Notary Paul Naacke, Naacke & Tholl Part. v. Rechtsanwälten mbB
Uhlandstraße 161, 10719 Berlin
Tel: 030/88 71 963-30, Fax: 030/88 71 963-59
E-Mail: notare@naacke-tholl.de

Data sheet for preparing the formation of a GmbH or UG

The following checklist helps us to prepare for the notarisation. You will find out what data we need in order to prepare the draft for notarisation. 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)	
Object	
Registered office (location)	
Domestic address (street, HS no., postcode, town)	
Telephone	
E-mail or fax	
Share capital	○ € 25,000 or ○ € _____
Cash or non-cash foundation (UG: only cash foundation)	○ Cash foundation (recommended) ○ foundation in kind, is contributed: _____
Deposit amount	○ Full payment or ○ Half payment (GmbH only)

2. Shareholder (founder)

Shareholder data	Shareholder 1	Shareholder 2
Name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (street, HS no., postcode,		
Share amount	€ _____	€ _____
Telephone		
E-mail or fax		
Nationality		
Married?	O Yes; O No	O Yes; O No
Matrimonial property regime?	Marriage contract O Yes; O	Marriage contract O Yes; O

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Shareholder data	Shareholder 3	Gesellsch. 4 (not for UG)
Name		
First names		
Place of birth		
Birth name		
Date of birth		
Address (street, HS no., postcode,		
Share amount	€ _____	€ _____
Telephone		
E-mail or fax		
Nationality		
Married?	O Yes; O No	O Yes; O No
Matrimonial property regime?	Marriage contract O Yes; O	Marriage contract O Yes; O

3. Managing Director

(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	Business f. 2 (not for UG)
Name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (street, HS no., postcode,		
Telephone		
E-mail or fax		
Authorisation to represent (usually tick both boxes, mandatory for 1-personGmbH)	○ always individually ○ exempt from § 181 BGB	○ always individually ○ exempt from § 181 BGB

Please send draft to	**With costs!**
all shareholders	by post ○ by e-mail ○ by fax
all managing directors	by post ○ by e-mail ○ by fax
to _____	○ by post ○ by e-mail ○ by fax at the address/fax no .:

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If you would like a preliminary statement from the IHK, I would like to point out as a precaution that processing fees of **€ 45.00 plus VAT** will be charged**.** Two desired names/company names and company objects can be requested in the preliminary statement.

I would like to receive a preliminary opinion from the IHK for a fee:

○ yes ○ no

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.

(Signature)

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

Naacke & Tholl Part. v. Attorneys at Law mbB
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You will receive the requested drafts shortly.

Please contact my office by telephone to arrange a notarisation appointment.

Yours sincerely

Paul Naacke, Notary