

COMPANY PROFILE

(Please complete in German or English)

Please give a detailed description of your project in Berlin by answering the following questions. This information will help us to follow up and to evaluate your business concept. On this basis the Foreigners' Registration Office and maybe the IHK will be able to grant further consulting and support. All details will be handled confidentially. Please send the completed form to

IHK - Business Immigration Service, Fasanenstr. 85, 10623 Berlin

In the case that you are applying for a residence permit for the purpose of taking over a leading position as self employed or comparable, please note the following advice:

The completion of this form will be necessary for the Authorities and Institutions who are in charge during the procedure of issuing a residence permit for persons who intend to take over business activities in Germany as self-employed positions. The availability of this information will support an expedition of your application. The Immigration Office as well as the Chamber of Commerce and Industry will be involved during the processing. Therefore a completely answered Company Profile will be in your own interest. All documents which are required to be attached to this form have to be added twofold to the application and handed over to the German Representative Office or to the Foreigners' Registration Office in Berlin.

A. Head Office

01. Name, Address, Phone, Fax, E-Mail, Website

Function: Producer Importer Exporter Agent Service Provider

02. Subsidiaries abroad in the following countries/cities

(Name, Address, E-Mail, Website)

03. Shareholders

04. Executive Board / Board of Directors (Name, title)

05. Equity capital (currency, amount)

- Registered:
- Paid up:

06. Annual turnover worldwide (currency, amount)

- Worldwide last year:
- Worldwide planned this year:
- With EU-countries last year:

07. Number of staff members

- Head Office, incl. branches
in the home country: in total:
- Worldwide: in total:

08. Bank Connection

- House Bank:
- Other bank connections:

09. Summary of the company's history

(year of foundation, activities, main markets, products, services, production facilities, possibly link to English website etc.)

You should add your report separately on the letter sheet of your mother company.

B. NEW OFFICE IN Berlin

01. Name, Address, Phone, Telefax, E-Mail, Website

- GmbH Stock corporation other

02. Registered shareholders (company or persons, names and corporate share in %)

03. Managing Director (registered, name and title)

04. Planned start of business:

- Date:

05. Business activities:

Function: Producer Importer Exporter Agent Service Provider

Products/Services:

06. Capital (amount)

- Registered

EURO:

- Paid up

EURO:

07. Annual turnover in Germany/Europe (amount)

- Planned in the first business year: EURO

- Planned in the second business year: EURO

08. Business references in Germany/Europe

(Customers/suppliers from company with name, address, phone and telefax,
Website; extractions with indication of the previous turnover with these companies)

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09. Contacts in Berlin

(Proof: Contact partner, address, phone)

- IHK:
- Berlin Partner GmbH:
- Lawyer or Notary:
- Tax advisor:
- Bank:
- Companies/Organisations:

10. Number of staff members

(planned, without Managing Directors, with short explanation)

- In the first business year:
- After three years:

11. The new company in Berlin

- Is a subsidiary of a foreign corporation yes no
- Is the main subsidiary in Germany yes no

12. Financing of the project

(Proofs/evidence required, capital budget)

A Profit and Loss Account for 3 years, Liquidity Concept, Concept of Capital Requirements and detailed Business Concept must be added. The Business Concept shall define the Profit and Loss Account and shall contain explanations on financing and the liquidity concept. If necessary please attach a declaration from the mother company on cost absorption or other financial support.

We/I confirm herewith the truth of the a.m. indications and agree that these indications can be transmitted to the institutions in charge. We/I have acknowledged that wrong indications can have a negative influence on the residence-title of the immigrating person/s.

Place/Date:

Applicant:

We/I confirm herewith that we/I have verified the indications made by the applicant as well as the completion of their submitted documents under the aspect of their sense of plausibility and traceability. We/I confirm that no irregularities have been stated and nothing contrary is known to us/me.

Additional remarks (i.e. annex visiting report):

Place/Date:

Verification note,
(i.e. by lawyer, Tax advisor)

C. PERSONAL DATA OF THE APPLICANT

(If more than one person is applying for an immigration title, this sheet has to be filled in by each person separately).

01. Name **First name** **Date of birth** **Place of birth** **Nationality**

02. a) Intended function:

Chairman of the Board Managing Director

02. b) Field of activities/tasks in Berlin:

03. Language knowledge (English or German are required basically):

(Will be attested at the German Embassy/Consulate, i.e. by language certificate or verbal test); if there exists no evidence of the language knowledge, in individual cases a reasonable exemption is permitted

Or Interpreter/ Translator (will be attested by evidence or contract)

04. Business experience/Qualification

Position and competence in previous positions (incl. period of time):

04. a) Professional experience from previous positions (indicate period of time):

04. b) Qualification/training:

05. Financing of living cost and an evidence of a comprehensive Health Insurance Coverage (according to the amount of the catalogue of benefits of the Health Insurance Coverage)

(An evidence of the living costs is necessary, i. e. manager contract, private or compulsory health insurance without exclusion of the valid time or the efficiency level, also for every family member)

05. a) Accessory as at the age of 45:

An evidence for an adequate old-age insurance. (Minimum 180,000 € till the age of 65)

06. Contact data (in Berlin) for further enquiries:

Name, First name:

Phone:

Telefax:

E-Mail:

We/I confirm herewith the truth of the a.m. indications and agree that these indications can be transmitted to the institutions in charge. We/I have acknowledged that wrong indications can have a negative influence on the residence-title of the immigrating person/s.

Place/Date:

Applicant:

We/I confirm herewith that we/I have verified the indications made by the applicant as well as the completion of their submitted documents under the aspect of their sense of plausibility and traceability. We/I confirm that no irregularities have been stated and nothing contrary is known to us/me.

Additional remarks (i.e. annex visiting report):

Place/Date:

Verification note,
(i.e. by lawyer, Tax advisor)

Following documents have to be attached in triplicate to the Company Profile on visa-application

- Business Licence of the mother company and the registration of a business (notarised copy of the original and a notarised translation into German or English)
- Excerpt from the Commercial Register or Registration of Business on the existence of the mother company, issued by an institution/chamber/state department; notarised copy of the original and notarised translation into German or English
- Articles of Association of the mother company, copy of original and translation into English
- Excerpt from the Commercial Register or Registration of the Business of the branch in Berlin
- Articles of Association, notarial appointment as Managing Director for the branch in Berlin
- Company's account sheet from the house bank about the paid-up capital
- Proofs of qualification:
 - Letter of the mother company with legally binding signature about the position and competence in previous positions in the mother company (incl. period of time)
 - Certificates from other previous employers about the kind of position and duration
 - Certificates about the education/training, i.e. Diploma etc.
- Curriculum Vitae
- Profit and Loss Account for three years
- Liquidity Concept
- Concept of Capital Requirements
- Evidence of Capital Requirements
- Business Concept
- For support of financing possibly confirmation of the mother company on cost absorption or other financial support
- Health Insurance
- Old-age Insurance (45+)