



Ten steps how to set up a company in Bremen

Bremeninvest – the international arm of Bremen's Economic Development will guide you through the complete process of setting up a business in Bremen. You will be served with a **One-Stop Shop** to offer you customized services from the start of the process until final registration of your company.

Our comprehensive services - Your success!

Following we shall provide you with general information concerning the terms and regulations for the establishment of a company in Germany and the procedure how to set up operations under the consideration of the German laws and regulations:

1. Contact to **Bremeninvest**

Once you have decided to set up business in Germany, we recommend you to contact the respective **Bremeninvest** representative offices in Turkey, U.S.A. and China. In case we are not represented in your home country, please contact the **Bremeninvest** headquarter in Bremen.

With your cooperation we shall evaluate your requirements to offer you our tailor-made concept. Depending on your individual business, we shall 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 plans for a business set up and individual requirements, we suggest to pay a visit to Bremen to inspect the sites/office facilities. All non-EU residents need to apply for a business visa at the relevant German Embassy in Ankara respectively the German Consulate General in Izmir, Istanbul or Antalya. Please contact **Bremeninvest** or your business partner to issue an invitation letter. For more information please visit: @ <http://www.auswaertiges-amt.de>

3. Visit to the investment location Bremen

We arrange the necessary programme for your visit to Bremen. Followed by a location presentation and introduction of the services rendered to you by **Bremeninvest**, you can further visit the office, site or warehouse location.

Depending on your investment plans, appointments shall be arranged with

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





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Application of residence permit for Managing Directors

To start the process of immigration for a residence permit of the managing director in Bremen, an interview with the Bremen Chamber of Commerce has to be arranged. It is the Bremen Chamber of Commerce that decides about the feasibility of your business in Bremen. For this purpose, you have to complete a questionnaire and provide personal details and about your future business which is required by the Bremen Immigration Authority. Subsequently, the Bremen Immigration Authority shall submit a statement of your business establishment to the relevant German Embassy in Turkey.

The following documents have to be presented:

Documents about your business:

- business plan
- references from business partners
- Proof of capital, i.e. bank statement from house bank
- company profile of mother company
- price-lists/samples/catalogues/brochures
- business objective of the company
- Articles of association (if applicable) with salary information, if available
- Extract from the commercial register, if available
- Proof of business registration, if available

Documents about your personal qualifications:

- completely filled-in application form for a residence permit
- copy of passport
- resume/curriculum vitae
- education/qualification documents/certificates (translated and legalised in German)
- certificate of language skills
- references about professional experiences
- If applicable, proof of health insurance coverage (for the Bremen Immigration Authority)

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

• Company formation and official registration

The personal presence of the nominated Managing Director of the GmbH based in Bremen is inevitable. In case the company has a shareholder besides the Managing Director who in person cannot be present upon notarization, a written statement (power of attorney) has to be issued that all his rights will be represented by the Managing Director.





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▪ Notary Public for company formation

German commercial law allows for a considerable variety of legal form for commercial enterprise. These range from the public company and the private company to the individual trader and include several forms of partnership. Foreign investors can choose any type of legal form for their business. Together with our experts from **Bremeninvest** and with respect to your company activities, we help you to find the most suitable for your business project.

The most chosen form for a foreign start-up company is the limited liability company 'GmbH'. The advantages of a GmbH is that the company is liable to the extent of its share capital. The minimum capital is Euro 25,000. **Bremeninvest** avails of legal experts, i.e. lawyer to provide you with consultancy services to all legal questions in connection with the company registration. The documents required depend on whether an individual or a legal entity is setting up the company. Depending on the form of company set up, please contact **Bremeninvest** to provide you with a list of documents needed.

▪ Office Location

Within the WFB Economic Development, we have access to our internal property/real estate database available for rent. With the WTC World Trade Bremen at the Bremen airport, we can offer office space and exhibition facilities in a prime location with an international atmosphere and excellent service. Small office units are available with immediate effect.

For an individual offer of office space, please let us have your info. Your inquiry will be submitted to the World Trade Center Bremen..

