

Electronic foundation in the company registration portal is possible when all founders and all members of the management board have an Estonian personal identification code and the opportunity to digitally sign the foundation entry.

For a problem-free submission of your petition, please see that you have the memorandum of association and articles of association digitally signed by all relevant parties and your ID-card and PIN-codes ready at hand.

If the memorandum of association and articles of association are yet to be signed, please read the [guidelines for digital signing with ID-card](#). *It is recommended to load all documents in one envelope.*

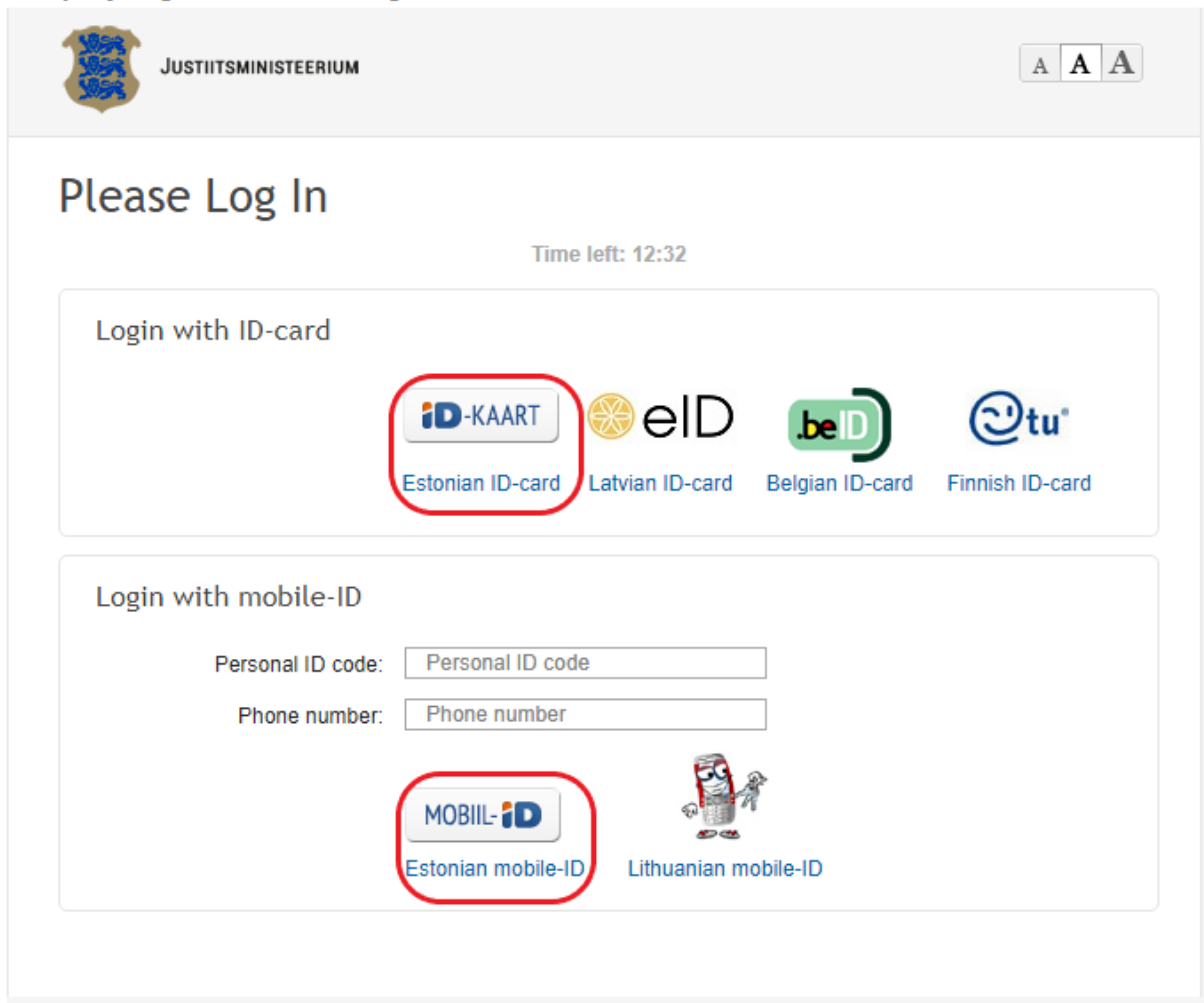
One of the founders enters the company registration portal with his or her ID-card.

