



Doing Business in Germany

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Introduction

Doing Business in Germany has been prepared by Crowe Horwath International member firms in Germany in order to provide general information for persons contemplating doing business with or in the country concerned and/or individuals intending to live and work in Germany temporarily or permanently.

In addition to background facts about Germany, it includes relevant information about business operations and taxation matters. This Guide is intended to assist organizations that are considering establishing a business in Germany either as a separate entity or as a subsidiary of an existing foreign company. It will also be helpful to anyone planning to come to Germany to work and live here either on secondment or as a permanent life choice.

Unless noted otherwise, the information contained in this Guide is believed to be accurate as of 1 January 2015. However, general publications of this nature cannot be used and are not intended to be used as a substitute for professional guidance specific to the reader's particular circumstances.

Crowe Horwath International is ranked among the top 10 global accounting networks. It consists of more than 200 independent accounting and advisory services firms with more than 30,000 professionals and staff in 125 countries around the world. Crowe Horwath International is represented in six central locations in Germany with five legally separate and independent companies offering innovative solutions and supporting their clients in the areas of Audit, Tax, Advisory and Risk.

All Crowe Horwath International member firms are driven by a single purpose – to help their clients to succeed in whatever markets they operate in.

Dr. Kleeberg & Partner GmbH
Wirtschaftsprüfungsgesellschaft
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2015

About Crowe Horwath International

Crowe Horwath International is ranked among the top 10 global accounting networks with more than 200 independent accounting and advisory services firms in over 125 countries around the world. Crowe Horwath International's member firms are committed to impeccable quality service, highly integrated service delivery processes and a common set of core values that guide decisions daily.

Each firm is well-established as a leader in its national business community and is staffed by nationals, thereby providing the knowledge of local laws and customs which is important to clients undertaking new ventures or expanding into other countries. Crowe Horwath International member firms are known for their personal service to privately and publicly held businesses in all sectors and have built an international reputation in the areas of audit, tax and advisory services.



1. Germany as an investment location – an outline

As the strongest economy in Europe and one of the largest markets worldwide, Germany offers foreign investors an attractive base for doing business and for investments in all industries. The open and international outlook, the well-educated work force and the advanced infrastructure are some of the factors contributing to the success of German companies.

The purpose of this manual is to guide you through the investment environment in Germany. It provides only general information about the country and how to set up a business, adopting the ideal legal form, the tax system and labour law. For more detailed or case-specific information, please do not hesitate to contact Crowe Horwath International.

1.1 Government and country

Germany is governed by a parliamentary democracy. The capital of Germany is Berlin. The president (*Bundespräsident*) is the Head of State and is vested primarily with representative responsibilities and powers. The chancellor (*Bundeskanzler*) is the head of government and exercises executive power, similar to the role of a Prime Minister in other parliamentary democracies. Federal legislative power is vested in the parliament consisting of the Federal Diet (*Bundestag*) and Federal Council (*Bundesrat*), which together form the legislative body.

The total population of Germany is around 80 million (2014). The size of its population makes Germany the largest consumer market within the European Union (EU). Furthermore, Germany has 16 states, each with its own local authorities.

1.2 Location and infrastructure

Germany is one of the largest countries in Europe, covering an area of approximately 375,000 square kilometres. It is located in the centre of Europe. Germany's neighbour countries are Austria, France, Switzerland, Luxembourg, Belgium, Poland, the Czech Republic, Denmark and the Netherlands. Germany's ideal location in the heart of Europe creates a multitude of opportunities for European and international business.

Most of the German major industries are situated in the country's western and southern regions. The major international airports are Frankfurt/Main, Munich, Düsseldorf, Cologne, Hamburg and Berlin. The port of Hamburg is one of the biggest ports in the world. Germany's road network is amongst the densest in the world. Furthermore, Germany has established a fast and efficient network of high-speed trains.

1.3 Economy and currency

Germany is one of the world's major industrialized nations and the largest national economy in Europe, which is characterized by a highly qualified labour force, a well developed infrastructure and a high level of innovation. The economic policy is based on the concept of the social market economy. One of the most important industries is the export sector. Currently, Germany is the third largest exporter in the world. Most of Germany's production takes place in engineering, particularly in machinery, automobiles, metals, chemical and electronic products.

In Germany, there are a large number of banks (around 2,120) which are engaged in an extensive range of banking activities. Hence, some banks are specialized (e.g. mortgage banks), while the majority of German banks typically offer an extremely wide range of financial services (e.g. commercial banks, savings and loan banks). Furthermore, a large part of the banking sector is publicly owned and controlled by a state regulator, the Federal Financial Supervisory Authority (*Bundesanstalt für Finanzdienstleistungsaufsicht – BaFin*).

Germany is a founding member of the EU and the Eurozone. The euro is therefore the official currency in Germany. Monetary policy is managed by the European System of Central Banks which consists of the European Central Bank (ECB) and the national central banks of the EU Member States. The duties of the German Central Bank, located in Frankfurt/Main, include particularly country-specific tasks within the framework of European monetary policy. Additionally, the German Central Bank is also involved in monitoring banks and financial service institutions.

1.4 Entry into Germany

Foreign companies wishing to set up a business in Germany can set up the existing foreign legal entity without the need to convert it into a German legal entity. However, a German independent branch of a foreign entity must be registered with the Chamber of Commerce. Besides this, a foreign investor or company can also operate in Germany through a German partnership or corporation (see chapter 2.).

Due to the European right to freedom of movement, nationals from EU Member States who would like to work in Germany do not generally require a work permit before entering Germany. Nevertheless, special rules apply for nationals from the new EU Member States (currently only for Croatia) during a transitional period. Nationals from states outside the EU basically need a work permit which is included in the residence permit. Before granting the residence permit for work purposes, the immigration office must obtain the approval of the employment office.

2. Starting business

German law offers various legal forms for conducting business activities in Germany. A foreign individual or company can therefore select between several legal forms which are typically divided into partnerships and corporations. Alternatively, a foreign individual or company may operate in Germany through a branch. German corporate law provides a flexible and liberal framework for the organization of companies or branches. There are no special restrictions for a foreign investor doing business in Germany.

2.1 Branch

Typically, a branch is a permanent establishment of a company from which business operations are carried out. Further, a branch has no legal personality. Under German corporate law, there are no special conditions that branches would have to meet. However, independent branches have to be registered in the commercial register (*Handelsregister*), and the local municipality has to be informed where the branch is opened to share this information with the local tax office. One major advantage of setting up a branch is that establishing and liquidating it is considerably easier than setting up and liquidating a corporation or partnership.

2.2 Corporations

German corporate law distinguishes between several types of corporations, all of which possess legal personality. Hence, a typical characteristic of a corporation is that the owner of the corporation is not personally liable for the corporation's debts. Rather, the liability of a corporation is restricted to the value of the corporation's assets. The two major types of corporations are the stock corporation (*Aktiengesellschaft* – **AG**) and the limited liability company (*Gesellschaft mit beschränkter Haftung* – **GmbH**).

GmbH

The GmbH is the most common form of corporation in Germany. A GmbH can be formed by one or more founding members (individuals or companies). The founding act and the articles of association (*Gesellschaftsvertrag*) setting out the rules for the running of the GmbH's internal affairs, have to be notarized. Further, a GmbH has to register its business in the commercial register. Only the registration in the commercial register provides the GmbH with its full legal status. Under German corporate law, the GmbH must have a minimum share capital (*Stammkapital*) of EUR 25,000, EUR 12,500 of which has to be raised before registering in the commercial register. For a GmbH, one or more managing directors (*Geschäftsführer*) must be appointed to manage and represent the GmbH in and out of court. Managing directors do not need to be shareholders. If the GmbH has more than 500 employees, a supervisory board (*Aufsichtsrat*) is required. The supervisory board consists of at least three members and controls the management.

