



**INSPIRING REVOLUTIONARY
EDUCATIONAL CREDENTIALS**

Chapter I
**Circular Economy &
Entrepreneurship**



1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



ABOUT THE PROJECT

OBEC (2020-1-SE01-KA204-077803) is a KA2 Strategic Partnership co-funded by the Erasmus+ of the European Union. Led by Swideas in Sweden, the project gathers partners in Croatia (Regional Development Agency of Sisak-Moslavina County - SIMORA), Italy (LAI-MOMO Società Cooperativa Sociale & Università degli studi di Urbino Carlo Bo), Belgium (EURADA - Association Européenne Des Agences Développement).

OBEC is an innovative project that aims to explore the potentials of Blockchain technology to promote competency development and recognition of skills and qualifications by creating an innovative system to issue and validate learning credentials on a trial basis. Through this effort, the project's goal is to encourage the professional and academic integration of migrants, exchange students, and individuals with informal and non-formal learning backgrounds.

By contributing to the educational and economic integration of these targeted groups, OBEC envisions to benefit individuals with migrant background, students, teachers, education institutions, and employers. Focusing on the key issue of lack of uniformity and transparency in systems of validation of credentials, it is expected that this effort will result in positive effects in the working context, promoting employability, empowerment, and accessibility to the labour market.



1. INTRODUCTION

During the OBEC project, the partner organizations conducted different upskilling training courses on their facilities in order to test the use of Blockchain Technology for certification purposes on educational contexts. The participants of the training courses were accredited with a certification verified on Blockchain Technology, which makes it trustable, transparent, permanent and directly owned by the learner, who has a personal key to access it whenever (s)he needs. The competences acquired during the training courses are also reflected on the learners' certifications. This process was done through the ECTA platform.

The training courses were developed in 13 modules:

1. Gaming Development - Unity Program
2. Gaming Development - Blender Program
3. How to start a business
4. Create your business Idea and plan
5. How to use Blockchain Technology to verify your credentials
6. Leather good laboratory
7. Tailoring laboratory
8. Soft skills for responsible entrepreneurial mindset
9. Working in a Circular Economy context - upskilling your business and your CV
10. Critical Thinking
11. Logical fallacies, how to recognize them and how to avoid them
12. Coding in classroom
13. Ethical and moral problems of artificial intelligence

1. INTRODUCTION

To allow easy access to the modules content, the 13 modules have been gathered in four different chapters, according to the following topics:

- Chapter 1: Circular Economy & Entrepreneurship
- Chapter 2: Tailoring
- Chapter 3: Gaming, Coding & Technology
- Chapter 4: Logic & Critical Thinking

In this document, you will find the training and guiding materials of the modules included in **Chapter 1: Circular Economy & Entrepreneurship**.

This corresponds to Modules 3, 4, 8 and 9.

For each module, the structure, methodology and other useful information are provided, including the following sections:

1. What? – The topic and description of the course
2. Why? – The motivation and purpose of the course
3. Who? – The target groups
4. How? – The methodology
5. When? – The timing of each component of the course
6. Milestones of the course

Besides, the reader can find all the training materials, including course presentations, facilitator notes and other supporting materials in the **QR codes**. **For this chapter, the presentations are available in English.**

In this way, OBEC aims to foster the transferability of the presented training courses into other contexts.

1.1. BACKGROUND

The main goal of elaborating and implementing an upskilling set of training courses was to prompt the employability of the participants through the development of different skills, while providing them with a certification built on Blockchain (BC) technology that is trustable and transparent. For that purpose, the already mentioned modules were created. Each partner organization implemented the modules they had the most expertise in.

As Blockchain technology is getting acknowledged for its potentials to bring revolutionary and positive impacts in diverse sectors and to create trusted networks of information with minimum maintenance cost it thus provides an innovative infrastructure that is ideal to secure, share, and verify learning achievements (Smolenski, 2016) in a transparent and secured manner while guaranteeing the individual's privacy and ownership. The goal of the modules embedded by this Training Guide is to introduce the potential of BC for the development of a trusted and transparent system of educational certificates in Europe and explore and apply an existing technology to the educational field.

Furthermore, the use of the ECTA Platform to provide the certifications allowed the inclusion of the acquired competences for each module. Hence, every learner participating in a certain module got a certification with the acquired competences, that are particular to each module.

1.1. BACKGROUND


For designing the competences, the ESCO system was utilized as a reference. ESCO (European Skills, Competences, Qualifications and Occupations) is the European multilingual classification of Skills, Competences and Occupations, a project of the European Commission.

As described by the European Commission “ESCO works as a dictionary, describing, identifying and classifying professional occupations and skills relevant for the EU labour market and education and training. Those concepts and the relationships between them can be understood by electronic systems, which allows different online platforms to use ESCO for services like matching jobseekers to jobs on the basis of their skills, suggesting trainings to people who want to reskill or upskill etc.

ESCO provides descriptions of 3008 occupations and 13.890 skills linked to these occupations, translated into 27 languages (all official EU languages plus Icelandic, Norwegian and Arabic).

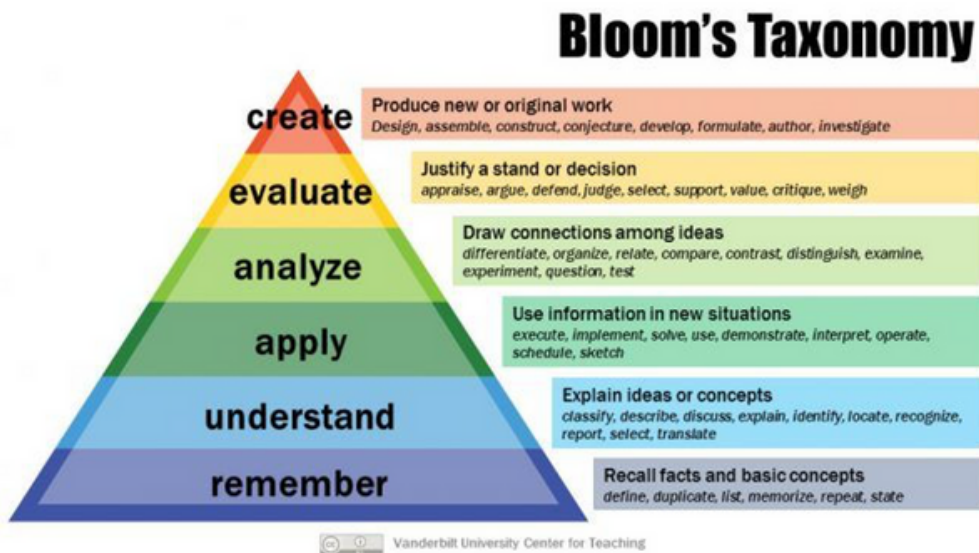
The aim of ESCO is to support job mobility across Europe and therefore a more integrated and efficient labour market, by offering a “common language” on occupations and skills that can be used by different stakeholders on employment and education and training topics”.

Therefore, the partner organizations of OBEC used the ESCO competences to define the major competence areas (named “Parent competencies” on the ECTA Platform) that were developed on each module. Then, secondary competences were linked to the major competence areas. An example of that can be:

- 
- A solid blue downward-pointing triangle.
- Major competence area (Parent competence): Entrepreneurship
 - Secondary competences: describe a business idea, develop a business plan, eco-entrepreneurship, etc.

1.1. BACKGROUND

Additionally, the Bloom's Taxonomy was also utilized to design the competences and assign them to a certain proficiency level. The Bloom's Taxonomy is a hierarchical classification of the different levels of thinking, from remembering to creating, that facilitates the definition of the competence degree that a learner may achieve in relation to a certain task or topic.



Source: <https://www.bloomstaxonomy.net/>

Thus, OBEC used the Bloom's Taxonomy to define the thinking levels achieved for each competence of each module. Level 1 referred to remembering, while Level 6 referred to creating. Following the previous given example:



- Major competence area (Parent competence):
Entrepreneurship
- Secondary competences: describe a business idea (Level 2 - understanding), develop a business plan (Level 6 - creating), eco-entrepreneurship (Level 2 - understanding), etc.

1.1. BACKGROUND

Last but not least, it is worth mentioning that these training courses and the testing of the certification through BC technology are tasks embedded on OBEC's second intellectual output, which builds on the preliminary findings of OBEC's first intellectual output, Naming the Barriers, which was dealing with the current European context concerning educational credentials and recognition of competences/abilities, the use of Blockchain technologies, and the potential issues that are present when those technologies are employed. The final point was to obtain a general assessment of the European legal and institutional stance on Blockchain technologies and formal certification of competences.

The logo for Swide's, featuring the word "Swide's" in a blue, sans-serif font, with a small green plant icon growing from a grey base.

