



德国代表处设立服务

OFFICE-IN-OFFICE SOLUTION

在欧洲中心开启商业新领域



» EBC 提供的德国代表处设立服务

Office-in-Office solution provided by EBC

EBC (全称 European Buyers Council, 欧洲采购商委员会) 向中国公司提供的办公室概念为在德国建立自己的子公司或法律实体提供了合理的替代方案。

The Office-in-Office concept, offered by EBC to Chinese enterprises, provides a reasonable alternative to the establishment of an own subsidiary or legal entity in Germany.



设施完备的办公室
Workspace with Office Equipment



高端商务办公地址
Official Office & Business Address



公共管理支持
Public Administration Support



多国语言服务: 德语, 中文和英文
Triple-lingual Support: German, Chinese and English



欧洲员工招聘和工资管理
Recruitment of European Staff and Salary Management



免费使用的设施
Facilities with Free Access



为中国员工提供签证协助
Visa Facilitation for Chinese Employees



前台引导、邮件分流
Reception Guidance with Mail Processing



为什么选择 EBC

Why choose EBC

任何在德国以外设立总部和业务部门的外国公司都可以在德国设立全资子公司或德国办公室。子公司是外国母公司独资或部分所有的独立法人实体。建立子公司时，投资者可以选择下列几种类型的公司制和合伙制企业实体。德国代表处不是独立的法人单位。在法律和组织形式方面，它是总部业务的一部分，因此同样受总部公司适用的法律调整。设立代表处单位是希望在德国建立业务并与业务伙伴保持联系的外国公司合适的业务形式。

Any foreign company with headquarters and business operations outside of Germany can establish either a fully owned subsidiary or a German branch office. The subsidiary is an independent legal entity fully or partly owned by the foreign parent company. When establishing a subsidiary, the investor can choose between several types of corporations and partnerships as listed below. A branch office has no independent legal form. In legal and organizational terms, it is part of the head office business and is thus subject to the law governing the head office. A branch office is a suitable business form for a foreign company wanting to establish a presence in Germany for the purpose of initiating business and maintaining contacts with business partners.



申请人所需的申请材料:
Identity documents for the applicant:

个人身份证或护照 Personal identity card or passport
授权代表第三方行事的证明 Proof of authorisation to act on behalf of a third party
从业许可 Permissions - Certificate of Profession Qualification
外国人出国从事独立商业活动许可、居留许可
Residence Permit and License for independent commercial businesses in Germany



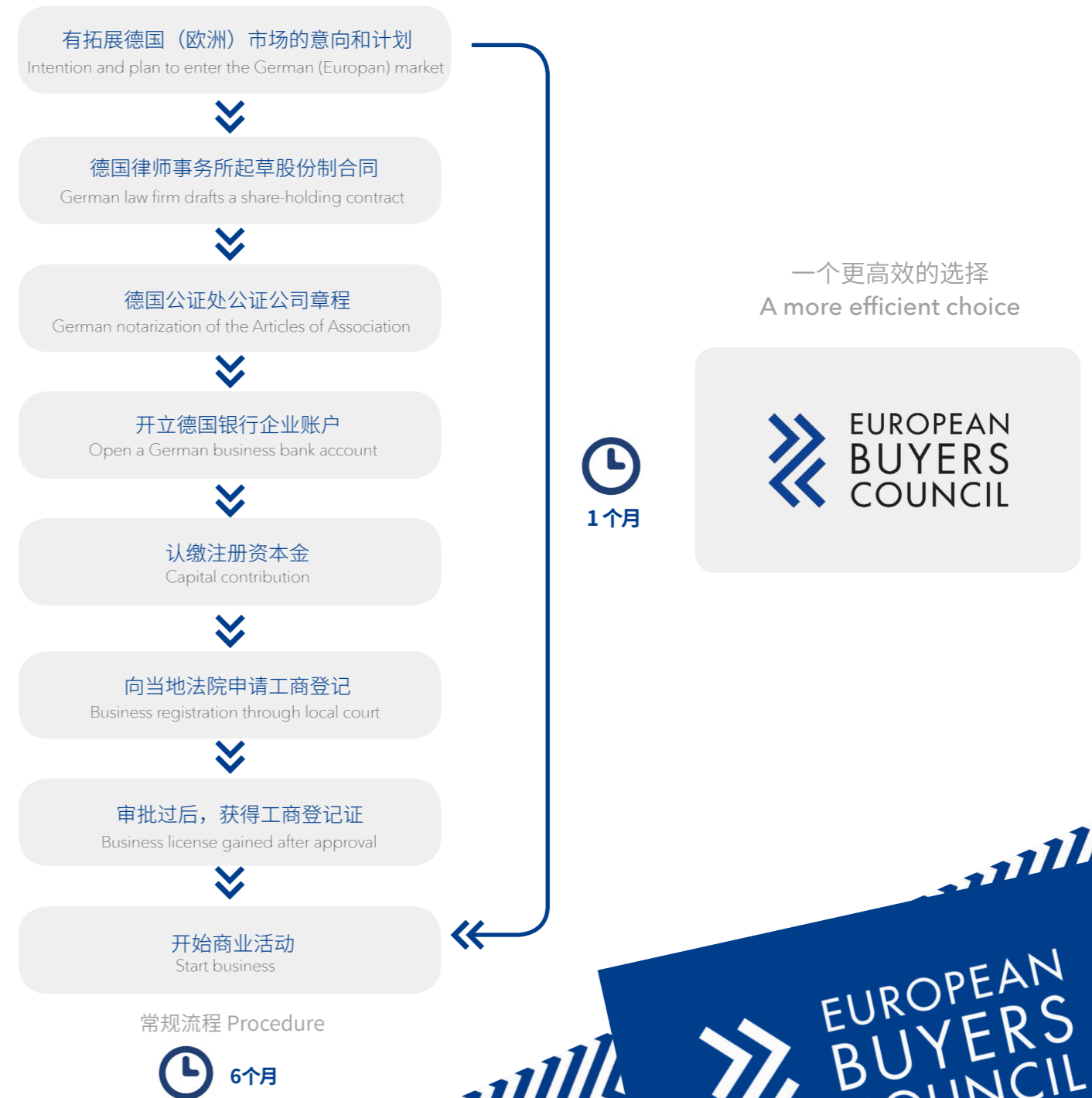
注册资本金:
Registered capital:

有限责任公司的最低注册资本金现为 25000 欧元，到账一半方可开始注册。
At least 25,000 EUR initial capital for the Limited Liability Company registration is required.



企业所需申请材料:
Required Documents:

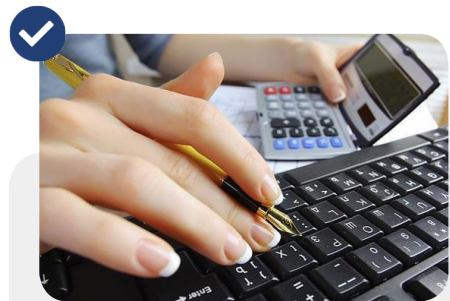
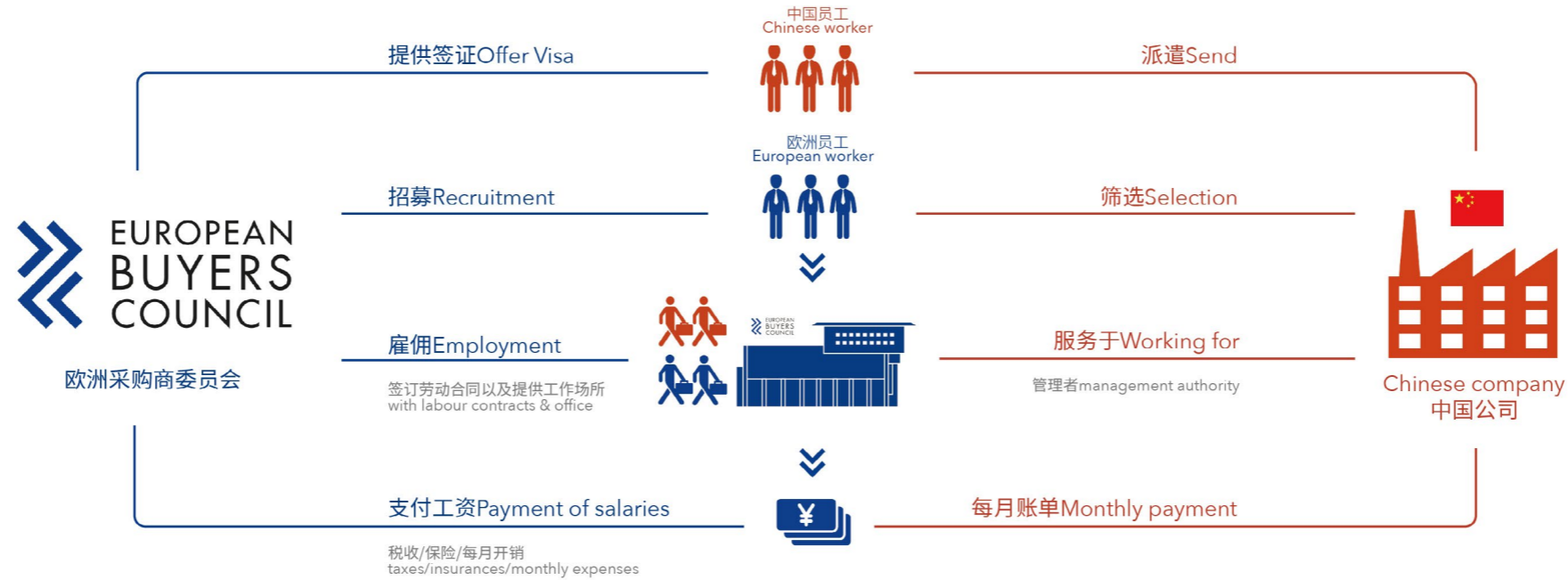
请提交商业登记册的摘录证明及相应的入境文件。另外，德文翻译件须提交。出于正当理由，可能需提供警察通关证或中央商业登记册的资料。
Extract from the Business Registry of proof to business registration and other corresponding entry documents are also required. In addition, a German version of those related materials must be provided. For justified reasons, the requirement of a police clearance certificate or information from the Central Commercial Register are necessary.