As of 2008, a derivate form of the GmbH called the entrepreneurial company (*Unternehmergeellschaft* – **UG**) can be founded. A UG can be formed with fewer legal requirements than is the case with the usual GmbH. Furthermore, a UG requires only a minimum registered share capital of EUR 1. However, the UG must accumulate 25% of its yearly profits until the share capital reaches EUR 25,000.

AG

An AG can be either an unlisted or a listed company on the stock exchanges. The procedure for forming an AG is connected with many formal and legal requirements. The founding act and the articles of incorporation (*Satzung*) of the AG have to be notarized. For example, the articles of incorporation must state the following:

- Name of the company;
- Objectives;
- Amount of share capital;
- Type of shares;
- Location of the registered office;
- Number of management board members.

For an AG, a minimum registered share capital (*Grundkapital*) of EUR 50,000 is required. At least 25 % of the minimum share capital must be paid in by the date of the application for registration in the commercial register. The AG may issue share certificates either with a minimum par value (*Nennbetrag*) of EUR 1 per share or without par value (*Stückaktien*). Moreover, the AG is managed and represented in and out of court by a board of managing directors (*Vorstand*). The managers do not need to be shareholders. For an AG, the supervisory board (*Aufsichtsrat*) is mandatory. The supervisory board must have at least three members up to a maximum of 21. The main function of the supervisory board is to control and supervise the board of managing directors. Furthermore, a general meeting (*Hauptversammlung*) must be held each year within eight months of the end of the financial year to elect the members of the board of management and inform the shareholders of previous and future activities.

Many foreign investors who want to limit the risk of their activities to the amount of capital they invest in Germany regularly make use of a GmbH rather than an AG. The main reason to set up a GmbH instead of an AG is that the GmbH has fewer detailed requirements for stating the rules for the running of the GmbH's internal affairs in the articles of association, simpler formalities and more flexibility in legal and business transactions. Another advantage is the lower minimum capital requirement.

KGaA

Another form of corporation is the limited partnership with share capital (*Kommanditgesellschaft auf Aktien – KGaA*), which is similar to the AG. By contrast, one or more general partners are personally liable for the KGaA's debts. However, this form of corporation is not frequently used in Germany.



2.3 Partnerships

In Germany, partnerships play an important role alongside GmbHs and AGs. A typical characteristic of a partnership is that one or more of the partners are general partners with personal unlimited liability. Partnerships do not constitute an entirely separate entity from its partners, but they may conclude contracts, hold property and can sue and be sued in their own name. In general, partnerships have to register their business in the commercial register. Furthermore, to create a partnership, a partnership agreement between the partners is required. One major advantage of setting up a partnership, compared to a corporation, is the great flexibility in tailoring the partnership's internal affairs to the individual needs of the partners. Another reason why a partnership might be preferred to a corporation is the less extensive publication requirements. Common business forms of partnerships are the general partnership (*Offene Handelsgesellschaft – OHG*) and the limited partnership (*Kommanditgesellschaft – KG*).

OHG and KG

An OHG or KG is formed by at least two partners. In an OHG, all partners are jointly and severally liable for all business debts, whereas in a KG, at least one general partner is personally liable. The liability of the limited partners is limited to their contribution to the partnership. However, the liable contribution must be registered in the commercial register; otherwise, the limited liability is not legally effective. An OHG or KG is managed and represented in and out of court by the general partners. The limited partners may in general not participate in the management, unless the partnership agreement confers power of representation on them.

German corporate law also allows forms of corporation to be mixed. As a result, a very common form of a partnership is the GmbH & Co. KG. The GmbH & Co. KG is a limited partnership with a GmbH acting as general partner. The major reason for setting up a GmbH & Co. KG is that this partnership form combines the advantages of partnerships with the corporation's advantage of limited liability.

Other common forms of partnerships

Other common forms of partnerships are the civil law association (*Gesellschaft bürgerlichen Rechts – GbR*) and the silent partnership (*stille Gesellschaft*). A GbR is a partnership which is formed by two or more partners. A registration with the commercial register is not required. In a GbR, all partners are jointly and severally liable for all of the GbR's debts. The legal relationship between the partners is determined by the rights and obligations agreed upon in the association agreement. The GbR is generally managed and represented in and out of court by all partners.

The silent partnership is a form of business in which a person holds a financial participation in an existing company on a contractual basis. The silent partner therefore contributes to the capital of an existing business and participates in its profits. Silent partnerships are basically not registered in the commercial register, unless the business in which the silent partner participates is an AG.



3. Taxation of individuals and companies

A foreign investor planning to set up a business in Germany has a wide range of investment options. For example, foreign investors can opt for a direct investment, make investments through a permanent establishment or set up a partnership or a corporation. The tax consequences in Germany differ depending on the form of investment chosen. Generally, the taxes applicable to individuals and companies in Germany are mainly income tax, corporate income tax, trade tax and solidarity surcharge.

3.1 Tax liability

Income tax

In fact, only individuals are subject to German income tax rather than corporate tax (see below). In Germany, the concept of tax liability is based on the criterion of residency, whereby the citizenship of an individual is not a factor in determining residency. For income tax purposes, individuals are subject to resident tax liability (*unbeschränkte Steuerpflicht*) in Germany if they meet either of the following requirements:

- The individual has a domicile (*Wohnsitz*) in Germany;
- The individual has a customary place of abode (*gewöhnlicher Aufenthalt*) in Germany for an uninterrupted period of more than six months, whereby this period may fall into two calendar years. Short interruptions are not relevant and therefore count towards the six-month period (e.g. holidays in foreign countries).

Non-resident individuals can also opt to be treated as residents if (i) at least 90% of their total income is subject to German income taxation or (ii) their taxable income not subject to German taxation does not exceed the amount of EUR 8,354.

As result, individuals resident in Germany are subject to income tax on their worldwide income. However, individuals who are not resident in Germany are basically subject to taxation only on income from German sources. Such individuals have non-resident tax liability (*beschränkte Steuerpflicht*) in Germany. For example, income from German sources includes:

- Income from agriculture and forestry carried on in the domestic territory;
- Income from commercial business activity derived through a permanent establishment or a representative in Germany;
- Income from self-employment or employment to the extent that the work is exercised or exploited in Germany;
- Dividend income, if the dividend-paying company is resident in Germany;
- Capital gains derived from the sale of shares in a domestic corporation, if the non-resident investor holds a substantial share interest in the corporation (at least 1%);
- Rental income, if the real estate or other tangible or intangible property is situated or registered in Germany.

In order to trigger non-resident tax liability, the income of the taxpayer must, as a rule, have a specific connection with Germany (see above). Nevertheless, in many cases where a direct investment takes place between foreign investors and domestic customers or residents, for performing the business activity, no permanent basis in Germany, e.g. in form of a permanent establishment, partnership or corporation, is required. Therefore, the income derived from such direct investments is not subject to income taxation in Germany. For instance, imports from other countries to Germany are themselves not taxable under German income tax law.

Income tax is levied at progressive tax rates. The income tax rates for 2014 increase from a starting rate of 14 % up to a top rate of 45 %. For German residents, a basic tax-free allowance (*Grundfreibetrag*) of EUR 8,354 (double amount for married taxpayers filing a joint return) is applicable. For example, a rate of 42 % applies if the taxable income is between EUR 52,882 and EUR 250,730 (between EUR 105,764 and EUR 501,460 for married taxpayers filing a joint return). If the taxable income is EUR 250,731 or more (EUR 501,462 or more for married taxpayers filing a joint return), the top rate of 45 % applies for the exceeding amount.

