

Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle	2
Address	2
Contact	2
Barrier-free access	2
Opening hours	2
Information for customers with an appointment	2
Transportation links	2
Business - registering a trade requiring supervision	4
Prerequisites	4
Documents required	4
Forms	5
Fees	5
Legal basis	5
More information	5
Average time to process request	6
Notes on responsibility	6

Ordnungsamt Neukölln - Zentrale Anlauf - und Beratungsstelle

Bezirksamt Neukölln

Address

Juliusstraße 67
12051 Berlin

Contact

Telephone: (030) 90239-6699

Fax: (030) 90239-4988

Internet:

<http://www.berlin.de/ba-neukoelln/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: ordnungsamt@bezirksamt-neukoelln.de

Barrier-free access



Zugang für Rollstuhlfahrer am Haupteingang

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

Opening hours

- Monday: Telefonische Beratung 09.00-15.00 Uhr
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Tuesday: Telefonische Beratung 09.00-15.00 Uhr
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Wednesday: Telefonische Beratung 09.00-15.00 Uhr
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Thursday: Telefonische Beratung 12.00-18.00 Uhr
Persönliche Vorsprachen nur nach Terminvereinbarung.
- Friday: Telefonische Beratung 09.00-14.00 Uhr
Persönliche Vorsprachen nur nach Terminvereinbarung.

Information for customers with an appointment

Wichtig: Die Beantragung einer Gewerbezentralregister-Auskunft gilt ausschließlich für juristische Personen. Privatpersonen wenden sich bitte an das Bürgeramt.

Transportation links

S-Bahn

Neukölln: S41, S42

U-Bahn

Grenzallee: U7

Bus

M171

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.
- **For online applications: registration/login via BundID**

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**
(<https://service.berlin.de/dienstleistung/120926/>)
To verify personal reliability, an extract from the Federal Central Register (certificate of good conduct) is required for submission to an authority (document type O).
The information must not be older than three months.
- **Excerpt from the central business register for presentation to an authority**
(<https://service.berlin.de/dienstleistung/327835/>)
To verify personal reliability, information from the central business register is required for submission to an authority (document type 9).
The information must not be older than three months.

- **Up-to-date excerpt from the Trade Register**
(https://www.handelsregister.de/rp_web/welcome.xhtml)
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.
- **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=/wirtschaft/gewerberech/ht/_assets/gewa1-gewerbeanmeldung-1.pdf)
- **Supplement to the application for authorised representatives**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/_assets/anlage_beiblatt_gesetzliche_vertreter.pdf)
- **Declaration of consent of the shareholders**
(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberech/ht/_assets/winr-114_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/bsbe/?aiz=1&docId=jlr-VwGebOBE2009rahmen&query=JURISLINK%3A%22VwGebO+BE%22>)

More information

- **Privacy policy (Public Order Offices of Berlin)**

(https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/gewerberecht/assets/winr_105_merkblatt_dsgvo.pdf)

Average time to process request

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

Notes on responsibility

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