

# Shelf Company - Preparation Form

If you would like to acquire a shelf company, please complete this preparation form and email it to DNotV GmbH ([kontakt@dnotv.de](mailto:kontakt@dnotv.de)).

## I. Details of the Shelf Company

### 1. Legal Form and Registered Office

Legal form

Registered office

**NOTE:** A GmbH & Co. KG is only available with a registered office Berlin.

### 2. Transfer of Share Capital

Order cheque (Hörner Bank)

Transferable branch bank account (Commerzbank)

**NOTE:** If you choose a transferable bank account with Commerzbank, an identity verification is carried out by the notary immediately after notarization. For the legally required and extensive review under the German Money Laundering Act (*Geldwäschegesetz*, hereinafter also "MLA"), Commerzbank charges fees of €250 for domestic buyers and €1,500 for buyers from abroad. For buyers who intend to switch to their own house bank anyway, the free transfer of the share capital via order cheque from Hörner Bank is recommended.

## II. Details of the Buyer / Buyers

If there are several buyers, please state the desired percentage shareholding of each.

	Name, First Name / Company	Street, House Number	Postal Code, City	Email	Desired Shareholding (%)
Buyer No. 1	Ms.    Mr.    Company				
Buyer No. 2	Ms.    Mr.    Company				
Buyer No. 3	Ms.    Mr.    Company				
Buyer No. 4	Ms.    Mr.    Company				

### Contact person on the buyer's side

Name, First Name

Law firm / Company

Street, House Number

Postal Code, City

Telephone

Email



## 2. Declaration regarding PEP status

**No**, none of the persons involved on the buyer's side are so-called politically exposed persons pursuant to Section 1 (12) MLA, or family members of such persons pursuant to Section 1 (13) MLA, or persons closely associated with such persons pursuant to Section 1 (14) MLA.

**Yes**, persons involved on the buyer's side are so-called politically exposed persons pursuant to Section 1 (12) MLA, or family members of such persons pursuant to Section 1 (13) MLA, or persons closely associated with such persons pursuant to Section 1 (14) MLA.

**NOTE:** If at least one person involved on the buyer's side falls under Section 1 (12) to (14) MLA, please explain under "VII. Additional Information", from which assets the acquisition of the shelf company is financed.

### V. Option 1: Acquisition by Natural Persons

- Identification documents pursuant to Sections 10, 11 MLA

If the shelf company is acquired by natural persons, please submit the following documents for all buyers and their representatives:

- |   |          |                           |
|---|----------|---------------------------|
| 1. Copy of photo ID of all buyers         | Attached | Will be submitted shortly |
| 2. Copy of photo ID of the representative | Attached | Will be submitted shortly |
| 3. Photo of the buyer with ID ("selfie")  | Attached | Will be submitted shortly |

### V. Option 2: Acquisition by Legal Entities / Partnerships

- Identification documents and details of beneficial owners pursuant to Sections 10, 11 MLA

If the shelf company is acquired by a legal entity or partnership, please provide the following information about the "beneficial owners" within the meaning of Sections 3, 11 (5) MLA and submit the necessary documents.

**NOTE:** DNotV GmbH is considered an obliged entity under the German Money Laundering Act (MLA). Therefore, it must identify the beneficial owners of the company for certain clients (legal entities or partnerships) (Section 10 (1) No. 2 MLA).

Beneficial owners are all natural persons who, directly or indirectly (in the case of multi-tier shareholder structures) hold more than 25% of the capital or voting rights, or who exercise control in a comparable manner (Section 3 (2) MLA). Clients are obligated to provide the information and documentation required for this purpose (Section 11 (6) MLA)

To present the corporate structure, a copy of the shareholders' list is generally sufficient. In the case of multi-tier shareholder structures, a presentation in the form of an organizational chart is required, whereby the structure must always be shown up to the final level of natural persons. A corresponding template can be found on our [website](#).

If *no* natural person directly or indirectly holds more than 25% of the capital or voting rights, or can by other means substantially influence or prevent decisions of the company, the legal representatives, managing shareholders, or partners of the company must be named as so-called "fictitious beneficial owners."

**1. Details of the beneficial owner:**

Can the shareholder structure of the company be derived correctly from company documents (in particular articles of association or list of shareholders)?

- Yes** → Please attach the relevant documents and explain below if necessary
- No** → Please explain the shareholding structure below or attach an organizational chart

Do voting rights in the company correspond to ownership?

- Yes**
- No** → Please attach the relevant documents and explain below if necessary

Are there persons or companies which, despite holding less than 25% of the company's capital or voting shares, can substantially influence or prevent decisions of the company?

- No**
- Yes** → Please attach the relevant documents and explain below if necessary

Details of the beneficial owners of the buyers (Sections 3, 11 MLA):

Name, First Name	Date of Birth, Place of Birth	Business or Residential Address	Capital Share	Voting Share	Fictitious Beneficial Owner?

Further explanations (if applicable)

**2. Identification Documents**

Please attach the following documents:

- |  |          |                           |
|--|----------|---------------------------|
| 1. Commercial register extract   | Attached | Will be submitted shortly |
| 2. Copy of photo ID of the buyer's representative at the notarization                          | Attached | Will be submitted shortly |
| 3. Presentation of beneficial owners (lists of shareholders, organizational chart, or similar) | Attached | Will be submitted shortly |

## VI. How did you find out about us (optional)?

Google search / other search engine

Advertisement in magazines

Recommendation by:

Notary

Lawyer

Bank

Tax advisor

Other:

## VII. Additional Information

Place, Date

**NOTE:** By submitting this form, the personal data you have entered will be processed for the purpose of handling your request. Further information can be found in our privacy policy at <https://vorratsgesellschaften.dnotv.de/datenschutz/>.