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Ordnungsamt Steglitz-Zehlendorf

Bezirksamt Steglitz-Zehlendorf

Address

Unter den Eichen 1
12203 Berlin

Mailing address

Contact

Telephone: (030) 90299-4660

Fax: (030) 90299-4662

Internet:

<https://www.berlin.de/ba-steglitz-zehlendorf/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@ba-sz.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: Nur mit Termin:
09:00-13:00 Uhr

Tuesday: Nur mit Termin:
09:00-13:00 Uhr

Wednesday: Keine Sprechstunde

Thursday: Nur mit Termin:
09:00-13:00 Uhr

Friday: Keine Sprechstunde

Changes in opening hours

Termine können unter ordnungsamt@ba-sz.berlin.de oder Telefonnummer 030 902994660 vereinbart werden.

Transportation links

S-Bahn

0.6km [S Botanischer Garten](#)

S1

0.8km [S+U Rathaus Steglitz](#)

S1

U U-Bahn

0.7km [S+U Rathaus Steglitz](#)

U9

Bus

0.2km [Unter den Eichen/Botanischer Garten](#)

M48

0.2km [Braillestr.](#)

M48

0.4km [Händelplatz](#)

188, 283, 285, M85, N88

0.5km [Schlossparktheater](#)

M48, 188, 283, N88

0.5km [Berlin, Carmerplatz](#)

188, 283, N88, 186

Additional information

Gebührenfreie Parkplätze stehen nicht zur Verfügung. Der Standort liegt unmittelbar an der Grenze zur Parkraumbewirtschaftung.

Bei akuten Verkehrsbehinderungen und sonstigem eilbedürftigem pflichtwidrigem Verhalten von Mitbürgerinnen und Mitbürgern (auch in geschützten Grünanlagen) wählen Sie bitte die Rufnummer 030/90299-4631 oder 030/90299-4632.

Payment options

Eine Bezahlung ist nicht vorgesehen

Re-register trade

You must re-register your business whenever you relocate an already registered self-employed business with a fixed place of business (known as a 'fixed business') within Berlin, or whenever you change the nature of your business activities. If you are a business owner and your name has changed, you must also re-register your business.

This applies in the following cases:

- **Relocation of business premises within Berlin:** If you move the head office of your business, or a branch or dependent branch of your company, to a new location within the municipality. The re-registration must then be submitted to the Public Order Office in the district where your new business premises are located.
- **Change in business activity:** If you change the goods or services offered by your business. Example: The travel agency business is discontinued and the business is continued as a newsagent's.
- **Expansion of business activities:** If you offer additional goods or services that are not customary for your previously registered business. Example: The business is to continue as a travel agency and is expanded to include the sale of magazines.
- **Change of the business owner's name:** If your surname changes, for example through marriage, or if the company name in the Commercial Register changes.

When re-registering your business, you can also voluntarily report other changes. For example, if you no longer carry out certain registered activities within your business and wish to have them removed from the business register.

Notes:

- If you relocate the head office of your business, or a branch or dependent branch of your company, to a new location outside the municipality (**relocation of business outside Berlin**), the business must be deregistered in Berlin and re-registered in the other federal state (at the new location) (see "Further information").
- If you take over an existing business, join as a new managing partner, or convert a company into a different legal form, a business registration is required (see "Further information").

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

Procedure

1. You can submit your business re-registration 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. If you submit your business re-registration online, you can pay the reduced fee online. If you submit it in person, you pay the fee directly at the Public Order Office.
 3. If you submit your application online using a BundID account, the business confirmation will be sent directly to your BundID account. If you do not have a BundID account, you will receive the business confirmation by post. If you submit your application in person, the business confirmation will be handed to you on the spot.

Prerequisites

- **You want to move your already registered business within Berlin, change your business activity or your name has changed.**

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 re-register:

- 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 re-registration of the trade must be carried out at the same time.**

The trade re-registration must be carried out at the same time as the transfer to another district (within Berlin), if the commercial activity of your trade changes or if the name of the trader changes.

Documents required

- **Trade re-registration**
Online possible; or you can use the form for business re-registration.
- **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 commercial register as proof of the power of representation.
- **Supplement for authorised representatives**
For trade re-registrations of legal entities with several authorised representatives

Forms

- **Trade re-registration**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/gewa2-gewerbeummeldung.pdf)
- **Supplementary sheet for re-registering representatives**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/_assets/anlage_beiblatt_gesetzliche_vertreter.pdf)

Fees

- EUR 20.00 - per trade registration
- EUR 15.00 - trade registration in the electronic procedure (online processing)

Legal basis

- **Trade Regulation (Gewerbeordnung or GewO) § 14 Abs. 1**
(https://www.gesetze-im-internet.de/gewo/_14.html)
- **Trade Registration Ordinance (Gewerbeanzeigerordnung or GewAnzV)**
(https://www.gesetze-im-internet.de/gewanzv_2014/)
- **Schedule of Administrative Fees (Verwaltungsgebührenordnung (VGebO))**
(<https://gesetze.berlin.de/bsbe/document/jlr-VwGebOBE2009rahmen>)

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/_assets/winr_105_merkblatt_dsgvo.pdf)
- **Register a trade (service)**
(<https://service.berlin.de/dienstleistung/121921/en/>)
- **Deregister trade (service)**
(<https://service.berlin.de/dienstleistung/122107/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 company's registered office is located.