

STEP-BY-STEP COMPANY ESTABLISHMENT IN SLOVENIA

Step	What needs to be done	Key points
1	Decide on the legal form	Choose between a limited liability company (d.o.o.), public limited company (d.d.), sole trader, partnerships, or a branch of a foreign company; d.o.o. is the typical choice for foreign investors.
2	Define the overall structure	Decide whether to enter the market through a Slovenian company, a branch, or another structure, and assess tax and governance implications.
3	Check founders' eligibility	Identify any restrictions (tax arrears, involvement in non-compliant companies).
4	Obtain Slovenian tax numbers	Obtain Slovenian tax identification numbers for founders and directors where required, via the Financial Administration (FURS) or the eDavki system (especially for foreigners).
5	Prepare identification and corporate documents	Collect ID documents, foreign register extracts with certified translations where applicable, and director statements confirming the absence of legal impediments.
6	Reserve and verify the company name	Ensure the company name is unique and distinguishable, includes the legal form, and complies with Slovenian language rules; the use of "Slovenia" requires special approval.
7	Determine and document the registered office	Choose the registered office and obtain the owner's written consent to use the address as the company seat.
8	Define share capital and contribution structure	Set the capital level based on the selected company type (e.g. minimum EUR 7,500 for a d.o.o., EUR 25,000 for a d.d.) and decide on cash versus in-kind contributions.
9	Open a temporary bank account	Open a bank account for depositing share capital where required for the chosen legal form.
10	Pay in share capital	Deposit the required share capital into the temporary account and obtain bank confirmation as evidence for registration.

11	Choose the registration route	Decide between registration via the SPOT system (online or one-stop shop) or through a notary; notary is mandatory for more complex structures and for a d.d.
12	Set up electronic identity for online procedures	Arrange a qualified digital certificate and electronic identity (e.g. via SI-TRUST) in advance if online registration through SPOT is planned.
13	Prepare the court register application	Complete the application for entry in the Court Register and prepare all required annexes (articles of association, owner's consent, bank confirmation, director statements, etc.).
14	File the application with the Court Register	Submit the registration application via SPOT or a notary; the company acquires legal personality upon registration in the Court Register.
15	Address any formal deficiencies	Check whether the court has requested clarifications or additional documents and, if so, remedy formal deficiencies promptly.
16	Activate the business bank account	After registration, convert the temporary account into an operational business account and make it ready for transactions.
17	Register for tax and VAT	Register the company in the tax register with FURS and, where applicable, register for VAT and other tax obligations.
18	Complete employer and social security registrations	Register as an employer and register employees in the mandatory social security schemes where relevant.
19	Register the ultimate beneficial owner (UBO)	Enter the ultimate beneficial owner information in the AJPES Register of Beneficial Owners, if the company is subject to this reporting obligation.
20	Check sector-specific licences and permits	Determine whether the planned activity requires sector-specific authorisations (licences, permits, registrations) before operations start.
21	Assess potential FDI screening requirements	For sensitive sectors or larger investments, assess whether the transaction may trigger foreign direct investment screening or other foreign-investor specific requirements.