

Please return to:



**DR. JENS HEINIG
NOTARY**

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DATA FOR THE PREPARATION OF A SHARE PURCHASE AGREEMENT

Further information also under www.notar-heinig.de/unternehmenskauf/

I. Company

1. Company (name of the company):

2. Competent local court: HRB number:

3. Payment of the share capital: Full payment Half payment

II. Seller

1. Seller

Name:
First name:
Birth name:
Date of birth:
Street/No.:
ZIP Code/Place:
Phone no.:
E-Mail:

2. Seller

Name:
First name:
Birth name:
Date of birth:
Street/No.:
ZIP Code/Place:
Phone no.:
E-Mail:

German language skills: Yes No, translation

Yes No, translation

English language skills: Yes No

Yes No

Family status: unmarried married
 divorced widowed

unmarried married
 divorced widowed

only if married: Community of accrued gains

Community of accrued gains

Matrimonial regime: Separation of property
 Community of property
 Foreign regime (→ S. 3)

Separation of property
 Community of property
 Foreign regime (→ S. 3)

3. Seller

Name:
First name:
Birth name:
Date of birth:
Street/No.:
ZIP Code/Place:
Phone no.:
E-Mail:

4. Seller

Name:
First name:
Birth name:
Date of birth:
Street/No.:
ZIP Code/Place:
Phone no.:
E-Mail:

German language skills: Yes No, translation

Yes No, translation

English language skills: Yes No

Yes No

Family status: unmarried married
 divorced widowed

unmarried married
 divorced widowed

only if married: Community of accrued gains

Community of accrued gains

Matrimonial regime: Separation of property
 Community of property
 Foreign regime (→ S. 3)

Separation of property
 Community of property
 Foreign regime (→ S. 3)

III. Purchaser

1. Purchaser

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

2. Purchaser

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

German language skills: Yes No, translation

Yes No, translation

English language skills: Yes No

Yes No

Family status: unmarried married
 divorced widowed

unmarried married
 divorced widowed

only if married: Community of accrued gains

Community of accrued gains

Matrimonial regime: Separation of property
 Community of property
 Foreign regime (→ S. 3)

Separation of property
 Community of property
 Foreign regime (→ S. 3)

3. Purchaser

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

4. Purchaser

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

German language skills: Yes No, translation

Yes No, translation

English language skills: Yes No

Yes No

Family status: unmarried married
 divorced widowed

unmarried married
 divorced widowed

only if married: Community of accrued gains

Community of accrued gains

Matrimonial regime: Separation of property

Separation of property

Community of property

Community of property

Foreign regime (→ S. 3)

Foreign regime (→ S. 3)

(Please indicate any other sellers or purchasers on a separate sheet or by e-mail).

If seller or purchaser is married (even if the spouse is not involved!):

This information is important so that we can determine whether foreign matrimonial law applies. This may provide for special features that we must take into account when drafting the purchase agreement so that you can sell or acquire the shares in a legally secure manner!

Please tell us in each case in which country your habitual residence (center of life) is/was and what nationality you had/have:

Sellers:

Date of marriage of the seller 1:

(Always fill in all details for both spouses, even if only one spouse is selling!)

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 2: *(Always fill in all details for both spouses, even if only one spouse is selling!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 3: *(Always fill in all details for both spouses, even if only one spouse is selling!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 4: *(Always fill in all details for both spouses, even if only one spouse is selling!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Purchasers:Date of marriage of the purchaser 1: *(Always fill in all details for both spouses, even if only one spouse is purchasing!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 2: *(Always fill in all details for both spouses, even if only one spouse is purchasing!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 3: *(Always fill in all details for both spouses, even if only one spouse is purchasing!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 4: *(Always fill in all details for both spouses, even if only one spouse is purchasing!)*

Name	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

IV. Purchase price

Amount of the purchase price (total):	EUR	<input type="text"/>
How much does seller 1 receive?	EUR	<input type="text"/>
How much does seller 2 receive?	EUR	<input type="text"/>
How much does seller 3 receive?	EUR	<input type="text"/>
How much does seller 4 receive?	EUR	<input type="text"/>

Account details of the seller

Seller 1:	IBAN:		Bank:	
Seller 2:	IBAN:		Bank:	
Seller 3:	IBAN:		Bank:	
Seller 4:	IBAN:		Bank:	

Desired date of purchase price payment:

Should the shares be transferred immediately on the notarization date or only as soon as the purchase price has been paid? immediately only after payment of the purchase price

V. Sold shares**Shares sold** by the seller

Seller 1:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold? EUR	<input type="text"/>	
Seller 2:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold? EUR	<input type="text"/>	
Seller 3:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold? EUR	<input type="text"/>	
Seller 4:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold? EUR	<input type="text"/>	

VI. Further changes to the company**Recall of managing director:****1. Recalled managing director**

Name:

First name:

2. Recalled managing director

Name:

First name:

New managing director**1. Newly appointed managing director**

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

2. Newly appointed managing director

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Power of representation:

- authorized sole representative
- jointly authorized to represent

Power of representation:

- authorized sole representative
- jointly authorized to represent

Exemption from § 181 BGB (self-dealing)?

- Yes No

Exemption from § 181 BGB (self-dealing)?

- Yes No