The logo for OBEC, featuring a circular icon composed of colored dots (purple, blue, green, yellow, orange) forming a ring, followed by the letters "OBEC" in a bold, black, sans-serif font.

The logo for SIMORA, featuring the word "SIMORA" in a bold, sans-serif font with each letter in a different color (S: blue, I: orange, M: purple, O: green, R: yellow, A: light green). Below it, the text "RAZVOJNA AGENCIJA SISAČKO MOSLAVAČKE ŽUPANIJE" is written in a smaller, blue, sans-serif font.

The logo for Lai-momo, featuring the word "Lai-momo" in a black, cursive font, with a stylized black graphic of a hand or a branch extending from the end of the word.

The logo for eurada, featuring a large blue stylized letter 'e' with several blue stars of varying sizes around it, and the word "eurada" in a black, sans-serif font below.

1506
UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO



Table of Contents

2. Modules	1
2.1. <i>Module 3 – How to start a business</i>	1
What?	1
Why?	1
Who?	2
When?	2
How?	2
Milestones/Badges	3
Content	4
2.2. <i>MODULE 4 – How to create a business plan</i>	5
What?	5
Why?	6
Who?	6
When?	6
How?	6
Milestones/Badges	7
Content	4
2.3. <i>MODULE 8 – Soft Skills for Responsible Entrepreneurial Mindset</i>	9
What?	9
Why?	9
Who?	9
When?	9
How?	9
Milestones/Badges	10
Content	10
2.4. <i>MODULE 9 – Working in a Circular Economy Context/ Upskill your business and your CV</i>	11
What?	11
Why?	11
Who?	11
How?	11
Milestones/Badges	12
Content	12
3. Additional Content	0
<i>MODULE 3 – How to start a business</i>	0
3.1. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – SWEDEN	0
3. 2. How to start a business in Sweden – Training Materials	19
3.3. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – BELGIUM	20
3.4. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – CROATIA	27
3.5. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – ITALY	35

2. Modules

2.1. Module 3 – How to start a business

What?

To take the first step towards achieving your work is almost the same as stepping out of daydreaming into real life. A bunch of questions and doubts need to be addressed, step by step, while you become aware of what you want and what your goal will look like. With that, you will gain certainty, consistency in the realization of your ideas and at the same time, you will try your preparedness for the changes that will come by starting your own business.

To start your own business the main thing is the idea, choosing what to start with and what could attract potential clients. Sometimes, it could be a lengthy process because it is not enough just to want to do something independently, it also matters to have a certain plan and think carefully about what might interest people. The participants will be able to prepare and define the different types of commercial activities and get acquainted with self-entrepreneurship and market analysis.

Main topics:

In the introductory process of the module, participants will get acquainted with the lecturers, the space in which the classes are held and the equipment they will use.

The participants of the education will be presented with ways of starting a business in project countries. Each person who wants to be an entrepreneur is provided with several opportunities to enter the market.

When starting a new business, it can be in different organizational legal forms. The choice of the organizational legal form of entrepreneurship indirectly selects the form of tax to be paid.

Each of the organizational legal forms is regulated by a certain law: the companies act, the crafts act, the regulation on accounting of non-profit organizations, etc. These organizational legal forms require certain conditions and documentation depending on the type of organizational legal form. In the annex of this curriculum, there is a detailed list of the necessary documentation and conditions for a particular organizational legal form in project countries.

Participants of education will be familiar with domestic and foreign service applications for entrepreneurs. Information and communication technology today plays a leading role in entrepreneurship. Power of service applications services is available "always" and "everywhere", also through mobile devices, allowing free use of available content and creating your own.

One of the topics is choosing right method of taxation. The right decision can provide significant savings, increase competitiveness in the market and minimize tax risks.

Why?

Starting and running your own business requires a lot of energy and motivation. It is statistically shown that in their twenties and thirties people are most motivated and have ambitious ideas and plans for the future. To start your own business first of all you need an idea, and then the realization of it. Creating a business plan is mandatory.

Who?

- Unemployed people
- Young people that graduated from high school
- People dissatisfied with the current job
- Individuals wanting to start its own business

When?

The timetable should be presented in the following way: total duration is 3.5 hours, divided in - topic "Getting acquainted with the educational institution" lasting 0,5 hour; topic Ways of starting business lasting 0,5-hour, topic How to register a company lasting 1 hour; topic Legal aspects of entrepreneurship lasting 0.5 hour; topic Service apps for entrepreneurs lasting 0.5 hour; topic Taxations lasting 1 hour.

How?

THEMES	DESCRIPTION
Ways of starting business (Business startup procedures)	<p>How to start your own company?</p> <p>Takeover of an existing company.</p> <p>Franchise (business under a well-known brand).</p> <p>Support structures for entrepreneurship (sources of funding, incubators, accelerators, etc.).</p> <p>Duration: 0.5 hour</p>
Business management and self-employment - How to register a company	<p>How to register various types of companies: Croatia (d.o.o., j.d.o.o., obrt, zadruga, OPG), Italy (SRL, SpA, DI, cooperative), Sweden (AB, A/B, HB, KB), Belgium (NV, BV, VOF, CommV) and analysis of those legal forms and their characteristics</p> <p>Definition and identification of the different types of partnerships: simple partnerships, general partnerships, limited partnerships. Definition and identification of the different types of joint stock companies: limited liability company, joint stock company, limited partnership limited by shares.</p> <p>Definition of the characteristics of cooperatives</p> <p>Duration: 1 hour</p>
<u>Legal aspects of entrepreneurship</u>	<p>Required documentation for registration and startup own company.</p> <p>Necessary conditions for registration of companies of various activities.</p> <p>Pro and cons for various types of companies</p> <p>Duration: 0.5 hour</p>

<u>Service apps for entrepreneurs</u>	<p>Existing service apps in Croatia (hitro.hr, www.poduzetnik.biz and www.fina.hr)</p> <p>Existing service apps in Sweden (www.sweden.se and https://starta-enskildfirma.se)</p> <p>Existing service apps in Italy (https://www.finanzaonline.com/ and www.fiscozen.it)</p> <p>Existing service apps in Belgium (www.haveitmade.be and www.proximus.be)</p> <p>Duration: 0.5 hour</p>
<u>Taxations</u>	<p>Taxation system for entrepreneurs in Croatia</p> <p>Taxation system for entrepreneurs in Sweden</p> <p>Taxation system for entrepreneurs in Italy</p> <p>Taxation system for entrepreneurs in Belgium</p> <p>Duration: 1 hour</p>
<u>Minimum number of participants</u>	5

Milestones/Badges

MILESTONE – Establishing a business

- A person knows how to create a business idea and how to get started with establishment of their business.

Badge Establishing a business received following finishing a module.

Content

1. (Presentation in English) [How to start a business in Belgium, Croatia, Italy, and Sweden – The Basics](#)
2. (Presentation Italian) [How to start a business in Italy](#)
3. (Presentation Sweden) [How to start a business in Sweden](#)



**M3 - Presentation
English**



**M3 - Presentation
Italian**



**M3 - Presentation
Sweden**

NOTE: ACCESS OUR FREE MATERIAL TO USE WITH YOUR LEARNERS DIRECTLY THROUGH THE QR CODE OR CLICKABLE LINKS ON THE MATERIAL DESCRIPTION

PROBLEM WITH THE LINK? CONTACT US! INFO@SWIDEAS.SE

2.2. MODULE 4 – How to create a business plan

What?

Entrepreneurship today is one of the concepts that we most often encounter in everyday life. It can be said that entrepreneurship today has become the main carrier of the social and economic development of this world. The idea is the thought, the idea of something, that is, thinking about something and as such represents only the beginning of entering the "world of entrepreneurship". A business idea can be defined as a brief description of the basic actions of a future business venture. One of the most important components of any entrepreneurial venture, if not the most important component, is planning. Through detailed and consistent planning, the entrepreneur controls the costs and makes certain revenue projections in the future. The basis of any entrepreneurial planning is reflected in the form of a business plan. The business plan is the basis and the first step in the realization of any entrepreneurial project and without it, it is unlikely that some entrepreneurial venture can be realized. This is a written document detailing all relevant data that are essential for the realization of the project itself, whether internal or external. The participants will be able to prepare and define the different types of commercial activities; get acquainted with self-entrepreneurship and market analysis; define what a business plan is, what it is for, how it is structured.

Main topics:

In the introductory process of the module, participants will get acquainted with the organization and functioning of the educational institution, they will get acquainted with the lecturers, the space in which the classes are held and the equipment they will use.

