



|  |   |
|--|---|
| <b>Tax consultant professional register - Apply for entry in the professional register as a tax consultant</b> ..... | 2 |
| <b>Prerequisites</b> .....   | 2 |
| <b>Documents required</b> .....  | 2 |
| <b>Forms</b> .....   | 3 |
| <b>Fees</b> .....  | 3 |
| <b>Legal basis</b> .....   | 3 |
| <b>Average time to process request</b> .....   | 3 |
| <b>More information</b> .....  | 3 |
| <b>Average time to process request</b> .....   | 3 |
| <b>Notes on responsibility</b> .....   | 3 |

# Tax consultant professional register - Apply for entry in the professional register as a tax consultant

As a tax consultant, tax agent or recognised professional practice company, you must be entered in the professional register of tax consultants. The professional register is maintained by the relevant Chamber of Tax Consultants. Entries in the professional register are made by the competent Chamber of Tax Consultants upon application.

## Procedure

1. apply for entry in the professional register online or by post to the Chamber of Tax Consultants using the application form provided.
2. submit the complete application documents to the Berlin Chamber of Tax Consultants.
3. the Chamber of Tax Consultants will then check whether you fulfil the requirements and decide on your registration.
4. you will be informed of the result by post.

If you have any questions or need help with your application, the contact persons at the Berlin Chamber of Tax Consultants will be happy to provide you with further information.

## Prerequisites

- **You are a tax consultant and tax agent and are newly appointed or are relocating your professional branch to Berlin.**
- **You are a new recognised professional practice or are relocating your registered office to Berlin**
- **They set up further advice centres for tax consultants and tax agents in Berlin.**
- **They set up further advice centres of recognised professional practice companies in Berlin.**
- **For online applications: Registration/login via BundID or a verified tax consultant identity on the tax consultant platform.**  
Select the 'ELSTER certificate' or 'Online ID card (eID)' option for registration/login.

## Documents required

- **Entry form for the professional register**  
Submit the application online or in writing by post. The official form of the Chamber of Tax Consultants must be used for the written application.
- **Proof of professional indemnity insurance**
- **Certificates of academic degrees, if applicable**
- **If applicable, proof of professional title, specialist consultant title, addition to professional title**
- **Only for auditing firms, accountancy firms or professional practice firms according to BRAO: Certificate of recognition**

- **If applicable, separate list of branches, participants, election resolutions**

## Forms

- **Entry form for the professional register**  
(<https://stbk-berlin.de/downloads-und-links/>)

## Fees

none

## Legal basis

- **Tax Consultancy Act (StBerG) § 76 a - Entry in the professional register**  
([https://www.gesetze-im-internet.de/stberg/\\_76a.html](https://www.gesetze-im-internet.de/stberg/_76a.html))
- **Tax Consultancy Act (StBerG) § 76 c - Notification obligations**  
([https://www.gesetze-im-internet.de/stberg/\\_76c.html](https://www.gesetze-im-internet.de/stberg/_76c.html))
- **Tax Consultancy Act (StBerG) § 53 - Recognition**  
([https://www.gesetze-im-internet.de/stberg/\\_53.html](https://www.gesetze-im-internet.de/stberg/_53.html))

## Average time to process request

approx. 1 week

## More information

- **Information from the Berlin Chamber of Tax Consultants**  
(<https://stbk-berlin.de/>)

## Average time to process request

<https://stbk-antragsportal.de/ersterfassung-und-aenderung-im-berufsregister/antrag/>

## Notes on responsibility

They can be registered by the Berlin Chamber of Tax Consultants if their intended future professional establishment is in the Berlin Chamber district.