In addition to income tax itself, a solidarity surcharge of 5.5 % is imposed on the income tax liability, which leads to an overall top tax rate of 47.5 % (45 % plus 5.5 % on 45 %). The solidarity surcharge applies to individuals with resident tax liability and to the German source income of individuals with non-resident tax liability. If a German resident is a member of a church in Germany, a church tax is also levied at a rate of 8 % or 9 % on income tax liability.

Furthermore, income generated by an individual's commercial business activities is subject to trade tax; nevertheless, trade tax can basically be credited against the income tax liability of an individual. However, trade tax is not imposed on income from self-employment (see below).

Corporate income tax

A legal entity (e.g. the German AG or GmbH) which has its statutory seat or place of management in Germany is subject to corporate income tax on its worldwide income (resident tax liability, *unbeschränkte Steuerpflicht*). Non-resident legal entities whose statutory seat or place of management is located outside Germany are subject to tax in Germany only on German-source income (non-resident tax liability, *beschränkte Steuerpflicht*). For instance, income from German sources (see above) includes business income from operations in Germany using a branch, office, factory, point of purchase or sale, warehouse or other permanent establishment (*Betriebsstätte*), including a permanent representative (*ständiger Vertreter*).

Generally, legal entities are subject to corporate income tax (*Körperschaftsteuer*) and the solidarity surcharge (*Solidaritätszuschlag*) on it. Examples of such legal entities are the German AG and GmbH. A permanent establishment located in Germany is also subject to corporate income tax plus solidarity surcharge if the foreign head office is a corporation. Partnerships, like the German KG or OHG, are not taxable entities for corporate income tax purposes (see below).

Corporate income tax is charged at a rate of 15 % on taxable income. A 5.5 % solidarity surcharge is charged on corporate income tax, resulting in an effective tax rate of 15.825 % (15 % plus 5.5 % of 15 %). In 1995, the solidarity surcharge was introduced to help finance the reunification of Germany. Also subject to this surcharge are prepayments of corporate income tax and withholding tax payments.

Trade tax

In general, trade tax (*Gewerbesteuer*) applies to all commercial businesses. To qualify as a commercial business, it is required that the entrepreneur operates autonomously on a continuing basis, generates profits and participates in general commerce. However, activities related to agriculture and forestry as well as self-employed work do not qualify as commercial business activities. Also, the mere administration of property or capital assets does not qualify as a commercial business activity. Generally, a corporation is subject to trade tax, because its business is always treated as a commercial business activity. Also, a partnership is subject to trade tax if its business activity qualifies as a commercial business (see above).

Trade tax is charged on taxable income by the local municipalities. The taxable income is multiplied by a basic tax rate of 3.5 % (*Steermesszahl*) to arrive at the so-called base amount (*Steermessbetrag*). Then the relevant local multiplier (*Hebesatz*), which can range from typically 200 % up to 490 % (e.g., 240 % for Grünwald [a local municipality close to Munich], 490 % for Munich, 410 % for Berlin and 470 % for Hamburg) for each municipality is applied to the base amount. As a result, the effective average trade tax rate ranges between 10.5 % and 17.5 %.

Special tax principles for partnerships

In Germany, partnerships are transparent for income tax or corporate income tax purposes, but not for trade tax purposes (the so-called **transparency principle**). Hence, the taxable income of a partnership is determined at the level of the partnership and allocated to the partners in proportion to their interest in the partnership. Then the taxable income derived from the partnership is taxed in the hands of the partners. In the case of an individual, the partner's income is subject to income tax and will be taxed at the personal income tax rate of the partner. Retained earnings in the partnership will be taxed at a special tax rate of 28.25% (upon application), whereby an additional tax at a rate of 25% will become due upon later distributions of these profits. However, this special taxation method may only be elected by individuals. In the case of a corporation, the partner's income from the partnership is subject to corporate income tax.

For trade tax purposes, however, a partnership is generally a taxable entity. In order to prevent a double burden with income tax and trade tax as well, an amount of 3.8 times the trade tax base amount (see chapter 3.2.) is credited as a lump-sum against the income tax levied on income from commercial business activity. However, this deduction is only granted to individuals and is limited to the trade tax actually to be paid.

3.2 Determination of taxable income

Income tax

German income tax law distinguishes between the following seven categories of income:

- Income from agriculture and forestry;
- Income from commercial business activity;
- Income from self-employment (includes primarily income from professional services rendered, among others as doctor, dentist, attorney, architect or tax consultant);
- Income from employment;
- Income from capital investment;
- Rental income from real estate and certain other tangible property and royalties;
- Special types of other income (e.g. annuities and certain capital gains).

Income from each of these categories may be combined. Income that does not fall into one of the seven categories is not taxable (e.g. lottery winnings).

Computation of income

In order to determine the total amount of income, the amount of income from the different categories must be calculated separately.

In the case of income from agriculture and forestry, income from commercial business activity and from self-employment, the profit is determined by deducting business-related expenses (*Betriebsausgaben*) from gross income (certain specific regulations apply for the determination of income from agriculture and forestry). However, personal expenses are usually not deductible, unless they are incurred for business purposes and the amount is reasonable.

Income from employment, rental income and certain other income is determined by deducting income-related expenses (*Werbungskosten*) from earnings. Income-related expenses are those expenses that are paid out by an individual to create, protect or preserve that income. For instance, in the case of rental income, these expenses include interest on debt, depreciation and other related expenses. With regard to employment income, currently, a standard annual deduction for income-related expenses of EUR 1,000 is granted without proof, unless higher income-related expenses can be itemized.



Investment income

Income derived from the investment of private capital assets, such as dividends, interests and gains on the disposal of capital assets, qualifies as income from capital investment. Such investment income is tax-free in the annual lump-sum amount (*Sparer-Pauschbetrag*) of EUR 801 (EUR 1,602 for married taxpayers filing a joint return). Deducting higher expenses than the lump-sum amount is generally not permitted.

For investment income, tax liability is generally discharged with the withholding tax of 25% (*Abgeltungsteuer*) which must be withheld at source by the payer. The solidarity surcharge and church tax, if applicable, are added. However, the final withholding tax will not be withheld if the taxpayer is able to provide the investment institution with a certificate of non-assessment. Furthermore, tax losses from investment income cannot be offset with positive income from other income categories (see chapter 3.3.). Special loss consideration rules also apply to gains and losses derived from the sale of shares by individuals (see chapter 3.5.).

In general, the withholding tax is a final tax. Hence, income from capital investment does not have to be declared in the income tax return, unless such income was not subject to the withholding tax at source (e.g. foreign investment income). In the case of taxpayers with an average personal income tax rate below the withholding tax rate of 25%, the taxpayer may opt to declare the investment income in his income tax return. Then, the lower personal tax rate can apply to the income from capital investment.

Tax reliefs

In order to determine the taxable income, the following expenses of the taxpayer may be deducted from aggregated income:

- Special expenses;
- Extraordinary financial burdens;
- Child-related expenses.

As a rule, special expenses (*Sonderausgaben*) may be deducted only up to a certain maximum amount. The typical characteristic of special expenses is that they are private expenses rather than business-related or income-related expenses. A standard deduction of EUR 36 (EUR 72 for married taxpayers filing a joint return) per year for income-related expenses is granted, unless higher expenses can be itemized. Special expenses include particularly the following:

- Provident expenses (e.g. pension insurance contributions or contributions to specific retirement plans) up to a maximum amount of EUR 20,000 (double amount for married taxpayers filing a joint return);
- Premiums for basic health care services;
- Contributions for nursing care insurance.

