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IN WHICH CASES CAN I USE THE ONLINE PROCEDURE?

You can **currently** use the online procedure in the following cases:

1. formation of a GmbH in cash or in kind
2. cash formation of a UG (limited liability)
3. formation of GmbHs/UGs also with a premium in kind
4. unanimous shareholder resolutions on amendments to the articles of association, including capital increases
5. takeover declarations for capital increases
6. powers of attorney (notarization only) and subsequent approvals (notarization only)
7. all commercial register applications
8. all partnership and cooperative register applications
9. all association register applications

WHEN IS THE NOTARY IN MONHEIM ON THE RHINE RESPONSIBLE FOR THE ON- LINE PROCEDURE?

The notary in Monheim on the Rhine may only act in an online procedure if there is a local point of contact in his official area - **Monheim on the Rhine, Langenfeld, Hilden.**

A local connecting factor exists if

1. the **registered office of the company/sole trader/association** *or*, in the case of foreign traders/companies, the registered office/domestic business address of a branch office is located in the official area
or
2. the **place of residence of a managing director or member of the management board** is in the area of office
or
3. the **(residential) domicile of a shareholder** is located in the official area.

WHICH IDENTIFICATION DOCUMENTS DO I NEED FOR THE ONLINE PROCEDURE?

In the online procedure, you go through two steps with regard to your ID cards:

The **first step** is to read the electronic ID. The **second step** is to read the electronically stored photo.

ID document required for the first step:

You will need a German identity card, electronic residence permit or EU citizen card with activated online function, together with your ID PIN.

You can also use certain ID documents from Belgium, Estonia, Italy, Croatia, Latvia, Lithuania, Luxembourg, the Netherlands, Portugal, Slovakia, Spain and the Czech Republic. You can test the suitability of your ID documents in advance in the notary app. The notary app is available free of charge in the Google Play Store or the App Store.

ID document required for the second step:

For this you need a German identity card with an issue date from the 2nd day of August 2021, a valid German passport or a valid electronic residence permit.

You can also use passports from another of the 30 EEA states as well as ID and passport documents from numerous third countries that have undergone an automated authenticity, validity and security check by the Federal Chamber of Notaries. You can call the technical support hotline of the Bundesnotarkammer (telephone 0800 - 3550 300) to find out whether your specific document can be used for the second identification step.

If you are **personally known** to the notary and have already been identified previously, we can dispense with a photo comparison (step 2). However, we always require the eID (step 1).

WHAT HARDWARE DO I NEED FOR THE ONLINE PROCEDURE?

You will need the following devices:

- Computer, laptop or tablet with Internet connection (at least 6 Mbit/s)
- Webcam (resolution at least 480p - can be achieved by any standard webcam)
- Sound/Microphone
- Smartphone with mobile phone reception and NFC interface. NFC interfaces have been installed as standard in most smartphones since 2015.

You can find a list of suitable smartphones at <https://www.ausweisapp.bund.de/mobile-geraete>.

WHICH SOFTWARE

You need the following software on your devices:

DO I NEED FOR THE ONLINE PROCEDURE?

- Internet browser on your computer, laptop or tablet
- Notary app on your smartphone
(**Important note:** When creating a process in the notary app, "**Participant**" must be selected. If "Third party" is selected, the eID will not be read in the appointment and a new process must be created).
- AusweisApp2 on your smartphone

The notary app and the AusweisApp2 are available to download free of charge from the Google Play Store or the App Store.

HOW DO I MAKE AN APPOINTMENT FOR THE ONLINE PROCEDURE?

As soon as you have received the draft for your online procedure from us and agree with the draft, you are welcome to make an appointment with the office by telephone at

02173 - 39 95 91 - 30 (Verena Bundus)

02173 - 39 95 91 - 27 (Paul Göde)

02173 - 39 95 91 - 31 (Janine Dornseifer)

02173 - 39 95 91 - 17 (Annette Komorowski).

Our notary program gives us access to the data you have entered in the notary app. You can also send us all the necessary data by e-mail.

We will then send you another appointment confirmation, which you must confirm in the notary app **within 48 hours**. We will also send you an invitation link by e-mail before the online appointment.

HOW DOES THE APPOINTMENT WORK?

Identification through identity documents:

For notarizations and certifications, the notary obtains certainty about the person of the parties involved by means of an electronic proof of identity (so-called eID) and a photograph transmitted to him electronically. Technically, these determinations are made during the video conference using the "eID & photo" button.

Notarization:

During the video conference, the notary will make the documents available to you as a PDF file. As soon as all parties have opened the documents, the notary reads them out as in a regular notarization. If changes need to be made to the documents, the notary will transfer them to a Word file, which will be converted into a PDF file and which the notary will in turn make available to you during the video conference.

Sign documents (electronic signature):

For online notarization and online authentication, qualified electronic signatures take the place of signatures. At the end of the video conference, you will receive a TAN (six-digit number used as a unique password) on your smartphone. You will be asked to enter the TAN. As soon as you have entered the TAN, the documents are signed by you (i.e. electronically signed).

Mixed procedures are also possible, in which individual parties are physically present at the notary's office and other parties are connected via video communication.

Final message:

As soon as we have duly completed the entry in the register and the notary has checked this again, we will inform you of the successful completion of the procedure by means of a push notification.

As usual, we will also send you copies of the electronic documents and register extracts as soon as the relevant entries have been made in the register.

WHAT DOES THE ONLINE PROCEDURE COST?

Additional fees are charged for the online procedure, which are not incurred for a regular notarization in a face-to-face appointment. The fee for online notarization is **€ 25.00 per online notarization** and the fee for online authentication is **€ 8.00 per online authentication**, plus 19 percent VAT in each case.

CAN I STILL VISIT THE NOTARY IN PERSON?

The online procedure is an additional option. Of course, you can still obtain notarial advice locally and you can still come to our office in person. We will be happy to advise you on any questions you may have - online and offline!