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# Crafts - Show new management at the Chamber of Crafts

You must notify the competent Chamber of Skilled Crafts and Small Businesses of any new management of your craft enterprise that is subject to licensing.

The Chamber of Skilled Crafts and Small Businesses must be notified of any changes in the management of a craft enterprise that is subject to licensing. The management of a craft enterprise must have the professional qualifications for practising the craft subject to approval. This may be a master craftsman's certificate for the respective craft, but also an equivalent domestic or foreign professional qualification (e.g. degrees in engineering, as well as industrial foremen) or an exemption permit or authorisation to practise.

Both the owners of a craft enterprise and employed persons can be considered as company managers. In the latter case, the application for registration must be submitted together with a declaration of management and additional documents.

The tasks of the management include, among others:

- to control, supervise and monitor the technical work process and not to limit itself to the mere control of the work result,
- to direct workers and to give necessary instructions,
- to prevent and, if necessary, correct deficiencies in the execution of the work,
- to ensure that violations of legal provisions or operating instructions do not occur,
- to go regularly to the individual work sites to supervise the execution of the work,
- be available at all times during working hours and be contactable and ready to act at short notice in emergencies.

## **Procedure:**

You must notify the competent Chamber of Skilled Crafts of the appointment of the plant management. The notification of the appointment of a new plant management must be made without delay.

## **Prerequisites**

### **• Proof of qualification**

Master craftsman's diploma for the respective craft, alternatively equivalent domestic or foreign professional qualification (degrees, e.g. of an engineer, as well as industrial foremen) or an exemption permit or authorisation to exercise the trade.

### **• Permanent position in a craft business**

The company management must be available to the enterprise to the same extent to perform their functions as a master craftsman or a master craftswoman as owner of the craft enterprise. In principle, this means full-time employment throughout.

## Documents required

- **Application for entry/ amendment/ extension in the register of crafts subject to authorisation or crafts not subject to authorisation and crafts similar to crafts**
- **Certificate of Qualification**  
For example, master craftsman's diploma, authorisation to practise, exemption permit, technical certificate
- **Old craft card**
- **If applicable, employment contract from which it must be clear that the management is available to the company during normal working hours**  
Working hours and salary in accordance with the collective agreement or customary in the sector. If the managing director is also a technical manager and also has a share of at least 30 % in the enterprise as a partner, the manager's declaration is sufficient.
- **Current certificate of registration**  
The information must not be older than three months.
- **Form "Annex A: Manager's Declaration"**

## Forms

- **Application for entry/ amendment/ extension in the register of crafts subject to authorisation or crafts not subject to authorisation and crafts similar to crafts**  
(<https://www.hwk-berlin.de/downloads/antrag-auf-eintragung-in-die-handwerksrolle-91,130.pdf>)
- **Form "Annex A: Manager's Declaration"**  
(<https://www.hwk-berlin.de/downloads/betriebsleitererklaerung-91,131.pdf>)

## Fees

EUR 60.00

## Legal basis

- **Crafts Code (HwO) § 7 Para. 1**  
([https://www.gesetze-im-internet.de/hwo/\\_\\_7.html](https://www.gesetze-im-internet.de/hwo/__7.html))
- **Crafts Code (HwO) § 4**  
([https://www.gesetze-im-internet.de/hwo/\\_\\_4.html](https://www.gesetze-im-internet.de/hwo/__4.html))
- **Crafts Code (HwO) § 16 Para. 2**  
([https://www.gesetze-im-internet.de/hwo/\\_\\_16.html](https://www.gesetze-im-internet.de/hwo/__16.html))
- **Crafts Code (HwO) § 17**  
([https://www.gesetze-im-internet.de/hwo/\\_\\_17.html](https://www.gesetze-im-internet.de/hwo/__17.html))
- **Schedule of Fees (HwO) Section A.) 1. h.**  
([https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjKyI2HhcqAAxUq\\_7sIHYkJArIQFnoECA4QAQ&url=https%3A%2F%2Fwww.hwk-berlin.de%2Fdownloads%2Fgebuehrenverzeichnis-91%2C151.pdf&usq=AOvVaw3bzz70oBNG4R4iDw5ZNqly&opi=89978449](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjKyI2HhcqAAxUq_7sIHYkJArIQFnoECA4QAQ&url=https%3A%2F%2Fwww.hwk-berlin.de%2Fdownloads%2Fgebuehrenverzeichnis-91%2C151.pdf&usq=AOvVaw3bzz70oBNG4R4iDw5ZNqly&opi=89978449))

## More information

- **Leaflet "The craft business manager"**  
(<https://www.hwk-berlin.de/downloads/merkblatt-zur-betriebsleitertaetigkeit-91,132.pdf>)
- **Further information on the Register of Skilled Crafts**  
(<https://www.hwk-berlin.de/91,0,188.html>)