

## Registration of a business with monitoring obligation

Anyone wishing to operate a business with a monitoring obligation must provide proof of their personal reliability, in the form of a certificate of good conduct and an excerpt from the Central Commercial Register, in addition to a business notification. The following activities require monitoring pursuant to § 34 of the Trade Regulations (GewO):

- \* Purchase and sale (second-hand trading) of
  - \*\* valuable consumer goods such as entertainment electronics, cameras, carpets, etc.
  - \*\* motor vehicles and bicycles
  - \*\* precious metals or alloys containing precious metals and related products
  - \*\* precious stones, pearls and jewellery
  - \*\* waste metal
- \* Information agencies, detective agencies
- \* Arranging marriages, partnerships and acquaintanceships
- \* Operating travel agencies and accommodation brokerage
- \* Locksmith services, sale and installation of building security equipment
- \* Production and sales of specific opening tools with a thievery context

This service is available online.

### Prerequisites

- No prerequisites

### Documents required

- Form for business registration  
(GewA 1 - in duplicate)
- Statement of approval by the partners
- Supplementary sheet representatives  
Supplementary sheet according to § 14 of the Trade Regulations
- ID-Card of the German national  
Identity card or other official identification including a photograph
- Excerpt from the Commercial Central Register  
Excerpt from the Commercial Central Register

### Fees

- \* natural entity (EUR 26.00)
- \* legal entity with 1 representative (EUR 31.00)
- \* each additional representative of a legal entity EUR 13.00
- \* electronic registration: EUR 15.00 each

## Legal basis

- Trade Regulations  
<http://www.gesetze-im-internet.de/gewo/>

## More information

- Information about privacy  
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf)

## Link to online processing

<https://www.berlin.de/ea/en/>

## Responsible authority

You can register your business activities conveniently online, with the Single Point of Contact Berlin or the competent Public Order Office for the district of your future business premises.

## Information on this location

### Ordnungsamt - Gewerbeangelegenheiten Fröbelstraße Haus 6

#### Address

Fröbelstraße 17  
10405 Berlin

#### Current information on this location

Aus aktuellem Anlass der Ausbreitung des Coronavirus (SARS-CoV-2 / Covid-19) und zur Vorsorge für unsere Kund\_Innen und Mitarbeiter\_Innen, sehen wir uns veranlasst, ab 01.07.2020 die persönlichen Sprechstunden des Gewerbeamtes

eingeschränkt anzubieten.

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.

## **Barrier-free access**

This facility is fully accessible to wheelchairs.  
Handicapped parking space available.  
An elevator fully accessible to wheelchairs is available.  
A WC fully accessible to wheelchairs is available.

## **Opening hours**

Monday: 09:00-14:00 (Annahmeschluss 13.30 Uhr)  
Tuesday: 09:00-14:00 (Annahmeschluss 13.30 Uhr)  
Wednesday: 09:00-14:00 (Annahmeschluss 13.30 Uhr)  
Thursday: 09:00-14:00 (Annahmeschluss 13.30 Uhr)  
Friday: 09:00-12:00 (Annahmeschluss 11.30 Uhr)

## **Changes in opening hours**

Öffnungszeiten nur für Terminkunden

## **Information for customers with an appointment**

Die Sprechzeiten sind nur für Kunden mit einem Termin, oder nach vorheriger telefonischer Absprache.  
Bitte tragen Sie einen Mund- und Nasenschutz, sowie einen eigenen Stift bei sich.

## **Public transportation**

S-Bahn Prenzlauer Allee : S 41, S 42, S 8, S 85  
Tram Fröbelstr. : M 2

## **Contact**

Telephone: (030) 90295-6241  
Fax: (030) 90295-5063  
E-mail: [ordnungsamt@ba-pankow.berlin.de](mailto:ordnungsamt@ba-pankow.berlin.de)

## Payment methods

Payment only by debit card (Girocard) (with PIN) at this location.

PDF downloaded on 01.10.2020