

Process Overview:

Company Setup and GmbH Formation at the Innovation Hub RheinMain

This guide outlines the process for international founders — for example, from India — who plan to establish their business at the Innovation Hub RheinMain and subsequently form a German GmbH (limited liability company).

A. Start Process at the Innovation Hub Rhein-Main

Step	Description	Responsible
1. Contract Preparation	The Innovation Hub Rhein-Main sends the draft rental or service contract to the client.	Innovation Hub
2. Contract Review and Signature	The client reviews, signs, and returns the contract.	Client
3. Countersignature	After internal review, the Innovation Hub Rhein-Main signs the contract.	Innovation Hub
4. Invoice Issuance	Once signed, the Innovation Hub issues an invoice for office rent and security deposit.	Innovation Hub
5. Payment Confirmation	Upon receipt of payment (rent + deposit), the contract becomes effective.	Client / Innovation Hub
6. Office Access & start	The client receives access to the office or workstation at the Hub.	Innovation Hub

After this, the GmbH formation process begins.

B. Required Documents for GmbH Formation

Please provide all documents in English or German (certified translations may be required).

For each shareholder (individual person):

- Passport copy (in color)
- Proof of residence (e.g., electricity bill, bank statement – not older than 3 months)
- Tax identification number (if already available)
- Contact details (E-Mail, phone number)

For each shareholder (legal entity):

- Recent commercial register extract (not older than 6 months, with apostille)
- Articles of Association or Memorandum & Articles of Association
- Resolution confirming participation in the German GmbH
- Power of attorney for signing incorporation documents
- Transparency register document from each shareholder (if this available) (not older than 6 months, with apostille)

Additional required information:

- Desired company name (with 2–3 alternatives)
- Short business purpose / company activity description
- Registered business address (e.g., at the Innovation Hub Rhein-Main)
- Proof of share capital (minimum EURO25,000, of which at least EURO12,500 must be paid in before registration)
- Bank details (after account opening)

HQ Bank approval for transferring the GmbH incorporation capital from the shareholder to the German bank must be secured no later than 4 weeks before the transfer.

C. GmbH Formation Process

Step	Description	Responsible
1. Document Preparation	Collect and translate all necessary documents	Client / Innovation Hub
2. Company Name Check	Verification and approval of company name by the Chamber of Commerce (IHK)	Innovation Hub / IHK
3. Notary Contract	First draft of the GmbH contract sends to client	Innovation Hub/ Notar

Step	Description	Responsible
4. Notary Appointment	Notarization of the company's Articles of Association	Notary / Shareholders
5. Bank Account Opening	Open a business bank account and deposit the share capital	Innovation Hub / Client
6. Bank GmbH deposit payment	Deposit the initial capital (EURO25,000)	Client
7. Commercial Register Entry	Registration of the GmbH after capital deposit	Notary
8. Commercial government	Get a company registration number (takes 4-6 weeks)	Notary/Government Magistrates Cour
9. Tax Registration by the tax office	Application for ROI- ,tax-number and VAT ID at the tax office	Innovation Hub / Tax Advisor
10. Business registration by the city	Business registration with a special business purpose	Innovation Hub with Client
11. Other Registration	The most important ones include the Federal Employment Agency, the local Chamber of Industry and Commerce (IHK) or Chamber of Crafts (HWK), the employers' liability insurance association and, if applicable, the health insurance fund.	Client
12. Tax Advisor	Search and select a tax advisor	Client / Innovation Hub (helps)
13. Opening a Balance sheet	A tax advisor prepares the opening balance sheet. Depending on the size of the limited liability company, an opening balance sheet must be prepared for the company within three to six months.	Tax advisor / Client
14. Commercial register announcement	In the final step, the registration of the limited liability company (step 8) should be checked with the local commercial register. You can check the registration of the limited liability company in the commercial register yourself. A separate website is available for this purpose on the register portal.	Tax advisor /Client
15. Business Start	The company may begin operations after registration	GmbH

D. Support Provided by the Innovation Hub Rhein-Main

The Innovation Hub Rhein-Main supports your company throughout the entire process with:

- Provision of business and office address
- Coordination of notary appointments and translations
- Assistance with apostilles and document legalization
- Support for bank account opening
- Access to tax advisor and bookkeeping partners
- Office space or coworking desk options
- Access to local business networks and partners

E. GmbH Formation Consulting Package

The Innovation Hub Rhein-Main, through a trusted partner service provider, offers a comprehensive GmbH Formation Consulting Package to support international founders throughout the entire incorporation process in Germany.

The package includes:

- Full coordination of the GmbH formation process via our partner
- Preparation and review of all incorporation documents
- Liaison with notary, IHK (Chamber of Commerce), and relevant authorities
- Guidance through capital transfer and bank account setup
- Coordination with tax advisors for registration
- Support with translations, apostilles, and document legalization
- Project management and communication with all partners until registration is complete

This service ensures a smooth, efficient, and legally compliant GmbH setup — fully managed in collaboration with our partner, under the Innovation Hub Rhein-Main guidance.

How long it takes to establish a limited liability company (GmbH) depends on various factors. Some of these can be influenced by the shareholders, such as the payment of the share capital. For the most part, however, the shareholders must rely on other parties to process the application quickly.

You should allow at least 8 to 12 weeks for the formation of a limited liability company. The more individual the articles of association are, the more time-consuming it is to draw up the contract. Sample protocols or contracts can save a considerable amount of time.