

Work Aid Registration

Registration is required, if you want

- to identify yourself on the Publication platform,
- to submit an order to the Company register or the Federal Gazette on the Publication platform (if your company is registered at the register court, please have your commercial register data - register court, type of register and register number - ready to hand),
- to obtain information on annual financial statement documents deposited with the Federal Gazette or in the Company register,
- to file an application for certification of an annual financial statement in the Company register,
- a storage of the document cart beyond the end of the session in the Company register,
- to have unlimited access to your retrieval data in the Company register,
- to commission an Info Service in the Federal Gazette.

The “Registration” button will take you to the registration forms.

“Login data” Step

Initially please enter a valid, permanently available email address (no disposable email address) as well as a password.

The password must contain at least 12 characters without empty spaces. You may enter up to 50 characters without spaces. Permissible characters are letters (including German umlauts), numbers and special characters. The password must contain 3 of the following 4 features:

- Capital letters
- Lowercase
- Numbers
- Special characters (* + & % etc.)

Furthermore the password has to be clearly distinguishable from the email address - even if it meets the above requirements -, so it may not contain (larger) components of the email address. Example: Email address: testman@samplecompany.com. The password may not be set as "Testman1234!" or "Samplecompany1234\$".

With the email address and password you have provided, you can then - after completing the registration - log in to the Publication platform, the Federal Gazette and the Company register - regardless of which of the three platforms you have registered on.

Please note that a certain email address can only be used once for registration.

Identification

Please note:

Since the DiRUG (Act on the Implementation of the Digitalisation Directive) came into force on 1 August 2022, all transmitters of accounting documents and company reports are required to carry out an electronic identity check pursuant to sections 3(3), 11(2) URV in conjunction with section 8b(2) no. 4 HGB.

This applies to the transmission of accounting documents and company reports - with a financial year beginning after 31 December 2021 - to the Company register.

Without prior identification, for example, no annual financial statements can be transmitted to the Company register and thus no longer be disclosed. This may lead to a failure to disclose.

The submission of documents to the Federal Gazette does not require identification.

“Registration data” Step

You have the option to make a simple identification according to the Company Register Ordinance [Unternehmensregisterverordnung]. This is only possible for natural persons. To do this, select the option **“You only wish to make an identification that enables a transmission for inclusion in the Company Register pursuant to the Company Register Ordinance”**.

“Address” Step

Enter your address and the contact person data. Enter as contact person the person who will carry out the order transmission for a publication or depositing in the Company register.

“Overview” Step

Next, all the registration data will be shown to you in the data overview once more. Now you have the chance to correct or to confirm your data by “Register now”.

By clicking “Register now”, you will receive an email at your email address you entered as your identifier. The email contains a confirmation link that you please click. Only then, your registration is completed and you can log in with your email and password on the platforms.

You will also receive a separate email to the email address provided with the contact person, in which you must confirm the email address. Only then, you can make your identification under “My data - Contact persons”.

Registration for publication or deposit orders

“Registration data” Step

If you wish to enter a publication in the Federal Gazette or Company Register, or to submit or deposit an annual financial statement at the Federal Gazette or in the Company Register, please select **“You want to make a publication or deposit”** and specify next what you wish to register for:

- If you wish to publish your own announcement (applies to companies but to courts, authorities, etc. as well) or wish to submit an annual financial statement to the Federal Gazette, please select **“an own”**.
- If you have been commissioned with data from one or multiple companies that is to be published or submitted (e.g. as a tax consultant, chartered accountant, agency, etc.) or wish to make a publication or submission in the name of the subsidiary company for one or more subsidiary companies, please select **“for a third party”**. This has the advantage of only requiring one-time registration if you wish to process assignments for multiple customers.

Please note: All information that you enter in the following forms relates to your company. You create your customers in a separate customer database (see also: customer database for third parties).

For certain publications, there are higher security requirements for registration. Therefore, please specify whether you wish to publish in the “Short sales” or “Fund prices” category resp. in the “Litigation Register” or “Criminal matters” area or – as private person – annual reports in the area “annual financial statements” or to make publications for asset investments in the capital market or publications in the Restructuring Forum. Please note the pertinent help text in the form as well.

