

Check list for the application to be awarded a residence permit to work as a self-employed alien from a third country (in accordance with Section 21 para. 1 of the [German] Residence Act). –
Date of issue December 31, 2019.

Upon application, the following documents shall be submitted **to the relevant immigration authority in the German language**. The documents are needed by the Chamber of Industry and Commerce located in Darmstadt [abbreviated as: IHK Darmstadt] that is requested to prepare an expert opinion for the Immigration Authority in accordance with Section 21 para. 1 AufenthG [Residence Act].

1. Please check if the application form has been duly filled-in and signed by the authority.	<input type="checkbox"/>
2. Make sure to prepare a meaningful and comprehensible business plan that describes the business ventures in detail (inter alia contents are: the description of the business idea, the founder profile/founding members, the target group, the competitive environment, the organizational structure, the human resources planning, the number of new jobs and apprenticeships to be created in the near future and further details with respect to the core working conditions (such as the joining date, the scope of duties, the part-time or full-time working schemes and the compensation);	<input type="checkbox"/>
3. Please set-up a detailed financial planning as an annex to the business plan , consisting of: -	
a. a private financing requirements plan	<input type="checkbox"/>
b. a capital and financing plan	<input type="checkbox"/>
c. a sales and profitability forecast for three years (detailed explanations of the sales figures, expenses/costs and profits contained in the financing plan)	<input type="checkbox"/>
d. a corporate liquidity forecast for three years (to be set-up monthly during the first fiscal year)	<input type="checkbox"/>
e. Advice: Please feel free to make use of the online platform of IHK Darmstadt for the set-up of your business plan and your financial plan. It is free of charge. (https://www.gruendungswerkstatt-hessen.de)	<input type="checkbox"/>
4. Upon takeover of an existing enterprise , please provide the balance sheets respectively the economic evaluation [in German: BWA] of the three preceding fiscal years respectively as of the founding of the business.	<input type="checkbox"/>
5. Please provide proof of any existing business contacts in Germany (e.g. memoranda of understanding, order confirmations, master agreements respectively letters of intent) – if not already contained in the business plan.	<input type="checkbox"/>
6. Please submit proof of capital respectively proof of financial resources (e.g. loan agreement, proof of equity).	<input type="checkbox"/>
7. Information with regard to your businesses' contribution to innovation and research .	<input type="checkbox"/>

Please note that this list contains the usual documents to be submitted. In individual cases there may be deviations and further or different documents may be required.



8. CV plus any attachments (such as for instance: to furnish proof of professional qualifications, diplomas, provide references, to furnish proof of professional experiences and entrepreneurial experiences gained).	<input type="checkbox"/>
9. Please furnish proof of existing language skills in German respectively in English.	<input type="checkbox"/>
10. Please furnish proof of potentially required authorizations in accordance with commercial law.	<input type="checkbox"/>
11. Registration of a trade or a business respectively to register a business in the commercial register (if the company has been founded already).	<input type="checkbox"/>
12. If the enterprise is a corporation respectively a partnership limited by shares then please submit the articles of association/of a partnership.	<input type="checkbox"/>

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