Notary Paul Naacke, Naacke & Tholl Partnerschaft von Rechtsanwälten mbB
Uhlandstraße 161, 10719 Berlin
Tel: 030/8871 963-30, Fax: 030/-59
E-Mail: notare@naacke-tholl.de

# Data sheet for the preparation of a GmbH purchase agreement

The following checklist helps us to prepare for the notarization. You will find out what data we need in order to prepare the draft for notarization. It may also provide you with suggestions for drafting the contract. Please enter the data as completely as possible.

## 1. Society

| **Data Company** | |
|---|---|
| Name of the company (company) | |
| Commercial Register/No. | Local court _____ HRB _____ |
| Registered office (location) | |
| Domestic address (street, HS no., zip code, town) | |
| Telephone | |
| E-mail or fax | |
| Purchase price | Euro _____ |
| Real estate available? | O No / O Yes: O Property O Condominium<br>Document (address): |

## 2. Shareholder (seller)

| **Shareholder data** | Shareholder 1A | Shareholder 2A |
|---|---|---|
| Name | | |
| First names | | |
| Birth name | | |
| Place of birth | | |
| Date of birth | | |
| Address (street, HS no., zip code, town) | | |
| Share amount | € _____ | € _____ |
| Telephone | | |
| E-mail or fax | | |
| Nationality | | |
| Married to? | | |
| Marriage contract? Matrimonial | | |
| Tax ID no. | | |

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## 3. shareholder (buyer)

| **Shareholder data** | Shareholder 1N | Shareholder 2N |
|---|---|---|
| Name | | |
| First names | | |
| Birth name | | |
| Place of birth | | |
| Date of birth | | |
| Address<br>(street, HS no., zip code, town) | | |
| Share amount | € _____ | € _____ |
| Telephone | | |
| E-mail or fax | | |
| Nationality | | |
| Married to | | |
| Marriage contract? Matrimonial | | |
| Tax ID no. | | |

## 4th managing director new

(if identical with shareholder, please write "see shareholder __" instead of name and only fill in the power of representation)

| **Data Managing Director** | Managing Director 1 | Managing Director 2 |
|---|---|---|
| Name | | |
| First names | | |
| Birth name | | |
| Place of birth | | |
| Date of birth | | |
| Address<br>(street, HS no., zip code, | | |
| Telephone | | |
| E-mail or fax | | |
| Power of representation<br>(usually check both boxes, mandatory for 1-person GmbH) | ○ always individually<br>○ exempt from § 181 BGB | ○ always individually<br>○ exempt from § 181 BGB |

| **Please send draft to** | |
|---|---|
| all shareholders | by post ○ by e-mail ○ by fax |
| all managing directors | by post ○ by e-mail ○ by fax |

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| | |
|---|---|
| to _____ | ○ by post ○ by e-mail ○ by fax<br>at the address/fax no<br>.: |

**Other wishes:**

_____
_____
_____
_____

All parties involved agree that correspondence and drafts will be sent by email in unencrypted form. The notary is hereby commissioned to prepare and send a draft. The preparation of the draft incurs costs which are not usually invoiced separately in the event of subsequent notarisation, as they are covered by the costs of notarisation.

Other remarks:

Signature)

Please complete this form as far as possible and send it to:

**Naacke & Tholl Part. v. Attorneys at Law mbB**

**Notary Paul Naacke**

**Uhlandstraße 161, 10719 Berlin**

**Tel: 030/8871 963-30, Fax: 030/-59**

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You will receive the requested drafts shortly.

Please call my office to arrange a notarization appointment.

Yours sincerely

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Paul Naacke, Notary