Daydreaming and planning are two very different things. If the focus of your entrepreneurial daydreams is focused on the large sums of money you will earn, you may need to take a step back and consider your motives when choosing a company to start a business. This education will show the participants the distinct importance of self-assessment. Self-assessment is a method consisting of a process by which a person evaluates himself or herself, that is, he identifies and weighs his performance in fulfilling a particular task or activity or in the way a situation is resolved. The more an individual is successful in self-assessment of himself, the more successfully he meets his needs. Effective self-assessment is essential for continuous growth. After objective self-assessment, we come to the development of a business idea. With the participants of the education, a description of the business idea will be elaborated in detail, what services or products they want to market and what are the potential buyers of these services and products. It is indicated that in the business plan it is of great importance to state why your product or service will be attractive to end users. Through a detailed sales plan for a specific period, the profitability of the service or products you offer is shown.

In the second part of the education, participants will learn how to independently draw up a business plan. A business plan is a document on which we base our future business. It consists of a descriptive part and bills of quantities, and in it we show our mission, vision and way of realizing a business idea, as well as projections of future revenues and costs. The entrepreneur presents himself with a business plan because he presents his work, goals, ideas and knowledge so it is very important that the document makes a good impression on the reader. The questions that should be answered at the end of the drafting of the plan are: Where am I now? Where do I want to be? How am I going to get there?

Why?

To realize the idea, we need a business plan. The business plan means a description of the business idea and measures that are necessary for the realization of the work. It also contains an estimate of the necessary human and financial costs and expected income to assess the cost-effectiveness of the investment. When you know your business as your own palm and believe in your own products and services, the chances that others will not believe in you are minimal. What increases the number of customers is education about how they can use something, or education about new, interesting, creative ways to use something. Demonstrating a particular product always increases the sales of this product, especially if the buyer is interested in some new creative ideas. The sale of products leads to profits, and therefore to a growing desire for progress in the business.

Who?

- Unemployed people
- Young people who have just graduated from high school
- Individuals wanting to realize their business idea in the future

When?

The timetable should be presented in the following way: total duration is 3.5 hours, divided in - topic Evaluate yourselves lasting 0.5 hours, topic Developing a business idea lasting 1.5 hours; topic Creating a business plan lasting 1.5 hours.

Course will be implemented upon target groups interest.

How?

THEMES	DESCRIPTION
Evaluate yourselves	<p>Assess your abilities, knowledge and skills, your own pros and cons.</p> <p>Evaluate your financial situation: determine your assets, define your responsibilities, calculate the net worth, determine your income, determine your costs, determine the monthly net income, assess the consequences of your situation.</p> <p>Duration: 0.5 hours</p>
Developing a business idea	<p>Detailed description of business idea: type of services or products, who are potential buyers/customers, why will they buy your product/service, sales plan.</p> <p>Analysis of the main factors related to the birth of the company: location, legal form, stock market, outlet market, investments, capital</p>

	Duration: 1.5 hours
Creating a business plan	<p>How to make a business plan (description of the general characteristics and purpose of the document): information on entrepreneur; business idea and a vision, description of existing business (if there is any), description of activities that will be undertaken in the project, location, technological segments, market research and market analysis (market analysis functions: introduction to the concepts of "target customers", "direct and indirect competition", "size of the reference market", "market share) and marketing Plan (marketing principles: basic elements; definition of "Marketing"; introduction to marketing strategies: the "Marketing Mix), financial aspects (introduction to the Economic-Financial Plan and identification of its various parts: investment plan, plan of financing sources, plan of costs and revenues, forecast budget), final conclusions</p> <p>Duration 1.5: hours</p>
Minimum number of participants	5

Milestones/Badges

MILESTONE - Business plan creation

- gain knowledges in self-assessment, self-employment, and business plan development.

Badge Business plan creation received following finishing a module.

Content



M4 - Presentation
English



M4 - Presentation
Italian



M4 - Presentation
Sweden



M4 - Belgium
Presentation
English

1. [How to build a business plan – The Basics](#)
2. [How to build a business plan – Lai-momo](#)
3. [How to build a business plan – Swideas](#)
4. [How to build a business plan – EURADA](#)

NOTE: ACCESS OUR FREE MATERIAL TO USE WITH YOUR LEARNERS DIRECTLY THROUGH THE QR CODE OR CLICKABLE LINKS ON THE MATERIAL DESCRIPTION

PROBLEM WITH THE LINK? CONTACT US! [INFO@SWIDEAS.SE](mailto:info@swideas.se)



2.3. MODULE 8 – Soft Skills for Responsible Entrepreneurial Mindset

What?

This module includes general knowledge about soft skills connected to cultural and social aspects that are likely to have a big impact on the ability to find jobs and communicate well with prospective employers and/or consumers. It also includes the concept and soft skills needed to foster a socially and environmentally responsible entrepreneurial mindset.

Why?

The main motivation behind the course is to provide migrants with knowledge of behavioural nuances derived from social and cultural contexts that may have a big impact in how well they feel that they are integrated in their host societies.

Who?

- Immigrants going through the integration process
- Immigrants looking for jobs
- Exchange students looking for internship opportunities or first jobs
- Business owners or prospective entrepreneurs

When?

The timetable should be presented in the following way: total duration is 7 hours, divided in:

- Milestone 1: 2h
- Milestone 2: 2,5h
- Milestone 3: 2,5h

Course will be implemented upon target groups interest.

How?

THEMES	DESCRIPTION
Introduction to Responsible Entrepreneurship Presentation and Reflection	<ul style="list-style-type: none"> • Social Entrepreneurship • Green Entrepreneurship • Why become a social and green entrepreneur? • Reflection • Quiz
Moving Across Cultures Presentation and Exercise	<ul style="list-style-type: none"> • The main obstacles to full integration • Storytelling exercise • Basics of intercultural communication

<p>Learning Soft skills Presentation and Reflection</p>	<ul style="list-style-type: none"> • Understanding taboo language • Understanding stereotypes • Understanding nonverbal communication • How to communicate with institutions
<p>Minimum number of participants</p>	<p>5</p>

Milestones/Badges

Milestones:

1. Introduction to Responsible Entrepreneurship
2. Moving Across Cultures
3. Learning Soft skills

Badges: Competent Communicator

Content



1. [PowerPoint Presentation](#)

2. [Facilitator Notes](#)

NOTE: ACCESS OUR FREE MATERIAL TO USE WITH YOUR LEARNERS DIRECTLY THROUGH THE QR CODE OR CLICKABLE LINKS ON THE MATERIAL DESCRIPTION

PROBLEM WITH THE LINK? CONTACT US! INFO@SWIDEAS.SE

2.4. MODULE 9 – Working in a Circular Economy Context/ Upskill your business and your CV

What?

Working in a Circular Economy Context - Upskilling your Business and your CV: This module includes general knowledge about the Circular Economy, including why a transition towards a Circular Economy is necessary, the main obstacles to it, and the main benefits that can be expected out of it. This general introduction is followed by practical knowledge for people who wish to upskill their CVs to meet the growing demand for skills related to the transition towards a circular economy, and for entrepreneurs who wish to make their businesses more circular and profit from the benefits associated with it.

Why?

The course seeks to address the need of improving the availability of work force with knowledge of and skills relevant to the labour market. It also aims to address the need for entrepreneurial initiatives to incorporate circular principles and practices to help promoting the transition towards a circular economy.

Who?

- People who wish to add to their CVs with circular skills and knowledge
- Business owners or prospective entrepreneurs
- Exchange students looking for internship opportunities or first jobs

How?

THEMES	DESCRIPTION
Why is there a need for a Circular Economy? Presentation and Reflection	<ul style="list-style-type: none"> • The linear Economy – aspects, issues, and effects • Reflection • The main benefits of the Circular Economy • Reflection • Quiz
What is the Circular Economy and how can we achieve it? Presentation and Reflection	<ul style="list-style-type: none"> • What is the Circular Economy? • Incentives and Obstacles • Reflection • Circular Economy Practices • Reflection

	<ul style="list-style-type: none"> • Quiz
Upskilling your CV Presentation and Exercise	<ul style="list-style-type: none"> • Introduction to the expected labour market changes a Circular Economy may entail • Reflection • Re-cap: circular practices and principles • Resource efficiency: the necessary skills • Research Exercise
Upskilling your Business Presentation, Case Discussion	<ul style="list-style-type: none"> • Circular Economy Principles • Circular Economy Business Models • Group Exercise • Quiz
Minimum number of participants	5

Milestones/Badges

Milestones:

1. Why is there a need for a Circular Economy?
2. What is the Circular Economy and how can we achieve it?
3. Upskilling your CV
4. Upskilling your Business

Badges: Circular Worker!

