

Please return to:



DR. JENS HEINIG
NOTARY

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REQUIREMENTS FOR THE ONLINE PROCEDURE

Further information also under www.notar-heinig.de

I. Required identification documents

During the online procedure, you identify yourself electronically by reading your electronic ID and your electronically stored photo.

1. Step: Reading out the electronic ID:

The electronic ID can only be read out for the following ID documents:

German ID card, electronic residence permit or EU citizen card with activated online function and ID card PIN. If you do not (or no longer) have the PIN, you can request a new one.

or

a recognised identity document from another EU country with an electronic ID at the "high" security level.

You can check the applicability of your ID document in the notary app or at www.notar.de/online-verfahren before the online appointment.

2. Step: Reading out your electronically stored photo:

Your electronic photo can only be read out for the following ID documents:

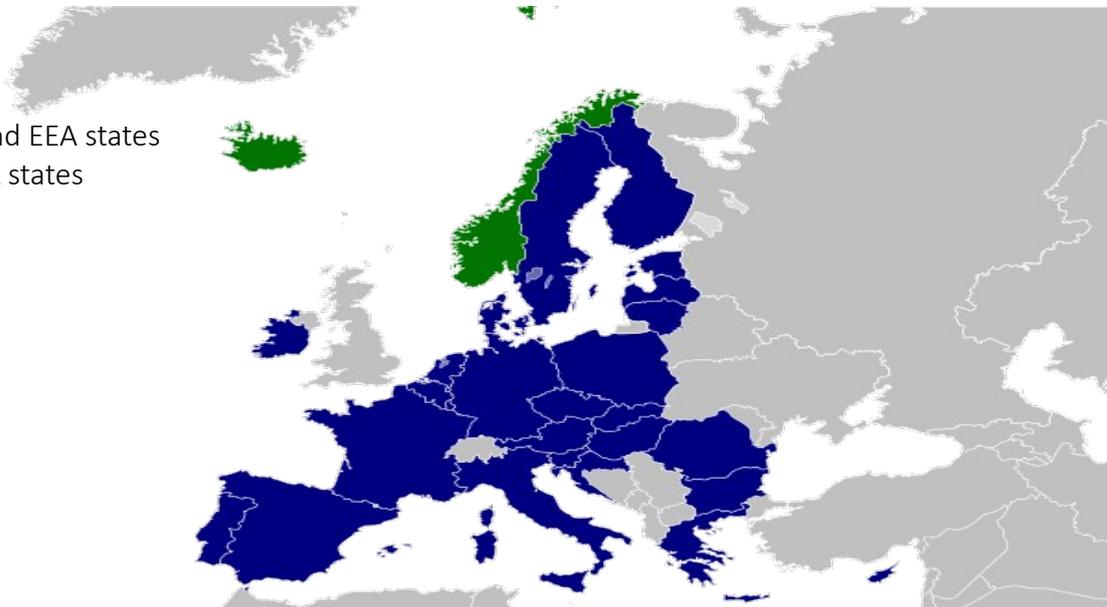
German identity card with issue date from 2 August 2021 on or German passport with electronically stored photo

or

Passport from another of the 30 EEA states as well as ID and passport documents from numerous third countries that are subject to automatic authenticity, validity and security checks by the Federal Chamber of Notaries. You can find all EEA states in the following map.

Blue = EU and EEA states

Green = EEA states



II. Technical requirements

- Computer, laptop or tablet
- Webcam (resolution at least 480p - can be achieved by any standard webcam)
- Sound/microphone (standard hardware)
- Internet connection (at least 6 Mbit/s)
- Smartphone with mobile phone reception, NFC interface, notary app and ID card app 2
(List of suitable smartphones at <https://www.ausweisapp.bund.de/mobile-geraete>)

III. Competence of the notary

Notaries may act in an online notarial procedure if they have local jurisdiction for this. They are always locally competent if there are certain points of contact in their official area (for example, in the case of a GmbH, the registered office of the company or the registered office or place of residence of a shareholder or managing director). We are responsible for the cities of Monheim on the Rhine, Langenfeld and Hilden (our official area).

- The registered office of the company or association is located in the notary's official area (Monheim on the Rhine, Langenfeld or Hilden).

or

- The residence of a shareholder or managing director of the company is located in the notary's official area (Monheim on the Rhine, Langenfeld or Hilden).

or

- The place of residence of a member of the association's board of directors is in the notary's official area (Monheim on the Rhine, Langenfeld or Hilden).