Extraordinary financial burdens (*außergewöhnliche Belastungen*) are generally deductible within certain limits. Typically, extraordinary financial burdens mean expenses which the taxpayer inevitably incurs due to extraordinary circumstances or hardship (e.g. own costs of illness).

Tax relief for families

Child-related expenses are deductible for each child of a taxpayer so that a minimum livelihood for children can be maintained. For this purpose, a system is in place that differentiates between child allowances (*Kinderfreibeträge*) and child benefit payments (*Kindergeld*). The child allowances include:

- A tax-free child allowance of EUR 2,184 (EUR 4,368 for married taxpayers filing a joint return) per year for each child;
- An additional tax-free allowance of EUR 1,320 (EUR 2,640 for married taxpayers filing a joint return) per year for each child for care, educational or professional training requirements of the child.

Alternatively, taxpayers are entitled to a monthly child benefit payment of EUR 184 for the first and the second, EUR 190 for the third and EUR 215 for the fourth and each additional child. The tax office checks on behalf of the taxpayer whether the child benefit payments or the deduction of the above mentioned allowances is more favourable for the taxpayer.



Corporate income tax

The determination of taxable income for corporate income tax is based on the annual financial statement prepared under German Generally Accepted Accounting Principles (German GAAP), as adjusted to comply with necessary tax provisions. After the annual financial statement has been submitted to the tax authorities, it may be changed only to the extent necessary to comply with pertinent tax provisions or German GAAP.

Basically, all assets with a useful life of more than one year must be capitalized on the balance sheet. For tax purposes, the acquired goodwill must be capitalized and amortized on a straight line basis over 15 years. Intangible assets must also be capitalized on the balance sheet if acquired for consideration and may be amortized over their useful lives. However, self-created intangible assets and intangible assets acquired gratuitously may not be capitalized for tax purposes.

Depreciations are based on the acquisition or production costs of an asset. In general, depreciation is allowed on moveable assets and fixed assets and must be calculated for tax purposes using the straight-line method. Furthermore, the Federal Ministry of Finance (*Bundesministerium der Finanzen – BMF*) publishes useful guidelines on asset lives, based primarily on tax audit experience, in officially recommended tables.

Provisions established under German GAAP are basically accepted for tax purposes. However, for a number of provisions, the tax rules stipulate stricter recognition criteria. Therefore, capitalization is prohibited for provisions for foreseeable losses from open contracts. Furthermore, provisions as well as liabilities must generally be discounted if they are non-interest bearing and non-current. Pension provisions must be calculated annually for each employee, using an interest rate of 6%. Other provisions as well as long term liabilities must be discounted for tax purposes at an annual interest rate of 5.5%. If the remaining term exceeds 12 months, short-term provisions and liabilities must not be discounted.

After taxable income has been determined, certain adjustments have to be made to calculate the taxable income for corporate tax purposes. Some of the major adjustments are considered below:

- In general, the interest expenses are also deductible for tax purposes. However, the deduction is restricted due to the thin capitalization rule (see chapter 3.8.);
- 95% of the dividends received by a corporation are deductible, because 5% of the tax exempt dividend income is treated as a non-deductible expense, provided the requirements for exemption for dividends are fulfilled (see chapter 3.4.). As with the treatment of dividends, 5% of the capital gain is not deductible;
- 50% of supervisory board fees are not deductible;
- Business gifts exceeding EUR 35 per person per year are not deductible;
- Corporate income tax and trade tax are non-deductible expenses.

Trade tax

Trade income is determined based on the taxable income for income tax or corporate income tax purposes modified by certain additional deductions and additions.

When determining income for trade tax purposes, 25% of the sum of the following amounts must be added only to the extent that payments exceed an exemption amount of EUR 100,000:

- Loan remuneration (e.g. interest);
- Recurring payments (e.g. annuities);
- The shares in the profit of a silent partner;
- 20% of rental and leasing payments for moveable fixed assets;
- 50% of rental and leasing payments for immovable fixed assets;
- 25% of royalty payments provided for a limited period.

Moreover, the following amounts must also be added entirely:

- Dividends excluded in the income for corporate income tax purposes, to the extent they fail to fulfil the requirements for exemption for trade tax purposes (see below);
- The shares in the loss of domestic or foreign partnerships.

Particularly, the deductions include the following items:

- 1.2 % of 140 % of the assessed value of real property;
- The shares in the profit of a domestic or foreign partnership;
- Dividends received from a domestic corporation in which the taxpayer has at the beginning of the calendar year a shareholding of at least 15 %, provided the dividend income was included in determining profits;
- Dividends received from a foreign corporation in which the taxpayer has an uninterrupted shareholding since the beginning of the calendar year of at least 15 % (10 % at the beginning of the calendar year in the case of parent companies and subsidiaries of different EU member states), provided the dividend income was included in determining profits.

3.3 Deduction of tax losses

For income tax purposes, tax losses from one of the categories of income can basically be fully offset in the current year against gains realized from other income categories. However, special loss consideration rules apply for certain income categories. For example, losses from livestock breeding or investment income cannot be offset with gains from other income categories.

Tax losses which cannot be offset between the different income categories in the same year may either be carried back to the previous year or carried forward without timeline. Generally, the taxpayer has a right to choose between loss carryforward or loss carryback. However, in some special cases only a loss carryforward is granted (e.g. investment income). Furthermore, a reduced or no loss carryback is granted only upon application of the taxpayer. The application must state the amount of loss carryback.

For **income tax purposes**, the overall maximum loss carryback amount is EUR 1 million (EUR 2 million for married taxpayers filing jointly). Remaining losses after the loss carryback may be fully offset by loss carryforward only up to an amount of EUR 1 million (EUR 2 million for married taxpayers filing jointly). Over and above this amount, up to 60 % of annual taxable profits in excess of EUR 1 million (EUR 2 million for married taxpayers filing jointly) may be offset (the so-called “minimum taxation rule”). Remaining losses, which cannot be offset with taxable income because of the minimum taxation rule, can be carried forward to future assessment years.

For **corporate income tax purposes**, tax losses may be carried back (upon application of the taxpayer) one year up to the maximum amount of EUR 1 million. Alternatively, tax losses may be carried forward without limit up to an amount of EUR 1 million. The minimum taxation rules also apply for corporate income tax purposes. For **trade tax purposes**, no loss carryback is available. However, the loss carryforward and the minimum taxation rules also apply to trade tax.

Furthermore, changes in the ownership of corporations can cause forfeiture of losses for corporate and trade tax purposes. Under this provision, existing tax losses are forfeited proportionally if, within a five-year period, more than 25 % and up to 50 % of a corporation’s shares or voting rights are directly or indirectly transferred to a single new shareholder or a group of shareholders. If more than 50 % of a corporation’s shares or voting rights are transferred, the forfeiture of losses is total. A detrimental change in ownership does not exist if 100 % of the shares in the transferee and transferor are held directly or indirectly by the same person. In addition, the unused losses are not forfeited upon a detrimental share transfer up to the amount of hidden reserves.

3.4 Dividends

For individual shareholders holding the shares as private assets, the dividends received are generally subject to withholding tax of 25 % and solidarity surcharge of 5.5 % (see chapter 3.2.). By contrast, if the shareholder is an individual who holds the shares as business assets or a partnership with individuals as partner, 40 % of the dividends received are tax-exempt and 60 % are subject to tax. Correspondingly, only 60 % of the expenses directly connected to the dividend payment are deductible.