Content



**M9 - Presentation
English**



**M9 - Handouts
English**



**M9 -
Facilitator Notes
English**

1. [PowerPoint Presentation](#)
2. [Handout – Case Studies](#)
3. [Facilitator Notes](#)

NOTE: ACCESS OUR FREE MATERIAL TO USE WITH YOUR LEARNERS DIRECTLY THROUGH THE QR CODE OR CLICKABLE LINKS ON THE MATERIAL DESCRIPTION

PROBLEM WITH THE LINK? CONTACT US! INFO@SWIDEAS.SE

3. Additional Content

MODULE 3 – How to start a business

3.1 LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – SWEDEN

SWEDEN

Establishment of own company

Steps to start a Business in Sweden:

Learn more about starting a business in Sweden (<https://www.verksamt.se/>)

Have a clear business idea, budget, and plan for your operations

Decide what kind of company you want to start

Register your company at <https://www.verksamt.se/>

Other important Steps and Procedures:

Open a bank account

Obtain an insurance

Set up a bookkeeping system and learn about the system of taxation

Important dates for Tax for individuals:

2nd May Declaration Deadline

12th May VAT Declaration Deadline

This changes every year. More information can be found searching for “Skatteverket viktigadatum”. The link can be found here:

<https://www.skatteverket.se/privat/etjansterochblanketter/viktigadatum.4.5d699354142b230302034e.html>

Funding

Common ways of Finding Funding:

There are no general contributions to start a business. however, according to Verksam.se, the most common ways to raise funds are:

Own funds / Internal financing

Bank Loan

ALMI Loan

Suppliers' Credit

Advance Customers Payment

Bank Business credit

Other Possibilities:

Vinnova: Vinnova funds research and innovation projects that may not become a reality without government support. This includes everything from climate-smart meat alternatives to investigating how robots can help the elderly.

<https://www.vinnova.se/>

The Start-Your-Own Business Grant from Arbetsförmedlingen (if you are unemployed or might be).

Apply for stipends

Crowdfunding

Investment Companies

Investment from individuals. Check: <https://connectsverige.se/>

More advice can be found here: <https://www.verksam.se/starta/finansiera-starten/hitta-offentlig-finansiering>

Also make sure to check out Eventbrite and Facebook events regularly

How to register various types of companies: Sweden

Different types of companies that can be registered on www.verksam.se

Sole trader (enskild firma):

Suitable for individuals who will run their business themselves. The company will be registered on your personal number. You don't need to pay anything to start.

You register yourself as a sole trader (self-employed) at the Swedish Tax Agency. It means applying for F-tax and VAT registration (and, if applicable, register as an employer with the Swedish Tax Agency (Skatteverket).

You can register the name of the company with the Swedish Companies Registration Office, if you want; it is entirely voluntary.

Your Swedish personal identity number will identify your business. If you do not have a personal identity number, you must apply for registration by submitting the form SKV 4620 form.

Limited company (Aktiebolag)

It can be established by one or more natural persons or legal entities.

To establish a limited company, you must have at least SEK 25,000 in share capital.

A limited company must be registered at the Swedish Tax Agency. The company needs to apply for F-tax and VAT registration and, if relevant, be registered as an employer.

A limited company must be registered at the Swedish Companies Registration Office (Bolagsverket) for the registration provides nationwide protection of the company name.

Any debts will be connected to the company rather than you as a person.

Trading partnership (Handelsbolag)

A trading partnership is when at least two natural persons or legal entities are starting a business together.

The trading partnership must be registered at the Swedish Companies Registration Office, Swedish Tax Agency, and the Swedish Companies Registration Office (Bolagsverket).

Following registration, the company is allocated a corporate identity number and receives protection for its business name.

There are also economical association and non-profit organisations that are running particular business operations. Read more here: <https://www.verksam.se/starta/valj-foretagsform>

Economic Association (ekonomisk förening)

An economic association is when at least 3 people (including a legal representative) decide to start a business which shall promote the financial interests of its members (for instance, an employment, a better price or reduced costs). An example is a cooperative.

At least three members of the association are required, and all pay a membership fee and have the right to participate and decide on basic rules that shall apply to the association. Members must participate in the financial activities.

An economic association must have statutes and hold an association meeting every year.

The association must have a board consisting of at least three people.

You must have the association's articles of association and the minutes from the general meeting ready before you start with your registration.

An economic association pays tax if it makes a profit.

Read more here: <https://www.verksamt.se/starta/valj-foretagsform/ekonomisk-forening>

Non-profit association (ideell förening)

A non-profit association is when at least 3 people decide to start a business with non-profit purpose or to conduct non-profit activities.

A non-profit association is always open to new members, who share the association's goals. These do not have to contribute a capital investment. However, it is common for a membership fee to be charged.

It is necessary to write bylaws and elect a board to register the association with the Swedish Tax Agency.

Read more here: <https://www.verksamt.se/starta/valj-foretagsform/ideell-forening>

Documentation necessary for registration and starting a business

The kind of documentation necessary to register and start a business in Sweden varies according to the type of business you decide on starting. All types of business must be registered with the Swedish Companies Registration Office (Bolagsverket) before starting to operate. A sole trader however may choose to only register for tax purposes with the Swedish Tax Agency (Skatteverket). All registration process is made online, and the checklist can be checked after starting the process. As a rule, however, the online application process is only available if the the person(s) applying have a Swedish Identification Number (Personnummer).

Requirements to start a Business in Sweden:

You must be registered in the asylum process (coordination number needed), have a temporary or permanent residency or citizenship.

You must not be bankrupt

You must not have any commercial prohibitions (näringsförbud)

You cannot have any trustees

You must not be younger than 16 years

Requirements to Work in Sweden

EU-citizen: As an EU citizen, you are entitled to work in Sweden without a permit.

Non-EU-Citizens without Swedish Residency Permit: If you are a non-Eu-Citizen, you need to apply for a work permit to work in Sweden. The general rule is that one needs to apply for a permit before entering Sweden. In some cases, however, you may be able to apply from Sweden (if you are already a legal

resident). To be granted a work permit, you need to receive an offer of employment approved by a relevant trade union with a minimum salary of SEK 13,000 before taxes.

Permanent Residency Permit: If you possess a permanent residency permit, you have the right to work.

Temporary Residency Permit: If you have received a temporary residency permit, you have the right to work.

Asylum Seekers: As an asylum seeker, you must have the certificate (AT-UND) stating that you are exempt from having a work permit. Your employer needs to register your employment at the Migration Agency. For more information check: <https://www.migrationsverket.se/Privatpersoner/Skydd-och-asyl-i-Sverige/Medan-du-vantar/Arbeta.html>

Existing service apps in Sweden

Apps to help you as an entrepreneur:

Visma eEkonomi: Accounting software for sole proprietorships. (Available here: https://vismaspcs.se/produkter/bokforingsprogram/visma-enskild-firma?gclid=Cj0KCQjwvYSEBhDjARIsAJMn0lixFPulz1_-wqdoGXNuq35ejTpeI5osiDaex322_CFY63SNpWksG4saAotnEALw_wcB)

Bolagsverket – håll koll på ditt företag: the app from the Swedish Companies Registration Office for you to quickly and easily: see current information about your company; receive notifications when we receive, process and close a case for the company; follow the company's five latest cases; follow the company's five latest cases; download the latest registration certificate; download the latest annual report; download the latest articles of association or the articles of association; report a new address and e-mail address to the company; report a new address to people in the company.

Skatteverket: app from the Swedish Tax Agency.

Websites with Business Advice Information

Verksam: www.verksamt.se

Driva Eget: <https://driva-eget.se/>

Företagande: www.foretagande.se

More apps for Entrepreneurs can be found here: <https://adarasblogazine.com/best-productivity-apps-for-entrepreneurs/>

Taxation system for entrepreneurs in Sweden

Business Taxation in Sweden

A-tax (A-skatt): It is paid by individuals who have a taxable earned income.

F-tax (F-skatt): It is paid by companies and business owners who engage in business activity.

Value added tax, VAT (Moms): All business owners dealing domestically in goods or services in professional business activities are liable to pay VAT. However, VAT is not an expense for entrepreneurs, who are entitled to deduct VAT. You pay the difference between the VAT you charge on your sales (output VAT) and the VAT you spend on your purchases (input VAT).

Personal Contribution (Egenavgifter): It is paid by a sole trader or partner in a trading partnership or a person who is making money from active business activities. The fee is based on the profit of the company. It is used to finance the social security system contributing to the sickness benefit, unemployment benefit, pension, and health care. The design and size vary between countries.

Employer Contribution (Arbetsgivaravgifter): A fee you pay which provide the basic social security cover. When you pay wages and remuneration, you, as an employer, must report and pay employer contributions and deducted tax to the Swedish Tax Agency. In 2018, the employer contribution was 31.42 %.

