

In order to avoid data loss, we recommend you save the file on your computer and fill it out there.

Order for foundation of a German limited liability company GmbH

Client (Invoice recipient):

| | | |
|---|--|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | First and middle names according ID document | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Nationality | Passport number | Place of birth |
| <input type="text"/> | | |
| Street and house number of the registration address | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Zip code | City of the registration address | Country (if not Germany) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Landline telephone | Fax if available | |
| <input type="text"/> | <input type="text"/> | |
| Cellphone | E-mail address | |
| <input type="text"/> | <input type="text"/> | |

If the client is a legal entity (e.g. company), please enter here the person authorised to sign and enter the organisational data into the Notes field at the end of the form.

If different from the client, who will be the shareholder:

| | | |
|---|--|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | First and middle names according ID document | Date of birth |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Nationality | Passport number | Place of birth |
| <input type="text"/> | | |
| Street and house number of the registration address | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Zip code | City of the registration address | Country (if not Germany) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Landline telephone | Fax if available | |
| <input type="text"/> | <input type="text"/> | |
| Cellphone | E-mail address | |
| <input type="text"/> | <input type="text"/> | |

If the shareholder is a legal entity (e.g. company), please enter here the person authorised to sign and enter the organisational data into the Notes field at the end of the form. The same procedure applies if additional shareholders are to be specified.

Requested configuration and registered office:

Desired name of the GmbH (corporate name)

What activity will the GmbH undertake (business purpose):

The share capital of the company shall be: € (min. € 25,000)

The paid-up capital stock shall be: € (min. 50% of the share capital)

The GmbH registered office in Berlin with extended service is rented:
Rent € 350 plus VAT per month, monthly cancellation possible.
The rent will be settled directly between your company and the landlord.

Otherwise the registered office is at:

Street and house number

Zip code City in Germany

Managing Director:

The client (see above) becomes managing director

Otherwise the managing director shall be:

Surname First and middle names according ID document Date of birth

Nationality Passport number Place of birth

Street and house number of the registration address

Zip code City of the registration address Country (if not Germany)

Landline telephone Fax if available

Cellphone E-mail address

Notes or additional information:

I hereby instruct the Foundation of a GmbH according to German law at a price of € 1,340.00 plus VAT (gross **€ 1,594.60**) with the following services:

- Preparation and execution of the formation formalities including notary appointment
- Application for registration in the commercial register by the notary
- Preparation and support in opening the business account
- Assistance with the tax registration of the company
- Assistance with the company's business registration at the trade office
- Rent of the registered office (if commissioned)

I have transferred the fee for the package in the amount of € 1,594.60 to the following account:

Bank: Landesbank Berlin
Account holder: SiBa Wirtschaftskanzlei GmbH
IBAN: DE60 1005 0000 0190 8380 35
BIC/Swiftcode: BELADEVXXX

General Terms and Conditions for the Foundation Service

After the opening of the company account, the client (or shareholder) has to pay in the share capital according to the order (at least € 12,500) upon request.

The services of SiBa Wirtschaftskanzlei GmbH relate exclusively to the formation of the company. Additional services (such as consulting) are only owed upon separate written agreement. For legal reasons, neither legal nor tax advice may be given. If a special motivation or purpose is pursued, a lawyer or tax advisor should be consulted.

The incorporation fee does not include notary fees and registration fees (commercial register, business registration).

I am aware that you will only start providing your service after receipt of the package price.

After the prerequisites have been met (including complete receipt of payment, submission of identification documents, power of representation, ownership and control structure, information on money laundering prevention and submission of all other information and documents that may be requested by the notary), SiBa Wirtschaftskanzlei GmbH will execute the order or part of the order for which the requirements are met, within 10 working days except Saturday.

I hereby authorise you to instruct the notary selected by you to draw up all necessary deeds (including incorporation, company registration) on my behalf. I am aware that the notary will charge a drafting fee even if no notarial deed is executed through my fault. I agree that you may then settle this fee from the package fee paid by me and that you will then no longer reimburse me for this portion.

I have received and read the cancellation policy of SiBa Wirtschaftskanzlei GmbH:
<https://siba-wirtschaftskanzlei.de/pdf/en/withdrawal.pdf>

I agree and expressly request that SiBa Wirtschaftskanzlei GmbH already begins with the commissioned service before the end of the cancellation period. I am aware that I lose my right of withdrawal upon complete fulfilment of the contract by SiBa Wirtschaftskanzlei GmbH. I am aware that I owe an appropriate amount according to § 357a (2) of the German Civil Code (BGB) for the service provided by SiBa Wirtschaftskanzlei GmbH if I exercise the right of revocation after I have expressly requested SiBa Wirtschaftskanzlei GmbH to begin the service before the end of the revocation period.

I am aware that there is no right of revocation for the notarial contracts and certifications to be concluded in this context (§ 312g (2) 13 BGB).

Neither the client nor any other party involved, or their beneficial owner is a politically exposed person, a family member of a politically exposed person or a closely related to politically exposed person.

The place of jurisdiction is Berlin (Germany) if the client is a merchant or a legal entity under public law or a special fund under public law or if he does not have a permanent residence in Germany, or the Client has moved its place of residence or habitual residence abroad after these GTC have come into effect or if the place of residence or habitual residence is unknown at the time the action is brought.

| | |
|---|--------------------|
|  Place and Date | <hr/> Signature |
|---|--------------------|

Please send the signed form by E-Mail to post@siba-wirtschaftskanzlei.de
or by fax to +49 30 77 00 600 89