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Single Point of Contact

Senatsverwaltung für Wirtschaft, Energie und Betriebe

Address

Martin-Luther-Str. 105
10825 Berlin

Contact

Telephone: (030) 9013-7555
Fax: (030) 9028-5301
Internet: <http://www.berlin.de/ea/en/>
E-mail: ea@senweb.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

Monday: by appointment only
Tuesday: by appointment only
Wednesday: by appointment only
Thursday: by appointment only
Friday: by appointment only

Nahverkehr

S-Bahn

Insbrucker Platz: S42, S41, S46, about 10 minutes walk

U-Bahn

Rathaus Schöneberg: U4, about 3 minutes walk

Bus

Rathaus Schöneberg: 104, M46, about 3 minutes walk

Payment options

Payment is not provided.

Chartered Surveyors ICC - Apply for public appointment and swearing-in

Durch die öffentliche Bestellung und Vereidigung von Sachverständigen (m/w/d) sollen Gerichten, Behörden und der Allgemeinheit besonders zuverlässige, glaubwürdige und auf einem bestimmten Sachgebiet besonders sachkundige und erfahrene Personen zur Verfügung gestellt werden.

Die öffentliche Bestellung und Vereidigung erfolgt ausschließlich im öffentlichen Interesse, nicht um den persönlichen Zielen oder Vorstellungen der Personen Rechnung zu tragen.

Sie ist insbesondere **keine Zulassung zu einem Beruf**, sondern die Zuerkennung einer besonderen Qualifikation. Sie kann sowohl inhaltlich beschränkt, als auch mit Auflagen verbunden werden und wird in der Regel auf fünf Jahre befristet.

Die besondere Sachkunde auf einem oder mehreren Gebiet(en) der Wirtschaft hat der Bewerber (m/w/d) zur Überzeugung der IHK Berlin im Rahmen des Bestellungsverfahrens nachzuweisen.

Sachverständige aus anderen EU-/EWR-Staaten:

Als Sachverständiger oder Sachverständige mit Qualifikationen aus anderen EU-/EWR-Staaten können Sie unter folgenden Voraussetzungen öffentlich bestellt werden:

- Sie sind in einem dieser Staaten zur Ausübung von Sachverständigentätigkeiten berechtigt. (Die Sachverständigentätigkeiten muss dort Personen vorbehalten sein, die für dieses Sachgebiet eine besondere Sachkunde nachgewiesen haben.)
- Sie sind zwei der letzten zehn Jahre vollzeitig als Sachverständiger oder Sachverständige tätig gewesen und verfügen nachweislich über besondere Sachkunde.

Prerequisites

- **public need**
There must be a public need for appointing Chartered Surveyors for the relevant field of economics. It is verified by the Chamber of Industry and Commerce, whether such a need exists.
- **particular expertise**
As part of the appointment procedure, the applicant must provide the Berlin Chamber of Industry and Commerce with sufficient proof of their particular expertise in the respective professional area. Above average knowledge, skills and practical experience in the relevant professional area are required, according to consistent jurisdiction of the supreme court.
- **personal suitability**
It must be ensured that the applicant is personally suitable for such an appointment. This requires that an applicant does not only possess the personal qualities required to be able to perform their activities as a surveyor in an objective and impartial manner, but also that this requirement is fulfilled with regard to their entire personal and professional environment,

from a public perspective.

Documents required

- **The application for a consultation for the public appointment of Chartered Surveyors (ICC)**

After receiving the request to schedule a consultation, the IHK contacts the interested party. In an initial meeting, the essential rights and duties of a publicly appointed surveyor and the further course of proceedings are discussed.

- **Tabular curriculum vitae and a photograph**

Tabular curriculum vitae (typewritten) with a detailed account of their professional development, including a detailed description of professional activities and surveying activities performed to date. This account is intended to substantiate the existence of particular expertise from the applicant's perspective.

- **List of all surveys created over the past three years**

A list of all expert surveys prepared over the three years preceding the application (work samples)

- **List of references**

Specification of several individuals (at least five) who are able to provide information about personal suitability and / or particular expertise that needs to be verified

- **Certificates / evidence**

Certified transcripts or photocopies of all relevant certificates, diplomas or other documents (e.g. regarding professional titles), proofs of employment, etc.

