

Register of Craftsmen - Registration

The independent performance of a craft requiring approval from permanent premises is only permitted to natural and legal entities and private companies who are included in the Register of Craftsmen.

A Business is considered a trade requiring approval if it is operated on a craft-oriented basis and fully comprises a trade included in [\[\[https://www.gesetze-im-internet.de/hwo/anlage_a.html|attachment A of the Crafts Code\]\]](https://www.gesetze-im-internet.de/hwo/anlage_a.html) or if activities are performed that are essential to this trade.

Prerequisites

Master Craftsman's Certificate

You qualify for entollment in the Register of Craftsmen of the Chamber of Crafts if you or your operations manager have successfully passed the Master Craftsman examination for a craft requiring approval.:

- that corresponds to the trade that is to be exercised or
- for a craft requiring approval that is technically related to this field.

Note: If these conditions are not met, exemptions may apply in certain cases.

Exceptions

The Crafts Code provides for regulations, according to which the notifying party or the operations manager may also:

*a.) be included in the Register of Craftsmen if they are graduates of universities or technical colleges (e.g. a graduate engineer) Who have passed a German state or state-approved examination (§ 7 sect. 2 HwO) that is equivalent to the master craftsmen examination. The focus area of studies or education for their examination must correspond to the registered craft.

*b.) hold business entitlement according to § 7a HwO: This is granted to individuals who can provide evidence of required knowledge and skills for another trade pursuant to attachment A or for essential activities of this trade.

*c.) hold business entitlement according to § 7b HwO: Experienced apprenticed craftspeople may start a business on the condition that they can provide evidence of at least six years of practical experience in their craft, at least four of which in a senior position.

*d.) hold an exemption permit §§ 8, 9 sect. 1 no. 1 HwO: An exemption permit is granted in exceptional cases, if evidence is provided of the required knowledge and skills required for the independent performance of the craft. An exceptional case could include circumstances under which taking part in a master craftsmen examination at the time of application or thereafter would constitute an unreasonable burden.

*e.) the following applies for foreign applicants: If you take up independent activities in the area of a craft that requires approval, working from premises in Berlin, you must enrol in the Register of Craftsmen. The conditions of the Crafts Code also apply. For foreign companies from countries beyond the European Economic Area, this applies even in the case of short-term commitments (assembly projects, contracting services). If you are not a Master Craftsman or are able to provide evidence of an equivalent German examination and are not included in the Register of

Craftsman for another type of craft, you may - under certain circumstances - be able to apply for an exemption permit pursuant to §§ 8 or 9 sect. 1 no. 1 HwO.

- Trade requiring approval (Attachment A of the Crafts Regulation)
List of all crafts requiring approval

https://www.gesetze-im-internet.de/hwo/anlage_a.html

Documents required

- In the case of registration as a one-man business
A Master Craftsman Certificate issued by a German Chamber of Crafts for the craft performed or a craft that is considered related to it or a degree certificate from a technical university or a state or state-approved technical college for technology and design or an exemption permit pursuant to § 8 or § 9 sect. 1 no. 1 HwO. The following documents are required, if technical supervision is performed by an employed operations manager: An employment contract for the operations manager, registration for the operations manager with the statutory social security system, notification by the operations manager stating whether they are otherwise active as an employee or an independent tradesperson.
- In the case of registration as a private company
A completed and signed application for registration, evidence of qualification for the operations manager. If planning provides for an operations manager to be employed, evidence as listed above must be provided for hiring such an operations manager. Furthermore, private companies must provide a partnership agreement and in the case of an OHG or a KG an excerpt from the trade register (in the case of new company a notarised founding contract) for registration in the Register of Craftsmen.
- In the case of registration in the Register of Craftsmen as a legal entity
A filled in and signed application for registration, a Master Craftsman Certificate or relevant proof of qualification for the operations manager, if planning provides for hiring such an employee. In the case of a registration as a legal entity, an excerpt from the trade register or in the case of a newly founded company, a notarised founding contract are also required for registration in the Register of Craftsmen.
- Registration form for the Register of Craftsmen
https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Gewerbe/Antrag_auf_Eintragung_2015.pdf
- possible exemption permits according to §§ 7a, 7b, 8, 9 sect. 1 no. 1 HwO
Only required if one of the indicated exceptional cases applies.

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Recht/3020_1116_Antrag_ausfuellbar_1.pdf
- possible declaration by company management
Only required if you are not a Master Craftsman yourself but have employed an operations manager who is in charge of technical supervision.

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle

e/Betriebsleitererklaerung052018.pdf

Forms

- Registration form for the Register of Craftsmen
https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Gewerbe/Antrag_auf_Eintragung_2015.pdf
- possible exemption permits according to §§ 7a, 7b, 8, 9 sect. 1 no. 1 HwO
https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Recht/3020_1116_Antrag_ausfuellbar_1.pdf
- possible declaration by company management
https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Betriebsleitererklaerung052018.pdf

Fees

The following fees arise for registration in the Register of Craftsmen:

- * With master craftsmen examination or other entitlement: EUR 80.00
- * With equivalent examination: EUR 140.00
- * With exemption permit: EUR 105.00
- * With business entitlement: EUR 105.00
- * For legal entities or private companies with the involvement of a legal entity: EUR 180.00
- * For other private companies: EUR 140.00, plus half the amount for each additional partner, in the case of more than 2 partners
- * With an employed operations manager, additionally: EUR 60.00
- * Changes in the Register of Crafts / issuing of a replacement crafts card: EUR 15.00
- * Exemption permits and business entitlement: (§§ 7a,7b, 8, 9 HwO) 280.00 EUR

See also schedule of fees

[https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerkskammer/Gebuehrenordnung_HWK_Berlin_2013.pdf] and the current list of fees

[https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Gebuehrenverzeichnis2016.pdf] by the Berlin Chamber of Crafts.

Legal basis

- Crafts Code
<http://www.gesetze-im-internet.de/hwo/>

More information

- Information by Berlin Chamber of Crafts
<https://www.hwk-berlin.de/betriebsfuehrung/handwerksausuebung/handwerksrolle/>
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Leaflet Registration in the Register of Craftsmen

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Merkblatt_zur_Eintragung_in_die_Handwerksrolle.pdf

- Leaflet Business Entitlement according to § 7a HwO

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Merkblatt___7a_-_0615.pdf

- Leaflet Business Entitlement according to § 7b HwO

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Merkblatt_7b_-_0615.pdf

- Leaflet Exemption Permit according to § 8 HwO

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Merkblatt___8_-_0615.pdf

- Leaflet Exemption Permit according to § 9 sect. 1 no. 1 HwO

https://www.hwk-berlin.de/fileadmin/user_upload/Dokumente/Handwerksrolle/Merkblatt___9_Abs._1_Nr._1_-_0615.pdf

Responsible authorities

Registration in or exemption from the Register of Craftsmen must be applied for with the Chamber of Crafts that is responsible for the main business premises. If this address is not yet known, registration can also be applied for with the Chamber of Crafts that is responsible for the applicant's place of residence.

Link to online processing

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

PDF downloaded on 18.08.2019