

Using your Legalify document

Legalify's documents are drafted by our Geneva lawyers under **Swiss law**, and Swiss legal documents are written in **French**. This short guide explains how to use and complete them with confidence.

How to complete your document

- 1 Open the document.** Your download is a **.zip** containing the document (Word/.docx) and an explanatory note that walks through it section by section.
- 2 Fill only the marked fields.** The legal text is ready to use. Only the highlighted blanks — names, dates, amounts, addresses — need to be completed with your own details.
- 3 Use a translator to understand it.** Tools like DeepL or Google Translate give an accurate sense of each clause. Paste a paragraph to understand what it covers before signing.
- 4 Keep the legal wording intact.** Editing the clauses themselves can change their legal meaning or validity. If something doesn't fit your situation, ask us rather than rewriting it.
- 5 Sign and use it.** Once completed, the document is ready under Swiss law. Some documents (e.g. for the Trade Register) have their own filing steps — described in the explanatory note.

Good to know. "Sàrl" is the Swiss equivalent of an LLC and "SA" of a company limited by shares (Ltd). The explanatory note clarifies any terms specific to your document.

Not sure about something? Our lawyers are happy to help. Book a **phone consultation (CHF 100.-)** or an **in-person meeting in Geneva (CHF 150.-)** at legalify.ch/en, or email info@legalify.ch.