The screenshot shows the 'COMPANY REGISTRATION PORTAL' interface. The header includes the 'e-Business Register' logo and navigation links for 'Opening page' and 'Help'. A 'LOGIN' button is visible in the top right corner. The main content area features a 'Welcome to the Company Registration Portal!' message, followed by a brief description of the portal's purpose. Below this, a section titled 'The services available on the Company Registration Portal' lists four key services, with the first one highlighted by a red box: 1. Establishing new businesses, non-profit organizations, state agencies, or local government institutions, and submitting applications to amend, liquidate, or delete registry data. 2. E-annual reporting environment for compiling, signing, and submitting reports. 3. Resignation from political parties. 4. Web-based accounting software (e-billing). To the right, there is a graphic of a hand interacting with a digital network of user icons, and a 'NOTIFICATIONS' section recommending ID card software updates.

<https://ettevotjaportaal.rik.ee/>

You can enter with an ID-card or Mobile ID

Company Registration Portal Login



JUSTIITSMINISTEERIUM

Please Log In

Time left: 12:32

Login with ID-card

iD-KAART Estonian ID-card

eID Latvian ID-card

beID Belgian ID-card

tu Finnish ID-card

Login with mobile-ID

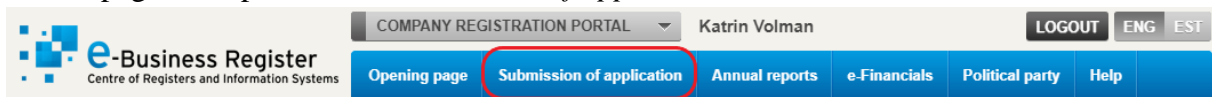
Personal ID code:

Phone number:

MOBIIL-iD Estonian mobile-ID

Lithuanian mobile-ID

On the page that opens, select *Submission of application*.



e-Business Register
Centre of Registers and Information Systems

COMPANY REGISTRATION PORTAL Katrin Volman LOGOUT ENG EST

Opening page **Submission of application** Annual reports e-Financials Political party Help

Under *Registration of a new enterprise*, select the type *Non-profit association*.

Registration of a new enterprise

A company, sole proprietor or non-profit association can be registered electronically, provided all connected persons (management board members, founders, supervisory board members, etc.) have ID cards. Entry applications can be submitted through this portal by persons who have Estonian, Portuguese, Belgian, Finnish or Lithuanian ID cards.

Select the type of the company to be founded:

- Private limited company (osaühing) (Expediated proceeding)
- Sole proprietor (Expediated proceeding and ordinary proceeding)
- Limited partnership (Expediated proceeding and ordinary proceeding)
- General partnership (Expediated proceeding and ordinary proceeding)
- **Non-profit association (Ordinary proceeding)**

If you cannot or do not wish to file an entry petition through this website, address a Notary Public. A Notary Public will help you prepare the entry documents and will submit them in your name to the court that maintains the register. If the court does not make the applied entry in the register, the Notary Public may contest the court order at your request. At your request, the Notary Public will help you also with other issues related to the foundation of a company (registration of a public limited company in the Central Register of Securities etc). For further information, see § 30 of the [Notaries Act](#).

Information for the person submitting the entry petition and a button for proceeding with the entry is displayed.

