Poststraße 6 . 40789 Monheim on the Rhine . TEL 02173 / 399591-0 • FAX 02173 / 399591-11 • info@notar-heinig.de 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: $\square$ HRB number:
3. Payment of the share capital: O Full payment O Half payment

## II. Seller

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

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\section*{2. Seller} |  | $\square$ |
| :--- | :--- |
| Name: |  |
| First name: | $\square$ |
| Birth name: | $\square$ |
| Date of birth: | $\square$ |
| Street/No.: | $\square$ |
| ZIP Code/Place: |  |
| Phone no.: |  |
| E-Mail: |  |
|  |  |

German language skills: O Yes O No, translation English language skills: O Yes O No

Familiy status: O unmarried O married O divorced O widowed
only if married: O Community of accrued gains
Matrimonial regime:
O Separation of property
O Community of property
O Foreign regime $(\rightarrow$ S. 3)

O Yes O No, translation
O Yes O No

O unmarried O married
O divorced O widowed
O Community of accrued gains
O Separation of property
O Community of property
O Foreign regime $(\rightarrow$ S. 3)
3. Seller

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

## 4. Seller

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


| German language skills: O Yes O No, translation | O Yes O No, translation |
| :--- | :--- |
| English language skills: O Yes O No | O Yes O No |
| Familiy status: O unmarried O married |  |
| O divorced O widowed | O unmarried O married |
| only if married: $\quad$ O community of accrued gains | O community of accrued gains |
| Matrimonial regime: O Separation of property | O community of property |
|  | O Foreign regime $(\rightarrow$ S.3) |

## III. Purchaser



German language skills: O Yes O No, translation
English language skills: O Yes O No

Familiy status: O unmarried O married
O divorced $O$ widowed


O Yes O No, translation
O Yes O No

O unmarried $O$ married
O divorced $O$ widowed

O Community of accrued gains
O Separation of property
O Community of property
O Foreign regime $(\rightarrow$ S. 3)


German language skills: $\bigcirc$ Yes $\bigcirc$ No, translation

English language skills: ○ Yes ○ No

Familiy status: $\bigcirc$ unmarried $\bigcirc$ married O divorced $\bigcirc$ widowed
4. Purchaser

Name:
First name: Birth name: Date of birth: Street/No.: ZIP Code/Place: Phone no.: E-Mail: $\square$
$\bigcirc$ Yes $\bigcirc$ No, translation
$\bigcirc$ Yes $\bigcirc$ No

O unmarried $\bigcirc$ married
O divorced $\bigcirc$ widowed
only if married: $\quad$ Community of accrued gains
Matrimonial regime: $\bigcirc$ Separation of property
O Community of property
O Foreign regime ( $\rightarrow$ S. 3)

O Community of accrued gains
O Separation of property
O Community of property
O Foreign regime $(\rightarrow$ 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 |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

## Purchasers:

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

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

| Name |  |  |
| :--- | :--- | :--- |
| Habitual residence <br> at the time of marriage |  |  |
| Habitual residence <br> now |  |  |
| Nationality <br> at the time of marriage |  |  |
| Nationality <br> now |  |  |

## IV. Purchase price

| Amount of the purchase price (total): | EUR |
| :--- | :--- |
| How much does seller 1 receive? | EUR |
| How much does seller 2 receive? | EUR |
| How much does seller 3 receive? | EUR |
| How much does seller 4 receive? | EUR |

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: $\square$
Should the shares be transferred immediately on the notarization date or only as soon as the purchase price has been paid? O immediately O 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? | \% |
| :---: | :---: | :---: |
|  | What amount of the share capital is sold? EUR |  |
| Seller 2: | What percentage of the company's share capital is sold? | \% |
|  | What amount of the share capital is sold? EUR |  |
| Seller 3: | What percentage of the company's share capital is sold? | \% |
|  | What amount of the share capital is sold? EUR |  |
| Seller 4: | What percentage of the company's share capital is sold? | \% |
|  | What amount of the share capital is sold? EUR |  |

## VI. Further changes to the company

## Recall of managing director:

## 1. Recalled managing director

| Name: |  |
| :--- | :--- |
| First name: | $\square$ |
|  |  |

## New managing director

1. Newly appointed managing director


## Power of representation:

O authorized sole representative
O jointly authorized to represent

Exemption from § 181 BGB (self-dealing)?
O Yes O No

## 2. Recalled managing director

 Name:First name:
$\square \mid$
2. Newly appointed managing director

|  |  |
| :--- | :--- |
| Name: |  |
| First name: |  |
| Birth name: |  |
| Date of birth: |  |
| Street/No.: |  |
| ZIP Code/Place: |  |
|  |  |

Power of representation:
O authorized sole representative
O jointly authorized to represent

Exemption from § 181 BGB (self-dealing)?
O Yes O No

## Amendment to the articles of association:

| New company name: |  |  |  |
| :--- | :--- | :---: | :---: |
| New seat: |  |  |  |
| New business address: |  |  |  |
| New object: |  |  |  |
|  |  |  |  |

Please also let us know whether you plan an "economical restablishment". This would be the case if the company has been inactive recently and business operations are now being resumed.

Economical restablishment: O Yes O No

## Possible special features:

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Draft fees confirmed
The preparation of a draft by the notary is of course subject to a fee. If the notarization is not carried out, the notary is legally obliged to charge statutory fees. I am aware of this and hereby confirm it.

Notaries are obligated parties under the Money Laundering Act (GwG). They must therefore determine the beneficial owners of companies for certain transactions (§ 10 para. 1 no. 2 GwG ). Please submit a completed questionnaire on the beneficial owners of the company.


