

## FORMATION OF A GERMAN GESELLSCHAFT MIT BESCHRÄNKTER HAFTUNG (GMBH)

### REQUIRED INFORMATION & ORDER FORM

#### Desired Company Name

<p>Please specify the desired company name and an alternative:</p> <p>You can conduct a rough check availability check here <a href="https://www.unternehmensregister.de/ureg/">https://www.unternehmensregister.de/ureg/</a></p>	<p>Preferred Choice: _____</p> <p>Alternative Choice: _____</p>
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#### Shareholder Details

Name	Address	Date of birth	% Share of Company	Passport number

#### Share Capital

<p>Please specify currency and the amount of authorized and issued share capital:</p> <p>Please note: At least 12,500 Euro of cash capital must be paid in for registration</p>	<p>The minimum authorized and issued share capital of a private limited liability company is fixed at <b>25,000 Euro</b>.</p> <p>Please specify in case you desire a higher share capital</p> <p>_____</p> <p>_____</p>
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**Planned Business Activities of the Company**

Please confirm that the Company shall be set up to:	<input type="checkbox"/> Acquire and hold assets; or <input type="checkbox"/> Carry on trading activities; or <input type="checkbox"/> Other: please specify below
What shall be the business of the Company?	<hr/> <hr/>

**Details of Director/s**

Name	Address	Date of birth	Profession & Power of Representation	Passport no.

Please note: Directors need to be citizen of an EC member state or have valid work permit

**Ancillary Services**

<p>Please confirm:</p> <p>Ongoing statutory and administrative duties include the maintenance of company registers, the communication with authorities and the preparation of an annual return in the form prescribed including submission of the said form to the financial authorities in Germany.</p>	<ol style="list-style-type: none"> <li>Shall we incorporate the Company? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>Shall we organise on-going-statutory and other administrative duties by hiring a service provider? Yes <input type="checkbox"/> No <input type="checkbox"/></li> <li>Shall we organise registered office facilities (postal, secretariat services etc) by hiring service provider? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ol> <p>Alternatively, please confirm business address: _____</p> <ol style="list-style-type: none"> <li>Shall we act as one of Directors for a transition period? Yes <input type="checkbox"/> * No <input type="checkbox"/></li> </ol> <p>* If yes, then the terms for such services must be agreed with the person acting as interim director.</p>
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**Tax Advisor / Accountant**

Please indicate any preference as regards tax advisors / accountants:	Please specify if you wish us to arrange such services <hr/> <hr/>
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**Bank**

Please indicate any preference as regards German banks:	<hr/> <hr/>
Please note: Company needs an active bank account with capital paid in for registration. This is essential for the formation of the company. Due to anti money laundering regulations bank will need to be provided with a variety of documents and verifications.	

**Instructions**

	Name	Address & E-Mail
We shall accept instructions		
from:		

The client(s) will usually be the shareholder(s) or an agent acting on their behalf.

**Client(s) Name:** \_\_\_\_\_

\_\_\_\_\_  
**Client(s) Signature(s)**

## Know Your Client and Anti-Money-Laundering Requirements

The following information and documentation will be required due to anti money laundering regulations when we provide services in connection with the incorporation of a company for foreign clients:

In respect of each shareholder, beneficial owner, director or bank signatory of the Company:	<ol style="list-style-type: none"><li>1. An apostilled copy of their respective passports – illustrating personal details and photograph; and</li><li>2. A utility bill or bank statement issued to each of them within the last three months; and</li></ol>
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If a shareholder is a company:

Apostilled copies of the certificate of incorporation and the memoranda and articles of association (or other statutory documents) of any company or other entity holding, directly or indirectly, any interest in the Company to be incorporated.