德国代表处设立服务详情

What an Office-in-Office solution means

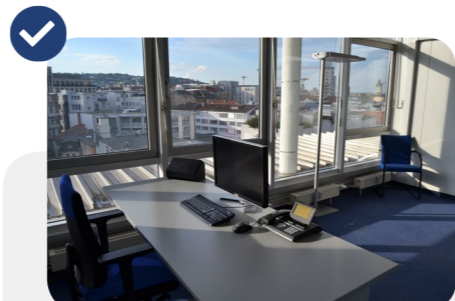
(一) 核心服务项目 Main services



公共管理支持

Public Administration and Accounting Support

- 协助处理票据
Facilitation on invoices arrangement and settlement
- 中欧员工的月薪发放
Monthly payroll of employees (Chinese/European)
- 税务服务 Tax services
- 对接资深会计师，服务您处理财务运作
Direct access to qualified accountants to help in unfamiliar territories and situations



拥有办公室设备的工作区

Workspace with Office Equipment

- 电动可调节办公桌
Electrically adjustable desks
- 符合人体工程学的办公椅
Ergonomic office chairs
- 档案柜 Filing cabinet
- 现代化电话系统 Modern telephone system
- 超过 100 Mbit/s 的高速网络
High-speed Internet with over 100 Mbit/s
- 所有房间带有日光 All rooms with daylight
- 独立控制的空调设备 Individually controlled A/C



免费使用的设施

Facilities with Free Access

- 配备投影仪，电视，电话会议设备和白板，可供 4-20 人使用的会议室
Various Meeting Rooms for 4 - 20 Persons including Projector/TV, Conference Call Facilities and Whiteboard
- 最先进的打印机，扫描仪，复印机
Latest Printer (colour), Scanner, Copy and Fax Technologies
- 配备用餐区 Fully equipped Pantry
- 配备沙发、睡椅、娱乐设备和杂志的休息区域
Chill out Area with Sofa, Couch, Entertainment, Magazines etc.
- 屋顶景观 Access to the Rooftop terrace



欧洲员工招聘或帮助中国员工申请签证

Recruitment of European Staff and/or Transfer of Chinese Employees to Germany

- 通过 EBC 专业的人力资源部雇佣欧洲员工
Professional Recruitment and hiring of European employees through HR Department of EBC
- 德国法律实体 EBC 可为技术转移的中国员工提供劳务合同，从而申请长期签证在德国（欧洲）工作
Transfer of Chinese employees to sign with EBC as a German legal entity to work permanently (Visa) in Germany (Europe)

德国代表处设立服务详情

What an Office-in-Office solution means

(二) 其他服务项目 Other services



前台引导、邮件分流

Reception Guidance with Mail Processing

EBC 的前台服务人员将会热烈欢迎您的客户及合作伙伴。此外，我们将代收并看管好您的邮件，满足您的其他需求。

EBC's reception service will welcome your guests, clients or partners. Furthermore, EBC will accept and take care of your mailings and other requirements.



