

Please return to:



DR. JENS HEINIG  
NOTARY

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## DATA FOR THE PREPARATION OF A GMBH OR UG FORMATION

Further information also under [www.notar-heinig.de/gmbh-gruendung/](http://www.notar-heinig.de/gmbh-gruendung/)

Call from:   Meeting from:  Clerk:

### I. Company

1. Company (name of the company):
2. Subject (activity of the company):
3. Seat: a) Street/No.:  b) ZIP Code/Place:
4. Share capital
  - a) Height: €
  - b)  Full payment OR  Half payment *(not when using the sample protocol!)*
  - d) Contribution of tangible assets, etc. and declaration of value: *(not when using the sample protocol!)*  
 yes  no Value: €   
*if yes: Non-cash foundation report  should create notary  create shareholders themselves  
(Please enclose a list of material goods etc. to be brought in!)*
5. Business year:  equals calendar year  Variation, namely   
*(not when using the sample protocol! Deviation please coordinate with the responsible tax office beforehand!)*
6. regular articles of association or sample protocol?  Regular statutes (recommendation!)  Sample protocol  
*(ATTENTION: In the sample protocol many important regulations are missing, in particular in case of several shareholders!)*

In order to speed up your registration, please coordinate the company name and subject matter as well as any trade or craft licensing requirements with the responsible Chamber of Industry and Commerce and, if applicable, the responsible Chamber of Crafts before notarization. Thank you!

### II. Shareholder

You can find the responsible IHK here!

#### 1. Shareholder

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

Share:  %

Family status:  unmarried  married  
 divorced  widowed

only if married:  Community of accrued gains  
 Separation of property  
Matrimonial regime  Community of property  
 Foreign regime (> S. 2)

#### 2. Shareholder

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

Share:  %

unmarried  married  
 divorced  widowed

Community of accrued gains  
 Separation of property  
 Community of property  
 Foreign regime (> S. 2)

**If partner married (even if the spouse does not cooperate!):**

*This information is important so that we can determine whether foreign marriage law applies. This may provide for special features which we must take into account during the formation so that you can participate in the company in a legally secure manner!*

Date of marriage Shareholder 1:  Date of marriage Shareholder 2:

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

	1. Shareholder	Spouse	2. Shareholder	Spouse
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*(If necessary, please indicate further shareholders like 1. and 2. on a separate sheet or by e-mail!)*

**III. Managing Director**

is/are  all / the only shareholder  only shareholder No.   
 also the following persons:  only the following persons:

*(If identical with shareholder(s), you can leave the following fields blank. ATTENTION: Only one managing director is permissible when the company is founded with a sample protocol!)*

**1. Managing Director**

Name:	<input type="text"/>
First name:	<input type="text"/>
Birth name:	<input type="text"/>
Date of birth:	<input type="text"/>
Street/No.:	<input type="text"/>
ZIP Code/Place:	<input type="text"/>
Phone no.:	<input type="text"/>
E-Mail:	<input type="text"/>

**2. Managing Director**

Name:	<input type="text"/>
First name:	<input type="text"/>
Birth name:	<input type="text"/>
Date of birth:	<input type="text"/>
Street/No.:	<input type="text"/>
ZIP Code/Place:	<input type="text"/>
Phone no.:	<input type="text"/>
E-Mail:	<input type="text"/>

In the event that you appoint more than one managing director:

Should the managing director(s)

always represent alone OR  only together with another managing director/authorized signatory?

be exempt from the restrictions of § 181 BGB?  Yes  No

Draft to:  Shareholder  Tax consultant

Notarization date:  on   to be agreed

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.*

Reset entries

You can calculate the notary fees here!

## Warning

The state justice administrations and the Federal Ministry of Justice warn against- sometimes misleading- offers, payment requests and invoices that do not originate from justice authorities in connection with the online services and announcements in the justice portal of the federal and state governments.

Recently, there has been an increase in cases in which various companies offer "services" such as entry in non-official registers or similar- sometimes using letters designed to look like official letters or protected domain names (e.g. [www.handelsregisterbekanntmachungen.de](http://www.handelsregisterbekanntmachungen.de)). In some cases, requests for payment are simply sent for entries already made in official registers.

The offers, requests for payment or invoices and remittance slips from these companies sometimes give the impression of official forms and sometimes also contain a warning. However, such letters do not have any legal effect on their own and do not constitute a payment obligation towards the issuer. The rejection of these offers has no effect on the legal effect of the official publications.

You can find a list of secure IBANs [here!](#)