

## 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](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](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](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](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](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 Mitte - Arbeitsgruppe Gewerbe

#### Address

Karl-Marx-Allee 31  
10178 Berlin

#### Sonstige Hinweise zum Standort

Für Hinweise/Beschwerden zu Störungen im öffentlichen Raum nutzen Sie bitte Ordnungsamt-Online [<https://ordnungsamt.berlin.de/frontend/dynamic/#!start>]

#### Barrier-free access

This facility is wheelchair accessible.  
A wheelchair-accessible elevator is available.  
A wheelchair-accessible WC is available.

#### Opening hours

Tuesday: 09:00-13:00 Uhr  
(Annahmeschluss 12:00 Uhr)  
Thursday: 14:00-18:00 Uhr  
(Annahmeschluss 17:00 Uhr)

#### Contact

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Fax: (030) 9018-23781  
Internet:  
<https://www.berlin.de/ba-mitte/politik-und-verwaltung/aemter/ordnungsamt/gewer>

be-gaststaetten-und-spielhallenangelegenheiten/  
E-mail: ordnungsamt-zab@ba-mitte.berlin.de

## **Payment methods**

You can pay in cash or with a debit card (Girocard) (with PIN) at this location.

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