



NOTARE AM BALLINDAMM

DR. RALF KATSCHINSKI DR. FLORIAN MÖHRLE DR. ALEXANDER GEBELE, LL.M. (SAN DIEGO)  
DR. GESA BECKHAUS, LL.M. (NYU) DR. SEBASTIAN BONG

**Data and Mandate to Prepare a Sale and Purchase Agreement regarding Shares**

In preparation of the notarization please send us the questionnaire filled out as far as possible (via e-mail suffices). Please do not hesitate to contact us if there are any questions.

Preferred notary: \_\_\_\_\_

**1. Information regarding the company concerned**

Company name	
Seat/head office	
Address	
Local court	
Registration number	HRB
Share capital	EUR
Information about shares	<input type="checkbox"/> All shares are fully paid up <input type="checkbox"/> All shares are paid up to _____% <input type="checkbox"/> the relevant share(s) is/are paid up to _____%, other shares are fully paid up <input type="checkbox"/> relevant share(s) is/are fully paid up, other shares are paid up to _____%
Company directly or indirectly holds real estate	<input type="checkbox"/> yes, the following: _____ <input type="checkbox"/> no
Tax number for corporate tax of the company	
Poss. tax counselor	
Surname, Given name	
Address	
Tel., E-Mail	

**2. Information regarding the Seller and Buyer**

	Seller	Seller
Surname or company name		
(All) given names		
Maiden name		
Nationality		
Date of birth/ HR-no.		
Street and no.		
Postal code and municipality		
Family status		
Telephone		

E-Mail		
In case of company: legal representative		

### 3. Information regarding the relevant shares, Purchase Price, Assignment, Contractual details

No. of the shares concerned	
Nominal value of the shares concerned	
Purchase price	
Recipient bank account	Account holder _____ IBAN _____
Assignment of the shares	<input type="checkbox"/> with effect from payment of the purchase price to protect the Seller <input type="checkbox"/> with immediate effect, regardless of the purchase price payment <input type="checkbox"/> with effect from: _____

### 4. Further resolutions, if necessary

The following resolutions are to be decided together with the share purchase:

<input type="checkbox"/> recall of a managing director	Name: _____
<input type="checkbox"/> appointment of a managing director	Name: _____ Date of birth: _____ Address: _____
<input type="checkbox"/> Amendment of the Articles of Association	

### 5. Other/special aspects

One of the shareholders does not have sufficient command of the German language

<b>Additional comments:</b>
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**Mandate**

Notariat Ballindamm is hereby instructed to draw up a draft – which will incur costs even if no notarization ensues – and send it to/via

Buyer                       Seller                       Managing Director \_\_\_\_\_  
 E-Mail  Letter               E-Mail  Letter               E-Mail  Letter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature client