

This paper aims at giving some legal hints with regard to which information on the service provider should be placed at the websites published by the offices of the Friedrich-Ebert-Stiftung beyond Germany.

## I. Content of the imprint

### 1. Name and address of the service provider

Address of the Friedrich-Ebert-Stiftung e.V., Bonn

Address of the foreign office

### 2. E-Mail address and telephone number

### 3. Representatives

The names and addresses of the representatives of the Friedrich-Ebert-Stiftung e.V. or – if the office is a legal entity on its own – the names of the representatives of the office should be provided.

### 4. Register of Associations

As the Friedrich-Ebert-Stiftung is a registered association (“eingetragener Verein”, “e.V.”) the address of the register of associations (Vereinsregister Bonn, Amtsgericht Bonn, Wilhelmsstr. 21, 53111 Bonn) and the registration number (VR2392) have to be provided. If the office is a legal entity on its own, the respective information on the register and the registration number have to be added to the imprint.

### 5. VAT identification number

In case the service provider undertakes an activity that is subject to VAT, the identification number has to be provided. In Germany this number starts with “DE” which is followed by nine digits. The identification number can be obtained from the German Federal Finance Office. If the office is a legal entity on its own, the respective VAT identification number should be provided (in case the office undertakes an activity that is subject to VAT).

## II. Placement of the imprint

The information has to be rendered **easily, directly and permanently** accessible to the recipients of the service and competent authorities.

### 1. Easy and direct access

To be on the safe side it is advisable to place a link at the website's frame that is visible at whatever page the user starts his visit.

The term used for this hyperlink has to make clear that the user can get the relevant information when clicking on that link. **It should differ from other terms used for other information ("about us") or contact forms ("contact")**. As the Terms "imprint" is normally not used for websites outside Germany, other terms would be preferable, e.g. "Information on Friedrich-Ebert-Stiftung ...[country/city]".

### 2. Permanent access

To guarantee permanent access the information may not alter during a visit to a website. The recipient must also have the opportunity to store the information (e.g. by printing it). Finally, the information may not be presented in transitory way, e.g., a pop-up window.

Whether additional information is required according to the laws of the respective country could be examined in a second step by seeking legal advice from lawyers in the respective country.