A petition for entry can be filed for expedited procedure if:

- the registrar can automatically verify the data of all persons related to the entry;
- all persons related to the entry undersign the entry documents personally or, in case of a legal person, through their registered representative;
- a private limited company uses standard articles of association and states the data of its activity pursuant to level 4 or 5 of the [Estonian Classification of Economic Activities](#);
- a private limited company has not registered its list of shareholders in the Estonian Central Register of Securities when applying for an initial entry or a change of its share capital amount;
- a private limited company is founded without an immediate payment of share capital or with a monetary payment; only monetary payments are made when changing the share capital amount;
- not applying for deletion from the register nor a merger, division or reorganisation of a legal person, except when reorganising a limited partnership into a private limited company.

I confirm that I wish to continue with the foundation

A page explaining the details of the type of association is displayed – please read it carefully.

Before preparing a petition, please review the following information:

a) an annual report must be submitted...

...to the registration department of a country court no later than within 6 months after the end of the financial year. The report can be submitted through Company Registration Portal. If you do not submit the report in due time, the court maintaining the register may fine both the company and its management board members without advance warning;

b) the company's business name, registry code and location...

... must be stated in the company's business documents and on its website. The annual report must also state those data and additionally the company's e-mail address and website address as well as other telecommunications data;

c) activities...

... are presented in the annual report. Enclose up to 10 largest activities by sales revenue as annexes to the report. Activity cannot be freely described but instead must be indicated as the relevant wording in the [Estonian Classification of Economic Activities](#), level 4. Insignificant activities are not required to be stated. The management report provides a more detailed description of the reporting year's activities and the changes planned for the coming year. Please keep in mind that stating an activity in the

At the end of the page, there is a button to confirm you wish to continue with the entry.

I confirm that I wish to continue with the foundation

The next page displays useful links for entrepreneurs and non-profit associations. Click the confirmation button to proceed.

Useful links:

Undertakings

When you start a business then in addition to registration in the Commercial Register:

- you must register as a person paying value added tax if your taxable turnover exceeds the lower limit set forth in the Value Added Tax Act. The relevant information is available on the [website of the Tax and Customs Board](#);
- you must obtain an activity permit or a license from the local government or the relevant national authority if you are going to engage in an activity for which the law prescribes special requirements (construction activities, healthcare activities, trade activities, etc.);
- you can protect the marking of your goods or services by registering it as a

Non-profit associations

- you must register as a person paying value added tax if your taxable turnover exceeds the lower limit set forth in the Value Added Tax Act. The relevant information is available on the [website of the Tax and Customs Board](#);
- if you act in public interests and are a charity association, you may apply for entry into the list of foundations and non-profit associations subject to income tax benefits. The relevant information is available on the [website of the Tax and Customs Board](#);
- [county development centres](#) provide non-profit associations and foundations with free information services, consultations and training to set up and manage better their everyday activities (contracts, taxes, reporting,

I confirm that I wish to continue with the foundation

Start filling in the entry petition – click on the text *Enter the subtype of the legal form*.

1 Preparation of the petition 2 Confirmation of the petition 3 Payment 4 Sending the petition for proceeding

Trader:


§ Legal form and subtype

[Enter the subtype of the legal form](#)

Legal form	Subtype
Non-profit association	

Click on the arrow to open the dropdown menu. In most cases you need an ordinary non-profit association.

Alteration of the subtype of the legal form:

ordinary non-profit association 

- party
- housing association
- trade union
- church
- the association of congregations
- congregation
- abbey
- Association of Local Governments
- artistic association
- land improvement association
- church institution operating on the basis of a treaty
- ordinary non-profit association**

[Back to entering the data in the application](#)

To confirm your selection, click on *Save the changes*.

Proceed with entering the name – click on *Enter the name*.

§ Legal form and subtype

[Enter the subtype of the legal form](#)

Legal form	Subtype
Non-profit association	Ordinary non-profit association

 Name

[Enter the name](#)

By clicking on the button *Select* you can see if there are similar registered names and trademarks. After a successful name check, save the changes.

