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

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

Company name	
Business seat	
Company address	<i>Mail must be deliverable at this address under the company name.</i>
Subject of the Company	
Share capital	(at least EUR 25.000,00)
Initial share capital shall be contributed	<input type="checkbox"/> in cash <input type="checkbox"/> 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:	

### 2. Shareholder (Founder)

	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	<input type="checkbox"/> Always alone <input type="checkbox"/> Only jointly with another Managing director or a holder of Proxy	<input type="checkbox"/> Always alone <input type="checkbox"/> Only jointly with another Managing director or a holder of Proxy	<input type="checkbox"/> Always alone <input type="checkbox"/> Only jointly with another Managing director or a holder of Proxy
	<input type="checkbox"/> Exemption from § 181 BGB (self dealing, multiple representation)	<input type="checkbox"/> Exemption from § 181 BGB (self dealing, multiple representation)	<input type="checkbox"/> Exemption from § 181 BGB (self dealing, multiple representation)
	<input type="checkbox"/> No exemption from § 181 BGB	<input type="checkbox"/> No exemption from § 181 BGB	<input type="checkbox"/> 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):

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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

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

**Further Notes:**

**Request**

The notaries Dr. Rombach are 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