

# General Terms and Conditions for data processing for publication in the Unternehmensregister [*Company Register*] against payment

## 1. Services

The Bundesanzeiger Verlag GmbH offers the service of electronic data processing of PDF documents for publication in the Unternehmensregister. The Bundesanzeiger Verlag to this end converts PDF documents into the electronic data format prescribed by the Company Register Ordinance (CRO) and enters these in the Unternehmensregister.

## 2. Transmission method and technical requirements

The only acceptable electronic data format shall be PDF documents transmitted to the Bundesanzeiger Verlag via the Internet platform <https://publikations-plattform.de>.

Only company insignia or information graphics such as charts or illustrations, illustrating the content of the publication, shall be accepted as graphics.

The transmitted documents shall specifically meet the following technical requirements:

### a) for PDF documents

PDF documents shall be clearly legible, printable and reproducible. The PDF document shall contain the entire text for publication. Only one PDF document may be transmitted per electronic order.

The following prerequisites apply:

- Security options must be deactivated
- Documents shall not be encrypted
- Java Script is not allowed
- Forms are not allowed
- It must be possible to print the document in DIN A4 portrait or landscape format, with the following dimensions:

Maximum height:	297	mm
Minimum height:	279.4	mm
Maximum width:	216	mm
Minimum width:	210	mm

- Documents must be limited to 25 MB maximum.

For the transmission of several PDF files the maximum permitted total size is 100 MB per order.

The transmitted documents may not contain the following:

- Scanned documents

### b) for graphics and objects

The contents described under 2) will in principle be acceptable as graphics for publication.

The following prerequisites shall be met:

- Graphics/objects shall be embedded in the text for publication.
- Graphics shall be provided as gif-, jpeg- or png files
- Graphics shall be delivered in black and white or RGB colours
- Graphics optimised for screen presentation
- Graphics with maximum dimensions
- pixels: 599 width x 549 height

Graphics shall not contain the following:

Graphics shall not exclusively contain text considered replacement for the text for publication.

There is no obligation to return or store transmitted data, data carriers and documentation not intended for publication or falling short of technical requirements. Orders with content in breach of laws, official regulations or moral standards shall not be executed.

### **3. Presentation and designs**

The transmitted data will be captured true to the original content. For reasons of comparability of information and rational working processes, all orders will be published in the Internet using exclusively the conventional standard fonts and designs of the specific Unternehmensregister fields and categories. No proof sheets will be dispatched.

### **4. Corrections, changes, deletions of past publications**

#### **a) Corrections**

Should errors occur in electronic Unternehmensregister entries despite due diligence, these will be remedied upon request and free of charge by way of corrected text as compiled by the publisher. There shall be no claim to complete replacement of a publication or to a price discount.

#### **b) Changes / deletions**

Orders for publication in the Unternehmensregister may strictly be neither cancelled nor reversed partially or fully in any way after publication – including in respect of individual parts. Deletions or partial deletions are therefore strictly not possible, including in cases of disclosure exceeding the mandatory.

#### **c) Erroneous submission of annual financial statements documentation**

The publisher reserves the right to forward to the Bundesanzeiger [*German Federal Gazette*] annual financial statements documentation erroneously submitted to the Unternehmensregister instead of to the Bundesanzeiger. The "General Terms and Conditions for Submission and Publication in the Bundesanzeiger, against Payment" shall apply.

### **5. Prices / (electronic) invoicing**

Data processing for publication in the "Unternehmensregister" is fee-bearing. Details can be found in the relevant valid price list on the website "<https://www.bundesanzeiger.de>". Invoices are generally sent electronically to the e-mail address given in the order, unless a hard copy invoice is requested.

### **6. Schedules/deadlines**

#### **a) Publication times**

Publications are entered in the Unternehmensregister from Monday to Friday between 8:00 to 18:00, except on bank holidays.

Any deviating publication times, e.g. on Christmas Eve and New Year's Eve, will be announced via the Internet.

#### **b) Time of publication**

We shall upon request guarantee publication of documents comprising up to 3 DIN A4 pages before the fourth day after data transmission. Documents exceeding 3 DIN A4 pages will be published on the 16th day after data transmission.

#### **c) Cancellation**

You will have the opportunity to cancel publication in the Unternehmensregister, against payment. Cancellations shall be coordinated with the editorial office.

Schedules for time-critical publication may be agreed upon after consultation.

### **7. Liability**

The publisher accepts no responsibility for incorrectly transmitted text for publication. The publisher shall not be liable if the documents for publication are not delivered according to schedule and in the proper form. The liability of the publisher shall for the rest be limited to intent and gross negligence, unless breach of cardinal duties is given.

## **8. Controlling language version**

Insofar as the publisher's websites carry the terms and conditions or other information in various language versions, only the respective German version shall be deemed valid, in particular for the interpretation and analysis of the formulations in use. Other language versions (translations) must be regarded purely as a service the publisher has chosen to provide.

## **9. German Law / Place of Fulfillment / Jurisdiction**

Only the German law applies.

In the event that the contractual partner of the publishing house is a business person, a legal entity under public law or special fund under public law, the place of fulfillment and jurisdiction shall be Berlin for both parties.

**For further information or support please visit  
"<https://publikations-plattform.de>".**

