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Ordnungsamt Spandau - Bürgerservice

Bezirksamt Spandau

Address

Galenstraße 14
13597 Berlin

Contact

Telephone: (030) 90279-3000

Fax: (030) 90279-3096

Internet: http://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord_zab.html

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

Barrier-free access



[Explanation of symbols \(https://service.berlin.de/hinweise/artikel.2699.php\)](https://service.berlin.de/hinweise/artikel.2699.php)

Opening hours

Monday: **Bürgerservice:** 09.00-13.00 Uhr und 14.00-15.00 Uhr

Tuesday: **Bürgerservice:** 09.00-13.00 Uhr und 14.00-15.00 Uhr

Wednesday: **keine Sprechzeit** (nur telefonisch von 09.00-13.00 Uhr und 14.00-15.00 Uhr)

Thursday: **Bürgerservice:** 10.00-13.00 Uhr und 14.00-18.00 Uhr

Friday: **Bürgerservice:** 09.00-13.00 Uhr

Transportation links

S-Bahn

Spandau: S3, S9

U-Bahn

Rathaus Spandau: U7

Bus

Rathaus Spandau: M32, M37, M45, X33, X34, 130, 135, 136, 137, 236, 237, 337, 638, 639, 671

Additional information

Am Standort können Termine für die Fachbereiche "Gewerbeservice" und "Ordnungsaufgaben" vereinbart werden.

Payment options

Eine Bezahlung ist nicht vorgesehen

Deregister trade

You must deregister your business whenever you cease trading as a self-employed person with a fixed place of business (known as a 'permanent business').

This applies if:

- 1. You wish to **completely** cease or discontinue your business operations.
- 2. You **relocate** the head office of your business, or a branch or dependent branch of your company, to a new location outside the municipality (**outside Berlin**). In this case, register your business with the trade licensing authority at the new location in the new municipality and inform them that your business is to be deregistered in Berlin.
- 3. You **change** the **legal form** of your business. Deregister your business under its previous legal form. You must then re-register your business under the new legal form by submitting a new business registration application.

Notes:

1. If your business continues to operate and you simply wish to notify the authorities of the **partial cessation of certain business activities**, you may do so voluntarily by submitting a business re-registration form. (see "Further information")
2. If you are relocating the head office of your business, or a branch or a dependent branch of your company, to a new location within the municipality (**in the case of relocation within Berlin**), it is sufficient to submit a change of business registration to the Public Order Office at the new business location. (see "Further information")

The relevant authority will also forward the business deregistration to other bodies such as the tax office, the Chamber of Skilled Crafts or the Chamber of Industry and Commerce, the registry court and the employers' liability insurance association. The purpose of deregistering a business is to enable the relevant authority to monitor the conduct of business and to carry out statistical surveys.

Procedure

1. You can deregister your business online via the link below (with or without a BundID account) or by submitting the PDF form in person at the Public Order Office.
2. There is no fee for deregistering a business.
3. If you deregister online using a BundID account, the confirmation of deregistration will be sent directly to your BundID account. If you do not have a BundID account, you will receive the confirmation of deregistration by post. If you deregister in person, the confirmation will be handed to you on the spot.

Prerequisites

- **You want to completely give up your already registered business, move it outside of Berlin or change its legal form.**

Traders are natural persons or legal entities (joint-stock company, limited liability company, registered cooperative or registered association, partnership limited by shares).

The following persons or their authorised representatives must deregister:

- sole traders: the sole trader,
 - partnerships (e.g. OHG, GbR): the managing partners,
 - KG: each personally liable partner, the limited partners of a KG only if they have power of management.
 - corporations (e.g. GmbH, AG): the legal representatives (managing directors, board of directors).
- **The trade deregistration must be done at the same time.**
You must deregister your trade at the same time as you end your business activities, move to another community (outside Berlin), or change the legal form of your trade.

Documents required

- **Trade deregistration**
Online possible; or you can use the form to deregister your trade.
- **Identity document**
Identity card or other official identification document with photo (not required for electronic application). Residence permit if the applicant is not a national of an EU country.
- **Up-to-date excerpt from the Trade Register**
Registered companies please submit a current excerpt from the Trade Register as proof of the power of representation.

Forms

- **Trade deregistration**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/gewa3-gewerbeabmeldung.pdf)

Fees

none

Legal basis

- **Trade Regulation (Gewerbeordnung or GewO) § 14 Abs. 1**
(https://www.gesetze-im-internet.de/gewo/_14.html)
- **Trade Registration Ordinance (Gewerbeanzeigeverordnung or GewAnzV)**
(https://www.gesetze-im-internet.de/gewanzv_2014/BJNR120800014.html)

More information

- **Information sheet on trade registration (IHK Berlin)**
(<https://www.ihk.de/blueprint/servlet/resource/blob/2253230/6d787affbea21707479d49ceb65412f6/merkblatt-gewerbeanzeige-data.pdf>)
- **Information on data protection (Ordnungsämter des Landes Berlin)**
(<https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht>)

[ht/_assets/winr_105_merkblatt_dsgvo.pdf](#))

- **Trade re-registration (service)**
(<https://service.berlin.de/dienstleistung/122111/en/>)

Average time to process request

<https://gewerbemeldung.berlin.de/emeldung/emeldung/?op=emeldung-start-meldung>

Notes on responsibility

The public order office of the district in which your business is located.