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Berlin Chamber of Crafts - Trade Law

Handwerkskammer Berlin

Address

Blücherstr. 68
10961 Berlin

Contact

Telephone: (030) 25903-155
Fax: (030) 25903-235
Internet: https://www.hwk-berlin.de/artikel/handwerksrolle-91,0,188.html
E-mail: ea@hwk-berlin.de

Barrier-free access



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

Opening hours

Monday:	8 a.m. to 4 p.m.
Tuesday:	10 a.m. to 6 p.m.
Wednesday:	8 a.m. to 4 p.m.
Thursday:	8 a.m. to 4 p.m.
Friday:	8 a.m. to 2 p.m.

Changes in opening hours

We are here to help you with all your questions and concerns. Please check whether a personal visit is absolutely necessary; many services can be easily applied for online. Individual appointments are possible, please contact the relevant specialist department by telephone first.

Verkehrsanbindungen

S-Bahn

1km S Anhalter Bahnhof
S2, S25, S26, S1

1.3km S+U Yorckstr.
S2, S25, S26

1.5km S+U Yorckstr. (Großgörschenstr.)
S1

U-Bahn

0.2km U Hallesches Tor

U1, U3, U6

0.2km U Mehringdamm

U7, U6

0.5km U Möckernbrücke

U7, U1, U3

Bus

0.1km Obentrautstr./U Mehringdamm

N42

0.2km Mehringbrücke

N1, N6

0.2km U Hallesches Tor

248, M41, N1, N42

Train

1.7km S+U Potsdamer Platz Bhf

RE3, RE4, RE8

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-loeschung-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.