4. Return to home country

During your personal visit to Bremen you have finally decided to choose Bremen as your ideal future business location. With the documents and information compiled in Bremen, i.e. rental contract for office space, roll of deeds, memorandum of association - you proceed to the German Embassy or Consulate to submit the application of residence permit for a managing director in Germany. Upon receipt of the 3-months preliminary residence permit you enter into Germany again to arrange the final procedures. For the afore mentioned process starting with the application for residence permit in your home country at the given German Embassy/Consulate until being granted the residence permit at Bremen may take 1 to 3 months. Due to contacts of **Bremeninvest** with public authorities and institutions involved the process at Bremen can be accelerated.

5. Entry into Germany for finalization of settlement process

Being granted the 3-months preliminary electronic residence title you enter into Germany again to arrange the final procedures in Bremen. For the extension to a long-term 18 months residence permit you have to report to the Bremen Immigration Office. Within the 3-months validity of the preliminary residence permit, the visa applicant has to obtain

- a private health insurance.

Certificate of a health insurance is a necessity for Germany and the EU. You can obtain a certificate in your home country or conclude contract in Germany with a private health insurance. Upon request, we can recommend reputable insurance companies.

- prove for permanent private residence address in Bremen through certificate available at the registration office of citizenship (BürgerServiceCenter), Pelzer Str. (city centre).



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Along with the above documents, your passport, 2 biometric photos, fee (€ 110,-), filled-in questionnaire you have to proceed to the Immigration Office. The electronic residence card will be issued and ready for pick-up within 6 weeks.

Business start Business transactions can be executed once the company is officially registered with the Commercial Register of the district court at Bremen. From the notarisation of the company until the registration (Handelsregistereintrag), in principle, a time frame of minimum 2 weeks has to be considered.

6. Accommodation

Until private accommodation is being found, we can provide you with contact addresses of hotel apartments for the interims period of stay. **Bremeninvest** will recommend the relevant housing agents. More information: www.bremen.de or www.homecompany.com

7. Health insurance

Certificate of a health insurance is a necessity for Germany and the EU. You can obtain a certificate in your home country or conclude contract in Germany with a private health insurance. Upon request, we can recommend reputable insurance companies.

8. Company formation and official registration

The personal presence of the nominated Managing Director of the GmbH based in Bremen is inevitable. In case the company has a shareholder besides the Managing Director who in person cannot be present upon notarization, a written statement (power of attorney) has to be issued that all his rights will be represented by the Managing Director.

9. Personnel recruitment

For personnel recruitment we connect you to our Federal Employment Agency-Bundesagentur für Arbeit (BA) or you can place an advertisement in our local newspaper resp. in the relevant website. Also numerous agencies for hiring temporary staff are at your service. Details on labour laws in Germany and social welfare legislation can be obtained. For more information please visit: [Federal Ministry of Labour and Social Affairs @ http://www.bmas.de](http://www.bmas.de)



10. Starting with business operations

Once the company has been officially registered with the commercial register at the district court the company is legally authorised to start business transactions.

The following has to be arranged in due time:

- Purchase of office furniture, computer accessories, equipment, etc.
- Business registration (Gewerbeanmeldung) at the Unternehmensservice Bremen
- Application for phone, fax, internet lines
- Application of EORI-Number (if applicable)
- Print shop for print of letter paper, business cards, etc.
- Tax advisor for opening balance sheet and application for VAT-ID no.
- Logistics service provider
- Purchase of car
- Registration of trade mark
- Driving License Authority for approval of international driving license*
- Warehouse space
- Marketing strategies
- Business partners
- Customer contacts
- More information: [Federal Ministry of Economics and Technology @ http://www.bmwi.de](http://www.bmwi.de)

* Driving License: Foreigners from Third-countries have to transcribe the drivers license to a German drivers license.

>> Any further questions? Please contact



Mr Kolja Umland
Director Turkey
Langenstrasse 2-4, 28195 Bremen/Germany
T +49 421-96 00-339
M +49 170-91 36 702
28195 Bremen/Germany
umland@bremen-invest.com