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# Ordnungsamt Steglitz-Zehlendorf

Bezirksamt Steglitz-Zehlendorf

## Address

Unter den Eichen 1  
12203 Berlin

## Mailing address

## Contact

Telephone: (030) 90299-4660

Fax: (030) 90299-4662

Internet:

<https://www.berlin.de/ba-steglitz-zehlendorf/politik-und-verwaltung/aemter/ordnungsamt/>

E-mail: [ordnungsamt@ba-sz.berlin.de](mailto:ordnungsamt@ba-sz.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: Nur mit Termin:  
09:00-13:00 Uhr

Tuesday: Nur mit Termin:  
09:00-13:00 Uhr

Wednesday: Keine Sprechstunde

Thursday: Nur mit Termin:  
09:00-13:00 Uhr

Friday: Keine Sprechstunde

## Changes in opening hours

Termine können unter [ordnungsamt@ba-sz.berlin.de](mailto:ordnungsamt@ba-sz.berlin.de) oder Telefonnummer 030 902994660 vereinbart werden.

## Transportation links

### S-Bahn

0.6km [S Botanischer Garten](#)

S1

0.8km [S+U Rathaus Steglitz](#)

S1

## U-Bahn

0.7km [S+U Rathaus Steglitz](#)

U9

## Bus

0.2km [Unter den Eichen/Botanischer Garten](#)

M48

0.2km [Braillestr.](#)

M48

0.4km [Händelplatz](#)

188, 283, 285, M85, N88

0.5km [Schlossparktheater](#)

M48, 188, 283, N88

0.5km [Berlin, Carmerplatz](#)

188, 283, N88, 186

## Additional information

Gebührenfreie Parkplätze stehen nicht zur Verfügung. Der Standort liegt unmittelbar an der Grenze zur Parkraumbewirtschaftung.

Bei akuten Verkehrsbehinderungen und sonstigem eilbedürftigem pflichtwidrigen Verhalten von Mitbürgerinnen und Mitbürgern (auch in geschützten Grünanlagen) wählen Sie bitte die Rufnummer 030/90299-4631 oder 030/90299-4632.

## Payment options

Eine Bezahlung ist nicht vorgesehen

# Register of intermediaries IHK - Registration

The chambers of industry and commerce keep a register of intermediaries.

Holders of one of the following licences must be entered in this register:

- Insurance broker (§ 34 d GewO),
- Insurance consultant (§ 34 d GewO),
- Financial investment brokers (§ 34 f GewO),
- Fee-based financial investment consultant (§ 34 h GewO) and
- Real estate loan broker (§ 34 i GewO)

as soon as you become active in a commercial capacity.

- The register contains the following data:\*
- For natural persons: surname, first name, date of birth and name of the company
- For legal entities: Family and first names of the natural persons who are responsible for the intermediary activities within the organ of the company responsible for the management
- Type of permit
- Address of the competent registration authority
- In which EU and EEA Contracting States the applicant will be active
- Addresses of possible branches abroad
- Company address
- Register number
- In the case of tied and product-processor insurance intermediaries: the insurance undertaking assuming liability.

Consumers and insurance companies can thus check who, where and to what extent is authorised as an intermediary.

**Attention:** If you violate the registration obligation, you can be fined up to 5,000 Euros.

## Procedure:

1. You register the entry with the competent licensing authority and receive a notification of the administrative fees incurred.
2. The licensing authority forwards the register application to the intermediary register office at the Chamber of Industry and Commerce.
3. You will receive a fee notice from the Chamber of Industry and Commerce ( CCI ) keeping the register of intermediaries regarding the administrative fees for the entry in the register.
4. Your entry in the register of intermediaries will be finally confirmed by the Chamber of Industry and Commerce.

## Prerequisites

- **1.a) You have a permit as:**  
Insurance intermediary (§ 34 d GewO), Insurance consultant (§ 34 d GewO), Financial investment intermediary (§ 34 f GewO), Fee-based financial investment consultant (§ 34 h GewO) or Real estate loan intermediary (§ 34 i GewO)  
**or**
- **1.b) You have been exempted from the permit requirement**  
primarily affects insurance intermediaries with product access  
**And**
- **2. You are actively pursuing the activity on a commercial basis**
- **Note**  
Tied insurance agents can alternatively apply for registration via the instructing insurance company.

