



Navigating local requirements and regulations can be challenging when realizing your international ambitions. We guide you to ensure a smooth set-up and accompany you while you grow. We take away your worries. We are ACE.

ACE is a boutique administrative services firm assisting corporates and entrepreneurs with their international expansion, from initial set-up to ongoing local administration and compliance, and beyond.

We tailor our services to your specific business needs, while offering these for fixed fees. Thus, no additional charges for time spent, ensuring clarity and transparency without unpleasant surprises.

Let us take care of your local administration in **Germany** so you too can focus on your business.

Set-up

Incorporation

Assistance with the incorporation of a limited liability company ('Gesellschaft mit beschränkter Haftung', 'GmbH') | Registrations with company register (Handelsregister) and tax authorities ('Finanzamt') | Set-up of shareholders register.

Bank account opening

Assistance with the opening of local bank account (Commerzbank, Donner & Reuschel) or any preferred international bank you have a relationship with..

Ongoing

Accounting, consolidations & reporting

Accounting and bookkeeping | Management and consolidated accounts | Reporting (monthly, quarterly and/or annually) | Preparation of annual financial statements.

Administration

Day-to-day administration | Invoicing, banking & payments | Communications with various authorities and government agencies.

Corporate secretarial

Preparation, organising & execution of board and shareholder meetings | Preparing board and shareholder resolutions | Registered office address | Statutory filings at the Handelsregister.

Payroll

Monthly payroll computation and salary payments | Computation and submission for social security and pensions | Drafting and issuing monthly pay slips | Preparation of annual reconciliation.

Tax compliance

Preparation and filings of corporate income tax return with Finanzamt | Registration for local value added tax ('Mehrwertsteuer') with Bundeszentralamt für Steuern, with monthly returns preparation and filings with Finanzamt.

Complementary

Insourcing

Let us manage your administration at your own offices, either part-time or full-time, as administrative support or financial controller.

Rental desks

We rent out desks in our offices to ACE clients, per day/week/month/year, for fixed all-inclusive fees.

SPVs

One-stop-shop for SPV management and accounting in complex finance, real estate or shipping structures.

ACE Administration Services GmbH

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