



NOTARE AM BALLINDAMM

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**Data and Mandate to Prepare the Formation
of a Limited Liability Company (“UG (haftungsbeschränkt)”)**

In preparation of the notarization please send us the questionnaire filled out as far as possible (via e-mail suffices). Please do not hesitate to contact us if there are any questions.

Preferred notary: _____

1. Information regarding the company to be founded

Company name	_____ <input type="checkbox"/> UG (haftungsbeschränkt) <input type="checkbox"/> Unternehmergeellschaft (haftungsbeschränkt)
Seat/head office	
Address	<i>Mail must be deliverable at this address under the company name.</i>
Object of the company	
Share capital	EUR _____ (less than EUR 25,000.00, even Euro-amounts) <i>A minimum share capital of EUR 500.00 is recommended so that at least the costs of the foundation are covered.</i>
Poss. tax counselor	
Surname, Given name	
Address	
Tel., E-Mail	

2. Shareholders (founders)

	Shareholder 1	Shareholder 2	Shareholder 3
Surname or company name			
(All) given names			
Maiden name			
Nationality			
Date of birth/HR-no.			
Street and no.			
Postal code and municipality			
Telephone			
E-Mail			
In case of company: legal representative			
Subscribed shares	in EUR _____ in % _____	in EUR _____ in % _____	in EUR _____ in % _____

3. Managing directors

	Managing director 1	Managing director 2	Managing director 3
Name			
(All) given names			
Maiden name			
Nationality			
Date of birth			
Street and no.			
Postal code and municipality			
E-Mail			
Representation	<input type="checkbox"/> always sole power of representation <input type="checkbox"/> only jointly with another managing director/person with general commercial power of presentation ("Prokurist")	<input type="checkbox"/> always sole power of representation <input type="checkbox"/> only jointly with another managing director/person with general commercial power of presentation ("Prokurist")	<input type="checkbox"/> always sole power of representation <input type="checkbox"/> only jointly with another managing director/person with general commercial power of presentation ("Prokurist")
	<input type="checkbox"/> released from § 181 BGB (self-dealing, representing multiple parties) <input type="checkbox"/> not released from § 181 BGB	<input type="checkbox"/> released from § 181 BGB (self-dealing, representing multiple parties) <input type="checkbox"/> not released from § 181 BGB	<input type="checkbox"/> released from § 181 BGB (self-dealing, representing multiple parties) <input type="checkbox"/> not released from § 181 BGB

4. Miscellaneous/Specific features

- Formation based on „Musterprotokoll“ (short standard Articles of Association)
In this case, only one managing director may be appointed who is always released from the restrictions of Sec. 181 BGB. Max. three shareholders possible; using the "Musterprotokoll" is usually not recommendable for several shareholders.
- One of the shareholders does not have sufficient command of the German language
- One of the parties does not act on his own account

Additional comments:

Mandate

Notariat Ballindamm is hereby instructed to draw up a draft – which will incur costs even if no notarization ensues – and send it to/via

Shareholder no. _____
 E-Mail Letter

Shareholder no. _____
 E-Mail Letter

Date

Signature client