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# Ordnungsamt/Gewerbeamt Marzahn-Hellersdorf

Bezirksamt Marzahn-Hellersdorf

## Address

Premnitzer Straße 11  
12681 Berlin

## Contact

Telephone: (030) 115

Informationen zum 115 Service-Center: <https://www.berlin.de/115/>

Fax: (030) 90293-6605

E-mail: [Gewerbe@ba-mh.berlin.de](mailto:Gewerbe@ba-mh.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: Vorsprachen ausschließlich nach vorheriger Terminvereinbarung

Tuesday: 09:00-11:00 Uhr

Wednesday: Vorsprachen ausschließlich nach vorheriger Terminvereinbarung

Thursday: 14:00-17.00 Uhr

Friday: Vorsprachen ausschließlich nach vorheriger Terminvereinbarung

## Transportation links

### S-Bahn

S7 Mehrower Allee

### Bus

X69, 197 Mehrower Allee

# Register of Agents - Requesting information

You can check online via the Register of Agents whether an insurance agent/advisor, financial investment agent, fee-based financial investment advisor or real estate loan agent is actively registered there. The register is open to public inspection. The Chambers of Industry and Commerce keep the register of agents.

Please note that you may not be provided with information from the internal area of the Register of Intermediaries, which is only accessible to the licensing and supervisory authorities.

## **The following are subject to the obligation to register:**

Self-employed insurance agents, insurance advisors, financial investment agents, fee-based financial investment advisors and real estate loan agents generally require a licence to exercise their activities. In addition, they must be entered in the register of agents in order to exercise their activity.

## **Procedure flow**

1. Search online in the Register of Agents. By entering the register number or using the advanced search function, you can also search by name and by address.
2. If you do not have access to the Internet, you can also obtain the data visible externally in the Register of Intermediaries in the context of written information from the competent Chamber of Industry and Commerce (Industrie- und Handelskammer or IHK).

## **Prerequisites**

- **No use for commercial purposes**

The use of the data for commercial purposes is prohibited.

## **Documents required**

- **Application for information from the Register of Agents**

- Online processing is possible
- For written information: Informal application in text form

## **Fees**

- none: online processing
- EUR 15.00: written information from the IHK

## **Legal basis**

- **Trade Regulation (Gewerbeordnung or GewO) § 11a**  
([https://www.gesetze-im-internet.de/gewo/\\_11a.html](https://www.gesetze-im-internet.de/gewo/_11a.html))
- **Insurance Agency Ordinance (Versicherungsvermittlungsverordnung or VersVermV) §§ 8 to 10**  
([https://www.gesetze-im-internet.de/versvermv\\_2018/BJNR248310018.html#](https://www.gesetze-im-internet.de/versvermv_2018/BJNR248310018.html#))

[BJNR248310018BJNG000200000](#))

- **Financial Investment Agency Ordinance (Finanzanlagenvermittlungsverordnung or FinVermV) §§ 6 bis 8**  
(<https://www.gesetze-im-internet.de/finvermv/BJNR100610012.html#BJNR100610012BJNG000200000>)
- **Real Estate Loan Agency Ordinance (Immobilienkreditvermittlungsverordnung or ImmVermV) §§ 6 to 8**  
(<https://www.gesetze-im-internet.de/immvermv/BJNR104610016.html#BJNR104610016BJNG000200000>)
- **Schedule of fees by the Chamber of Industry and Commerce (Section D.4 Certificates)**  
(<https://www.ihk.de/blueprint/servlet/resource/blob/2256952/9289dfb239a0167a27d5a6159523ee4a/ihk-gebuehrenordnung-data.pdf>)

## Average time to process request

- Immediately: Online processing
- few working days: written information

## More information

- **Overview of the Chambers of Industry and Commerce in Germany**  
(<https://www.ihk.de/?fdialog=ihk-finder%2F%2F>)
- **Information on insurance agency services and advice**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/erlaubnis-registrierungsverfahren-ihk/versicherungsvermittler-2253508>)
- **Information on financial investment agency services**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/erlaubnis-registrierungsverfahren-ihk/finanzanlagenvermittler-erlaubnis-registrierung-2264966>)
- **Information on fee-based financial investment advice**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/honorar-finanzanlagenberater-2253544>)
- **Information on real estate loan agency services**  
(<https://www.ihk.de/berlin/service-und-beratung/recht-und-steuern/gewerberecht/erlaubnis-registrierungsverfahren-ihk/immobilienkreditvermittler-3164574>)

## Average time to process request

<https://www.vermittlerregister.info/>