## Documents required

- **Registration application**  
completed application form (under "Forms")
- **Permission/Exemption**  
Copy of the licence document or, for product-related insurance intermediaries: proof of exemption from the licence
- **Business registration**  
Copy of the business registration
- **If applicable, extract from the commercial register**  
If you are registered in the commercial, cooperative or association register, please also submit a current extract from it.
- **If applicable, for cross-border activities**  
If you want to operate also in other member states of the European Union (EU) or the European Economic Area (EEA): additionally the form "Activity in other EU member state" (under "Forms")

## Forms

- **Application forms for insurance brokers/consultants (§ 34d GewO)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/download/-verlinkungen/vvm-antragsformulare-2253510>)
- **Registration of employees**  
(<https://www.ihk.de/blueprint/servlet/resource/blob/3994844/a2b41f63c1a7758248eb51fd6ff48b1d/registeriung-mitarbeiter-versicherungsberater-data.pdf>)
- **Activity in another EU member state**  
(<https://www.ihk.de/blueprint/servlet/resource/blob/2253420/a6e226bd092cca87f6fffb231c92993c/10-2-mitteilung-ueber-eu-taetigkeit-data.pdf>)
- **Financial investment brokers and Fee-based financial investment consultant Entry in the register of intermediaries - natural persons (§ 34f & § 34h GewO)**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registeriung-natuerliche-person\\_34f\\_h.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registeriung-natuerliche-person_34f_h.pdf))
- **Financial investment brokers and Fee-based financial investment**

**consultant Entry in the register of intermediaries - legal entities (§ 34f & § 34h GewO)**

([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-juristische-person\\_34f\\_h.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-juristische-person_34f_h.pdf))

- **Financial investment brokers and Fee-based financial investment consultant Supplementary sheet Entry in the register of intermediaries - legal entities (§ 34f & § 34h GewO)**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/\\_assets/mdb-f403003-wi228a\\_antragvermittlerregister\\_jurpers\\_beiblatt\\_08\\_14.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/mdb-f403003-wi228a_antragvermittlerregister_jurpers_beiblatt_08_14.pdf))
- **Real estate loan broker Entry in the register of intermediaries - natural person (§ 34 i GewO)**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-natuerliche-person\\_34i.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-natuerliche-person_34i.pdf))
- **Real estate loan broker Entry in the register of intermediaries - legal entity (§ 34 i GewO)**  
([https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-juristische-person\\_34i.pdf](https://www.berlin.de/formularverzeichnis/?formular=/wirtschaft/einheitliche-r-ansprechpartner/registrierung-juristische-person_34i.pdf))
- **Real estate loan broker Registration of employees (§ 34i GewO)**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/\\_assets/mdb-f403292-wi228a\\_antragvermittlerregister\\_jurpers\\_beiblatt\\_08\\_14.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehendes-gewerbe/_assets/mdb-f403292-wi228a_antragvermittlerregister_jurpers_beiblatt_08_14.pdf))

## Fees

- 35.00 EUR to 155.00 EUR, depending on the type of register entry

## Legal basis

- **Trade Code (Gewerbeordnung or GewO) (register of intermediaries) § 11a**  
([https://www.gesetze-im-internet.de/gewo/\\_11a.html](https://www.gesetze-im-internet.de/gewo/_11a.html))
- **Ordinance on Insurance Mediation and Consulting §§ 8 ff.**  
([https://www.gesetze-im-internet.de/versvermv\\_2018/index.html#BJNR248310018BJNE000100000](https://www.gesetze-im-internet.de/versvermv_2018/index.html#BJNR248310018BJNE000100000))
- **Ordinance on Financial Investment Brokerage (Financial Investment Brokerage Ordinance) §§ 6 ff.**  
(<https://www.gesetze-im-internet.de/finvermv/>)
- **Regulation on Real Estate Loan Brokerage (Real Estate Loan Brokerage Regulation) §§ 6 ff.**  
(<https://www.gesetze-im-internet.de/immvermv/>)
- **Fee schedule of the IHK (Section F. Law and Taxes - No. 2. ff.)**  
(<https://www.ihk.de/blueprint/servlet/resource/blob/2256952/9289dfb239a0167a27d5a6159523ee4a/ihk-gebuehrenordnung-data.pdf>)

## More information

- **Information on the register of intermediaries (German Chamber of Industry and Commerce)**  
(<https://www.vermittlerregister.info/>)

## Notes on responsibility

Entry in the register of intermediaries for

- Insurance broker (§ 34 d GewO),
- Insurance consultant (§ 34 d GewO),

can be applied for directly at the Berlin Chamber of Industry and Commerce.

Entry in the register of intermediaries for

- Financial investment brokers (§ 34 f GewO),
- Fee-based financial investment consultant (§ 34 h GewO) and
- Real estate loan broker (§ 34 i GewO)

must be applied for via the regulatory office responsible for the place of business as the competent licensing authority. Your application will be forwarded to the registering Chamber of Industry and Commerce Berlin as soon as it has been checked whether you fulfil the necessary requirements for the licence.

The Berlin Chamber of Industry and Commerce will make the entry in the register of intermediaries for commercial enterprises based in Berlin.