Where the shareholder is a corporation, the dividend income is generally exempt from corporate income tax. However, an amount equivalent to 5 % of the dividends received is treated as a non-deductible expense. Therefore, 95 % of the dividend income received is effectively tax-exempt from corporate income tax. Effective from 1st March 2013, this tax exemption requires a minimum shareholding of 10 % at the beginning of the calendar year in which the dividend distribution takes place. This rule applies to dividends received from both German and foreign corporations.

For trade tax purposes, the tax exemption applies if the shareholder has a minimum shareholding of 15 % in the corporation paying the dividend. In cases of dividends received from EU corporations, the required shareholding is at least 10 % at the beginning of the calendar year in which the dividend distribution takes place. For dividends of third-country corporations, the shares must be held continuously since 1st January of the calendar year.

3.5 Capital gains

Private capital gains from sale of real estate by individuals

Capital gains derived by an individual from the sale of privately held real estate are subject to tax if the holding period is less than ten years. The total net gain from such sale is tax-free if it exceeds an amount of EUR 600 in the calendar year. Losses incurred from the sale of privately held real estate may only be offset against gains derived from such transactions within the calendar year. Remaining losses may be carried back and forward, but can only be offset against profits realized from private capital gains.

Capital gains from sale of privately held shares by individuals

Capital gains arising from the sale of privately held shares are subject to tax. If the individual holds a participation of at least 1 % in a corporation in the last five years, the individual is deemed to hold a substantial interest in the corporation. As a result, 60 % of the capital gains is subject to income taxes at the regular progressive rate plus solidarity surcharge of 5.5 %; 40 % of the capital gain is tax-exempt. Correspondingly, 60 % of losses can basically be offset with other taxable income, received by the individual.

If the individual has held a participation of less than 1 % of the corporation, capital gains derived from the sale of shares are subject to the 25 % withholding tax (plus solidarity surcharge of 5.5 %). Losses from the sale of shares may only be offset against capital gains derived from the sale of shares. Remaining losses may only be carried forward to the following calendar year to be offset against future gains on the sale of shares.

Capital gains from sale of shares held as business asset by individuals

Where the (resident or non-resident) seller is an individual who held the shares as business assets or a partnership with individuals as partners, 40 % of the capital gain is tax-exempt and 60 % is subject to tax at the regular progressive rate plus solidarity surcharge of 5.5 %.

Capital gains from sale of shares by corporations

As with the treatment of dividends, capital gains arising on the sale of shares held by a corporation (resident or non-resident) are also exempt from corporate income tax and trade tax. However, an amount equivalent to 5 % of the capital gains derived is treated as a non-deductible expense. Consequently, 95 % of the capital gain(s) derived by corporations from sales of shares is effectively tax-exempt.





3.6 Tax group

German tax law provides a tax consolidation for a German group of companies (*Organschaft*). Under the *Organschaft* rules, the profit or loss of a controlled company is attributed to a controlling company. To make the *Organschaft* effective for corporate income tax and trade tax purposes, the controlling company and the controlled company must enter into a profit-and-loss absorption agreement (*Ergebnisabführungsvertrag*) for a minimum period of five years. Furthermore, the controlled company must be financially integrated into the controlling company. This requires that the controlling company holds the majority of the voting rights in the controlled company.

3.7 Exit taxation

Under German tax law, cross-border transactions that preclude or restrict the German tax authorities' right to tax gains derived from an asset sale or use generally trigger an immediate liability to taxation of that asset's hidden reserves, regardless of whether such gains are actually realized or not (the so-called exit taxation).

Further, exit taxation can be triggered when a German corporate entity moves its place of management and its assets out of Germany. The exit taxation also applies if the transfer of the domestic permanent establishment's assets to a foreign head office or a foreign permanent establishment takes place. However, exit taxation is not triggered to the extent that assets remain in a German permanent establishment.

An immediate liability to taxation on hidden reserves of an individual's shares can also be triggered if an individual was subject to taxation as resident in Germany for at least ten years, the individual holds a substantial share in a corporation and its resident status for tax purposes ends upon termination of domicile or customary place of abode. Thereby, a substantial shareholding is assumed if the individual has held a direct or indirect participation of at least 1% of the corporation in the last five years. The termination of resident tax status is also assumed in the following cases:

- The transfer of the shares to persons not subject to taxation as residents by acquisition *casa mortis* or *inter vivo* (wholly or partially gratuitous);
- The transfer of the shares to a business or a permanent establishment of the taxpayer in a foreign country;
- Any preclusion or restriction of the right of Germany to tax the gain on sale of the shares that arises from other events.

In the case that the taxpayer is a national of an EU or EEA Member State, the exit tax may be deferred without interest and posting of security if the taxpayer, after termination of resident tax status, is subject to tax in the country of immigration on a basis comparable to German resident income tax liability.

3.8 Anti-avoidance rules

CFC-rules

The German Controlled Foreign Company (CFC) rules (*Hinzurechnungsbesteuerung*) must be considered when a German resident taxpayer (e.g. an individual or a company) holds an investment in a foreign corporation. The CFC rules are used in Germany as a means to prevent erosion of the domestic tax base and to discourage residents from shifting income to jurisdictions that impose tax at low rates.

If the following conditions are met, the German CFC rules apply:

- A shareholder who is resident in Germany holds (alone or jointly, directly or indirectly) more than 50% of the shares or voting rights of a foreign corporation;
- The foreign corporation receives passive income;
- The passive income is subject to tax at an effective tax rate of lower than 25%.

The German CFC rules describe income sources that are not treated as passive income (so-called active income). Therefore, all income that is not active income qualifies as passive income. For example, active income includes income derived from the following:

- Agriculture and forestry;
- The manufacture, machining, processing or assembly of tangible property;
- The generation of energy;
- Trading and services (unless captive);
- Profit distributions of corporations;
- Rental and leasing of moveable and immoveable assets and licensing (apart from certain exemptions).

Income generated from the use of capital (e.g. interest) of the foreign company or income from intercompany deliveries and services are the most common types of income that qualify as passive income.

In certain cases, the CFC rules will not apply if the taxpayer can demonstrate that the foreign company resident in the EU or EEA carries out genuine commercial activities.

Transfer pricing

German tax law contains a rule that allows for the adjustment of transfer prices. Therefore, transfer prices agreed on intra-group transactions between a German corporation or domestic permanent establishment and its foreign affiliate will be accepted for tax purposes only where the terms and conditions of the transaction do not differ from those on which unrelated parties would have agreed (arm's length principle). Furthermore, specific documentation rules apply for transfer pricing purposes. This enables the German tax authorities to determine whether the intra-group transactions between the related parties are conducted based on market prices and conditions.

Thin capitalization rules

Basically, the thin capitalization rules apply to all types of debt financing for sole proprietorships, partnerships and corporations. Under the thin capitalization rules, interest expense is completely deductible from the tax base only to the extent that the taxpayer earns positive expense income. The deduction of interest expense exceeding interest income (net interest expense) is limited to 30 % of tax EBITDA. Tax EBITDA is defined as taxable earnings before (net) interest, tax, depreciation and amortization.

The thin capitalization rules will not apply if the annual interest expense exceeds positive interest income by less than EUR 3 million (tax threshold). Furthermore, the rule also does not apply (, among other things,) to companies that are not a member of a controlled group (group clause). In addition, a so-called escape clause can apply for companies which are members of a controlled group. According to the escape clause, the thin capitalization rule will not apply if the equity ratio of the concerned entity is at least as high as the equity ratio of the worldwide group. Furthermore, unused tax EBITDA can be carried forward over a period of five years, while non-deductible interest expenses can be carried forward without timeline.

