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# Ordnungsamt Treptow-Köpenick / Gewerbeangelegenheiten

Bezirksamt Treptow-Köpenick

## Address

Salvador-Allende-Str. 80 A  
12559 Berlin

## Contact

Telephone: (030) 90297-4629  
Fax: (030) 90297-664621  
E-mail: [ordnungsamt@ba-tk.berlin.de](mailto:ordnungsamt@ba-tk.berlin.de)

## Barrier-free access



Zugang für Rollstuhlfahrer hinter dem Haus

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

## Opening hours

Monday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Tuesday: 09:00-15:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Wednesday: keine Sprechzeit  
Thursday: 10:00-18:00 Uhr (nur nach vorheriger Terminvereinbarung)  
Friday: 09:00-14:00 (nur nach vorheriger Terminvereinbarung)

## Changes in opening hours

Für eine persönliche Vorsprache im Ordnungsamt ist unbedingt eine telefonische Terminvereinbarung nötig!

Weitere Informationen finden Sie unter:

<https://www.berlin.de/ba-treptow-koepenick/politik-und-verwaltung/aemter/ordnungsamt/artikel.86065.php>

## Transportation links

### Bus

- 0.2km [Salvador-Allende-Brücke](#)  
269, N65, 169, N64
- 0.3km [Neuer Weg](#)  
N65, 169, 269, N64
- 0.4km [Berlin, Hirschgartendreieck](#)  
N65, S3H
- 0.4km [S.-Allende-Str./Wendenschloßstr.](#)

165, 269, N65, X69, 169

0.5km [Bellevuestr.](#)

N65

 **Tram**

0.4km [Berlin, Hirschgartendreieck](#)

60, 61

0.5km [Bellevuestr.](#)

60, 61

## Payment options

Girocard (mit PIN)

# Register of intermediaries CCI - Notify modification

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 Intermediaries (§ 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: the surnames and first names of the natural persons responsible for the intermediary activities within the body of the undertaking responsible for the management of the undertaking
- 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.

If your details have changed, please notify the competent licensing authority so that your details in the intermediary register are always up to date.

## **Procedure:**

1. You register the modification with the competent licensing authority and receive a notification of the applicable administrative fees.
2. The licensing authority forwards the modification application to the intermediary register office at the Chamber of Industry and Commerce.
3. The CCI keeping the register of intermediaries will send you a notification of the administrative fees for the change to the register.
4. In the end, the CCI will confirm the registered change to you.

## **Prerequisites**

- **You are already entered in the intermediary register and your details have changed.**

## Documents required

- **Notification of changes to the data in the register**  
Please use the relevant forms provided for your notification of change.

## Forms

- **Insurance intermediaries and insurance consultants § 34 d GewO Application for modification of the register of intermediaries**  
(<https://www.ihk-berlin.de/blueprint/servlet/resource/blob/2253406/96819580/997ee93a0266c37fe5fd3ce9/mitteilung-aenderung-registerdaten-data.pdf>)
- **Financial investment broker § 34 f and fee-based financial investment consultant § 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-winr267\\_\\_nderungsantrag\\_vermittlerregister\\_\\_\\_34i\\_gewo\\_10\\_2016.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehend-es-gewerbe/_assets/mdb-f403290-winr267__nderungsantrag_vermittlerregister___34i_gewo_10_2016.pdf))

## Fees

EUR 20,00 to 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-berlin.de/blueprint/servlet/resource/blob/2256952/2c4b2b8be8566a206d746fc20d4607d8/ihk-gebuehrenordnung-data.pdf>)

## More information

- **Information on the register of intermediaries**  
(<https://www.vermittlerregister.info/>)
- **Application forms for insurance intermediaries / consultants**  
([https://www.ihk-berlin.de/Service-und-Beratung/recht\\_und\\_steuern/downloads/\\_verlinkungen/VVM\\_Antragsformulare/2253510](https://www.ihk-berlin.de/Service-und-Beratung/recht_und_steuern/downloads/_verlinkungen/VVM_Antragsformulare/2253510))

## Notes on responsibility

The entry of the change in the register of intermediaries for

- Insurance intermediaries (§ 34 d GewO),
- insurance consultants (§ 34 d GewO),

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

The entry of the change in the register of intermediaries for

- Financial investment brokers (§ 34 f GewO),
- fee-based financial investment advisors (§ 34 h GewO) and
- real estate loan brokers (§ 34 i GewO)

must be applied for **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 changes have also been registered with the licensing authority.

Entry in the register of intermediaries is made by the Berlin Chamber of Industry and Commerce for commercial enterprises based in Berlin.