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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

Craft - Apply for deletion from the register of craft trades, the register of trades not requiring authorisation and the register of trades similar to craft trades

If you wish to have your entry in the register of craftsmen or in the register of craftsmen's trades that do not require a licence or in the register of trades similar to crafts, you must deregister with the relevant Chamber of Crafts.

You must have your entry deleted at the relevant Chamber of Crafts, at:

- Closure of your business
- Relocation/transfer of the business to another Chamber of Crafts district outside Berlin
- Death of the owner or transfer of the holding to a new owner
- Company reorganization/change of legal form
- Economic reasons such as financial difficulties, insolvency
- Abandonment of a craft in case of multiple entries.

With completed deletion, the authorization to exercise the respective craft or trade-like business expires.

Prerequisites

- **You are registered in the register of craftsmen or in the register of crafts that do not require a licence or in the register of crafts-like trades at the Chamber of Crafts.**

Documents required

- **Application for deletion**
Deletion may take place at the earliest on the date on which the termination of the commercial activity (incoming mail). Retroactive deletion is not possible for legal reasons.
- **If applicable, confirmation of business de-registration**
Please enclose a copy of the confirmed business registration from the responsible trade/regulation office, if you stop your business completely.
- **Return of the original craft or trade card**
(<https://service.berlin.de/dienstleistung/329376/en/>)
The craft or trade card must be returned in the original. A personal appearance is not necessary.

Forms

- **Application for deletion**
(<https://www.hwk-berlin.de/downloads/antrag-auf-loeschung-91,136.pdf>)

Fees

none

Legal basis

- **Crafts Code (HwO) § 13**
(https://www.gesetze-im-internet.de/hwo/__13.html)
- **Crafts Code (HwO) § 14**
(https://www.gesetze-im-internet.de/hwo/__14.html)

More information

- **Information from Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/91,0,188.html>)
- **Leaflet Application for Deletion**
(<https://www.hwk-berlin.de/downloads/merkblatt-zur-beantragung-der-loesch-ung-91,137.pdf>)

Average time to process request

<https://www.ea.berlin.de/intelliform/forms/eu-dlr-ng/gewerbe/Handwerksrolle%20L%c3%b6schung/index>

Hinweise zur Zuständigkeit

The deletion must be submitted to the Berlin Chamber of Crafts (Handwerkskammer Berlin) in the case of companies with their registered office or commercial branch in the Berlin Chamber of Crafts district.

Please note:

The sole registration of a trade with the Trade Licensing Office does not automatically lead to the deletion of your entry in the Register of Craftsmen, in the Register of Crafts that do not require a licence or in the Register of Crafts-like businesses with the Chamber of Crafts.