Name

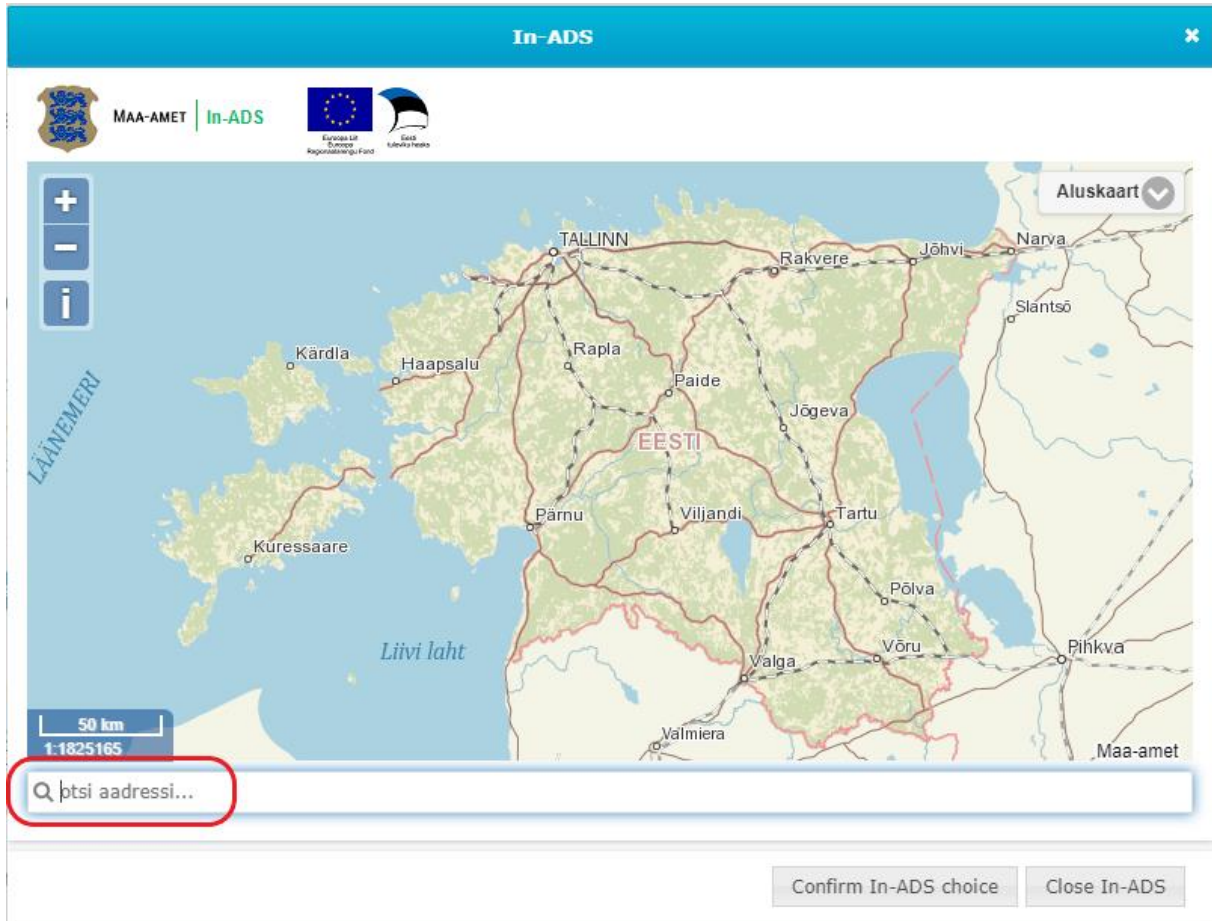
  [Select](#)

You can continue on the entry petition page. Click on *Enter the address*.

 Address

[Enter the address](#)

Enter the address of your organization into the search bar starting with the street name and building number, the application will offer possible options on the map, click on the appropriate address. If necessary, you can enter the apartment number in the lower right corner of the map application, to confirm click Confirm In-Ads Choice.



You can continue by entering the data of the members of the management board of the organisation to be founded.

Select *Enter the persons in the entry*.

