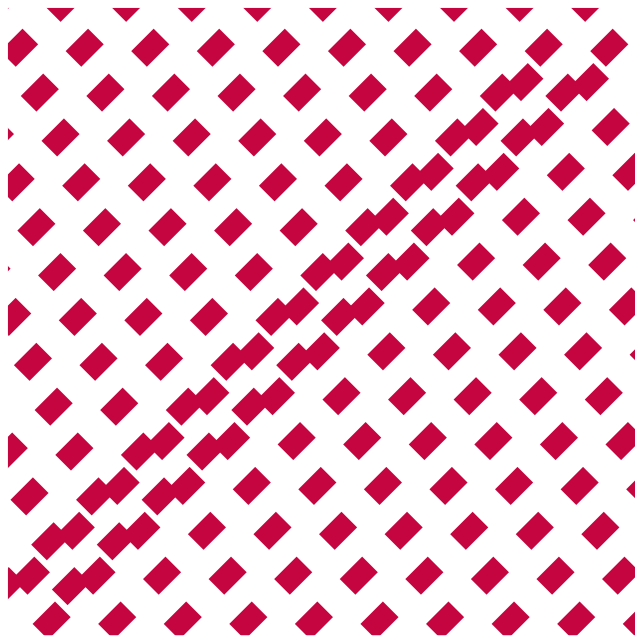


HANDBOOK



Foreign entity registration for
VAT in the Czech Republic
handbook

This handbook is designed for entities (individuals or legal entities) who

- are not settled in the Czech Republic (CZ) - who do not have residence or main place of business in CZ (i.e. do not have any place with sufficient personal and technical support in CZ) and
- perform or plan to perform an economic activity in the Czech Republic - as of the first taxable transactions of goods and services are carried out in CZ the entity will have a duty to register for VAT in CZ

The registration for VAT of foreign entities at the relevant local financial office is either voluntary before the foreign entity commences business activity or obligatory immediately after the business activity is started. The registration for VAT can be submitted in electronic form in the Czech Tax Authority's e-submission (EPO2) application (only in Czech language): <https://adisepo.mfcr.cz>

Based on the successful registration for VAT in CZ the foreign entity becomes a taxpayer of VAT who submits tax return always as of the 25th of the month subsequent to the month when tax liability occurred. The same date applies on the liability to pay the declared tax.

In order to register for VAT you have to prepare the following information / documents

- The original of the Certificate of incorporation (official Czech translation needed)
- The original of the Trade Licence (official Czech translation needed)
- The original of the Certificate of registration for VAT in European countries, if there is a company registered (official Czech translation needed)
- The course of business carried on in CZ
- The date of legal (obligatory) registration - the first taxable transactions of supply of goods/ supply of services in CZ incl. documents regarding this supply (invoice, agreement, ...)
- Reasons of the facultative (voluntary) registration - start of sales in CZ incl. documents regarding this reasons (agreements, orders, ...) and presumed annual turnover
- Bank account of the company to communicate with the tax office in CZ - IBAN, type ID bank (SWIFT, BIC), ID bank, currency, owner of the account, name and address of the bank
- Previous registration for VAT in CZ, if any - date and reason for cancellation of the previous registration
- The original of the power of attorney for our company, if you're interested in handling the entire registration (which can be prepared and sent immediately after sending the basic identification information about the company)



The information contained in this publication is intended solely to basic information and cannot therefore be regarded as specific best practices. If interested, we will be happy to provide consultation, respectively complex support in the management of VAT agenda in CZ.

Further information is available on
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