

99058007060000

Trade register entry

Heruntergeladen am 05.07.2025

<https://fimportal.de/services/99058007060000>

Modul	Sachverhalt
Leistungsschlüssel	99058007060000
Leistungsbezeichnung I	Trade register entry
Leistungsbezeichnung II	Apply for entry in the register of craftsmen
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Baustein Leistungen
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Craft (individuell, 058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	

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Fachlich freigegeben am	03.01.2025
Fachlich freigegeben durch	Ministry of Economic Affairs, Industry, Climate Protection and Energy of the State of North Rhine-Westphalia
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_7.html https://www.gesetze-im-internet.de/hwo/_10.html
Teaser	If you want to operate a trade as a self-employed business, you need to be entered in the register of craftsmen. You can find out more here.
Volltext	<p>Anyone wishing to operate a craft independently as a standing trade requires registration in the register of craftsmen.</p> <p>A business is considered a skilled trade if it is operated as a skilled trade and fully comprises a trade listed in Annex A of the Crafts Code (see legal bases) or activities are carried out that are essential for this trade.</p> <p>In principle, only the trade that has been registered may be practiced. If several trades are practiced, each of these trades must generally be entered in the Register of Craftsmen.</p> <p>If a trade is to be practiced, work can also be carried out in other trades. Prerequisite: There must be a technical or professional connection or an economic complement between the craft practiced and the other craft and the work in the registered craft must predominate.</p> <p>Anyone who personally meets the requirements for entry in the Register of Craftsmen and practises the relevant craft can also obtain a license to practise in accordance with Section 7a HwO for another trade subject to licensing in Annex A or for essential activities thereof if the knowledge and skills required for this are proven. Previous professional experience and activities must also be taken into account.</p>

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In the case of an employed operations manager, it should be noted that they are only eligible for registration if they actually manage the business in technical terms during normal working hours. In addition, the manager's activities must be adequately remunerated.

Erforderliche Unterlagen

- Copy of identity card or passport
- Proof of qualifications: (certified) copies of certificates of passed examinations
- Copy of business registration (can be submitted later if necessary after entry in the register of craftsmen)
- In the case of civil law companies, the articles of association and the manager's declaration
- if a manager is employed:
 - employment contract
 - plant manager's declaration
- Registration for social insurance
- Proof of qualification of the operations manager
- For companies, a complete, up-to-date extract from the commercial register
- authorization to practice, if applicable
- Exemption permit, if applicable

Voraussetzungen

- Master craftsman's certificate

You will be entered in the Chamber of Crafts register if you or your company manager has successfully passed the master craftsman's examination in a craft requiring a license:

- that corresponds to the craft that is to be practiced or
- in a craft requiring a license that is technically related to this craft.
- Note: If these requirements are not met, exceptions can be applied for in certain cases.

Exceptions

The Crafts Code contains provisions according to which the applicant or the company management may also

- as a graduate of universities and technical colleges

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(e.g. as a graduate engineer)

- with a German state or state-recognized examination equivalent to the master craftsman's examination (§ 7 Para. 2 HwO) can be entered in the register of craftsmen. The prerequisite is that the study or school focus of your examination corresponds to the craft to be registered.
- with a license to practice according to § 7a HwO:
 - This is awarded to anyone who can prove that they have the necessary knowledge and skills for another craft listed in Annex A of the HwO or for essential activities of this craft.
- with authorization to practice according to § 7b HwO:
 - Experienced journeymen can become self-employed, provided they can demonstrate at least six years of practical experience in the trade and have worked in a managerial position for at least four of these years.
- with exceptional authorization §§ 8, 9 Para. 1 No. 1 HwO:
 - In exceptional cases, an exemption permit must be granted if the knowledge and skills required to practise the craft independently are proven. An exceptional case exists, for example, if taking a master craftsman's examination at the time of application or thereafter would represent an unreasonable burden.

The following applies to foreign applicants:

- When you take up a craft, you must be entered in the register of craftsmen. The conditions of the Crafts Code also apply here. This also applies to foreign companies from countries outside the European Economic Area in the case of short-term skilled trade assignments (assembly work, work contract services). If you do not have a master craftsman's certificate or proof of an equivalent German examination or are not already registered in the Register of Craftsmen with another craft, it is possible under certain conditions to

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	apply for an exemption permit in accordance with §§ 8 or 9 Para. 1 No. 1 HwO (Crafts Code) .
Kosten	The amount of the fee depends on the fee statutes of the respective Chamber of Crafts. Different fees are charged depending on the legal form and legal basis.
Verfahrensablauf	<ul style="list-style-type: none"> • You submit the application for entry in the Register of Craftsmen to the relevant Chamber of Crafts. • The competent authority will check the documents and, if the application is successful, will enter you on the Register of Craftsmen. • Registration in the Register of Craftsmen is associated with the issue of a craftsman's card. You can later use the craftsman's card to identify yourself as a registered craftsman's business.
Bearbeitungsdauer	If the documents are complete, your application will be processed promptly.
Frist	The entry in the register of craftsmen must be made before the first independent exercise of the craft requiring a license.
weiterführende Informationen	
Hinweise	<p>The following information is available:</p> <p>If the business is to be relocated to another Chamber of Crafts district, you must register with the local Chamber of Crafts.</p>
Rechtsbehelf	Appeal (appeal may be excluded depending on state law), administrative court action
Kurztext	<ul style="list-style-type: none"> • Applying for entry in the Register of Craftsmen • For a craft that is to be operated as a standing trade, an entry must be made in the register of craftsmen . • In principle, only the craft requiring a license that has been registered may be practiced. • If several trades are practiced, each of these trades must generally be entered in the register of trades. • Competent authority: The competent Chamber of Skilled Crafts of the respective federal state
Ansprechpunkt	

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Zuständige Stelle

Formulare

Ursprungsportal