



## Ten steps for starting a company in Bremen

**Bremeninvest** will guide you through the complete process of starting business in Bremen. Our **one-stop shop** offers customized services to assist you throughout the process until final registration of your company.

### **Our all-round services - Your success!**

In the following, we provide you with general information about the conditions and regulations for establishing a company in Germany and the procedure for commencing operations in compliance with German laws and regulations:

#### **① Contact Bremeninvest**

Once you decide to start a business in Germany, we recommend that you contact the **Bremeninvest** headoffice in Bremen.

With your cooperation, we evaluate your requirements in order to offer you a tailor-made concept. Depending on your individual business, we support you with suitable office location/ property/ warehouse facilities, find logistics service providers, inform authorities, prepare company registration, etc.

#### **② Visa for business trip to Germany**

Having discussed your individual requirements and your plans for a business start-up, we then suggest that you pay a visit to Bremen to inspect potential sites/office facilities. All Turkish residents need to apply for a business visa at the relevant **German Embassy** in **Ankara** or **German Consulate General** in **Izmir, Istanbul** or **Antalya**. Please contact **Bremeninvest** or your business partner to obtain a letter of invitation. For more information please visit:

<http://www.auswaertiges-amt.de>

#### **③ Visit to Bremen for the evaluation of the investment location**

We will arrange the necessary programme for your visit to Bremen. After a presentation about Bremen as investment location and an introduction to the services provided by **Bremeninvest**, you can go on to visit the office, site or warehouse location.

Depending on your investment plans, appointments can be arranged with

- the Bremen chamber of commerce,
- lawyer,
- notary public,
- office lessors,
- banks,
- tax advisors, logistics service providers, etc.





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### **Immigration of Managing Directors**

To start the immigration procedure and obtain a residence permit for the managing director in Bremen, an interview with the Bremen Chamber of Commerce must be arranged. It is the Bremen Chamber of Commerce that decides on the feasibility of your proposed business in Bremen. For this purpose, you need to complete a questionnaire and provide personal details about yourself and your future business, as required by the Bremen immigration authority. The latter will then issue a statement about your proposed business formation to the relevant German Embassy in Turkey. Once the business has been judged feasible, you shall be granted the preliminary three-months residence permit.

The following documents must be submitted:

#### **Documents about your business:**

- Business plan
- References from business partners
- Confirmation of status from your bank
- Company profile of the mother company
- Price lists, samples, catalogues, brochures, etc.
- Objects of the company

#### **Documents about your personal qualifications:**

- Completed application form
- Copy of passport
- Resumé/curriculum vitae
- Education certificates and other documentation of qualifications (with certified translations into German)
- Language certificates
- References concerning professional experiences

All appointments and preparations are organised by **Bremeninvest**.

#### **▪ Notary Public for company formation**

German commercial law provides a wide variety of legal forms for commercial enterprises. These range from the public limited company and the private limited company to the sole trader, and include several types of partnership. Foreign investors can choose any legal form for their business. With experts from **Bremeninvest**, we help you to find the most suitable form for your business project.

The most frequently chosen form for a foreign start-up company is the private limited company or 'GmbH'. The main advantage of a GmbH is that the company's liability is limited to its share capital. The minimum capital is € 25,000. **Bremeninvest** has legal experts who can provide you with legal advice on all matters relating to company registration. The documents required depend on whether an individual or a legal entity is forming the company.

Contact **Bremeninvest** to obtain a list of documents needed for the particular type of business you wish to establish.



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### ▪ Office Location

At **Bremeninvest**, we have access to our internal property/real estate database. With the World Trade Center (WTC) at Bremen Airport, we can offer office space and exhibition facilities at a prime location close to Bremen Airport. Small office units are available with immediate effect.

For an individual offer of office space, please let us have your requirements. Your inquiry will then be forwarded to the WTC.

### ④ Return to home country

During your personal visit to Bremen, you finally decide to choose Bremen as your ideal future business location. With the documents and information compiled in Bremen, i.e. rental contract for office space, property deeds, memorandum of association - you proceed to the German Embassy or Consulate to submit your application for a residence permit for a managing director in Germany. Once you receive the three-month preliminary residence permit, you can enter Germany again to make final arrangements. The entire process, from applying to the German Embassy/Consulate in your home country for a residence permit until the residence permit is issued to you in Bremen, may take between one and three months. Thanks to **Bremeninvest**'s contacts with public authorities and institutions, the process in Bremen can be accelerated.

### ⑤ Entry into Germany to finalize company formation

After being granted the preliminary three-month residence permit, you can enter Germany again to carry out final procedures in Bremen. To obtain a long-term 18-month residence permit, you need to report to the Bremen immigration office. Within three months after entering Germany, the visa applicant must obtain

- private health insurance,
- provide evidence of a permanent private residence address in Bremen, in the form of a certificate available from any municipal office (Stadtamt) in Bremen.

Go to the immigration office with the above documents, your passport, photo, fee and the completed form.

### Starting business

Business transactions may be carried out once the company has been officially registered in the Commercial Register at the Bremen Local Court. A time frame of two weeks from notarization of the company until final registration should be taken into account.

### ⑥ Accommodation

While you are looking for private accommodation, we can provide you with the addresses of hotel apartments for interim stay. **Bremeninvest** will also help you arrange hotel/pension bookings. For more information, see: [www.bremen.de](http://www.bremen.de)



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Last update: 11/2010

### ⑦ Health insurance

A health insurance certificate is a necessity in Germany and the EU. You can obtain a certificate in your home country, or take out private health insurance in Germany. We can recommend reputable health insurance companies on request.

### ⑧ Company formation and official registration

The personal presence of the nominated Managing Director of the Bremen-based GmbH is required. If the company has a shareholder other than the Managing Director who cannot be present in person when the memorandum of association is notarized, a proxy certificate must be provided so that he can be represented by the Managing Director.

### ⑨ Personnel recruitment

For personnel recruitment, we can put you in contact with the employment office, or you can place an advertisement in our local newspaper. There are also many temporary employment agencies at your service. Details on employment and social welfare legislation in Germany can also be obtained.

For more information, see: [Federal Ministry of Labour and Social Affairs](http://www.bmas.de), [www.bmas.de](http://www.bmas.de)

### ⑩ Starting business operations

Once the company has been officially registered in the Commercial Register at the Local Court, the company is legally authorised to engage in business transactions.

The following need to be arranged in due time:

- Purchases of office furniture, computer accessories, equipment, etc.
- Application for phone, fax, internet lines
- Print shop for printing letterhead and other business stationery
- Tax consultant for the opening balance sheet and the application for VAT ID no.
- Logistics service provider
- Purchase of car
- Driving License Authority for approval of international driving license
- Warehouse space
- Marketing strategies
- Business partners
- Customer contacts
- For more information, see: [Federal Ministry of Economics and Technology](http://www.bmwi.de) [www.bmwi.de](http://www.bmwi.de)

**Any further questions? Please contact [Bremeninvest\\*](http://www.bremen-invest.com)**

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