

## GMBH – GERMANY

We require the following information for the purchase of a company. Please fill out the questionnaire below and return it to us. If you need any assistance need with this form, please contact us. Please note that some additional details remain obligatory even after the acquisition of your company, including registration to the Transparency Register and the Tax Office. You can find out more in our additional information or simply book our additional services.

**Email** [reservation@foris.com](mailto:reservation@foris.com)

**Fax** +49 228 95750-87

**Address** FORIS Gründungs GmbH, Kurt-Schumacher-Straße 18 – 20, 53113 Bonn, Germany

**Website** [www.foris.com](http://www.foris.com)

Sending this form will also contain your personal data, which will be stored and used to process the sale. You can view our full Privacy Policy at <https://www.foris.com/datenschutz.html>.

### I. INFORMATION ON PURCHASER(S)

If there are multiple purchasers, please enter the desired shareholdings in the limited liability company (GmbH) as a percentage. If there are more than three purchasers, please use a copy of this page and adjust the numbering of the purchasers accordingly.

#### 1. Purchaser

Mr  Ms  Company

Surname, first name or company

Street, house number

Postal code, town/city

Date of birth/court of registration, registration number (company)

Nationality/legal representative (company)

Email address

Telephone number

Desired shareholding (%)

How did you find out about us?

#### 2. Purchaser

Mr  Ms  Company

Surname, first name or company

Street, house number

Postal code, town/city

Date of birth/court of registration, registration number (company)

Nationality/legal representative (company)

Email address

Telephone number

Desired shareholding (%)

#### Required documents as per the Money Laundering Act (GwG)

Please note: If you can demonstrate that your legal or tax adviser has carried out a check in accordance with the GwG, we do not need any additional documents. However, your adviser must confirm this. Otherwise, we require the following documents:

Copy of personal identity document

is enclosed  will be provided before purchase

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is enclosed  will be provided before purchase

Commercial Register and Transparency Register extract, in addition to identity document copies of economic beneficiaries (for companies)

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## II. FUTURE COMPANY AND BUSINESS ADDRESS OF THE GMBH

Future name of the company

Street, house number

Postal code, town/city

Future business purpose

## III. DETAILS OF FUTURE MANAGEMENT

1. Managing Director

2. Managing Director

Surname, first name

Surname, first name

Place of residence

Place of residence

Postal code, town/city

Postal code, town/city

Date of birth

Date of birth

Nationality

Nationality

Email address

Email address

Telephone number

Telephone number

Sole power of representation  yes  no

Sole power of representation  yes  no

Exemption of Section 181, German Civil Code (BGB)  yes  no

Exemption of Section 181, German Civil Code (BGB)  yes  no

## IV. INFORMATION ON THE POWER OF ATTORNEY AGENT

FORIS Gründungs GmbH, which acts as the seller, will not attend the appointment before the notary to certify the deed of sale and assignment, and instead will be represented by the power of attorney agent(s) to be listed here. This agent may be you or a third party designated by you. Please enter the information about the person to whom we should grant the corresponding power of attorney.

Surname, first name

Street, house number

Date of birth

Postal code, town/city

## V. ACCOUNT

### Note on Bank account models:

Please note: You already made this selection when reserving your company. We would simply like to give you some additional information.

#### 1. Transferable bank account

A transferable bank account is an account with a German bank that belongs to the company and can be transferred to the purchaser after the sale and the legitimation of the new economic beneficiaries and management board has taken place. Please note that the legitimation process is generally a requirement at any bank in Germany to prevent money laundering, even in the case of a transfer of a pre-existing account. If you have previously had difficulties being accepted by a bank in Germany, it will most likely be similar with this transferable account too. We will be happy to support you with the required information, however.

#### 2. Order cheque process

In an 'order cheque process', the company's share capital is deposited into a bank account in full and cannot be taken from the account after the sale of the company. In this process, the purchaser receives a check for the amount of the share capital following the notarisation of the purchase agreement, which he/she can pay into a newly opened account at a bank of his/her choice.

## VI. NOTARY

The following notary has already been selected:

Surname, first name

Law firm/notary

Street, house number

Postal code, town/city

Telephone

Email address

I would like to ask for suggestions for a notary in

Town/city

## VII. CONTACT PERSON FOR THIS ACQUISITION PROCESS

Information only relevant for the following occupations:

Lawyer       Notary       Tax adviser

Surname, first name

Law firm/notary/company

Street, house number

Postal code, town/city

Telephone

Email address

How did you find out about us?

### Risk analysis as per Section 5, Money Laundering Act (GwG)

I am an obliged person (lawyer, notary, tax adviser or similar) under Section 2 of the GwG. I hereby confirm that I have executed a risk analysis of the purchasers/economic beneficiaries in accordance with Section 5 of the GwG and identification/survey as per Section 11(4) and Section 8(2) of the GwG, and that the result of these did not prevent adopting me from the mandate. The relevant documents will be provided on request.

## VIII. THE “COMFORT PLUS” SERVICE PACKAGE – optional and non-binding

When it comes to founding or buying a company in Germany, you need to plan carefully and consider all the legal, tax and economic aspects. Buying a pre-existing and unencumbered limited liability company significantly reduces your level of risk and saves you time. However, there is more to acquiring an operational business than just buying the company. You also need to take further important considerations and numerous official notifications into account.

We are happy to use our “ComfortPlus” services package to support you with your upcoming tasks and required notifications, as well as help you get things off to a smooth and prompt start. That way, you can get your business off the ground even faster and start earning money.

- › Notarial mediation
- › Registering your company for tax/obtaining a tax ID number or VAT identification number
- › Notifying the Transparency Register (UBO Register)
- › Transparency Register extract (UBO Register extract)
- › Forms and explanations for registering your commercial licence

Yes, I would like to be sent more information. Please contact me.

No, I do not require any further assistance.

## IX. OTHER COMMENTS

### Data processing

- Yes, in the interests of a swift, smooth process, I consent to the details in the questionnaire, in addition to the identity documents of purchasers, being sent to the **certifying notary as well as to the bank keeping the account** to legitimise the new designated authorities and to transfer the bank account as soon as possible.
- Yes, I accept that, by sending the form, my personal data will be transferred, stored, and used to process the contract on the reservation/purchase of a shelf company. The personal data of third parties provided in the questionnaire will also be stored for the purposes of processing the contract. You can view our full Privacy Policy at <https://www.foris.com/datenschutz.html>.
- Promotional use: I would also like to receive information and news from FORIS (FORIS AG/FORIS Gründungs GmbH) about current and/or new services in the future. This information will not be sent more than four times a year. I agree to my personal data being stored and my email address in particular being used for this purpose. This consent can be revoked at any time with future effect, e.g. by sending an email to [info@foris.com](mailto:info@foris.com).

Town/city, date

Signature

Name in block capitals

### CONTACT

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