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# Business registration

Heruntergeladen am 26.06.2025

<https://fimportal.de/xzufi-services/S1000020010000000769/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99050012104000
Leistungsbezeichnung I	Business registration
Leistungsbezeichnung II	Register business
Typisierung	3b - Bundesaufsichtsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Business registrations, district office</div> , <div lang="en-x-mtfrom-de">Business license, district office</div> , <div lang="en-x-mtfrom-de">Business advertisements, district office</div> , <div lang="en-x-mtfrom-de">Business licenses, district office</div> , <div lang="en-x-mtfrom-de">Register business, district office</div> , <div lang="en-x-mtfrom-de">business registration</div> , <div lang="en-x-mtfrom-de">business registration</div> , <div lang="en-x-mtfrom-de">register a small business</div>
Leistungstyp	

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Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	27.10.2023
Fachlich freigegeben durch	
Handlungsgrundlage	<p>§ 14 Trade Regulations (GewO)  <a href="https://www.gesetze-im-internet.de/gewo/_14.html">https://www.gesetze-im-internet.de/gewo/_14.html</a> § 15 Trade Regulations (GewO)  <a href="https://www.gesetze-im-internet.de/gewo/_15.html">https://www.gesetze-im-internet.de/gewo/_15.html</a> § 11 Trade Regulations (GewO)  <a href="https://www.gesetze-im-internet.de/gewo/_11.html">https://www.gesetze-im-internet.de/gewo/_11.html</a>          Fee schedule for economic administration (WiVwGebO HA  <a href="https://www.landesrecht-hamburg.de/bsha/document/jlr-WiVwGebOHA1991rahmen">https://www.landesrecht-hamburg.de/bsha/document/jlr-WiVwGebOHA1991rahmen</a></p>
Teaser	Would you like to run a permanent business? You must register this in advance.
Volltext	<p>You must submit a business registration if you start a permanent business as a head office, branch office or dependent branch office. This is the case with New foundation Change of legal form Partnership entry Reopening after relocation from another registration district Transfer according to the Transformation Act (e.g. merger, demerger) Takeover (inheritance, purchase or lease) By registering a business, you enable the responsible authority to monitor the business activity and collect statistical data.</p>
Erforderliche Unterlagen	<p>Completed business registration form Proof of identity (for example: identity card or passport) When registering a business electronically, other means of identification are also possible (e.g. electronic identity card, De-Mail, PIN/TAN procedure). For legal entities, partnerships: Notarized partnership agreement or</p>

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commercial register extract, consent of the partners  
 Declaration of consent of shareholders Supplementary  
 sheet for authorized representatives If you, as a  
 business person, are not registering the business  
 yourself, but as a managing partner or as their legal  
 representative, you will need a written power of  
 attorney. The power of attorney is only required if the  
 person registering is not an authorized representative  
 of the business.

## Voraussetzungen

You want to run a business. You are required to report:  
 if you run a sole proprietorship, as managing partner  
 of a partnership (for example OHG, GbR), as a  
 personally liable partner of a KG, as a limited partner  
 of a KG, if you have management authority and as legal  
 representative of a corporation (for example GmbH,  
 AG). You are not required to report, among other  
 things: as primary producer (livestock breeding,  
 agriculture, hunting, forestry and fishing), as a  
 freelancer (including lawyers, notaries, tax consultants,  
 auditors, doctors, scientific, artistic and literary  
 activities), if you care for or raise children, as a teaching  
 person.

## Kosten

Gebühr: 20€  
 For partnerships (e.g. GbR, KG, OHG, GmbH & Co. KG  
 and others) the fee per partner is 20.00 euros. The cost  
 of a duplicate copy of the business registration is 10.00  
 euros.

## Verfahrensablauf

You can register your business in person or in writing  
 using a form or electronically. When registering your  
 business using a form in written or electronic form,  
 please enclose a copy of all required documents. If you  
 register in person or in writing, you must fill out the  
 "Business Registration" form and sign it personally. You  
 can get the "Business Registration" form online. In the  
 electronic process, you provide the same information  
 as when registering in person. You do not need the  
 form and do not have to sign it in person. You can also  
 have your business re-registered by a person who has  
 been proven to be authorized and identified in writing  
 by the business owner. Send the documents to the  
 responsible authority. The responsible authority will  
 examine your documents and, if necessary, request

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further documents or information from you. The authority will inform you of the amount of the fees. You pay the fees. You will receive a certificate from the responsible authority for your business registration. The responsible authority forwards the business registration change to other authorities, such as the tax office, the professional association, the Chamber of Crafts or the Chamber of Industry and Commerce and, if necessary, the registry court.

