

Business Registration

A business registration is required, whenever an independent commercial enterprise (headquarters, branch office, dependent subsidiary) with fixed premises is newly established. This also applies if you are moving your business premises to Berlin from another federal state.

Responsible for registering a business are,

- operators of single person businesses,
- the managing partners of business partnerships (GbR, OHG, KG),
- the representatives (managing directors, management board) of legal entities.

If the legal form of a business changes, it is required to both de-register (for termination of the business in its previous legal form) and to register the business (for taking up operations in the new legal form).

A business does not need to be registered if the conditions according to § 6 of the Trade Regulations are met.

Prerequisites

- No prerequisites

Documents required

- ID-Card of the German national
Identity card or other official identification including a photograph
- Excerpt from the Trade Register
Registered companies are required to submit an up to date excerpt from the Trade Register.
Legal entities that are in the process of being established (GmbH, AG, UG) are required to submit a notarised copy of their partnership agreement or statutes as well as statements of approval by their associates.
- Statement of approval by the partners
In the case of business registrations for legal entities that are in the process of being established
- Supplementary sheet representatives
In the case of business registrations for legal entities with multiple representatives

Forms

- Form ?business registration?
<https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende>

s-gewerbe/_assets/mdb-f122630-gewa1_neutral.pdf

- ❑ Supplementary sheet for registering representatives

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122637-beiblatt_gesetzliche_vertreter.pdf

- ❑ Statement of approval by the partners

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122639-anzeige_gewerbe_zustimmungserklaerung_gesellschafter.pdf

Fees

*EUR 26.00 - per single person company, per associate for business partnerships

*EUR 31.00 - legal entity with 1 legal representative

*EUR 13.00 - for each additional representative of a legal entity

*EUR 15.00 - business registration via electronic process (online processing)

Legal basis

- Trade Regulations § 14 section 1

http://www.gesetze-im-internet.de/gewo/___14.html

More information

- Fact sheet CCI Berlin - business registration

<https://www.ihk-berlin.de/blueprint/servlet/resource/blob/2253230/6d787affbea21707479d49ceb65412f6/merkblatt-gewerbeanzeige-data.pdf>

- Fact sheet CCI Berlin - residence and employment of foreign nationals

<https://www.ihk-berlin.de/blueprint/servlet/resource/blob/2253222/70ba0d84480d826ee27c455924931bb5/merkblatt-aufenthalt-und-erwerbstaetigkeit-von-auslaendischen-staatsbuergern-data.pdf>

- Fact sheet CCI Berlin - companies and employees from other EU countries

https://www.ihk-berlin.de/blob/bihk24/Service-und-Beratung/recht_und_steuern/downloads/2253224/00fac9d0099e692bf4feba2058942589/Merkblatt_EU_Osterweiterung-data.pdf

- Trade Regulations

<http://www.gesetze-im-internet.de/gewo/>

- Information about privacy

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf

Link to online processing

<https://www.berlin.de/ea/en/application/login-service-account-berlin/index.php/>

Responsible authority

The competent Public Order Office for the district in which the company's premises are located.

Information on this location

Ordnungsamt Tempelhof-Schöneberg

Address

Tempelhofer Damm 165
12099 Berlin

Barrier-free access

This facility is wheelchair accessible.
Handicapped parking space available.
An elevator fully accessible to wheelchairs is available.
A wheelchair-accessible WC is available.

Barrierefreier Zugang über den hinteren Bereich des Rathauses oder über den Eingang des Bürgeramtes.

Changes in opening hours

Öffnungszeiten der zentralen Anlauf- und Beratungsstelle:

Montag und Dienstag 10:00 Uhr bis 12:00 Uhr
Donnerstag 15:00 Uhr bis 17:30 Uhr

Öffnungszeiten des Fachbereichs Veterinär- und Lebensmittelaufsicht:

Amtstierärztliche Sprechzeiten nach telefonischer oder mailanfrage zu einer Terminvergabe

Öffnungszeiten des Gewerbebereichs:

Montag und Dienstag 09:00 Uhr bis 12:00 Uhr
Donnerstag 14:00 Uhr bis 18:00 Uhr
Letzte Wartenummernvergabe 15 Minuten vor Ende der Sprechzeit.

Public transportation

U-Bahn U 6 Kaiserin-Augusta-Str.; Alt-Tempelhof
Bus 184 Rathaus Tempelhof; U Kaiserin-Augusta-Str.

Contact

Telephone: (030) 90277-3460

Fax: (030) 90277-3464

Internet:

<http://www.berlin.de/ba-tempelhof-schoeneberg/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@ba-ts.berlin.de

Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

PDF downloaded on 19.09.2020