The authentication may be replaced by presentation of the originals at the same time.

- **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.

- **Attendance records for training events attended over the past three years**

Attendance records for the participation in training events in the applied for area of expertise, of the past three years

- **Attendance records for seminars**

Attendance records for at least three seminars about the required knowledge for creating assessments, about conduct in court, dealing with private clients and about liability and insurance issues (no expert seminars).

- **Certificate in tax matters ("Bescheinigung in Steuersachen")**

(<https://service.berlin.de/dienstleistung/324713/en/>)

Tax clearance certificate by the relevant local tax authority

- **Information from the insolvency register**

(<https://service.berlin.de/dienstleistung/327527/>)

- For insolvency proceedings of natural persons residing in Berlin, two certificates are required as proof. The first for consumer insolvency proceedings is to be applied for at your local court and the second for

regular insolvency proceedings at the Charlottenburg Local Court
Amtsgerichtsplatz 1, 14057 Berlin.

- The Charlottenburg Local Court, Amtsgerichtsplatz 1, 14057 Berlin, is responsible for insolvency proceedings of legal entities and trading partnerships with their place of business in Berlin.
- Applicants with their place of residence/business outside of Berlin should inform themselves about the respective jurisdictions of the insolvency courts via the central local and court directory (see "More information").

- **Employer declaration (declaration of exemption)**

in the case of experts who are employed or employed or are civil servants:
declaration of indemnification by the employer/principal

Forms

- **The application for a consultation for the public appointment of Chartered Surveyors (ICC)**

(<https://www.ihk.de/blueprint/servlet/resource/blob/5305436/db36a18d114ea7f4ad14583f990c7a0/antrag-auf-beratungsgespraech-oeffentliche-bestellung-data.pdf>)

- **Employer declaration (declaration of exemption)**

(<https://www.ihk.de/blueprint/servlet/resource/blob/4721772/a95b53d44019281280cb2fb54838bb2e/arbeitgebererklaerung-gg-ue-ihk-data.pdf>)

Fees

- 1,000.00 Euro to 3,000.00 Euro
- In addition, there are the costs for the review by a panel of experts.

Legal basis

- **Trade Regulation Code (Gewerbeordnung (GewO)) § 36 I**

(https://www.gesetze-im-internet.de/gewo/__36.html)

- **Chartered Surveyors Regulation**

(<https://www.ihk.de/blueprint/servlet/resource/blob/2265086/fec29756862ece92dbf1df6de3f03f09/sachverstaendigenordnung-data.pdf>)

- **Chartered Surveyors Regulation Guidelines**

(<https://www.ihk.de/blueprint/servlet/resource/blob/4705308/d9a68f69470ba7e056327913a306eae4/richtlinien-zur-sachverstaendigenordnung-data.pdf>)

- **Trade, Commerce and Industry Regulation Act (GewO) Section 36a - Public appointment of experts with qualifications from another Member State of the European Union or another State party to the Agreement on the European Economic Area**

(https://www.gesetze-im-internet.de/gewo/__36a.html)

- **schedule of fees by the Chamber of Industry and Commerce**

(<https://www.ihk.de/blueprint/servlet/resource/blob/2256952/eba7fb6a873dd2d5971ee0d35378c5ba/ihk-gebuehrenordnung-data.pdf>)

More information

- **Leaflet about public appointment and swearing-in**
(<https://www.ihk.de/blueprint/servlet/resource/blob/2253328/9e4b9d580dc5570a0f3786490f74d749/merkblatt-oeffentliche-bestellung-data.pdf>)
- **Institute of Surveyor Services**
(<https://ifsforum.de/sachverstaendige>)
- **National expert directory**
(<https://svv.ihk.de/>)
- **Search for the competent court in the central local and court register**
(<https://www.justizadressen.nrw.de/de/justiz/suche>)

Average time to process request

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

Hinweise zur Zuständigkeit

A consultation for the public appointment of experts of the Chamber of Industry and Commerce (IHK) can be requested online via the portal of the Single Point of Contact Berlin or directly at the Berlin Chamber of Industry and Commerce. The Berlin Chamber of Industry and Commerce is responsible if the expert's place of business or the expert's activity is in the Berlin chamber district.

Once you have been publicly appointed and sworn in, you will be entered in the nationwide register of experts (see "More information").