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## Data and request for drafting the documents for a share purchase agreement of a limited liability company (GmbH)

### 1. Details of the company (GmbH)

Company name	
Business seat, Register court, Commercial register number	
Company address	
Does the company hold real estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact person / tax advisor	
Phone no.	
E-Mail	
Is the company economically active?	<input type="checkbox"/> Yes <input type="checkbox"/> No (In this case, the managing directors must provide an assurance that the share capital is available in full "Economic start-up".)

### 2. Vendor

	Vendor 1	Vendor 2
Surname		
(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		
Marital status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed
Marital property status	<input type="checkbox"/> no marriage contract <input type="checkbox"/> Property division	<input type="checkbox"/> no marriage contract <input type="checkbox"/> Property division

### 3. Purchaser

	Purchaser 1	Purchaser 2
Surname		
(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		
Marital status	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed	<input type="checkbox"/> unmarried <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widowed
Marital property status	<input type="checkbox"/> no marriage contract <input type="checkbox"/> Property division	<input type="checkbox"/> no marriage contract <input type="checkbox"/> Property division
Acquisition rate	<input type="checkbox"/> Sole ownership <input type="checkbox"/> _____ %	<input type="checkbox"/> Sole ownership <input type="checkbox"/> _____ %

### 4. Shares / Consideration

	Shares 1	Shares 2
Amount in EUR		
Paid-in share capital in %		
Effectiveness of the assignment	<input type="checkbox"/> Immediately <input type="checkbox"/> Condition precedent to payment of the purchase price	<input type="checkbox"/> Immediately <input type="checkbox"/> Condition precedent to payment of the purchase price
Economic transition	<input type="checkbox"/> Immediately <input type="checkbox"/> On _____	<input type="checkbox"/> Immediately <input type="checkbox"/> On _____
Purchase price in EUR		

### 5. 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):

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Does this power of attorney only apply to the establishment or also to further processes?

- yes
- no

### 6. Other / special features

- One of the participants does not speak German sufficiently
- One of the participants does not act for his/her own account

**Due to legal requirements, we must keep copies of the vendor's and purchaser's identification documents on our files. Therefore, please attach a copy of your identification document (ID card or passport) to the data sheet.**

The Purchaser instructs the Notary Public to prepare a draft of the Business Share Purchase Agreement in accordance with the above data, for which a fee is charged.

\_\_\_\_\_, \_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature purchaser

\_\_\_\_\_  
Signature vendor