3.9 Double taxation relief

German residents and companies that are domiciled in Germany are also subject to tax on their income from foreign sources. This could result in a double taxation. To prevent a potential double taxation, Germany has a broad tax treaty network with approximately 90 countries. Most of the German tax treaties follow the OECD Model Tax Convention for the prevention of double taxation.

Typically, the tax treaties provide relief from double taxation on all types of income and grant the right to taxation either to the country where the income has its source or to the country where the recipient is resident, while the other country exempts the income from taxation. Alternatively, tax treaties provide relief from double taxation by allowing a foreign tax credit. As a rule, German tax treaties provide a tax exemption for income from foreign real estate or for business profits derived through a permanent establishment. In the case of capital gains,

the German tax treaties usually allocate the right to tax to the seller's country of residence. Furthermore, German tax treaties usually provide an exemption or a reduced rate of withholding tax on investment income.

In non-treaty situations or if the tax treaty provides a foreign tax credit, a German taxpayer or a company resident in Germany may be credited the foreign income taxes paid on its income from foreign sources against its German tax liability. For this purpose, the foreign tax credit must be determined for each foreign country (per-country limitation) and only foreign taxes equivalent to German corporate or income taxes may be offset against the German tax liability. Alternatively, the taxpayer may deduct foreign taxes paid as a business expense.

3.10 Withholding taxes

Dividends

The German corporation paying the dividend must levy withholding tax (*Kapitalertragsteuer*) on the dividend, generally at a rate of 25% plus solidarity surcharge. A resident shareholder may generally credit the withholding tax which has been deducted by the corporation against his own tax liability. For non-resident corporations, the withholding tax is generally final. However, a 40% refund on the withholding tax is granted to non-resident corporations upon application to the Federal Central Tax Office (*Bundeszentralamt für Steuern – BZSt*). Therefore, an effective withholding tax rate of 15.825% on dividends for non-resident corporations results.

Furthermore, according to the EU Parent-Subsidiary Directive, the withholding tax can be reduced to zero if dividends are paid by an EU subsidiary corporation to an EU parent corporation that has held a 10% or more interest in the EU subsidiary corporation for at least 12 months. Finally, withholding tax may be partially or totally reduced based on a tax treaty between Germany and the shareholder's country of residence.

Interests and royalties

Germany generally does not levy withholding tax on interest paid to non-resident taxpayers or corporations. However, in some cases such as participation certificates and participation rights, withholding tax on interest is levied at a rate of 25% (plus solidarity surcharge). Royalties paid to non-resident corporations are generally subject to a 15% withholding tax (plus solidarity surcharge). The withholding tax rate on interest or royalties can be reduced by an applicable tax treaty or if the requirements of the EU Interest and Royalties Directive are met.

3.11 Administration

For an individual, the tax year is the calendar year. In general, individuals are required to file an income tax return if their income exceeds the basic tax-free allowance of EUR 8,354 and has not been subject to withholding tax. The annual tax return must be submitted to the local tax office by 31 May for the preceding calendar year. However, an extension is usually granted if a licensed tax consultant prepares the tax return. Under these circumstances, the tax return must be filed by 31 December. If an individual receives income other than employment income, advanced payments are required in quarterly instalments.

For a company, the tax year is also the calendar year. Nevertheless, a resident company may elect a deviating fiscal year to be its tax year. The election of a deviating fiscal year requires the consent of the tax authorities. Basically, annual tax returns must be also submitted to the tax authorities by 31 May (by 31 December if a licensed tax consultant prepares the tax return) of the year following the company's tax year.

Corporate income and trade tax are assessed on an annual basis. However, advance payments of corporate income tax are required in quarterly instalments, due on 10 March, 10 June, 10 September and 10 December. Advance payments of trade tax are due on 15 February, 15 May, 15 August and 15 November.

4. Value Added Tax

Value added tax (VAT) is a general tax on consumption. VAT generally applies to all transactions relating to goods or services and is charged at every stage of the production and distribution process. Furthermore, the entrepreneur that charges the VAT is required to pay the VAT amount to the tax authorities. If an entrepreneur is charged VAT by another entrepreneur, that entrepreneur is entitled to deduct the VAT amount (input VAT) from the tax payable by the entrepreneur. Therefore, the VAT deduction granted to entrepreneurs ensures that no VAT on VAT is levied and the final burden of the tax rests ultimately on the consumer.

The German VAT system is based on the European Directive on the common system of value added tax.

4.1 General principles

Taxpayer

The taxable person in the meaning of the German VAT law (*Umsatzsteuergesetz*) is generally the entrepreneur. The term “entrepreneur” means everyone who performs a commercial or professional activity on an independent basis. As a result, sole proprietors and self-employed professionals are subject to VAT as well as commercial entities such as partnerships and corporations. Small businesses that fulfil certain criteria could be exempt from VAT in Germany (*Kleinunternehmerregelung*).

A foreign entrepreneur who performs taxable transactions, for example, in Germany within the meaning of German VAT law is also subject to German VAT. As a result, registration for VAT purposes at the responsible German tax office is required.

Taxable transactions

The German VAT law covers the following transactions in the scope of German VAT:

- Supplies of goods and other services;
- Importation of goods;
- Intra-community acquisitions.

Supply of goods and other services

A supply of goods is deemed to exist if the right of disposal of goods is transferred, provided that the entrepreneur acts within the scope of his enterprise against consideration (monetary or non-monetary). The other services must be performed in the scope of an entrepreneur's enterprise for consideration within Germany. The withdrawal of goods for purposes outside the enterprise, the use or delivery of goods for the entrepreneur or for the private use of staff without consideration also qualifies as supply or other service.

Importation

The importation of goods from territories inside and outside the EU into Germany is also subject to German VAT (*Erwerbsteuer* or *Einfuhrumsatzsteuer*).

Intra-group acquisitions

A transfer of goods within enterprises from another territory within the EU into Germany qualifies as intra group acquisition and is also subject to German VAT.

Place of supply

The transactions described above are subject to VAT only if their (deemed) place of supply is in Germany. As a general rule, the place of supply is the place where the transportation of goods begins. This also applies in the case of exports and intra group deliveries. In the case of supplying services, as a rule, the place of supply is the place where the entrepreneur runs his enterprise. The place of an intra group acquisition is normally determined to be the destination member state. Hence, VAT is generally paid by the recipient in the destination member state at the rate applicable in that country.





However, there are several exceptions to this general rule. For example, in case of

- distance selling, the place of supply is where transportations end;
- work and material supplies, the place of supply is where the work is rendered;
- restaurant and catering services, the place of supply is where the business providing the service physically carries out the service;
- land, the place of supply is where the land is located.

Exemptions

Not all taxable transactions in Germany are subject to tax. Tax exemptions are granted, in particular, for the following transactions:

- exportation;
- intra-community supplies;
- financial services (such as banking, insurance, investment services);
- renting and sale of real estate;
- medical services;
- school and educational services.

Deduction of input VAT

In the following cases, an entrepreneur may deduct input VAT:

- tax invoiced and payable on supplies or other tax services performed by other entrepreneurs for the entrepreneur's enterprise;
- tax on an intra-community acquisition of goods or on importation of goods for the entrepreneur's enterprise.

Furthermore, there are numerous formal requirements for the deduction of input VAT. For instance, the correct issuing of invoices by the performing entrepreneur is a requirement for the deduction of input VAT by the recipient (e.g. invoices must contain the complete name and address of the performing entrepreneur, the performing entrepreneur's tax number, the date of issue, the quantity and type of the goods supplied, etc.).

Determination of VAT liability

In order to compute the VAT liability, the entrepreneur must determine the total amount of the output VAT within the reporting period. From this total amount, the entrepreneur may deduct the input VAT. The positive difference between output VAT and input VAT is paid to the German tax authorities.

