

StartBANK Readiness Checklist for Foreign Suppliers

A scannable, tick-as-you-go checklist for Polish and other EU companies preparing to register and qualify in StartBANK — Norway's supplier register for the construction and facility-management industries.

By NorMarketing · English · Requirements verified May 2026

Work through the stages in order. Tick an item only when it's genuinely done — most later steps depend on having a Norwegian organisasjonsnummer in place first. For the full explanation behind each item, see the companion guide.

STAGE 0

Before you start

- ☐ Ask your specific Norwegian buyer whether they *require* StartBANK registration, or only search StartBANK — this tells you how urgent it is.
- ☐ Confirm you meet the baseline supplier requirements: you sell in your own name, you are not bankrupt or in debt-settlement, and your statutory accounts are filed.
- ☐ Identify which product/service categories you will offer and map them to StartBANK product/service codes (this drives both pricing and how buyers find you).
- ☐ Decide who internally owns the process and will hold the Norwegian electronic ID / Altinn access needed in later steps.
- ☐ Secure a Norwegian organisasjonsnummer if you don't already have one (see Stage 4 and the foreign-supplier notes) — most steps below depend on it.

STAGE 1

Company documents

- ☐ Obtain your latest firmaattest: for an NUF, the Brønnøysund registration certificate; for a foreign entity, the equivalent official certificate from your home country (e.g. KRS or CEIDG extract for a Polish company).
- ☐ Prepare last year's annual report and annual accounts, filed with the proper authorities.
- ☐ Compile financial key figures: last year's turnover and number of employees.
- ☐ Gather any quality, environmental, HSE and CSR certificates and policies you hold.
- ☐ Write a clear description of your products/services and the regions you can serve.

STAGE 2

Taxes and MVA

- ☐ Order a valid skatteattest (tax certificate) from Skatteetaten via Altinn — order it close to submission, as it has a limited validity window.
- ☐ Assess your Norwegian VAT position: if taxable turnover in Norway exceeds NOK 50,000 over 12 months, MVA registration is mandatory (register within 3 months of crossing the threshold).
- ☐ Remember there is no separate VAT number — once registered, your documents show "MVA" after your organisasjonsnummer.
- ☐ If Polish/EU: check whether you actually need an MVA-representant before paying for one — Poland is on the exemption list.
- ☐ Confirm you are fully up to date on all imposed taxes and fees before submitting — this is an explicit StartBANK requirement.

STAGE 3

HMS / HSE

- ☐ Complete the StartBANK HSE self-declaration (SB1/SB2) confirming systematic HSE work under Norway's internal-control regime — sign it last, because it is only valid if registered with StartBANK within 30 days of signing.
- ☐ Apply the signing rule: where the company has more than one employee, the declaration cannot be signed by the CEO or chairman alone.
- ☐ If your people will work on Norwegian building/construction sites, plan for HMS-kort — required for everyone on site, including foreign companies, short assignments, sole proprietors and hired-in workers (no exemption for foreign workers).
- ☐ Before ordering HMS-kort, ensure the prerequisites are in place: company registered in Enhetsregisteret (e.g. as NUF), the assignment and workers reported to the OAR register, and a Norwegian D-number for each worker.
- ☐ Order HMS-kort via hmskort.no using a Norwegian electronic ID; budget lead time (issuing can take about a week or more) and verify current card-delivery terms.

STAGE 4

Registration in the system

- ☐ Create your supplier account on the StartBANK / Achilles platform (startbank.no).
- ☐ Complete the online questionnaire: company information, product/service codes, regions, financial key figures, certificates, policies and contacts.
- ☐ Upload all supporting documents: firmaattest, skatteattest, liability insurance, occupational-injury insurance, and the signed HSE self-declaration.
- ☐ Pay the annual registration fee (tiered by number of product/service codes — confirm the current amount with Achilles). Your subscription runs 12 months from payment.
- ☐ Submit for validation and wait for the StartBANK team to review and publish your profile.

STAGE 5

After registration

- ☐ Confirm your profile is published and your registration certificate is valid — buyers check for a valid certificate.
- ☐ Save your StartBANK certificate and share it proactively in tenders and prekvalifisering.
- ☐ Set renewal reminders: registration is annual, and an expired registration drops you out of buyer searches.
- ☐ Keep underlying documents current — when a skatteattest, insurance policy or firmaattest expires, update it in StartBANK so your profile stays valid.
- ☐ Maintain HMS-kort, OAR reporting and MVA filings for every active assignment, independently of StartBANK status.

Two items to confirm, not assume: the exact StartBANK annual fee (tiered — confirm with Achilles) and current HMS-kort delivery terms to non-Norwegian addresses (confirm with the card issuer). These are flagged rather than guessed.

About NorMarketing — and how we help

NorMarketing is a Norway-based consultancy that helps foreign companies — primarily Polish and other EU suppliers — qualify for, register in, and enter Norwegian supply chains.

We take foreign suppliers through exactly this stack — StartBANK registration and buyer pre-qualification, NUF & organisasjonsnummer setup, MVA / VAT-representant assessment, OAR reporting & HMS-kort, and document preparation — so you don't lose a tender to a missing certificate or an avoidable VAT-representative bill.

Get in touch with NorMarketing to scope your StartBANK and Norwegian-market readiness.

General information by NorMarketing, not legal, tax or accounting advice. Norwegian formal requirements change and individual situations differ; confirm against primary sources (Achilles/StartBANK, Skatteetaten, Altinn, Arbeidstilsynet, Brønnøysundregistrene) or seek professional advice before acting. Verified May 2026.