



AGENTUR HEIRATEN LEICHT GEMACHT

Thom & Siniauskaya GbR
Düsseldorfer Str. 43 A
10707 Berlin
Fon/Fax: ++49(0)30-88724997
kontakt@heiraten-leicht-gemacht.de
www.heiraten-leicht-gemacht.de

Contact form

To arrange your wedding date in Denmark as fast and unbureaucratic as possible we would like to ask you for the following information:

	First Partner	Second Partner
Surname		
Maiden name		
First name		
Date of birth		
Place of birth/ Country of origin		
Nationality		
Divorced yes/no		
Status of residence in Germany (applies to Non- Germans only)		
Address		
E-mail		
Telephone/Fax		
Preferred date of wedding ceremony (Please give 3 alternative dates which have to be at least 3 weeks in advance)		
1. Date		
2. Date		
3. Date		
Which of our offers you would like us to book? The fee of the State Administration in Denmark (DK), at the rate of 225 €, is NOT included in the price.		
<input type="checkbox"/>	Express marriage for 330€ (max. 1 day of advance stay in DK)	
<input type="checkbox"/>	Complete package A for 990€ (Chauffeur's service to the place of the marriage and back, everything on one day)	<input type="checkbox"/> Complete package B for 1.490€ (how complete package A, including 1 overnight stay in DK)
In which language do you wish the ceremony to be held? (In case one of the parties doesn't speak either of the 3 languages you need to engage an accredited translator)		
<input type="checkbox"/>	German	<input type="checkbox"/> English
		<input type="checkbox"/> Danish
With your signatures you have taken note of the general terms of business and have accepted them. You are responsible for the completeness and correctness of your information.		
Date	Signature first partner	Signature second partner



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Explanation:

Please, send this form and copies of the following documents of both marriage-willing to the above-mentioned address:

- Completed application form of the Danish State Administration
- Completed authority of the Danish State administration (which entitles us to act for you)
- Identity card (applicable for Germans); Copy of front-and back page
- Passport; Copy of Page with photograph and state of residency
- Confirmation of residence in Germany or any other EU-country
- Divorce certificate (if applicable); it is viable that the certificate is stamped by your local court (Amtsgericht) to confirm validity

Please pay the respective service charge into our bank account (details below) as soon as you receive the confirmation that you can get married in Denmark and state both your surnames as customer reference. As soon as we receive full payment, we will take immediate action to send you the service package with all detailed information.

Please pay only the fee of the Danish State administration (225,- €) into our account. Our service fee for the chosen offer is only due when we have received the confirmation from the Danish State Administration that you can marry in Denmark. Under "purpose of use" please enter both surnames and if available the invoice number. After receiving of the service fee, we will immediately send you the service package, with all further information.

We are looking forward to work for you. For further help and advice please all us under ++49 30-88724997.

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10707 Berlin

Banking data:
Name: Thom & Siniauskaya GbR
IBAN: DE71 1001 0010 0707 1341 24
BIC/SWIFT: PBNKDEFF
Bank: Postbank

VAT-IdNr.: DE 267156470
Tax-Number: 24/559/00252 Berlin-Wilmersdorf

General terms of business of the agency Heiraten-leicht-gemacht

§1 General regulations

The agency Heiraten-leicht-gemacht mediates couples which have decided to the marriage ceremony, a marriage appointment in Denmark. This service liable for costs encloses the following achievements:

- Mediation of a marriage appointment in Denmark
- Check and forwarding of the documents necessary in addition
- Mediation of information about the conditions for a marriage ceremony in Denmark

This offer is directed only at people who legally stay in Germany or the EU countries, excluded asylum-seeker and foreigners who live only with "tolerance" (Duldung) in Germany. A treatment of the order documents can occur only, after all necessary papers are given to the agency completely. With the entry of the documents, the principal agrees to the clauses of a contract. The agency acts Marriage-easily-made neither as a partner mediation nor as a travel mediation or accommodation service.

§2 Service fees

The agency calculates the following fees (incl. the in each case valid VAT) for her services:

- **Express marriage**, with max. 1 day of stay in Denmark, for 330€
- **Complete offer A** for 990€, contains the following services: Chauffeur's service from to Denmark and back, everything on one day, supply of witnesses, taking a photo of your wedding with up to 100 digital photos on a SD-card, bridal bunch, champagne after the marriage
- **Complete offer B** for 1,490€, like complete offer A, in addition, an overnight stay in Denmark
- **Legalisation of the Danish marriage certificate** through the Danish foreign ministry for 120€
- **Reservation of a lodging** in Denmark for 30€
- **Change of date** of an already confirmed marriage appointment for 30€

If the principal revokes the order after occurred appointment confirmation, are valid the following fees:

- Up to 20 days before the marriage appointment - 25% of the service fee
- Up to 10 days before the marriage appointment - 50% of the service fee
- from 5 days before the marriage appointment - 90% of the service fee

Decisively the date of the entrance of the cancellation at the agency. The restitution of the fee occurs by transfer.

§ 3 Additional costs

For all offers, customers incur additional costs: for the trip to Denmark, for the fee of the Danish state administration and for interpreters as well as for accommodation and meals. These costs are not included in our service charge.

The fee of the Danish State Administration (of currently 225,- €) must be paid in advance. The client has to pay this additional fee in advance to the agency, which forwards the amount to the Danish State Administration. This fee is non-refundable.

§ 4 Payment

The payment of the respective service fee occurs by transfer to the account of the agency and is valid only when carried out if the amount is credited. The fee is completely due, as soon as the agency has given to the principal an appointment confirmation for the marriage in Denmark. The confirmation can occur orally or by email.

§ 5 Receipt and dispatch of documents

The principal will be informed from the agency, as soon as all necessary documents and payment have arrived. Timely sending of all documents and entire filling of the marriage explanation as well as the contact form are a precondition for the treatment of the order.

§ 6 Liability for submitted documents

The principal is responsible for the content correctness and completeness of the sent documents and must present the original documents at the registry office. The agency assumes no liability for documents lost by mail. If not differently agreed, all documents are to be sent only than copy.

§ 7 Refusal

The agency can reject without naming of reasons an application, in this case no costs originate to the principal. The Danish State Administration may reject an application without giving reasons. The already paid fee will not be refunded.

§ 8 Disclaimer of liability

The agency assumes no liability for:

- lost documents
- missed appointments
- refused entry
- refused wedding on the registry office, on account of missing or incorrect original documents

In the called cases no restitution of the service fee occurs.

§ 9 Force majeure

The agency takes over no responsibility with higher power (e.g., with the failure from trains, ferries, airplane or illness, death, war, terrorism, strike or by meteorological impediments). Should the marriage ceremony not come about on account of force majeure, no restitution of the service fee occurs.