

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 Trust-GmbH German limited liability company

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, for which person should the trustee hold the shares:

<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 trustor 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 trustors are to be specified.

Requested configuration and registered office:

[Redacted]

Desired name of the GmbH (corporate name)

What activity will the GmbH undertake (business purpose):

[Redacted]

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:

[Redacted]

Street and house number

[Redacted]

[Redacted] [Redacted]

Zip code City in Germany

Managing Director:

I commission a trustee managing director (fee see below)

The client (see above) becomes managing director

Otherwise the managing director shall be:

[Redacted] [Redacted] [Redacted]

Surname First and middle names according ID document Date of birth

[Redacted] [Redacted] [Redacted]

Nationality Passport number Place of birth

[Redacted]

Street and house number of the registration address

[Redacted] [Redacted] [Redacted]

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

[Redacted] [Redacted]

Landline telephone Fax if available

[Redacted] [Redacted]

Cellphone E-mail address

Notes or additional information:

I hereby order the Trust-Foundation-GmbH package 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
- Position of the trustee shareholder for the company
- Position of the trustee managing director for the company (if commissioned)
- Preparation and opening of the business account by the managing director
- 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 price in the amount of € 1,594.60 to the following account:

Bankverbindung: Landesbank Berlin
Kontoinhaber: SiBa Wirtschaftskanzlei GmbH
IBAN: DE60 1005 0000 0190 8380 35
BIC/Swiftcode: BELADEBEXX

General Terms and Conditions for the Trust Service

The monthly fee for the trustee shareholder is **€ 250** plus VAT (gross **€ 297,50**) and is settled directly between the client (or trustor resp.) and the trustee.

The monthly fee for the trustee managing director (if commissioned) is agreed with the client and the managing director as follows and amounts to **€ 1,250** plus VAT and will be settled directly with your company.

After the opening of the company account, the client (or trustor resp.) has to pay in the share capital of € 25,000 upon request.

The services of SiBa Wirtschaftskanzlei GmbH relate exclusively to the formation of the company and the trust service. 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, deed of trust, 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.

<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <p>Place and Date</p>	<p>_____ Signature</p>
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Please send the signed form by E-Mail to post@siba-wirtschaftskanzlei.de
or by fax to +49 30 77 00 600 89