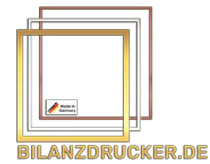


Checklist: Annual Financial Statement Documents



1. Basic company documents

- ☐ Business registration (Gewerbeanmeldung, PDF copy)
- ☐ Current commercial register extract (Handelsregisterauszug)
- ☐ List of shareholders (Gesellschafterliste)
- ☐ Articles of association / company agreement

2. Annual financial statements and prior-year records

- ☐ Prior-year accounts (balance sheet, P&L, supporting schedules)
- ☐ Opening balance sheet (new companies only)
- ☐ Prior-year tax returns and tax assessment notices

3. Accounting records and current-year information

- ☐ Accounting data (DATEV export and/or trial balance)
- ☐ VAT advance returns for the financial year
- ☐ Bank statements as at the balance sheet date
- ☐ Fixed-asset movements (as at the prior-year closing date)
- ☐ Stocktake / inventory (where stock is held)

4. Agreements and additional information

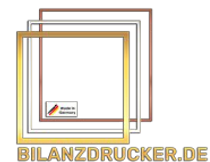
- ☐ Loan agreements
- ☐ Lease agreements
- ☐ Agreements with shareholders or related parties
(e.g. rental, loan or employment agreements)
- ☐ Details of private use (e.g. company car, goods withdrawn)

5. Shareholder details (required)

Please complete the Shareholder Information Form on the next page for each shareholder.

Note: Not all documents are required in every case. The documents actually needed depend on your company's individual circumstances.

Checklist: Annual Financial Statement Documents



Shareholder Information Form

Personal details		
Surname, first name		
Date of birth	Place of birth	
Birth name	Nationality	
Share capital held (EUR)	Share of profits (%)	

Tax office and tax numbers (shareholder)	
Federal state (Bundesland)	
Tax office (Finanzamt)	
Personal tax number	
Tax ID (Identifikationsnummer)	

Contractual arrangements		
with shareholders and related parties		
Have any employment, rental or loan agreements, pension commitments or similar arrangements with shareholders/related parties been made or changed?	☐ Yes	☐ No
Type of agreement	Date	Remuneration