



# Checklist: Foundation of a GmbH/UG (limited liability)

(The schedule corresponds to the usual sequence.)

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- Clarify company name and corporate purpose with the Chamber of Industry and Commerce: [www.ihk-berlin.de/firmierung](http://www.ihk-berlin.de/firmierung)

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  - Draft the articles of association between the shareholders.  
Sample articles of association in German can be found at [www.ihk-berlin.de/gmbH](http://www.ihk-berlin.de/gmbH)

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  - Arrange an appointment with a notary to notarise the articles of association.

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  - Open a bank account, pay in the share capital: for GmbH at least EUR 12,500, for UG (limited liability) at least EUR 1 per shareholder.

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  - Present proof of the deposit to the notary.

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  - The notary submits the Commercial Register application to the Register Court.

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  - The managing director has to announce the beneficial owners to the transparency register ([www.transparenzregister.de](http://www.transparenzregister.de)).

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  - Announce start of business to the trade office after confirmation of registration from the Commercial Register.

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  - Complete the [tax registration questionnaire](#); send the questionnaire to the tax office.

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  - Create commercial documents with the necessary information.  
Information on this can be found in our information sheet: [Mandatory information on business letters](#)

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  - Register with the employers' liability insurance association.
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