

Practitioner's note: bilingual documentation for a Zug company

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An international company in Zug should organise its documentation with the two languages in mind. The articles of association should be prepared in German for filing with the commercial register, with an English convenience translation for the shareholders and directors. The organisational regulations of the board, the minutes of board meetings and the resolutions of the general meeting can be kept in English, but resolutions that must be filed with the register, such as changes to the articles or capital increases, should also be prepared in German. The accounts can be kept in English, but the tax return must be filed in German. The company should therefore keep a German translation of the key documents available for the tax administration.

Contracts should specify the governing language and the prevailing version where they exist in two languages. If a contract may need to be enforced in the Zug courts, the parties should consider the costs and risks of translation, and whether an arbitration clause with English as the language of the proceedings would be preferable. The company should designate a person responsible for communication with the authorities in German, usually a Swiss director, an in-house lawyer or an external adviser. Finally, the company should ensure that its employees who deal with the authorities understand that the German version of official documents is the authoritative one, even if an English version was provided for information.

For general information only. This article does not constitute legal or tax advice, does not replace advice on an individual case and creates no lawyer-client relationship. It reflects the legal position as of September 2026.

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