Tax rates

Generally, two different VAT rates apply in Germany. The standard applicable rate in Germany for VAT is 19%, although a reduced rate of 7% applies to certain privileged products and services such as books (but not electronic books), newspapers and foodstuffs. Furthermore, certain goods and services (see the exemptions mentioned above) are exempt from VAT altogether.

4.2 Reverse charge procedure

According to the reverse charge procedure, the liability for VAT is transferred to the recipient of a supply of goods or services. The reverse charge procedure applies if a foreign entrepreneur carries out taxable other services, work supplies or supplies of goods to another entrepreneur in Germany. Therefore, the foreign entrepreneur is neither obliged to obtain a VAT registration nor obliged to declare the turnover amounts in a VAT return in Germany. Furthermore, no VAT is to be shown for the relevant supplies or services in the invoice. The invoice must contain only the net amount and a note that the recipient is liable for VAT under the reverse charge procedure. However, the recipient is obliged to compute the VAT pertaining to the turnover subject to the reverse charge procedure and include this tax in his German VAT return.

4.3 Tax group

The *Organschaft* rules also apply for purposes of VAT. In this regard, the *Organschaft* requires financial integration (see chapter 3.6.). In addition to this requirement, economic integration and integration in organizational matters are required. The criterion of economic integration exists if the business activities of the members of the group complement each other. Organizational integration exists if the controlling company is able to impose its will on the controlled company and does so in the day-to-day business, for example by having identical management boards.

For VAT purposes, the controlling company is considered to be the sole VAT entrepreneur of the tax group. Therefore, a reduction in administrative costs is possible, because the controlling company as the representative of the *Organschaft* submits one VAT return for the members of the *Organschaft*. Furthermore, an *Organschaft* avoids a VAT liability on intra-group supplies. In contrast, the controlled companies of an *Organschaft* are not subject to VAT.

4.4 Administration

VAT entrepreneurs must calculate their VAT liability and file preliminary VAT returns to the German tax authorities on a monthly basis (in certain cases on a quarterly basis). Normally, the deadline for filing the preliminary VAT returns (as well as for the VAT payments) is the 10th day after the end of the calendar month. However, the tax authorities will generally extend this deadline by one month upon request. Additionally, VAT entrepreneurs must file an annual VAT return summarizing the information already reported in the preliminary VAT returns on a monthly (quarterly) basis and correcting any errors which are found in them. The annual return must be submitted by 31 May of the following calendar year.

4.5 Other indirect taxes

Excise duty

Excise duties are levied on the utilization and consumption of certain commodities. Germany charges excise duties on alcohol, tobacco, coffee, beer and electricity. Excise duties are levied indirectly by the selling price of the goods. As result, the final burden of the tax rests ultimately on the end-user.

Energy tax

The energy tax is charged to the end-user of coal, natural gas and certain mineral oils (e.g. petrol/gasoline, diesel oil, light heating oil and heavy heating oil). In general, the various energy tax rates are related to the amounts used.

Real estate tax

Real estate tax (*Grundsteuer*) is an annual tax imposed on real property. The tax is levied by local German municipalities using the basic tax rate of 0.35% on the assessed value (*Einheitswert*). Then the relevant local multiplier is applied to the resulting base amount which results in the final real estate tax burden. Typically, the local multipliers range between 150% up to 600% and may be different for agricultural or industrial property. For example, the applicable multipliers for industrial property / agricultural property are 535% / 535% (Munich), 520% / 520% (Stuttgart), 500% / 175% (Frankfurt am Main) and 540% / 225% (Hamburg).

Real estate transfer tax

The direct acquisition of real estate located in Germany is subject to real estate transfer tax (*Grunderwerbsteuer*). Real estate transfer tax also becomes due by direct or indirect transfer to new partners of at least 95% of the interests in a partnership owning real property in Germany within a five year period. Furthermore, real estate transfer tax is triggered by an acquisition of shares in a corporation owning German real property that results in a direct or indirect holding of at least 95% of the shares.

In general, real estate transfer tax is levied at a rate of 3.5% up to 6.5% on the tax base applicable on the location of the real estate. For example, the applicable real estate transfer tax rates are 3.5% (Bavaria), 4.5% (Hamburg), 6.0% (Berlin and Hesse) and 6.5% (North Rhine-Westphalia, Saarland and Schleswig-Holstein).

5. Labour law

In Germany, there is no single labour law code governing the individual and collective aspects of employment. Instead, German labour law basically distinguishes of many different laws, collective labour agreements, works agreements and federal legislation. Furthermore, German labour law is aligned with EU guidelines.

5.1 Employment relationships

As a rule, the employer and the employee are basically free to agree the terms and conditions of the employment agreement. However, this right is often limited by statutory provisions and any applicable collective labour agreements and work agreements.

Collective labour agreements

Employment agreements are influenced by collective labour agreements. These collective labour agreements are negotiated between individual employers or representatives of employers and trade unions. Such collective labour agreements can be negotiated for an entire industry or be limited to a company. Collective labour agreements are contracts which generally have an immediate and binding effect on the individual employment relationship as well as statutory law. Therefore, provisions in an employment agreement may not restrict the rights of an employee under an applicable collective labour agreement. The intention of collective labour agreements is to provide a general framework for wages and salaries as well as for other employment conditions within the same industry.

Trade unions

German trade unions are well organized in the manufacturing industry and the service industries. Most trade unions (like *IG Metall*, *ver.di*) come under the umbrella of the German Trades Union Federation (*Deutscher Gewerkschaftsbund – DGB*). The most important employers' umbrella association is the Confederation of German Employers' Associations (*Bundesverband der Arbeitgeber – BDA*).

Minimum wage

In Germany, a statutory minimum wage provision entered into force on 11 August 2014. According to this provision the minimum wage is EUR 8.5 per hour for employees aged 18 or over. Furthermore, some collective labour agreements have declared minimum wages that are generally binding for certain industries.

5.2 Employment agreement

Minimum requirements

In general, no specific form is described for the conclusion of an employment agreement. However, in order to make sure that in a dispute, the employee or employer can provide the contractual terms and conditions, a written employment contract is sensible. But where an employment agreement is not concluded in writing, the employer has a statutory obligation to provide the essential contractual terms in writing to the employee no later than one month after the agreed starting date of the employment agreement. In the case that the employment agreement is concluded for a limited period, the agreement must be entered into in writing. The written record – similar to an employment agreement – must contain at least the following:

- name and address of the employee and the employer;
- start date;
- job location;
- working hours;
- nature of the activity involved;
- anticipated duration (only in the case of limited employment agreements);
- amount and composition of the remuneration;
- holiday entitlement;
- information about any collective labour agreement (if available);
- notice period.

Possible types

As a rule, an employment agreement is concluded for an indefinite period. However, an employment agreement can also be concluded for a limited period. In general, a fixed-term employment agreement is limited to a maximum duration of two years and can be extended three times. A fixed-term employment agreement ends automatically at the end of the agreed period.

Remuneration

Salaries or wages are usually paid monthly according to an individual agreement or a collective labour agreement. Additional parts of the remuneration are bonuses, commissions, royalties, allowances or benefits in kind (e.g. company car).

Probationary period

A probationary period can be individually agreed between the employer and the employee. However, the probationary period is limited by law to a maximum duration of six months.

5.3 Terms of employment

Working hours

In general, the maximum daily working time is 8 hours from Monday to Saturday. However, an extension to 10 hours is possible if the average shift within a period of six months or 24 weeks does not exceed 8 hours per working day. Certain exceptions apply to restaurants, transport and healthcare. Furthermore, an uninterrupted rest period of 11 hours must be granted between daily work periods. Working on Sundays and public holidays is permitted only in exceptional cases (e.g. for employees of hospitals, hotels and restaurants).



