

Business - registering a trade requiring supervision

Anyone wishing to carry out a trade requiring supervision must, in addition to a trade notification, also prove their personal reliability. The following activities are trades requiring supervision:

1. buying and selling (second-hand goods trade) of
 - * high-quality consumer goods, e.g. consumer electronics, cameras, video cameras, carpets, furs, etc.
 - * motor vehicles and bicycles
 - * precious metals and alloys containing precious metals or corresponding goods
 - * precious stones, pearls and jewellery
 - * scrap metals
2. credit agencies, detective agencies
3. arranging marriages, partnerships and acquaintanceships
4. operation of travel agencies and arrangement of accommodation
5. locksmith services, distribution and installation of building security equipment
6. manufacture and distribution of special theft-related opening tools

Prerequisites

- Personal reliability

Reliability is checked on the basis of various forms of evidence. The applicant must provide information from the Federal Central Register (certificate of good conduct) and information from the Central Trade Register.

Documents required

- Trade registration (Gewerbeanmeldung)
Possible online; or you can use the business registration form.
- 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.
- Certificate of good conduct for presentation to an authority
To verify personal reliability, information from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).
The information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business. The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/120926/>

Excerpt from the central business register for presentation to an authority

To verify personal reliability, information from the central business register for natural persons is required for submission to an authority (document type 9).

As a private individual, the information must be applied for at the municipality of residence (in Berlin at every citizens' office) for submission to an authority, i.e. it is sent directly to the public order office responsible for the place of business.

Legal entities with their place of business in Berlin apply for it at their competent public order office.

The information must not be older than three months. The Federal Ministry of Justice also offers an online application procedure. (see "More information")

<https://service.berlin.de/dienstleistung/327835/>

Up-to-date excerpt from the Trade Register

Registered companies are required to submit an up to date excerpt from the Trade Register when applying. Legal entities that are in the process of being established (GmbH, AG) are required to submit their partnership agreement or statutes.

https://www.handelsregister.de/rp_web/welcome.do?jsessionid=2A22D37A1C112D6FB89E72AAA6F66A80-n1.tc032n01

Declaration of consent of the shareholders

Only for business notifications of legal entities in the process of formation

Supplement for authorised representatives

In the case of business registrations for legal entities with multiple representatives

Forms

Trade registration (Gewerbeanmeldung)

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122630-gewa1_neutral.pdf

Supplement to the application for authorised representatives

https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122637-beiblatt_gesetzliche_vertreter.pdf

Declaration of consent of the shareholders

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 (GewO) § 38 - Trades requiring supervision
https://www.gesetze-im-internet.de/gewo/__38.html
- Trade Regulations (GewO) § 14 Sec. 1 - Duty of disclosure
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-VwGebOBE2009V11Anlage>

More information

- Apply for certificate of good conduct and central business register online - BfJ
https://www.bundesjustizamt.de/DE/Themen/Buergerdienste/Buergerdienste_node.html
- Information about privacy
https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf

Responsible authorities

The competent Public Order Office for the district in which the company's premises are located.

Link to online processing

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