

Ordnungsamt - Gewerbeangelegenheiten Fröbelstraße Haus 6	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Information for customers with an appointment	2
Nahverkehr	2
Additional information	2
Payment options	2
Re-register trade	3
Prerequisites	4
Documents required	4
Forms	4
Fees	4
Legal basis	5
More information	5
Average time to process request	5
Hinweise zur Zuständigkeit	5

Ordnungsamt - Gewerbeangelegenheiten

Fröbelstraße Haus 6

Bezirksamt Pankow

Address

Fröbelstraße 17
10405 Berlin

Contact

Telephone: (030) 90295-6241
Fax: (030) 90295-5063
E-mail: ordnungsamt@ba-pankow.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

Tuesday: 09:00-12:00
Thursday: 09:00-12:00

Information for customers with an appointment

Die Sprechzeiten sind nur für Kunden mit einem Termin, oder nach vorheriger telefonischer Absprache.

Nahverkehr

S-Bahn

Prenzlauer Allee : S 41, S 42, S 8, S 85

Tram

Fröbelstr. : M 2

Additional information

Wir bitten Sie, vorzugsweise die Möglichkeit der elektronischen Kommunikation (E-Mail, Telefon, AMS) zu nutzen und stehen Ihnen auf diesen Kommunikationswegen weiterhin sehr gerne zur Verfügung.

Payment options

Am Standort kann nur mit girocard (mit PIN) (ehemals EC Karte) bezahlt werden.
(keine Barzahlung)

Re-register trade

A trade re-registration is always necessary if you move an already registered independent trade with a fixed place of business (in the so-called "standing trade") within Berlin or change your commercial activities. If you are a trader and your name has changed, you also have to re-register your business.

This is the case when:

- **Relocation of business within Berlin.**

If you move the headquarters of your business or a branch or dependent branch of your business to a new location within the municipality. The business re-registration must then be submitted to the Ordnungsamt (public order office) in whose district your new business location is located.

- **Change in commercial activity.**

If you change the goods or services of your trade. Example: The travel agency activity is discontinued and the business is continued as a newspaper business.

- **Extension of commercial activities.**

If you additionally offer goods or services that are not customary in your previously registered trade. Example: The activity as a travel agency is to be continued and is expanded to include the sale of magazines.

- **Change of trader's name.**

If your family name changes due to marriage, for example.

You can also voluntarily notify other changes with the trade re-registration. For example, if you no longer carry out individual registered activities in your trade and wish to delete them from the trade register.

Notes:

- If you move the head office of your business or a branch office or a dependent branch of your business to a new location outside the municipality (**business relocation outside Berlin**), the business must be deregistered in Berlin and re-registered in the other federal state (at the new location) (see "More information").
- When taking over an existing business, joining as a new managing partner or converting a business into another legal form, a business registration is required (see "More information").

The competent authority also forwards the trade re-registration to other offices 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 reregistering a trade is to enable the competent authority to monitor the exercise of the trade and to conduct statistical surveys.

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 card**

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 business 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/perma?d=jlr-VwGebOBE2009V12Anlage>)

More information

- **Fact sheet Berlin Chamber of Commerce and Industry (Industrie- und Handelskammer or IHK) - business registration**
(https://www.ihk.de/blueprint/servlet/resource/blob/2253230/6d787affbea21707479d49ceb65412f6/merkblatt-gewerbeanzeige-data.pdf;CM_LIVE_SESSIONID=9F11E3890366FE6CAB7D9A15EF50FD28)
- **Information about privacy**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberec ht/_assets/winr-105-merkblatt-dsgv_05-2018.pdf)
- **Register a trade**
(<https://service.berlin.de/dienstleistung/121921/en/>)
- **Deregister trade**
(<https://service.berlin.de/dienstleistung/122107/en/>)

Average time to process request

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

Hinweise zur Zuständigkeit

The public order office of the district in which your company's registered office is located.