

99144017215000

# Assign a single point of contact

Heruntergeladen am 28.06.2025

<https://fimportal.de/xzufi-services/6000788-99144017215000/L100009>

| Modul                         | Sachverhalt                                            |
|-------------------------------|--------------------------------------------------------|
| Leistungsschlüssel            | 99144017215000                                         |
| Leistungsbezeichnung I        | Assign a single point of contact                       |
| Leistungsbezeichnung II       | Assign a single point of contact                       |
| Typisierung                   | 2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug |
| Quellredaktion                | Sachsen                                                |
| Freigabestatus Katalog        | unbestimmter Freigabestatus                            |
| Freigabestatus Bibliothek     | unbestimmter Freigabestatus                            |
| Begriffe im Kontext           |                                                        |
| Leistungstyp                  |                                                        |
| Leistungsgruppierung          |                                                        |
| Verrichtungskennung           |                                                        |
| SDG-Informationsbereich       |                                                        |
| Lagen Portalverbund           |                                                        |
| Einheitlicher Ansprechpartner |                                                        |
| Fachlich freigegeben am       |                                                        |

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### Fachlich freigegeben durch

#### Handlungsgrundlage

- Artikel 6 Richtlinie 2006/123/EG des Europäischen Parlaments und des Rates vom 12.12.2006 über Dienstleistungen im Binnenmarkt
- Artikel 57 und 57a Richtlinie 2013/55/EU des Europäischen Parlaments und des Rates vom 20.11.2013 zur Änderung der Richtlinie 2005/36/EG über die Anerkennung von Berufsqualifikationen
- Anhang III Nummer 1 Verordnung (EU) 2018/1724 über Einrichtung eines einheitlichen digitalen Zugangstors
- §§ 71a bis e Verwaltungsverfahrensgesetz (VwVfG)
- Gesetz über den einheitlichen Ansprechpartner im Freistaat Sachsen (SächsEAG)
- Sächsisches Kostenverzeichnis (SächsKVZ) - Nr. 30 Einheitlicher Ansprechpartner

#### Teaser

If you want to do business or work in Germany, the Point of Single

Contact\*

#### Volltext

If you want to do business or work in Germany, the Point of Single Contact\* will inform you about legal requirements and help you to handle administrative procedures quickly and easily.

As part of a Europe-wide network, the Points of Single Contact provide you with easy access to administrations and authorities. The Points of Single Contact network consists of internet portals and personal contacts.

The Points of Single Contact can help you

- if you want to do business in Germany as a resident or from another EU member state or
- if you wish to have your professional qualification in a regulated profession acquired in another EU member state formally recognised.

The Single Points of Contact will inform you about

- Application procedure and required documents,

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- competent authorities,
- Costs and
- Duration of the administrative procedure.

The information is provided to you free of charge. If you would like information or advice from the Point of Single Contact, please contact them using the contact details provided. It is not necessary to fill in and send the form to authorise the Point of Single Contact.

The Point of Single Contact can also handle the entire electronic processing of administrative procedures for you. They receive your application and forward it to the relevant authorities. This saves you having to go to the authorities.

You will incur fees for the handling of procedures by the Point of Single Contact. If you wish to instruct the Point of Single Contact to handle the procedure, please use the form "Authorise the Point of Single Contact online".

Note: If you want to do business or work in another country of the European Union (EU), you can find the appropriate point of single contact on the EU Commission's website.

Feedback: If you use the service of the Point of Single Contact of the Free State of Saxony, you have the opportunity to rate the service provided by the EA. Please use the following link:

<https://feedback.gov.de/einheitlicher-ansprechpartner/feedback/assist-service?lang=DE&region=SN>

\*) In order to remain comprehensible, we limit ourselves to the generalised designations of persons, they always refer to each gender - the editors

## Erforderliche Unterlagen

The documents you need to submit depend on your specific project.

Note: You can find more detailed information in the service description of the respective administrative procedure at Amt24.

| Modul             | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Voraussetzungen   | <p>The Single Point of Contact service can be used by</p> <ul style="list-style-type: none"> <li>• Service providers,</li> <li>• Companies,</li> <li>• Founders and</li> <li>• Persons who wish to have their professional qualifications recognised</li> </ul> <p>from</p> <ul style="list-style-type: none"> <li>• the Federal Republic of Germany</li> <li>• a member state of the European Union (EU) or</li> <li>• a member state of the European Economic Area (EEA), currently Iceland, Liechtenstein or Norway.</li> </ul>                                                                                                             |
| Kosten            | <ul style="list-style-type: none"> <li>• Information and advice: free of charge</li> <li>• Procedure processing: EUR 17.00 per quarter of an hour or part thereof (maximum: amount of the administrative fees for the procedure(s) processed)</li> </ul> <p>Note: In addition to the processing fee for the service of the Point of Single Contact, you must pay the regular fees for the administrative procedure you have completed. The amount of these fees depends on the administrative procedure in question. Information on this can be found in the service descriptions of the respective administrative procedures under Amt24.</p> |
| Verfahrensablauf  | <p>It is best to first contact the Single Point of Contact by telephone, in writing or by e-mail.</p> <ul style="list-style-type: none"> <li>• In order for the Single Point of Contact to be able to support your procedure, you must authorise it. You can submit the form provided for this purpose online (see -&gt; Forms and other offers).</li> <li>• Furthermore, the Single Point of Contact requires all documents and information necessary for the respective procedure (e.g. a completed business licence).</li> </ul>                                                                                                            |
| Bearbeitungsdauer | <ul style="list-style-type: none"> <li>• for the provision of information: on the Internet portals: immediately Enquiries by e-mail: usually up to three days • for the processing time of the procedures: The processing time depends on the respective procedure. You can find this in the descriptions of the</li> </ul>                                                                                                                                                                                                                                                                                                                    |

| Modul                        | Sachverhalt                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | procedures.                                                                                                                                                                                                                                                                                                                                                           |
| Frist                        | <ul style="list-style-type: none"> <li>• in the handling of procedures: Deadlines depend on the respective procedure and can be found in the service description of the respective administrative procedure under Amt24 Note: The deadline for the completed administrative procedure only begins when all required documents have been submitted in full.</li> </ul> |
| weiterführende Informationen |                                                                                                                                                                                                                                                                                                                                                                       |
| Hinweise                     |                                                                                                                                                                                                                                                                                                                                                                       |
| Rechtsbehelf                 | not applicable                                                                                                                                                                                                                                                                                                                                                        |
| Kurztext                     |                                                                                                                                                                                                                                                                                                                                                                       |
| Ansprechpunkt                |                                                                                                                                                                                                                                                                                                                                                                       |
| Zuständige Stelle            |                                                                                                                                                                                                                                                                                                                                                                       |
| Formulare                    |                                                                                                                                                                                                                                                                                                                                                                       |
| Ursprungsportal              |                                                                                                                                                                                                                                                                                                                                                                       |