Source: Verksam.se

Taxation in Sweden

The taxation rate in Sweden is one of the highest in the world. It goes to funding the social welfare state and making sure that Sweden's inhabitants have access to free education, health care and a variety of social services.

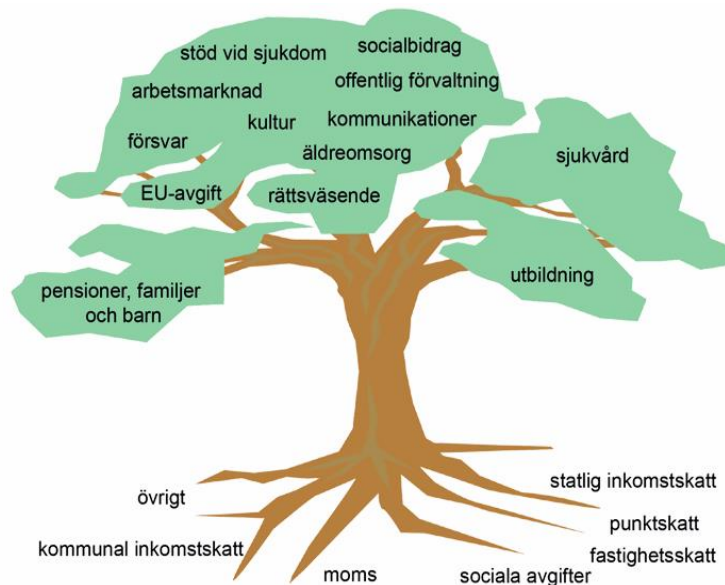


Bild: Skatteverket

tax rates

Tax rates in Sweden range from 29.2% (Österåker municipality) to almost 35.2% (municipality).

income taxes

Personal income tax rates range from 0% for early income up to 30% for income between 0,700 to 689,300 SEK and 40% for income over 689,300 SEK.

Corporate capital

Corporate tax, the rate varies)

income tax

Corporate tax was abolished in 2012.

Statistics

Swedish Tax Authority (Skatteverket) in Swedish)

Key players

The Swedish Tax Agency (Skatteverket) is responsible for taxation in Sweden.

Source: <https://sweden.se/society/why-swedes-are-okay-with-paying-taxes/>

Employee Salary Taxation contributes to three different levels of government: the municipality (kommunen), the county council (Länsstinget), and the central government (staten).

Examples of common taxes in Sweden

National income tax (statlig inkomstskatt): High-income people or legal entities, earning more than 509,300 SEK per year, pay a tax to the state. This money goes into improving the welfare system.

Municipality income tax (Kommunal inkomstskatt): All working individuals have to pay it. This tax supports the municipality's welfare systems. The average rate is 31.12 %. The employer deducts and directly pays this tax to Skatteverket.

Excise duty (Punktskatt): Consumption tax on specific goods/services such as alcohol, tobacco, and petrol, goes to the state. It serves as a way to govern behaviour (such as less drinking).

VAT (moms): Consumers pay national tax on consumption. The common rate is 25 %.

Employee benefit (Sociala avgifter): Companies pay to cover their employees' pension, parental benefits, and sick leave. Paid in addition to tax.

Cultural Factors that Might Affect the Swedish Workplace

Swedes don't say things directly; they might change the topic of conversation to avoid saying no.

There is a culture of Non-confrontation. To strongly express your opinion may be regarded as rude.

Swedes do not like to interrupt or to be interrupted by others.

Due to society's equal structure, Swedes tend to indirectly give instructions, which may be unclear and confusing.

Swedish society is governed by logic, which makes Swedes concerned about facts and correctness.

In general, people are open about issues concerning sexuality.

Many people are environmentally conscious.

Political correctness plays a crucial role in Swedish society; jokes or comments that may appear sexist, racist, homophobic, or prejudicial are generally not accepted.

Religion and politics are considered sensitive topics in Sweden.

Complimenting someone's looks in a workplace is uncommon. "You look good today" can be understood as harassment, especially when communicating with a woman.

Swedes tend to keep their distance when talking to a person. Still, they also tend to hug people they know when starting a conversation, which can be uncomfortable for people from other cultures, particularly between genders.

Fika and Non-hierarchical organizations are common

References

Swedish Institute, 2019. Gender Equality in Sweden. Available at: <https://sweden.se/society/gender-equality-in-sweden/>

Företagarna, 2019, <https://www.foretagarna.se/politik-paverkan/rapporter/2019/kvinnliga-foretagsledare-i-svenska-aktiebolag/>).

Migrant Integration for Growth in Europe (MIraGE) (Project no. 821714)

ALL IN - Effective Linguistic and Cultural Integration of Immigrants in Europe (Project no. 2019-I-DE02-KA202-006149)

3. 2. How to start a business in Sweden – Training Materials

3.2.1. Handouts for the Scenarios of the Simulation Game

3.2.2. Skills Compass



3.3. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – BELGIUM

BELGIUM

Establishment of own company

Someone who wishes to set up a business in Belgium must meeting the following criteria:

- Being 18 years of age;
- Enjoying civil rights (e.g. the right to perform public offices or relations; wear medals of honour or use nobility titles, testify as witness or expert, to run for political office, to be in the military, to vote, etc.);
- Being legally competent (i.e. being mentally fit, being able to make rational decisions, and being able to perform and participate in legal proceedings);

Another good-to-have is citizenship of Belgium, or any other EU or EFTA country (Liechtenstein, Norway, Iceland, and Switzerland). Citizens of those countries may start a business relatively easily. Those based in Belgium with other nationalities need to be able to show a Belgian residence permit and a “professional card” from the business counter. Those who do not live in Belgium will have to apply for their professional card at the Belgian diplomatic or consular post in the country where they are staying. Certain other exceptions to the requirement for a professional card, including recognised refugees in Belgium and spouses of Belgian citizens who live together with their Belgian spouse.

A professional cards costs €140 when first applied for and also costs €90 per year to maintain, meaning an initial cost of application of €230, followed by €90 each subsequent year. It should be submitted to the Economic Migration Service of the authorities, with a 30-day right to appeal if the application is rejected. This can also be done through the entrepreneurs’ offices Acerta, Liantis, Xerius, Eunomia, Formalis, Securex, Partena Professional, and UCM.

How to register various types of companies in Belgium

Things one needs to do in order to set up a business in Belgium include:

- Choosing a legal status: sole trader/sole proprietorship (natural person) or company (legal person);
- Setting up the company by depositing and registering a deed of incorporation;
- Registering the company at a recognised business counter for your registration in the Central Databank for Enterprises (KBO). This counter checks whether the company meets the requirements set. After registration you will receive a unique company number. This number consists of ten digits and is the same as your VAT number;
- Registering and activate your VAT number and fulfilling the administrative requirements;
- Registering a customs identification and Economic Operators Registration and Identification (EORI) number;

- Registering all financial reports on the Ultimate Beneficial Owner (UBO) Register to help avoid money laundering.
- Joining a social insurance fund for the self-employed and pay social security contributions;
- Joining a health insurance fund to be eligible for sickness and disability benefits;
- Taking out the minimum required insurance policies (can be done with insurance companies such as DKV, AXA, and AIG);
- Opening a professional current account with a financial institution based in Belgium;
- Depending on the region, a certificate of basic knowledge of business management and accounting may be required. The federal and regional governments foresee in several initiatives for mentoring, coaching and education in this respect.
- Depending on the sector a business may be launched in, a number of certified skills or competences may be required. This is mainly the case for professions in the construction sector, the food industry, care of persons, and the sale and maintenance of motorised vehicles.
- When recruiting staff: joining a social secretariat and take the necessary steps to register with the National Organ for Social Security (RSZ);

Different types of business in Belgium may be seen below:

Type of business	Description	Specific requirements or rules
Liberal profession	Independent professions that provide intellectual services or deliver certain goods.	

Some examples:

- accountant, auditor, tax consultant;
- legal professions: lawyer, notary, bailiff;
- construction sector: surveyor, architect, real estate agent;
- health care: doctor, nurse, pharmacist, physiotherapist, psychologist;
- other intellectual services: car expert, journalist. • Be the holder of certain diplomas;
- An existing further training obligation is often present;
- Respecting the deontological code;
- Work under supervision of professional organizations that are also called “order, institute, federal council, committee, or chamber.” These professional organizations check whether you meet the conditions for exercising the profession involved.

