swiss tower

Your business address, your correspondence and your archive, in Switzerland.

Business Address

Swiss c/o addresses in six cantons.

SIX CANTONS

Schwyz	8808 Pfäffikon SZ · Talstrasse 37 CHE-444.462.566
Zug	6340 Baar · Sihlbruggstrasse 105 CHE-309.482.983
Zürich	At capacity · waiting list open CHE-287.071.718
Genève	At capacity · waiting list open CHE-468.157.065
Valais	3960 Sierre · Technopôle 10 CHE-428.236.505
Ticino	At capacity · waiting list open CHE-243.665.775

THREE TYPES OF ADDRESS

Headquarters Address For your company's registered office.	CHF 139 per month
Branch Office Address For the branch of a Swiss or foreign company.	CHF 139 per month
Marketing Address For companies with their registered office in Switzerland or Liechtenstein that serve clients in several cantons or language regions. The address is not entered in the commercial register.	CHF 119 per month

A one-off setup fee equivalent to one month's address charge. No setup fee for options.

YOUR MAIL

Included with every Business Address and processed each working day. No charge per page or per letter.

Paper

Opened and scanned, or left unopened on request.

ePost

Collected from your ePost account.

Email

Collected from a dedicated email address we set up for your company.

Posting

Originals posted weekly to the address of your choice, when the document requires it or when you ask.

Each received document is named, filed by date of receipt and stored in your personal, secure online folder, hosted in Switzerland. On request, your fiduciary or tax representative is given access to it.

C/O ADDRESS

Commercial register	The legal domicile or branch address is entered with c/o.
Everywhere else	The address format depends on the applicable postal, contractual and legal requirements.

OPTIONAL

Reading and alerts	Every item is read and summarised in one line. Where action is required, we state what must be done and by when.	CHF 99 per month
Full correspondence	Reading and alerts, plus filing by subject and a monthly overview.	CHF 159 per month
Extra recipient	Your company and one named recipient are included. Additional recipients are charged separately.	CHF 29 per month
Payments	Payment orders are entered in your e-banking, ready for your approval.	CHF 99 per month

VAT Address

For foreign companies that sell in Switzerland: a Swiss address for your customers and your Swiss VAT correspondence. If you have appointed a tax representative, they deal with VAT matters. We manage the correspondence. If you already have a Business Address with us, you do not need a separate VAT Address.

CHF 119

per month

A one-off setup fee equivalent to one month's address charge. No setup fee for options.

Canton	Schwyz, Zug or Valais. Zürich, Genève and Ticino are at capacity, with an open waiting list.
Address	A Swiss address for your Swiss customers and your VAT correspondence.
Your mail	Paper correspondence is opened and scanned, or left unopened on request; ePost and email are collected. Documents are stored in your personal, secure online folder, hosted in Switzerland.
Your representative	Each working day we name and file the documents received at your address. If you have appointed a tax representative, we give them access to your online folder with your authorisation.
Correspondence only	We receive letters and documents. We do not receive, store or return goods.
Commercial register	No commercial register entry. The VAT address is neither a registered office address nor a branch address.
VAT representation	Not included. If your company needs a Swiss tax representative and has not appointed one, we can refer you to an independent partner who contracts with you directly.

OPTIONAL

Reading and alerts	Every item is read and summarised in one line. Where action is required, we state what must be done and by when.	CHF 99 per month

Correspondence Address

For companies that keep their own address and entrust us with their correspondence. Your post is redirected, and each working day we read it, file it in your online folder and tell you what needs action and by when.

CHF 299

per month

A one-off setup fee equivalent to one month's address charge. No setup fee for options.

YOUR MAIL

Paper

Redirected from your address to ours at our cost, then opened and scanned.

ePost

Collected from your ePost account.

Email

Collected from a dedicated email address we set up for your company.

Posting

Originals posted weekly to the address of your choice, when the document requires it or when you ask.

Reading and alerts

Every item is read and summarised in one line. Where action is required, we state what must be done and by when.

Filed by subject

Invoices, correspondence with authorities, bank documents and contracts, each in its own folder.

Monthly overview

What came in during the month.

OPTIONAL

Routing	Each alert sent to the department it concerns.	CHF 29 per department per month
Payments	Payment orders are entered in your e-banking, ready for your approval.	CHF 99 per month

Archive

Price on request

Your existing paper and digital documents, brought into a consistent structure and preserved, so that information can be found, understood and retrieved when needed. With or without a business address from us.

Intake	Your existing paper and digital files, handed over once.
Organisation	Every document named, classified and filed consistently, regardless of its original format or source.
Storage	Electronic archive in Switzerland, paper originals in standard storage at our premises.

Your originals

For the address services, paper originals are treated as follows. For the Archive, the handling of originals is agreed in each archive mandate.

Routine documents	Scanned, then destroyed, unless you instruct us otherwise.
Signed or valuable originals	Kept in standard storage at our premises, or posted to you weekly. Never destroyed without your written instruction.
Specialised archive	On request, we arrange storage with an external specialist in Switzerland for originals that require enhanced security or specific guarantees.

Processed in Switzerland. Nowhere else.

Knowing where a document is stored is one thing. Knowing who reads it, which technology processes it and who remains responsible for it is another. Swiss Tower has built its services around precisely these questions.

Since 2016 we have managed business addresses, corporate correspondence and document archives in Switzerland, and since 2021 under the name Swiss Tower. Our team is based in Switzerland, where we carry out all our work. We work with tools we have developed ourselves and, for AI, with Apertus, a model developed in Switzerland that we are integrating into our document workflows.

Our technology did not begin with AI. It began in 2016, with our work on how businesses receive, process and manage information. Today, Swiss Tower combines human expertise and purpose-built tools within one service. We are extending this approach with AI developed in Switzerland, while a member of our team remains responsible for every document.

Switzerland has long been associated with the custody of assets. We believe the custody of information deserves comparable attention.

Our own tools

Made to measure since 2016, each for a specific task or a specific client.

Infomaniak

A Swiss cloud provider based in Genève. Hosting and email, since day one.

Apertus

The AI model we have chosen, developed in Switzerland by EPFL, ETH Zürich and CSCS.

For some companies this is a detail.
For others it is the reason.

swiss tower

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HEADQUARTERS

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Switzerland

OFFICES

Schwyz · Zug · Zürich · Genève · Valais · Ticino