Function	Code / Date of birth	Name / business name	E-mail address	Place of residence / seat	Contribution
Persons in the entry Enter the persons in the entry					

Term of office:

1 2

Sep 2021

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

QUICK FIND REPORT

Registration Department Name inquiry E-mail: rik.ek
EMTAK Information System Notaries Phone: +372

The function of the added person: **Management board member**

Term of office: 30.09.2021

+ Add

For adding the next management board member, repeat the same procedure. If necessary, you can change (3) and delete (4) the data. When you have added all management board members,

Persons in the entry:

Function	Code / Date of birth	Name / business name	E-mail address	Place of residence / seat	Contribution	3	4
Management board member (Term of office 30.09.2021)						Alter	Delete

Add a new person to the entry: **+ Add** 5 **Back to entering the data in the application**

go *Back to entering the data in the application* (5).

You can proceed by entering the financial year period. It is normally 1 January to 31 December.

Financial year **Enter the financial year period**

Start of a financial year End of a financial year

You only need to enter the beginning of the financial year. The program will designate the end of the period after you have saved the changes.

Determination of a financial year:

Start of a financial year: day 01 month 01

Save the changes **Back to entering the data in the application**

Save the changes and go *Back to entering the data in the application*.

Founders Enter the founders

Code / Date of birth	Name / business name	Place of residence / seat	Contribution
----------------------	----------------------	---------------------------	--------------

Proceed with entering the founders.

Select *Add a new founder*.

Founders:

Code / Date of birth	Name / business name	Place of residence / seat	Contribution
----------------------	----------------------	---------------------------	--------------

+ Add a new founder Back to entering the data in the application

You can add a natural as well as a legal person. When entering your own data, click on the button *Submit my data* and the program will fill in the required fields. The data of all other persons must be entered manually. Finalise the entry of each person by clicking on the button *Add*.

Add a person

Add/alter a natural person

Submit my data

Forename:

Surname:

Personal identification code and the state of the personal identification code: Estonia

The function of the added person: Founder

+ Add

Add/alter a legal person

Registry code: Estonia

The function of the added person: Founder

+ Add

Back to the list of persons

Repeat the steps for adding the next management board member. If necessary, data can be altered and deleted. After entering all founders, go *Back to entering the data in the application*.

Founders:

Code / Date of birth	Name / business name	Place of residence / seat	Contribution
----------------------	----------------------	---------------------------	--------------

+ Add a new founder Alter Delete Back to entering the data in the application

Proceed with filling in the entry petition by adding the articles of association.

Articles of association Enter the articles of association

Date of approval	Valid	PDF document
	No	

Find the PDF file of the articles of association from your computer. To do that, click the button *Vali fail* (1). When you have selected the correct file, enter its date of approval (2). To

upload the articles of association in the register, click on *Add the articles of association as a file* (3).

Add new articles of association

▼ Add the articles of association as a file

Add the articles of association as a file


Select the file:	Vali fail ¹	Pole valitud
Date of approval (DD.MM.YYYY):	<input type="text" value="24.09.2018"/> ²	

Articles of Association must be in Adobe PDF format. If you upload digitally signed document then the DDOC or BDOC may contain only PDF files.

+ Add the articles of association as a file ³

On the opened page, you can click on the file (1) and check that you uploaded the correct version. If necessary, delete the incorrect file (2). Save the changes and go *Back to entering the data in the application*

New articles of association

 ¹ Date of approval 24.09.2018  ²

Back to entering the data in the application

Enter the date of foundation.

 Date of foundation **Enter the date of foundation**

Time

You can enter the date of foundation by typing it manually or using the calendar button. Save the changes.

Alteration of the date of foundation:

Save the changes

In the case of an association established for a specific term, please also enter the analogous term of activity.

Term of activities Enter the term of activities

Term

If there is an auditor, please enter it as a person outside the entry. The entry process is the same as was with adding the founders.

Persons outside the entry Enter the persons outside the entry

Function	Code / Date of birth	Name / business name	Place of residence / seat

Select the person's role (1) and click on the *Add* (2) button to enter the data.