**Bearbeitungsdauer**

If you have filled out the form correctly and have the required documents, confirmation of your business registration will usually be received within 2 weeks. The processing time varies depending on the current situation.

**Frist**

You must register your business at the same time as you start your business activity. If you register late, you may be fined.

**weiterführende Informationen**

<https://www.hamburg.de/service/info/11258083/>  
<https://www.hamburg.de/behoerdenfinder/hamburg/11258083/>  
<https://www.hamburg.de/service/info/11318723/>  
<https://www.hamburg.de/behoerdenfinder/hamburg/11318723/>  
<https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/GWR>  
<https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/GWR>

**Hinweise**

A business is any activity that is not socially unworthy, is aimed at making a profit and is intended to be permanent and is carried out independently in one's own name and on one's own account. It does not matter whether a profit is actually made. In particular, socially unworthy activities (e.g. clairvoyance), freelance professions (such as doctors, lawyers or tax consultants) or other activities that require a university degree are not considered to be a business. Primary production (e.g. agriculture and forestry), the management of one's own assets (e.g. a rental property) and generally prohibited or socially unworthy activities (e.g. illegal gambling) are also not considered to be a business. If you change your legal form, you must submit both a business deregistration (for closing

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down your business under the old legal form) and a business registration (for starting up your business under the new legal form). Traders are natural or legal persons (stock corporation, limited liability company, registered cooperative or registered association, partnership limited by shares). In the case of partnerships (for example, civil law partnerships, general partnerships, limited partnerships), the partners authorized to manage the company are to be regarded as tradespeople. In the case of legal entities (e.g. GmbH, AG), the obligation to report lies with the person who legally represents them, for example the managing director of a GmbH. Traders are natural or legal persons (stock corporation, limited liability company, registered cooperative or registered association, partnership limited by shares). Register your business personally so that any questions can be clarified quickly and conclusively. When registering a business using a form in written or electronic form, please attach a copy of all required documents. Before a minor can register a business, the legal representatives must authorize the minor to operate a business independently and the responsible district court (family law department) must approve this authorization. From the business registration you will receive, among other things, a message: the responsible tax office the Chamber of Commerce or the Chamber of Crafts the professional association the State Office for Occupational Safety This notification does not replace a special reporting requirement. In particular, craft businesses still need to register with the Chamber of Crafts. The entry in the commercial register does not replace or include the notification pursuant to Section 14 of the German Trade Regulation Act (GewO) (duty to notify). Business registrations are also accepted at the Hamburg Chamber of Crafts and at the Hamburg district offices. Some commercial activities require a permit. Others are subject to supervision. Additional requirements apply to them. Find out early on what personal, financial and professional requirements you must meet in order to be able to work in these commercial areas. If your business also requires a permit (for example, security services) and you do not have one, the responsible authority can prohibit the continuation of the business.

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When registering a business, you are required under Section 138 of the German Fiscal Code (AO) to provide the relevant tax office with further information on the circumstances relevant for taxation. You must submit the "tax registration questionnaire" provided for this purpose electronically using the officially prescribed data set within one month of opening the business or permanent establishment. To complete and submit the questionnaire, please use the tax administration's service portal ELSTER - your online tax office at [www.elster.de](http://www.elster.de). You can obtain further information from the attached ELSTER instructions, at [www.hamburg.de/fb/informationen-fuer-buerger](http://www.hamburg.de/fb/informationen-fuer-buerger) or from your relevant tax office by calling the authority number 115.

**Rechtsbehelf**

No

**Kurztext**

Register a business simultaneously with the start of a permanent business This is the case with New foundation Change of legal form Partnership entry Reopening after relocation from another registration district Transfer according to the Transformation Act (e.g. merger, demerger) Takeover (inheritance, purchase or lease)

**Ansprechpunkt**

If you want to find out exactly who is responsible for your request, please follow the link to

[Authority finder Hamburg](#)

**Zuständige Stelle**

District Office Altona

**Formulare**
**Ursprungsportal**

[Behördenfinder Hamburg](#), [Authority finder Hamburg](#) (Currently this link is only available in german)