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Crafts - Change of data in the register of craftsmen, the register of crafts not requiring authorisation and the register of crafts-like trades

The independent operation,

- a craft requiring a licence or
- a craft that does not require a licence, or
- of a craft-like trade

as a standing trade, is only the

- in the craft register or
- in the list of crafts that are not subject to authorization or
- the trade entered in the register of trades similar to trades

registered natural and legal entities and partnerships (see "Legal bases", Annex A and B of the Crafts Code).

You must immediately report any change in company data or legal form to the relevant Chamber of Crafts (HWK).

In particular, the appointment and dismissal of the plant manager must be reported.

In the case of legal entities, changes in the names of the legal representatives must be reported.

In the case of partnerships, changes in the names of the partners responsible for technical management and of those authorised to represent the company must be reported.

Prerequisites

- **Entry in the register of craftsmen or in the register of crafts that do not require a licence or in the register of craft-like trades**

You are registered in one of the directories listed here with the Chamber of Crafts and your data has changed.

Documents required

- **Notification of change**
 - informal, in text form possible
 - For simple changes of address you can use the "Form for change of address" (see "Forms")
 - For a change of plant manager, you can use the "Plant manager declaration form" (see "Forms")
- **Identity document**

Identity card or other official identity document with photograph
- **old craftsman's card**

Return of the old craft card

- **If necessary, current excerpt from the commercial register**
In the case of legal entities, changes in the names of the legal representatives, and in the case of partnerships, changes in the names of the partners responsible for technical management and the partners authorised to represent the company must be documented with a current extract from the commercial register.
- **Copy of the business de-registration or re-registration, if necessary**
- **Certificate of competence, if necessary.**
Only in the case of a change of plant manager!
Proof of the new manager's expert knowledge/qualification.
- **Employment contract, if necessary**
Only in the case of a change of plant manager!
Copy of the employment contract, from which the work duties, working hours and the master craftsman's equal pay of the new plant manager are determined.

Forms

- **Form to change address**
(<https://www.hwk-berlin.de/downloads/formular-zur-adressaenderung-91,135.pdf>)
- **Form plant manager declaration**
(<https://www.hwk-berlin.de/downloads/betriebsleitererklaerung-91,131.pdf>)

Fees

EUR 15,00

Legal basis

- **Crafts Code (HwO) § 6 sec. 5**
(http://www.gesetze-im-internet.de/hwo/_6.html)
- **Crafts Code (HwO) § 16 sec. 2**
(https://www.gesetze-im-internet.de/hwo/_16.html)
- **Annex A HwO - List of crafts subject to authorisation**
(https://www.gesetze-im-internet.de/hwo/anlage_a.html)
- **Annex B HwO - List of craft trades or craft-like trades not requiring a licence**
(https://www.gesetze-im-internet.de/hwo/anlage_b.html)
- **Fee schedule of the Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/downloads/gebuehrenordnung-91,150.pdf>)
- **List of fees of the Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/downloads/gebuehrenverzeichnis-91,151.pdf>)

More information

- **Information from Berlin Chamber of Crafts**
(<https://www.hwk-berlin.de/91,0,188.html>)
- **Leaflet on operations as manager**
(<https://www.hwk-berlin.de/downloads/merkblatt-zur-betriebsleitertaetigkeit-91,132.pdf>)

Notes on responsibility

The notification of change must be submitted to the Berlin Chamber of Craft for companies with their registered office or commercial branch in the Berlin Chamber of Crafts district.