

Information on the Common Register Portal of the States in Germany

Since 01.01.2007 German justice authorities through the Common Register Portal of the German Federal States offer the a possibility to find an entry into the Company Registry of any German state from any PC work station by using the website www.handelsregister.de.

The purpose of the Company Registries, which are kept locally by the respective district courts, is to disclose the essential details on the legal status of companies. Thus it serves to improve security in business transactions for business people.

The Company Registry is divided in sections

I) Section A (HRA) for

- the retail salesman (registered salesman [e.K.]
- the general partnership (oHG)
- the limited partnership (KG) and
- the European Economic Interest Grouping (EEIG),

II) Section B (HRB) for

- the public limited company (AG),
- the association limited by shares (KGaA),
- the limited liability company (GmbH),
- the European public company (SE),
- the Insurance Society (VVG) and
- the pension fund society (PVaG).

Here not only the Company Registry is being offered, but also data from the Cooperative and Partnership Registries as well as data from some of the Registry of Associations.

Even without knowing the registry number you can specifically query for registered companies and individual firms. The content of the Registry is offered in various designs as PDF-document and can be saved or printed for further use.

In particular you will find here the following:

- the latest printout with a survey of all currently valid entries,
- the chronological printout with all details registered after the Registry had been transferred to the electronic form,
- the historic printout with all details which had been effective before the Registry had been transferred to the electronic form.

Among other things these printouts contain information on the company, type of legal entity, subject of its business activity, registered office, individuals with representative powers and, if applicable, registered capital of the company. We assure that these data is up to date any time.

In addition, the Registry Portal allows downloading documents that had been transmitted electronically to the Registry Court and belong to the so-called Special Volume, such as application to the Registry, lists of shareholders and Articles of Association. Furthermore, you can receive information on the latest Registry announcements.

The registration at the Registry Portal is free of charge. Searching for individual firms, looking into the data on the company bodies and usage of Registry announcements are also free of charge.

For retrieving data from registries 4.50 Euros will be charged according to no. 400 of the Table of Charges as laid down in the German Regulations on Judicial Charges. For the retrieving of documents 1.50 Euros per retrieved file will be charged according to no. 401 of the Table of Charges as laid down in the German Regulations on Judicial Charges. Expenses will not be charged.

At the beginning of the following month, the service centre will send to you an AoC (Advice of Charge) by e-mail. In addition to the retrieval data, this AoC will also indicate the amount of fees payable as well as the user's file reference number which can be used to retrieve a registry sheet. An invoice will be sent by regular mail with the amount of fees payable. As an alternative, you may also participate in the SEPA direct debit scheme.

The registration is performed online. To do so, please fill in the web form in the registration section. Here you also determine your access name and password. Using the

data you have inserted, a registration form will be generated, which must be signed and mailed to the Service Department of the Common Registry Portal of the German Federal States at the district court in Hagen.

When the registration form will be checked by the service department, you will receive a notice by mail that your access name and password had been cleared. After that you can do searches in all Registries of all 16 federal states in Germany.

Should there be any changes in your details, you can then change them in the section User Data online as well.