

Please return to:



DR. JENS HEINIG  
NOTAR

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## DATA FOR THE PREPARATION OF A SHARE PURCHASE AGREEMENT

Further information also under [www.notar-heinig.de/unternehmenskauf/](http://www.notar-heinig.de/unternehmenskauf/)

### I. Company

1. Company (name of the company):

2. Competent local court:  HRB number:

3. Payment of the share capital:  Full payment  Half payment

4. Balance sheet equity: EUR

**Please submit the company's balance sheet to us.**

5. Does the company own real estate?  Yes  No

#### 1. Property:

5.1. Land register of the local court:

5.2. from (land register district / district):

5.3. Sheet number:  5.4. Value: EUR

#### 2. Property:

5.1. Land register of the local court:

5.2. from (land register district / district):

5.3. Sheet number:  5.4. Value: EUR

### II. Seller

#### 1. Seller

Name:	<input type="text"/>
First name:	<input type="text"/>
Birth name:	<input type="text"/>
Date of birth:	<input type="text"/>
Street/No.:	<input type="text"/>
ZIP Code/Place:	<input type="text"/>
Phone no.:	<input type="text"/>
E-Mail:	<input type="text"/>

#### 2. Seller

Name:	<input type="text"/>
First name:	<input type="text"/>
Birth name:	<input type="text"/>
Date of birth:	<input type="text"/>
Street/No.:	<input type="text"/>
ZIP Code/Place:	<input type="text"/>
Phone no.:	<input type="text"/>
E-Mail:	<input type="text"/>

German language skills:  Yes  No, translation

English language skills:  Yes  No

Family status:  unmarried  married

divorced  widowed

Yes  No, translation

Yes  No

unmarried  married

divorced  widowed

only if married:  Community of accrued gains  
 Matrimonial regime:  Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

Community of accrued gains  
 Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

**3. Seller**

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

**4. Seller**

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

German language skills:  Yes  No, translation  
 English language skills:  Yes  No

Yes  No, translation  
 Yes  No

Family status:  unmarried  married  
 divorced  widowed

unmarried  married  
 divorced  widowed

only if married:  Community of accrued gains  
 Matrimonial regime:  Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

Community of accrued gains  
 Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

**III. Purchaser**

**1. Purchaser**

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

**2. Purchaser**

Name:

First name:

Birth name:

Date of birth:

Street/No.:

ZIP Code/Place:

Phone no.:

E-Mail:

German language skills:  Yes  No, translation  
 English language skills:  Yes  No

Yes  No, translation  
 Yes  No

Family status:  unmarried  married  
 divorced  widowed

unmarried  married  
 divorced  widowed

only if married:  Community of accrued gains  
 Matrimonial regime:  Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

Community of accrued gains  
 Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

**3. Purchaser**

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

**4. Purchaser**

Name:	
First name:	
Birth name:	
Date of birth:	
Street/No.:	
ZIP Code/Place:	
Phone no.:	
E-Mail:	

German language skills:  Yes  No, translation

Yes  No, translation

English language skills:  Yes  No

Yes  No

Family status:  unmarried  married  
 divorced  widowed

unmarried  married  
 divorced  widowed

only if married:  Community of accrued gains  
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Community of accrued gains  
 Separation of property  
 Community of property  
 Foreign regime (→ S. 3)

*(Please indicate any other sellers or purchasers on a separate sheet or by e-mail).*

**If seller or purchaser is married (even if the spouse is not involved!):**

*This information is important so that we can determine whether foreign matrimonial law applies. This may provide for special features that we must take into account when drafting the purchase agreement so that you can sell or acquire the shares in a legally secure manner!*

Please tell us in each case in which country your habitual residence (center of life) is/was and what nationality you had/have:

**Sellers:**Date of marriage of the seller 1: ***(Always fill in all details for both spouses, even if only one spouse is selling!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 2: ***(Always fill in all details for both spouses, even if only one spouse is selling!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 3: ***(Always fill in all details for both spouses, even if only one spouse is selling!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the seller 4: ***(Always fill in all details for both spouses, even if only one spouse is selling!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

**Purchasers:**Date of marriage of the purchaser 1: ***(Always fill in all details for both spouses, even if only one spouse is purchasing!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 2: ***(Always fill in all details for both spouses, even if only one spouse is purchasing!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 3: ***(Always fill in all details for both spouses, even if only one spouse is purchasing!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

