Dr. Paul Rombach
Notary
Königsallee 70
40212 Düsseldorf
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E-Mail: mail@notar-rombach.de
Web: www.notar-rombach.de

Data and request for drafting the documents for the incorporation of a limited liability company (GmbH)

1. Details of the new company („New Co“)

2. Shareholder (Founder)

Company name	*You should clarify the admissibility of the desired company name with the competent Chamber of Industry and Commerce/Chamber of Crafts in good time before notarization in order to avoid the court refusing to register the company, for example because there is already a company in the municipality concerned that uses the same or a similar company name* *For companies based in Düsseldorf, you can use the following link from the Düsseldorf Chamber of Industry and Commerce:* *https://www.ihk.de/duesseldorf/recht-und-steuern/recht/schneller-ins-handelsregister-4873768*
Business seat	
Company address	*Mail must be deliverable at this address under the company name.*
Subject of the Company	
Share capital	(at least EUR 25.000,00)
Initial share capital shall be contributed	□ in cash □ in kind
Initial capital payment contribution	(at least ¼ per business share, in total at least EUR 12.500,00)
if applicable: tax consultant, Surname, First Name, Address, Phone no., E-Mail:	

	Shareholder 1	**Shareholder 2**	**Shareholder 3**
Surname / Company name			
(all) First name(s)			
if applicable: Birth name			
Nationality			
Birth Date / Commercial register number			
Address (street and no.)			
Postcode,City and Country			
Phone no.			

E-Mail			
For company: name of the representative			
Amount of the participation	In EUR _____ In %	In EUR _____ In %	In EUR _____ In %

3. Managing Director(s) of New Co

	Managing Director 1	**Managing Director 2**	**Managing Director 3**
Family name			
(all) First name(s)			
if applicable: Birth name			
Nationality			
Birth Date			
Address (street and no.)			
Postcode, City and Country			
E-Mail			
Power of representation	☐ Always alone ☐ Only jointly with another Managing director or a holder of Proxy	☐ Always alone ☐ Only jointly with another Managing director or a holder of Proxy	☐ Always alone ☐ Only jointly with another Managing director or a holder of Proxy
	☐ Exemption from § 181 BGB (self dealing, multiple representation) ☐ No exemption from § 181 BGB	☐ Exemption from § 181 BGB (self dealing, multiple representation) ☐ No exemption from § 181 BGB	☐ Exemption from § 181 BGB (self dealing, multiple representation) ☐ No exemption from § 181 BGB

4. Power of Attorney

☐ Is anyone represented by power of attorney? If so,
- ☐ does a power of attorney already exist?
- ☐ is the power of attorney prepared by you?
- ☐ should we prepare the power of attorney?

Who is authorised? (Full name, date of birth, address):

_____

Does this power of attorney only apply to the establishment or also to further processes?
- ☐ yes
- ☐ no

5. Miscellaneous / Special features

☐ Incorporation with capital contribution in kind:
please describe the assets/rights to be contributed

_____

_____

☐ One of the participants does not act for his/her own account

Further Notes:

Request

The notary Dr. Paul Rombach is hereby requested to draw up and send a draft to

☐ Shareholder No. ( )E-Mail ( )Mail

☐ Shareholder No. ( )E-Mail ( )Mail

I am aware that I will have to bear notaries‘ fees for the draft even if the incorporation is not notarized.

_____ _____

Date Signature customer