Sole trader This is the most common form of business among starters. You do not need a separate legal entity and therefore act as a natural person. The sole proprietorship / sole trader company is set up by one natural person, who has unlimited liability. • No need to draw up articles of association;

- No minimum starting capital required;
- Usually (depending on turnover) simplified accounting is sufficient;
- Profit made is taxed through your personal income tax: you do not file a separate tax return for your business;

- The assets for the professional activity are not separated from the personal assets of the entrepreneur. The entrepreneur is therefore responsible for the obligations of his company with all his property, which is not without risk, for example in the event of the bankruptcy of an important customer. The partner's assets may also have to be used to pay the company's debts, unless a marriage contract provides otherwise;

- The risks to the primary residence are mitigated by a measure that may make the self-employed person's primary residence not subject to attachment if certain conditions are met. That protection only applies to the self-employed person's principal residence, or in other words the building where he actually resides for most of the year. The protection is not automatic, the self-employed person must have a declaration of seizure drawn up by a notary.

Public limited company (NV/SA) A company in which at least two shareholders are willing to invest. This form of company is mainly chosen by large companies, but also by SMEs. This form of company is preferable when a lot of capital is needed, because it can appeal to new, foreign capital or can appeal to savers. This allows for fast growth.

- Emphasis is mainly on the financial contribution of the shareholders;

- Completely separate from its shareholders. Their liability is therefore limited to their investment. The shares can generally be transferred easily and without restriction. It is a company form that has less of a familial character;

- Must be established by notarial deed;

- Starting capital is at least 61,500 euros.

- More administrative requirements in terms of accounting and decision making.

Private limited liability company (BV/SPL) A company formed by one or more persons who only commit themselves to what they invest. The rights of the partners can only be transferred under certain conditions. This company form can be established by a single natural person. It is generally considered to be the most appropriate legal form for a small or medium sized company.

- Company has its own legal personality and is therefore a legal person other than the shareholders or the sole shareholder;

- Company has its own equity;

- Limited liability: shareholders only commit to their investment. In the event of bankruptcy, creditors cannot sue the private assets of the shareholders. However, there are exceptions to this principle for the shareholders who are the founding partners;

- Articles of association must be drawn up by notarial deed;

- No minimum requirement for the initial capital, but it must be sufficient taking into account the activity of the company.

Co-operative company with limited (CVBA/SCRL) or unlimited liability (CVOA/SCRI)

A company in which the members work on shared objectives and share common values. It is a specific form of commercial company characterised by a variable number of partners and capital. In the event that the planned entrepreneurial project is part of the social economy, the cooperative legal form is the only one that allows the application for recognition as a social enterprise.

- Requires at least three founders;

- Must be established by notarial deed;

- Limited liability: the shareholders are only liable for the amount of their investment;

- The main objective is to meet the needs of its shareholders or third interested parties and / or to develop their economic and social activities, including by entering into agreements with them on the supply of goods, the provision of services or the execution of works in the context of the activity that the CV carries out or has performed;

- Investment the contribution in kind is the subject of a report drawn up by a company auditor (art. 6: 8 of the Companies and Associations Code);

- The cooperative finality and the values of the CV are described in the articles of association and, where appropriate, supplemented by a more detailed explanation in internal regulations or a charter.

General partnership (VOF/SNC) A company established by jointly and severally liable partners. Its corporate purpose is exercising a civil or commercial activity under a company name. Every decision must be made unanimously. • No imposed minimum capital;

- Its existence is bound by the fate of the partners;
- A company form with few formalities;
- Partners remain jointly and severally liable for the obligations of the company.

Ordinary limited partnership (GVC/SCS) This company type has working and silent partners. The working partners are involved in the management. The silent partners are financial backers but have no say in the management. • Working partners participate in the board, while silent partners are backers but have no say in the board;

- No imposed minimum capital;
- Only the working partners are unlimitedly liable for the debts and losses of the company. Silent partners are only liable for the amount their investment, unless they have (co)-managed the company.

Limited partnership with share capital (CVA/SCA) A company established by one or more jointly and severally liable partners, referred to as managing partners, and one or more sleeping partners who provide a specific investment. Due to a change in the Company and Associations Legal Code in 2019, this company form is phasing out. It is no longer possible to establish this type of company. Now NV/SA is what you should opt for.

Non-profit organisation (VZW/ASBL) A group of natural persons or legal entities with a selfless purpose. The ASBL comprises at least three people. • To be established by minimum private deed;

- Members may not receive any material benefits/profit from the association;
- Obligatory to draft articles of association “statutes”, setting out the basic principles of the association;
- General Assembly is required. This organ has to meet at least once every year in order to approve the financial accounts, take decisions such as changes in the statutes, nominate or reject members or directors;
- Board of Directors is required. This organ has to meet at least once every year to prepare the annual accounts and budget. The Board also represents the association in and out of court;
- Keep an updated list the membership;
- A non-profit organization must not pay taxes on its income from its activities. However, as compensation, the government has subject non-profit organizations to a few other taxes: the property tax and the legal entity tax;
- Small non-profit organizations submit their annual accounts to the registry of the commercial court of their district; other / larger non-profit organizations at the National Bank of Belgium;
- Small non-profit organizations may do a simplified accounting. Double-entry accounting is mandatory for large associations. Very large non-profit organizations must allow additional checks on their double-entry accounting by appointed supervisory directors/auditors.

International non-profit organisation (IVZW/AISBL) A grouping of natural persons or legal entities with a non-profitable international purpose. • Company seat must be established in Belgium;

- The statutes representing the organisation's principles must be drawn up by notary deed;
- The law does not require a minimum number of members, but an association means that there are at least two members. However, to avoid paralysis, it is recommended that the association is composed of at least three people;
- Establishment of a Governing Body and General Management Body is obligatory. The statutes determine the form, composition, working method and powers of these two bodies;
- Small international non-profit organizations submit their annual accounts to the registry of the commercial court of their district; other / larger organizations at the National Bank of Belgium;
- Small international non-profit organizations may do a simplified accounting. Double-entry accounting is mandatory for large associations. Very large organizations must allow additional checks on their double-entry accounting by appointed supervisory directors/auditors.

Documentation necessary for registration and starting a business

See above section.

Besides documentation, money is also necessary to start and run a business. There are various sources of financing for a company. Own resources are the resources that a person can personally invest when starting their own business (savings, goods in kind). However, in some cases, external resources are necessary. These external resources can be financed by a bank loan, based on a business plan.

The recognised business counters can assist people with advice or refer them to the most suitable partners to finance their project. The three regions of Belgium (Flanders, Wallonia and Brussels) also propose various aids and subsidies to help entrepreneurs finance their business, depending on the sector of activity:

- Brussels Capital region;
- Flanders;
- Wallonia.

Existing service apps in Belgium

The Belgian Ministry of Finances offers a broad range of tools to assist with the payment of taxes, including ones particularly aimed at entrepreneurs who need to pay company tax. Biztax, for example, is a tool designed to assist business owners with the calculation of their taxes which may even connect with external accounting software to assist with this.

Itsme is a service in Belgium which allows both businesses and individuals to quickly and easily verify their identity when using online services.

Doccle is a service which allows for the management of administration, for example for signing and archiving official documents.

Various communes of the Brussels Region offers services to starting entrepreneurs through their Local Economy Offices. These can for example help business-starts with their business plan and various administrative aspects.

Similarly, Brussels offers such advice and guidance through its Greentech.brussels initiative for entrepreneurs starting a company in the sustainable or circular economy.

Those working in sustainable construction and renovation have the option of becoming a member of the Brussels Ecobuild.brussels network.

Greenlab.brussels is another state-sponsored initiative aimed at green entrepreneurs. This one runs an acceleration program for sustainable start-ups, offering to help entrepreneurs set up a sustainable business within 6 months.

Those in Belgium wishing to test or launch a small-scale activity may do so with state support through SmartBe or Tentoo. In that case they are not officially registered as self-employed at first but are instead employed and paid by SmartBe/Tentoo. They also do not have to pay social security if not working.

Hefboom is an organisation active in Flanders and Brussels which functions as a meeting point for entrepreneurs and professional initiatives connected to the social and sustainable economy. They may for example help with advice for those working in the circular economy, or help them find credit and financing for their circular business.

Taxation system for entrepreneurs in Belgium

The Belgian tax year begins on the 1st of January and runs until the 31st of December each year. Tax returns for company tax should be filed on a yearly basis by the following summer the tax year. All tax returns in Belgium must be submitted electronically. The Belgian state will automatically be aware of someone's business and that it needs to pay its taxes on the basis of its registration in the Central Databank for Enterprises (KBO).

VAT is payable on

- The delivery of goods;
- The provision of services;
- The import of goods from outside the EU or from other EU member states.

Income tax is charged on all people working in Belgium, while social security is charged on those earning above a certain amount. Environment taxes may also be levied on businesses, based on their impact on the environment.