为中国员工提供签证协助

Visa Facilitation for Chinese Employees

想将您的中国人才转移到德国办公室？EBC 将全程协助您的目标、为您的中国员工提供正式的劳务合同，并取得长期的商务签证。

You want to dispatch your employees to your Office-in Office in Germany? EBC provides your Chinese employees an official labor contract to get a German working visa. EBC will also assist you during the whole process.



多国语言服务：德语，中文和英文

Triple-lingual Supports: German, Chinese and English

为您跨越语言障碍，EBC 将提供德语、英文和中文的服务支持。

To serve you as best as possible and to reduce barriers, EBC offers next to German and English also support in Chinese language.



高端商务办公地址

Official Office & Business Address

您的商务名片、合同签署上均可使用代表处办公室的地址。

Use the Office-in-Office address as your official German subsidiary business address for contracts, name cards etc.

服务详情



可供选择：

- **20 平方米办公室**
2 个设备齐全的办公位
- **30 平方米的办公室**
4 个设备齐全的办公位
- **50 平方米的办公室**
8 个设备齐全的办公位
- **根据客户需求提供其他面积选择**



支付

每月中国公司都会受到一张包含所有职位的账单

- **员工薪酬**
- **基本服务费**
办公室租金
办公设备
公共区域的使用，如会议室、茶水间、休息室、阳台、打印、复印机
前台服务
公共管理（工资管理和会计）
- **员工每月额外费用，如交通、广告等**

- » 只要选择您所需的办公室面积和员工数量。
- » 马上就能来德国开始新的业务
- » 省钱，省时，省力！

SERVICE DETAILS



Options:

- **Office of 20 sqm**
2 fully-equipped working spaces
- **Office of 30 sqm**
4 fully-equipped working spaces
- **Office of 50 sqm**
8 fully-equipped working spaces
- **Other sizes upon request**



Payment:

Chinese companies will receive a monthly invoice with following captions:

- **Salary of employees**
- **Basic service fee**
- Office rental
- Office equipment
- Use of public areas like meeting rooms, pantry, relaxing room, terrance, copy & printing machine
- Reception service
- Public Administration (Payroll management and accounting)
- **Additional monthly expenses of employees for transportation, advertisements, etc.**

- » Just select your office of size and amount of employees.
- » Come to Germany and start immediately your business!
- » Save costs, time and effort!

» EBC 的地理位置

Location of EBC

● 欧洲中心—德国 The centre of Europe - Germany

德国是欧洲综合实力最强的国家，具有核心区位优势。
Germany is the strongest country in Europe with the big advantage of its central position.



● 世界知名公司摇篮—巴登 - 符腾堡州 Location of world famous companies - Baden-Württemberg

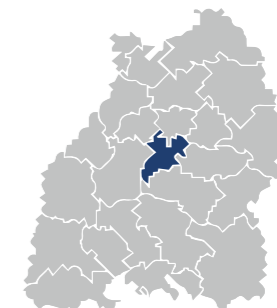


德国西南部的巴登 - 符腾堡州，是欧洲经济最发达的地区之一，坐落着诸多具有创新能力的高科技公司。

The province Baden-Württemberg is one of the most economically developed areas including high-tech companies with innovative power.



● 巴登符腾堡州首府——斯图加特 The capital city - Stuttgart



该州的斯图加特市是保时捷，梅赛德斯和博世等世界知名公司所在地。

EBC 总部大楼位于斯图加特市的中心地带。公共交通工具，停车位都在总部大楼内，德国最长的购物街仅在附近。

The city of Stuttgart is the home of world-famous companies like Porsche, Mercedes and Bosch. The EBC building is located in heart of the city center of Stuttgart. The public transportation, parking slots are in house and the longest shopping street in whole Germany just close by.



EUROPE IN YOUR HANDS 进军欧洲市场





EUROPEAN BUYERS COUNCIL



除了作为您的利益代表，我们还能帮助您选择和聘请员工，在 EBC 的总部办公地点为您提供办公场所，并提供从 IT 到财务的行政支持。我们的办公室服务还能够让您方便地联系各政府部门，为您提供宽广的联系网络、实用技能和多样化的服务。
跳过法人实体注册过程，节省费用、时间和精力。

Next to the representation of your company's interests on-site, we support you in selecting and hiring suitable staff, setting up a workplace in EBC headquarters' office space, and offer you administrative support from IT to finances. Our service Office-in-Office also enables your convenient access to ministries, authorities, federations and provides the extensive network of contacts, as well as know-how and ample services.
Skip the legal entity registration process for saving costs, time and effort.



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