Next, please select the appropriate registration type for you from the list below. You will automatically be shown the forms tailored to your selection.

- Company/institution (e.g. commune, associations, freelance professionals etc.)
- Court (including public prosecutors)
- Authorities (Department)
- Private person

“Company Data” Step

If you enter your own publication or submission as a company and have selected “Company with office in Germany, listed in trade register, partnership register, register of cooperatives or register of associations” as your headquarters, please search for the competent court and registration type from the selection list and enter your company’s registration number. Then go to the “Start query” button. If you wish to enter a publication (e.g. annual financial statement) for a company which has already been deleted, please activate the corresponding option.

Please note that the company data shown here will be assigned to the company entered in the register and can no longer be changed afterwards.

If your company at this point is not named using the data you entered, please proceed as follows:

1. Verify the data you entered and try again.
2. If possible, enter only one distinctive keyword for the company name and, if applicable, omit abbreviated additions such as “AG” or “GmbH & Co. KG”. Do not enter any synonyms or abbreviations, if applicable, such as “BMW” instead of “Bayerische Motorenwerke”.
3. Activate the “Show deleted register data” option and try again.
4. If applicable, research the necessary data at <http://www.handelsregister.de> or <https://www.unternehmensregister.de> by entering your company name and, if applicable, additional information about your company.

If you have selected “Company with office in Germany, not listed in a register” or “Company with foreign office”, please fill out the appropriate entry form.

Then confirm the entries by selecting the checkbox.

Under “Further company data”, you have the option to provide additional information regarding publication or deposit.

“Address” Step

Please enter information about your company’s postal address first under “Company Address”. Please fill out the mandatory fields. Under “Contact person” name the person who is registering.

“Overview” Step

Next, all the registration data will be shown to you in the data overview once more. Now you have the chance to correct or to confirm your data by “Register now”.

By clicking “Register now”, you will receive an email at your email address you entered as your identifier. The email contains a confirmation link that you please click. Only then, your registration is completed and you can log in with your email and password on the platforms.

You will also receive a separate email to the email address provided with the contact person, in which you must confirm the email address. Only then, if required for your disclosure, can you make your identification under "My data - Contact persons".

If you have registered for publications in the “Short sales” category, please click on “forward” to invoke the authentication documents. Complete these and then send the documents to the Federal Gazette publisher.

My Data

You can access your registration data in the “My Data” menu.

In “Master Data” you can change your postal address, the contact person, your email address or password.

Please note that your company data will be assigned to the company entered in the register and can no longer be changed afterwards.

If your company was deleted from the register court, or if you have made a wrong allocation, please re-register. If there is already a publication and/or submission, and you wish to make changes to your data, please contact the publisher. Please contact the publisher if your registration data should be deleted.

Your postal address will be used as a basis under “Invoice Data”. Please enter any differing billing information accordingly under “Other address”.

Customer Database for Third Parties

In the “Customer Data” menu, create your customers (clients, subsidiary companies etc.) and manage them. You can access customer data records at any time and edit or erase them.

Create Customers

Go to “My Data” and, in the “Customer Data” menu using the “New Customer” button, create the company on whose behalf you are publishing or depositing.

Fill out the appropriate fields required for publication or deposit.

In the “Company address” form you also have the option of giving your customers a label, e.g. an internal customer number or a brief description.

Please note that the company data of your customer will be assigned to the company entered in the register and can no longer be changed afterwards.

Your invoice data will be filled with default data during registration. Therefore, after creating the customer, verify the invoice data submitted for the customer by performing the “Change Invoice Data” action in the “Customer Data” overview and correcting the data, if necessary. It is also possible to make a change related to the order.

Using the “Action” column, you can see, change, or delete customer data which you have already entered, or change invoice information.

You can filter the customer database according to certain criteria, such as the company name or customer number. Fill out the corresponding fields and select the “Update” button.

You have the option of exporting all or selected customer data records as an Excel or CSV list and saving it locally on your computer.

Publish or Deposit for Customers

If you wish to send an order for a customer, click on the “Publish”, “Deposit” or “Submit” button on the publication platform’s homepage. You will then be shown the customer

database. Select the desired customer for which you wish to publish or deposit, then you will automatically be taken to the order form.