Communal tax is charged on employees' income tax on the basis of the commune which they live in, while provincial tax may also be charged. In both cases, the information about the applicable taxes can be acquired from financial service of the commune where the employee resides.

Tax pre-payments, meaning that a business pays its taxes in four instalments throughout the year, are an optional but often-done way of paying taxes. This is due to the fact that those who do not do that face penalties, meaning a higher level of tax at the end of the year. The four tax pre-payments should be submitted by the 10th of April, 10th of July, 10th of October, and 20th of December to avoid those penalties. In certain cases, such as for those who are in the first three years of their activity running a small business, working as self-employed, or working in a free trade, it is possible to make one yearly payment instead of four pre-payments and not pay any extra in tax.

References

Upskilling for more creative Circular Economy (U-Eco) project. Erasmus+ project number KA204-5136E045.

www.vlaanderen.be. 2021. Professional card - exemptions | Flanders.be. [online] Available at: <<https://www.vlaanderen.be/en/professional-card-for-foreign-entrepreneurs/professional-card-exemptions>> [Accessed 23 April 2021].

www.vlaanderen.be. 2021. Apply for your first professional card | Flanders.be. [online] Available at: <<https://www.vlaanderen.be/en/professional-card-for-foreign-entrepreneurs/apply-for-your-first-professional-card>> [Accessed 23 April 2021].

FOD Financiën. 2021. Aangifte in de vennootschapsbelasting. [online] Available at: <<https://financien.belgium.be/nl/ondernemingen/vennootschapsbelasting/aangifte>> [Accessed 23 April 2021].

Belgium.be. 2021. Handelingen onderworpen aan btw en vrijstellingen | Belgium.be. [online] Available at: <<https://www.belgium.be/nl/belastingen/btw/toepassingsgebied>> [Accessed 23 April 2021].

www.vlaanderen.be. 2021. Gemeentelijke en provinciale belastingen | Vlaanderen.be. [online] Available at: <<https://www.vlaanderen.be/gemeentelijke-en-provinciale-belastingen>> [Accessed 23 April 2021].

3.4. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – CROATIA

CROATIA

Establishment of own company

Steps to start a Business in Croatia:

1. Checking the name of the company you want to open (you can also do it yourself via <https://sudreg.pravosudje.hr/registar/f?p=150:1:12010980952228>)
2. Selection of business idea from <https://narodne-novine.nn.hr/search.aspx>)
3. Preparation and announcement by a notary public
4. Addressing company headquarters and business addresses
5. Selecting a bank and opening a business account
6. Obtaining a VAT number, VAT ID number and EOR number for the company
7. Online bookkeeping with online program in Croatian, Slovenian, English or German (invoicing in several languages, 24/7 balance sheet, and business reports for management in tabular and graphical form, with income / expenses, paid / unpaid invoices, expenses by type and share, etc.)
8. Secretarial services
9. Personnel services (competitions and recruitment of workers, A1 certificates, work permits, registration / deregistration, etc.)

Other important steps and procedures:

- Inquire and counsel about everything
- Insurance

The company contains the name of the craft, the code of the craft, the name and surname of the craftsman and the seat and may also contain special marks. The company must stand out at the entrance to the seat of the craft and the separate plants in which the craft is performed or at the place where the craft is performed if the work is a craft for which no space is required. The seat of the craft is the place where the craft is performed. If the trade is performed in several places, the seat is in one place determined by the craftsman. If a seat is not required for the performance of the trade, the seat of the trade is the residence of the craftsman. The tradesman is obliged to inform the competent Office of the Economy about the change of the seat.

Important dates for Tax for individuals:

- TAX registration due to 30th of July

(leading link: https://www.porezna-uprava.hr/HR_obrasci/Stranice/default.aspx)

You can learn more details for owning and opening a company on following link:

<https://www.mojbiz.com/financije> and <http://www.mikrobit.hr/okkzz.hr/>

Funding

Common ways of finding funding:

- Own funds / Internal financing
- Bank Loan
- State incentives
- EU funds
- Public tenders (you can find all public tenders on leading link: <https://rk-smz.hr/>)

Other Possibilities:

- <https://rk-smz.hr/simora/> : research and innovation projects that may not become a reality without government support
- The Start-Your-Own Business Grant from HZZ
(<https://mjere.hr/katalog-mjera/potpورا-za-samozaposljavanje/>)
- Apply for stipends
- More advice can be found here: <https://mjere.hr/>

How to register various types of companies: Croatia

For every type of company, for desired name, future owners need to check on “sudski registar” is their wanted name of the company already taken (link for the website: <https://sudreg.pravosudje.hr/>)

Also, all of the companies need a stamp they got from registration to court register and then register into “HZZO/HZMO”.

Crafts

opening procedure:

- a natural person who meets the conditions for performing a trade, becomes tradesman by entry in the commercial register
- selection of activities
- collecting documentation
- writing a business plan
- submission of documentation and payment of fees

Considering the activities of the craft can be:

- free trade, proof of professional qualification, secondary vocational education or master's exam is not required as a condition.
- related trades, proof of professional qualification, secondary vocational education or master's exam is required as a condition.

- privileged trade, may be performed only on the basis of a privilege, ie a permit issued by the competent ministry, ie another body whose competence is prescribed by a special regulation depending on the activity.

D.O.O. ("Društvo s ograničenom odgovornošću")

According to the Companies Act, the minimum share capital for the establishment of a limited liability company is 20,000 HRK, and the minimum amount of the share capital is 200 HRK. This form of society is most often chosen when organizing small and medium enterprises. All founders must sign a partnership agreement in the form of a notarial deed.

The process of opening a d.o.o.:

1. selection of company name
2. certification
3. submission of documentation and payment of fees
4. takeovers documentation and open an account

J.D.O.O. ("Jednostavno društvo s ograničenom odgovornošću")

The cost of founding such a company is lower and amounts to HRK 710, while the minimum amount of founding capital is only 10 HRK.

The procedure is initiated in any notary office because for such companies there are prescribed forms for establishment, which also resolve the issues of relations between partners, co-founders.

The process of opening a j.d.o.o.:

1. selection of company name
2. certification
3. submission of documentation and payment of fees
4. takeovers documentation and open an account

Zadruga

The cooperative is a voluntary, open, independent and autonomous society managed by its members, and through their work they improve and protect their needs and interests and achieve the goals for which the cooperative was founded. The cooperative is entered in the court register.

The following shall be entered in the court register:

- company, registered office, OIB and subject of business of the cooperative
- the day of the founding assembly
- name and surname of the manager and OIB
- powers to represent cooperatives

- name and surname and OIB of the members of the supervisory board, if the cooperative has a supervisory board

Documentation necessary for registration and starting a business

Depending on the type of company, the necessary documentation is also dependent, but each company, ie the openly desired company, must be registered in the court register. The application (form RL-1; RL-2; RL-3) for the registration of a trade is submitted to the county office or its branches (such as the economy office, tourism office, education office) competent for the area where the trade will be based. Then, the competent office for the economy issues a decision on opening a business. The tradesman must have his own stamp and open his own "žiro račun". When applying for pension insurance (Zagreb, Trpimirova 4), the craftsman must enclose the following: decision on opening a business, stamp, "žiro račun", workbook ID card, SOD form, M11 form, M 1 P form (do not fill in).

Websites with Business Advice Information

Poslovni savjetnik - <https://www.poslovni-savjetnik.com/>

Novi poslovi – poslovni savjetnik - <https://www.poslovni.hr/>

Requirements to start a Business in Croatia:

- you must be registered at the HZZ - Labor Exchange
- have temporary or permanent residence or citizenship
- You can't go bankrupt
- You must not have any commercial prohibitions
- You must not be under 18 years old

Requirements to Work in Croatia EU-citizen:

- as an EU citizen, you have the right to work in Croatia without a permit
- a third-country national may work in the Republic of Croatia only on those jobs for which he has been issued a residence and work permit or a work registration certificate and only with the employer for which he has been issued a residence and work permit or a work registration certificate and with which has established an employment relationship, unless otherwise prescribed by law.
- if the application is submitted to the police administration / station by a third-country national, when he / she is informed that he / she has been granted a residence and work permit, he / she is obliged to pay HRK 560 for issuing a residence and work permit and HRK 240 for a biometric residence permit
- A third-country national in the Republic of Croatia may reside at:
- short stay (up to 90 days in any period of 180 days)
- temporary stay (up to one year)
- long-term residence (unlimited)
- permanent residence (unlimited)

Existing service applications in Croatia

Applications that will help you as an entrepreneur:

- e Croatia: the program is structured as a framework program to achieve strategic goals of creating a favorable institutional and legal framework for the development of secure electronic and communication infrastructure, fostering innovative use of ICT technologies through e Government, e Learning, e Health, e Business and e Judiciary.