Date of marriage of the purchaser 4: ***(Always fill in all details for both spouses, even if only one spouse is purchasing!)***

<b>Name</b>	<input type="text"/>	<input type="text"/>
Habitual residence at the time of marriage	<input type="text"/>	<input type="text"/>
Habitual residence now	<input type="text"/>	<input type="text"/>
Nationality at the time of marriage	<input type="text"/>	<input type="text"/>
Nationality now	<input type="text"/>	<input type="text"/>

## IV. Purchase price

<b><u>Amount of the purchase price (total):</u></b>	EUR	<input type="text"/>
How much does seller 1 receive?	EUR	<input type="text"/>
How much does seller 2 receive?	EUR	<input type="text"/>
How much does seller 3 receive?	EUR	<input type="text"/>
How much does seller 4 receive?	EUR	<input type="text"/>

### Account details of the seller

Seller 1:	IBAN:	<input type="text"/>	Bank:	<input type="text"/>
Seller 2:	IBAN:	<input type="text"/>	Bank:	<input type="text"/>
Seller 3:	IBAN:	<input type="text"/>	Bank:	<input type="text"/>
Seller 4:	IBAN:	<input type="text"/>	Bank:	<input type="text"/>

Desired date of purchase price payment:

Should the shares be transferred immediately on the notarization date or only as soon as the purchase price has been paid?     immediately     only after payment of the purchase price

Are shareholder loans also sold?

Yes     No

*if yes:*

Amount of the loan:	EUR	<input type="text"/>
Amount that still has to be repaid:	EUR	<input type="text"/>
Date of the loan agreement:		<input type="text"/>

## V. Sold shares

### Shares sold by the seller

Seller 1:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold?	EUR	<input type="text"/>
Seller 2:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold?	EUR	<input type="text"/>
Seller 3:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold?	EUR	<input type="text"/>
Seller 4:	What percentage of the company's share capital is sold?	<input type="text"/>	%
	What amount of the share capital is sold?	EUR	<input type="text"/>

## VI. Purchased shares

### Purchased shares of the purchaser

Purchaser 1:	What percentage of the company's share capital is being purchased?	<input type="text"/>	%
	From which seller will the shares be purchased?	<input type="text"/>	

Purchaser 2: What percentage of the company's share capital is being purchased?  %  
 From which seller will the shares be purchased?

Purchaser 3: What percentage of the company's share capital is being purchased?  %  
 From which seller will the shares be purchased?

Purchaser 4: What percentage of the company's share capital is being purchased?  %  
 From which seller will the shares be purchased?

**VII. Further changes to the company**

**Recall of managing director:**

**1. Recalled managing director**

Name:   
 First name:

**2. Recalled managing director**

Name:   
 First name:

**New managing director**

**1. Newly appointed managing director**

Name:   
 First name:   
 Birth name:   
 Date of birth:   
 Street/No.:   
 ZIP Code/Place:

**2. Newly appointed managing director**

Name:   
 First name:   
 Birth name:   
 Date of birth:   
 Street/No.:   
 ZIP Code/Place:

**Power of representation:**

- authorized sole representative
- jointly authorized to represent

**Power of representation:**

- authorized sole representative
- jointly authorized to represent

**Exemption from § 181 BGB (self-dealing)?**

- Yes  No

**Exemption from § 181 BGB (self-dealing)?**

- Yes  No

**Amendment to the articles of association:**

New company name:	<input type="text"/>
New seat:	<input type="text"/>
New business address:	<input type="text"/>
New object:	<input type="text"/>
<input type="text"/>	
<input type="text"/>	

**Please also let us know whether you plan an "economical reestablishment".** This would be the case if the company has been inactive recently and business operations are now being resumed.

Economical reestablishment:  Yes  No

Possible special features:


Draft fees confirmed

*The preparation of a draft by the notary is of course subject to a fee. If the notarization is not carried out, the notary is legally obliged to charge statutory fees. I am aware of this and hereby confirm it.*

Notaries are obligated parties under the Money Laundering Act (GwG). They must therefore determine the **beneficial owners** of companies for certain transactions (§ 10 para. 1 no. 2 GwG). Please submit a completed questionnaire on the beneficial owners of the company.

Reset entries

Fill out questionnaire money laundering act

You can calculate the notary fees here!