Persons outside the entry:

Function	Code / Date of birth	Name / business name	Place of residence / seat
Add a new person outside the entry	1	+ Add 2	Back to entering the data in the application

- Auditor
- Chairman of the supervisory board
- Member of the supervisory board

Enter the means of communication.

Means of communication Enter the means of communication

Type	Contents	Status

Select the type and enter the data. Click *Add*. Proceed with entering the data.

Means of communication:

Type	Contents	Status
E-mail address		+ Add

Number and a mobile number must include
Example: +372 55555555

Means of communication:

Type	Contents	Status
E-mail address	tuulesaared@tuulesaared.e	+ Add

After entering the e-mail address, you will see a green notification which will inform you that the e-mail address must be confirmed.

The means of communication is added. A verification e-mail has been sent to the e-mail address given: tuulesaared@tuulesaared.ee. Please check the corresponding mailbox and click the confirmation link in the e-mail address to confirm. It is not possible to submit the application to the register before confirming the validity of the e-mail address.

Trader: Tuulesaared

Means of communication:

Type	Contents	Status	
E-mail address	tuulesaared@tuulesaared.ee	Unconfirmed	Send confirmation e-mail Delete
<input type="text"/>	<input type="text"/>	+ Add	

The telephone number, fax number and mobile phone number must be entered with the country code. The country code and telephone number must be separated by a space. An example: +372 55555555.

Proceed with filling in the entry petition by inserting the planned principal activity. The page that opens has instructions for choosing the principal activity.

Planned principal activity [Enter the planned principal activity](#)

EMTAK	Area of activity

By clicking on the button *Select*, a list of activities opens. A more precise sub-list of activities opens when you click on the button (1) next to the appropriate general activity. *Select* (2) the most appropriate one. As you move on like this, you will get to your specific activity. Clicking on the *Select* button will confirm your choice and you can continue with entering your data. If you wish to change your principal activity, start the process from the beginning, make a new choice and save by clicking the *Save the changes* button.

- N Administrative and support service activities
- O Public administration and defence; compulsory social security
- P Education
- Q Human health and social work activities
- 1 R Arts, entertainment and recreation
 - 2 90 Creative, arts and entertainment activities
 - 900 Creative, arts and entertainment activities
 - 9001 Performing arts [Select](#)
 - 9002 Support activities to performing arts
 - 9003 Artistic creation
 - 90031 Artistic creation [Select](#)
 - 9004 Operation of arts facilities
 - 91 Libraries, archives, museums and other cultural activities
 - 92 Gambling and betting activities
 - 93 Sports activities and amusement and recreation activities
 - S Other service activities
 - T Activities of households as employers; undifferentiated goods and services producing activities of households for own use
 - U Activities of extraterritorial organisations and bodies

The last stage of preparing your entry petition is uploading your digitally signed memorandum of association and articles of association to your application.

Additional documents to be submitted with the entry petition [Add a document](#)

Type	Name	Size

Find the envelope with the digitally signed memorandum of association and articles of association (it is best if they are in the same envelope) from your computer. Choose the correct document type (e.g. memorandum of association) by clicking on the arrow button (1) then click on the button *Choose file* (2) and upload your document, click on *Add a document* (3).

Add a document

Type of document:

▼ 1

- Copy of the division agreement
- Copy of the merger agreement
- Court ruling
- Distribution plan of the building
- Division resolution
- Final balance sheet of the company being divided
- Information that proves the payment of the state fee
- Inquiry
- Letter
- Letter in reply
- List of auditors
- List of members
- List of telecommunications numbers
- Memorandum of association
- Merger resolution
- Minutes of the foundation meeting
- Minutes of the meeting
- Notice from the Tax and Custom Board
- Other documents
- Permission

Copyright © Centre of Registers and Information Systems | All rights reserved

Add a document

Type of document:

Memorandum of association ▼

Select the file:

2 Vali fail Memorandum of...ociation.bdoc [View templates](#) ?

+ Add a document 3

To verify, whether the entry petition data are inserted and appropriate, please click on the button *Check the details of the entry petition*.