Overtime

Overtime is usually paid on an hourly basis calculated on the basis of the regular salary. Generally, the employer is not obliged to pay an overtime premium in addition to the overtime pay. Alternatively, the employee can receive time off as compensation for overtime. However, for employees with executive functions (e.g. board members, managing directors), overtime is usually deemed to be already remunerated by their regular salary.

Paid vacation

Every employee who works a five-day week has a statutory entitlement to at least 20 days of holiday per calendar year (24 days of holiday per calendar year in the case of a six-day week). In Germany, it is typical for an employee to receive between 25 and 30 days per calendar year.

Continued payment of salary in the event of illness

The employer is required to continue paying the employee 100 % of the regular salary if an employee is unable to work as a result of illness. The entitlement of continued payment of salaries applies for a maximum period of six weeks. After the six-week-period, the employee is entitled to receive a sickness allowance paid by his health insurance (see chapter 5.5.).

5.4 Termination of an employment agreement

Routine and exceptional dismissal

German labour law distinguishes basically between “routine dismissal” and “exceptional dismissal”. The dismissal must be in writing in order to be effective. In general, a statutory period of notice for routine dismissal of four weeks applies. In the case of termination by the employer, the notice period increases with the length of the employment.

Exceptional dismissal is permissible if facts exist that make it unreasonably burdensome to continue the employment relationship until the end of the regular notice period. For example, criminal acts against the employer or colleagues are reasons for an exceptional dismissal. Exceptional dismissal is only possible within a period of two weeks after knowledge of the facts on which the termination is based.

Termination by mutual agreement

The employment relationship can also be terminated by concluding a mutual agreement. In the case of a mutual agreement the employer does not need to observe a notice period or adhere to the rules on the special protection against unfair dismissal (see below).

Protection against unfair dismissal

The right of the employer to terminate the employment relationship without cause is restricted by the Protection Against Dismissal Act, according to which termination is only effective if it is socially justified. Generally, protection against unfair dismissal applies to all employees who have worked for the employer longer than six months. Special protection against dismissal exists for certain groups of people, like trainees, pregnant woman and employees on parental leave.



5.5 Social security

Wages and salaries constitute only a part of the labour costs. Mandatory social insurance contributions for employers and employees are another part of labour costs. Generally, the employer and employee each pay half of the social insurance contributions. In Germany, the public social insurance system consists of pension insurance, health and nursing care insurance, unemployment insurance and accident insurance; these are required for all employees unless they are otherwise exempt by EU regulations or a social security agreement.

Health and nursing care insurance

Compulsory health and nursing care insurance covers employees if the annual employment income is lower than EUR 54,900. If the annual employment income exceeded this amount in each of the last three years, the employee may opt for private health insurance. The health insurance scheme collects contributions of 14.6% of gross monthly income up to EUR 4,125. The employee and the employer each pay 7.3% of gross monthly income. The general rate of nursing care insurance contributions is 2.35%. The employee and the employer each pay half of the contributions. However, employees without children pay an additional contribution of 0.25%.

Pension insurance

The pension insurance scheme collects contributions of 18.7% of gross monthly income up to an amount of EUR 6,050 (EUR 5,200 in the new Eastern states of Germany). The contributions are shared equally by the employee and employer.

Unemployment insurance

The unemployment insurance contributions are calculated as 3% of gross monthly income up to an amount of EUR 6,050 (EUR 5,200 in the new Eastern states of Germany). The employee and the employer each pay half of the contributions.

Accident insurance

Accident insurance covers employees for accidents incurred on the job. The contributions are determined on the basis of a rating of the risks applicable to each individual company. The entire contributions must be paid by the employer.

6. Important addresses

**Bundesagentur für Arbeit
(Federal Employment Agency)**

Regensburger Straße 104
D-90478 Nürnberg
www.arbeitsagentur.de

Bundesanstalt für Finanzdienstleistungsaufsicht (Federal Financial Supervisory Authority)

Marie-Curie-Str. 24-28
D-60439 Frankfurt/Main
www.bafin.de or T +49 228 41 08 0

**Bundesministerium für Arbeit und Soziales
(Ministry of Labour and Social Affairs)**

Wilhelmstraße 49
D-10117 Berlin
www.bmas.de or T +49 30 18 527 0

Bundesministerium für Wirtschaft und Energie (Ministry for Economic Affairs and Energy)

Scharnhorststraße 34-37
D-10115 Berlin
www.bmwi.de or T +49 30 18 615 0

**Bundesministerium der Finanzen
(Ministry of Finance)**

Wilhelmstraße 97
D-10117 Berlin
www.bundesfinanzministerium.de or
T +49 30 18 682 0

**Bundeszentralamt für Steuern
(Federal Central Tax Office)**

Hauptdienstszitz Bonn-Beuel
An der Kuppe 1
D-53225 Bonn
www.bzst.de

**Deutscher Gewerkschaftsbund
(German Trades Union Federation)**

Henriette-Herz-Platz 2
D-10178 Berlin
www.dgb.de or T +49 30 24 060 0

Deutscher Industrie- und Handelskammertag e.V. (Chamber of Industry and Commerce)

Breite Straße 29
D-10178 Berlin
www.dihk.de or T +49 30 20 308 0

**Deutsches Patent- und Markenamt
(German Patent Office)**

Zweibrückenstraße 12
D-80331 München
www.dpma.de or T +49 89 21 95 34 02

**Europäisches Patentamt
(European Patent Office)**

Gitschiner Strasse 103
D-10969 Berlin
www.epo.org or T +49 30 25 901 0

**Handelsregister
(Commercial Register)**

Amtsgericht Hagen
Servicestelle Registerportal
Heinitzstr. 42
D-58097 Hagen
www.handelsregister.de or
T +49 2331 36 748 0

KfW Förderbank

Palmengartenstraße 5-9
D-60325 Frankfurt am Main
www.kfw.de or T +49 69 74 31 0

**Unternehmensregister
(Business register)**

www.unternehmensregister.de or
T +49 221 97 668 0 or 0800 12 34 339

7. Conclusion

“Doing Business in Germany” is a practical guide to give you an overview of selected important issues that you might face upon your arrival in Germany. However, the information contained in this guide is not exhaustive. In many cases, only the main points are mentioned due to lack of space, and you may therefore still need to consult a specialist. For more detailed information please do not hesitate to contact one of your experts at Kleeberg.

8. About Kleeberg

Kleeberg is represented by their legal entities Dr. Kleeberg & Partner GmbH Wirtschaftsprüfungsgesellschaft Steuerberatungsgesellschaft, Crowe Kleeberg Audit GmbH Wirtschaftsprüfungsgesellschaft, kleeberg Rechtsanwaltsgesellschaft mbH and Crowe Kleeberg Real Estate GmbH Wirtschaftsprüfungsgesellschaft. Kleeberg is a member of Crowe Horwath International, a worldwide network of independent auditing and advisory companies with some 200 member firms in more than 125 countries.

From our office in Munich and Hamburg, Kleeberg offers comprehensive consultancy services in the fields of **Audit, Tax, Advisory and Legal**. In the course of nearly 50 years we have grown from a one-man office into a company with more than 130 employees. That has come about through high personal commitment and excellent services – and constantly motivates us to continue to improve the quality of consultancy and service in the interest of our clients.

For complex problems spanning international boundaries, if need be we can call on the expertise and resources of reliable international partners of Crowe Horwath International. All Crowe Horwath International member firms are driven by a single purpose – helping their clients to succeed in whatever markets they operate.

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