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# Ordnungsamt Spandau - Gewerbeservice

Bezirksamt Spandau

## Address

Galenstraße 14  
13597 Berlin

## Contact

Telephone: (030) 90279-2277

Fax: (030) 90279-3957

Internet: [https://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord\\_zab.html](https://www.berlin.de/ba-spandau/verwaltung/abt/pwo/ord_zab.html)

E-mail: [gewerbe@ba-spandau.berlin.de](mailto:gewerbe@ba-spandau.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: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

Tuesday: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

Thursday: Gewerbeservice  
**(nur nach vorheriger Terminvereinbarung - siehe Hinweise)**

## Changes in opening hours

Bitte nutzen Sie die **Onlineservices** unter [www.ea.berlin.de](http://www.ea.berlin.de). Ein persönliches Erscheinen ist **nur** nach vorheriger **Terminvereinbarung** per E-Mail an [gewerbe@ba-spandau.berlin.de](mailto:gewerbe@ba-spandau.berlin.de) möglich.

## Transportation links

### S-Bahn

0.2km [S Spandau Bhf](#)

S3, S9

### U-Bahn

0.3km [S+U Rathaus Spandau](#)

U7

### Bus

0.2km [Berlin, Galenstr.](#)

671, 130, 134, 136, 237, N7, N30, X33

0.2km [Galenstr./Hohenzollernring](#)

337

0.2km [S+U Rathaus Spandau](#)

638, 137, M32, M37, M45, X37, X36, 671, 130, 134, 136, 237, N7, N30,  
X33, RE8, RB10, 337, 135, M49, N34, M36

0.3km [Berlin, Moritzstr.](#)

337, 671, 134, 136, 137, M37, M45, N7, M36

0.3km [Borkzeile](#)

130, 237, N30

0.4km [Elsflether Weg](#)

X37, X36, M32

0.4km [Berlin, Brunsbütteler Damm/Ruhlebener Str.](#)

M32, X37, X36, 638, 134, 135, 137, M37, M49, N34, M36, M45

0.4km [Jenneweg](#)

337

### **Train**

0.2km [S Spandau Bhf](#)

RE6, RE2, RB21, RB14, RB10, RE8, RE4

## Payment options

Barzahlung

Girocard (mit PIN)

# Register of intermediaries IHK - report deletion

The Chambers of Industry and Commerce keep a register of intermediaries.

In this register the holders of one of the following licenses are listed:

- Insurance intermediary (§ 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 long as they are actively engaged in commercial activities.

If you cease your activity, you must notify the competent licensing authority of the cancellation of your registration.

## Procedure:

1. You register the cancellation with the competent licensing authority and receive a notification of the administrative fees incurred.
2. The licensing authority forwards the cancellation notification to the intermediary register office at the Chamber of Industry and Commerce.
3. You will receive a notification of the administrative fees for the cancellation of the register from the Chamber of Industry and Commerce.
4. The completed cancellation will be confirmed to you by the Chamber of Industry and Commerce.

## Prerequisites

- **You are entered in the register of intermediaries and give up your activity.**

## Documents required

- **Notification of changes to the data in the register**  
(completed application form)
- **If necessary, trade deregistration**  
Copy of the trade deregistration
- **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.

## Forms

- **Insurance intermediaries and insurance consultants § 34 d GewO**  
**Application for modification of the register of intermediaries**  
(<https://www.ihk.de/blueprint/servlet/resource/blob/4834400/5c3e0e9ebca6f6dbff1747287d4c743b/mitteilung-ueber-die-aenderung-der-registerdaten-data.pdf>)

- **Financial investment intermediary § 34 f and fee-based financial investment intermediary § 34 h GewO Modification application for the register of intermediaries**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/\\_assets/mdb-f403002-wi225\\_finanzanlagenvermittler\\_aenderungsantrag\\_vermittlerregister.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/mdb-f403002-wi225_finanzanlagenvermittler_aenderungsantrag_vermittlerregister.pdf))
- **Real estate loan broker § 34 i GewO Modification application for the register of intermediaries**  
([https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/\\_assets/mdb-f403290-wi267\\_nderungsantrag\\_vermittlerregister\\_\\_\\_34i\\_gewo\\_10\\_2016.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/mdb-f403290-wi267_nderungsantrag_vermittlerregister___34i_gewo_10_2016.pdf))

## Fees

EUR 35,00 per person

## 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/>)
- **Application forms for insurance brokers/consultants (CCI Berlin)**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/download/s/-verlinkungen/vvm-antragsformulare-2253510>)

## Notes on responsibility

### Berlin Chamber of Industry and Commerce

You can apply directly to the Berlin Chamber of Industry and Commerce for deletion from the register of intermediaries for insurance intermediaries (Section 34 d GewO) and insurance consultants (Section 34 d GewO).

### Ordnungsamt

You must apply for deletion from the register of intermediaries for financial

investment brokers (Section 34 f GewO), fee-based financial investment advisors (Section 34 h GewO) and real estate loan brokers (Section 34 i GewO) via the public order office responsible for the place of business as the competent licensing authority. Your application will then be forwarded by the public order office to the Berlin Chamber of Industry and Commerce as soon as the deletion has also been registered with the licensing authority.

The Berlin Chamber of Industry and Commerce deletes all commercial enterprises based in Berlin from the register of intermediaries.