- e Citizens: when logging in to the e-Citizens portal, with their personal credentials, for example an internet banking token, have access to all companies in which the person is authorized to represent. They will also be able to assign rights to their employees through new e-authorization functionality. Insight into the list of companies is available to users on the navigation bar by pressing the arrow next to their name and pressing the change subject button. Citizens using business services will be able to create groups of shortcuts intended for business purposes.

- Fina: Financial Agency is a leading Croatian company in the field of providing financial and electronic services. National coverage, an information system tested on the most demanding jobs of national importance and the professionalism of professional teams enable the preparation and implementation of various projects, from simple financial transactions to the most sophisticated jobs in e-business.

Business Advice Information Websites:

- <https://www.hrpsor.hr/>
- <https://www.poslovni.hr/>
- <https://www.hok.hr/>

More applications for entrepreneurs can be found here: <https://lider.media/aktualno/11-ultimativnih-aplikacija-za-male-poduzetnike-26032>

Taxation system for entrepreneurs in Croatia

Business Taxation in Croatia

If the value of VAT on outgoing invoices for services rendered and goods delivered is higher than the value of VAT (pre-tax) on incoming invoices => VAT liability.

If the value of VAT on outgoing invoices for services rendered and goods delivered is less than the value of VAT (pre-tax) on incoming invoices => the right to a VAT refund.

The entrepreneur has the right to request a refund of VAT to be paid to him from the state budget within 30 days from the date of the requested refund. The entrepreneur does not have to claim a VAT refund but can save the overpaid amount for the next tax period in which he will have a VAT liability, so this refund will reduce the liability.

Entrepreneurs who keep business books in accordance with simple bookkeeping, natural persons, as a result of business generate income, while entrepreneurs who keep double-entry bookkeeping, legal and natural persons, as a result of business generate profit. The

amount of tax to be paid is determined on the basis of the tax base on which the tax rates determined by law are calculated. It is important to point out that for income-generating entrepreneurs, the tax base is determined by reducing the amount of earned income by personal deduction. Income tax is paid at the rate of 24% on the tax base up to HRK 360,000.00 per year and at the rate of 36% on the tax base above HRK 360,000.00 per year.

Income tax is paid on the realized profit, at the rate of 12% if the revenues in the tax period amounted to HRK 7,500,000.00, or at the rate of 18% if the revenues in the tax period were equal to or greater than HRK 7,500,000, 01 kuna.

Taxation in Croatia

The tax period is from the first to the last day of the month for which the application is filed and pays VAT liability or requests a VAT refund. For taxpayers who are in the previous calendar year the value of deliveries less than 800,000.00 kuna, tax periods are from the first to the last day of the trimester.

Income taxpayer is a natural person who earns income:

- a. Income from self-employment (salaries and pensions),
- b. Income from self-employment (eg crafts),
- c. Income from property and property rights (eg real estate lease),
- d. Income from capital (eg dividends, options and interest),
- e. Insurance income (eg life insurance premiums),
- f. Other income (other receipts).

Income tax rates are progressive (broken down) and are 12%, 25% and 40%. Realized income is reduced by personal deduction or non-taxable part of income for everyone taxpayer (HRK 2,600 per month and HRK 3,800 per month for pensions), and percentage increases for dependent family members.

Key players

- The Tax Administration is responsible for taxation in Croatia
- Tax payroll contributes to employees at three different levels of government: municipality, county council and central government (state).

Examples of common taxes in Croatia

Income tax: the income tax base is profit, which is determined as the difference between income and expenses before the calculation of income tax increased and decreased according to the provisions of the Income Tax Act. Income tax is calculated and paid at the rate of 12% or 18%.

Surtax on income tax: paid to the municipality or cities where the taxpayer lives. The basis for calculating the surtax is the already determined amount of income tax.

PDV - The general PDV rate in Croatia as of March 1, 2012 is 25%, while for certain products and services lower rates of 13% and 5% apply.

Cultural Factors that Might Affect the Croatia Workplace

Body language and nonverbal communication can have a big impact on a number of important life situations.

- Make a good impression we all want, don't we? An important part of the image that we project about ourselves is the so-called. nonverbal communication. The style of dress, the way we walk, stand, sit, gesture - everything participates in the projection of the image that we send about ourselves. If we don't work on it a little bit, we soon have the famous line: "well, how do they have that opinion of me, I am completely different"?

How do your interlocutor read you?

- Remember: we ourselves during conversations, listening to presentations, socializing... we subconsciously interpret the body language of the person we perceive. The number of indicators we take into account is extremely high. Of course, such indicators depend on our experiences, level of education, the environment in which we grew up and the like. It is important that you connect the indicators into a whole. This gives you a more objective picture of the person you find interesting. If we bring the court from one or a few indicators, we get an image that will "radiate exclusivity".

Body position - negative positions

- Talk to the interlocutor respecting the so-called. "intimate space". Studies have shown that the most acceptable distance when talking is 70-90cm (of course, you will not have a tailor's meter in your hands). If this distance is greater, the interlocutor will "feel" that it is repulsive to you and otherwise, they will consider you an too aggressive, rude person.

Position of arms and legs - interlocutors stand

- Hands "calm down"(excessive thrashing gives the impression of an rude person who replaces the lack of vocabulary with gestures) and avoid cross position on the chest. The legs are side by side, slightly spaced without bending in the knees (crossed legs in a standing position give a sign not only of uncertainty but also of "something we want to hide", if one leg is bent in the knee we give the impression that we are too hot, the wider distance between the feet radiates arrogance and the impression "here ready/on I'm up for the fight").

body position - interlocutors stand

- You are directed at the interlocutor (deflection to either side from the interlocutor gives the impression that you want to get away from himas soon as possible) and the shoulders are "upright", which also applies to the upright posture of the head.

A little about different facial expressions

- During conversations, presentations and any communication, be exactly as you are. If the interlocutor accepts you like that, be sure that you have fulfilled one of the

essential prerequisites for longer-term communication, and thus opened up a number of possibilities that will surely help you.

Avoid:

- A salty, over-smiling (you send a message that will translate to not considering the interlocutor too valuable, you don't find it important what he says; constant grinning also gives the impression that you may have "other problems")
- "carping" with a look (you are all interested more than the interlocutor)
- Excessive nod
- "Deep sigh and exhalation" ("you're boring...")
- Excessive blinking (I don't understand anything)
- Rolling your eyes (you're banging nonsense and you're boring too)
- Scratching your nose, ear, fixing hair, clothes, ties, playing with jewelry... etc. (avoid under mandatory... interpreting each separately would require quite a little space).

3.5. LEGAL AND OTHER INFORMATION ON STARTING AND SCALING UP A BUSINESS – ITALY

ITALY

Starting a business in Italy

What are the main company types in Italy?

There are three major types of Italian company registration for foreign investors, and they are as follows:

- Limited liability company (S.rL)
- Joint Stock Companies (SpA)
- Branches

What are the main features of a Limited liability company S.rL?

- Ideal format for small to medium businesses minimum share capital is €10,000
- accounts to be filed annually
- No restrictions of foreign investors

In Italy, there are two main types of limited liability companies;

- Private Limited companies by Quotas including Traditional S.r.l or Simplified S.r.l.
- Public Limited Companies by Shares

The traditional S.r.l and Simplified S.r.l are the most common types of limited liability companies in Italy and they allow the broadest flexibility to the founder.

What are the main features of a Joint Stock Company(SpA) ?

- Minimum 1 director
- Ideal for medium to large companies
- The minimum share capital is €120,000
- No restrictions of foreign investors accounts to be filed annually with the Registrar of Companies

What are the main features of a branch?

- foreign parent responsible for all liabilities of Italian branch
- minimum 1 director
- accounts to be maintained but no reporting requirements



DOUBTS, QUESTIONS, SUGGESTIONS? CONTACT US TODAY!



MARCO MONDATORI:
M.MONDATORI@LAIMOMO.IT
FILIPPO MANTIONE:
F.MANTIONE@LAIMOMO.IT



1506
**UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO**

MIRKO TAGLIAFERRI:
MIRKO.TAGLIAFERRI@GMAIL.COM



INFO@SWIDEAS.SE
ABDALLAH SOBEIH:
ABDALLAH.SOBEIH@SWIDEAS.SE
JULIA MOREIRA:
JULIA.MOREIRA@SWIDEAS.SE



ANDREJA ŠEPERAC:
ASEPERAC@SIMORA.HR



MARTA SERRANO:
MARTA.SERRANO@EURADA.ORG
JIP LENSSEN:
JIP.LENSSEN@EURADA.ORG

Co-funded by the
Erasmus+ Programme
of the European Union



The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.