Additional documents submitted on paper [add paper document](#)

i If you wish to submit an additional documents in paper form, please enter here the list of documents being submitted. Otherwise, the judge may make you the regulation of elimination of deficiencies immediately after submission of the petition, since it does not have the information that you intend to submit additional documents on paper.

[Check the details of the entry petition](#)

If the entry petition has mistakes, then these are displayed as a list and can be corrected in the adding/changing section of the relevant part of the entry petition.

1 Preparation of the petition 2 Confirmation of the petition 3 Payment 4 Sending the petition for proceeding

The company has not filled in the obligatory field: Period of a financial year
Please confirm the validity of the e-mail address(es). In the Means of communication section click on the Send confirmation e-mail button and act according to the instructions given in the e-mail. It is not possible to send the petition for processing before validity of the e-mail address(es) has been confirmed.
A non-profit association must have at least two founders.

If no technical faults are identified, then a window opens for checking and confirming the entry petition.

1 Preparation of the petition 2 Confirmation of the petition 3 Payment 4 Sending the petition for proceeding

TO THE REGISTRATION DEPARTMENT OF TARTU COUNTY COURT

PETITION

Please enter a non-profit association with the following details in the Non-Profit Associations and Foundations Register:

1. The name of the non-profit association is **Tuulesaared**.
2. The address of the non-profit association is **Võru maakond, Võru vald, Mära küla, Kõmbe, 65540**.

For confirmation, please click the button *Confirm the petition*.

The documents appended to the petition


Document	Size	SHA-1 hash
Memorandum of association.bdoc	173 KB	3358FBCF29147F187D4EC557A00B21AFFB43B867
Articles of association.pdf	171 KB	BDC100576F3E45D6CD47DB491C61B8D827606AC2

[Confirm the petition](#)

[Back to entering the data in the application](#)

On the page that opens, management board members and persons related to the entry petition can provide their digital signatures. Please check the documents attached to the entry petition (1) before signing and if everything is in order, click on the button *Sign* (2).


Confirmation of the petition

 [See the petition](#) 1

[Sign](#) 2 [Change the petition](#)

You will be asked to insert your PIN-2 code as you click on the *Sign* button.

Digital signature (ID-card)

 [Download the document](#)
Important! Document will be digitally signed after you enter PIN2 code. Legal obligations may arise from digitally signing this document. Therefore you must make sure that you agree with the content you are signing on.


Please wait...

Cancel

Each signing person must enter the portal with their personal ID-card. The list of entry petitions on the opening page displays all petitions related to the person. As you click on the association's name, the portal takes you to the signing stage. There, you can also review the completed petition before signing it.


Once all necessary signatures have been added to the entry petition, click on *Confirm the signatures*. In this stage, it is still possible to return to the entry petition by clicking on *Change the petition*. Clicking on this button cancels all provided digital signatures and they must be provided again once data has been changed.

Confirmation of the petition

 [See the petition](#)

[Change the petition](#)

Digital signatures on the petition

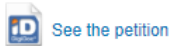
Name	Code	Function	Signature
		Founder	Missing
		Management board member, Founder	 Signed

[Confirm the signatures](#)

Look at the document of the entry petition allows to save the submitted data and documents in the BDOC format.

After that, you need to pay the state fee of 20 euros (preferably through an internet bank link) for the processing of the petition.

Payment



State fee

Choose the suitable way for making the state fee payment:

▶ Pay the state fee by the bank link

▶ Payment of the state fee in a bank office or in the Internet bank

[Back to entering the data in the application](#)

As the final step, click on *Send the petition for proceeding*. This sends all of the information to the register department for making an entry.

Petition:

Status	Document
The petition has not yet been sent to the proceeding!	Look at the document of the entry petition

[Send the petition for proceeding](#)

[Back to entering the data in the application](#)

The submitted petition is now visible to all related persons on the opening page with the status *In procession*.