

99058007060008, 99058007060008

# Registration of craftsmen's rolls with master craftsman's examination certificate

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<https://fimportal.de/xzufi-services/381430632/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99058007060008, 99058007060008
Leistungsbezeichnung I	Registration of craftsmen's rolls with master craftsman's examination certificate
Leistungsbezeichnung II	Registration of craftsmen's rolls with master craftsman's examination certificate
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Hessen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (gold)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Erlangung von Lizenzen, Genehmigungen oder

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	Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens
Lagen Portalverbund	Anmeldepflichten (2010100), Befähigungs- und Sachkundenachweise (2010200), Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	06.10.2023
Fachlich freigegeben durch	Hessian Ministry of Economic Affairs, Energy, Transport and Housing
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/hwo/_6.html">https://www.gesetze-im-internet.de/hwo/_6.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_7.html">https://www.gesetze-im-internet.de/hwo/_7.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_10.html">https://www.gesetze-im-internet.de/hwo/_10.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_6.html">https://www.gesetze-im-internet.de/hwo/_6.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_7.html">https://www.gesetze-im-internet.de/hwo/_7.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_10.html">https://www.gesetze-im-internet.de/hwo/_10.html</a>
Teaser	Have you successfully passed the master craftsman's examination and would like to practice a craft that requires a licence on your own? In this case, you must first register your business in the register of craftsmen.
Volltext	<p>If, after passing the master craftsman's examination, you would like to become self-employed in this craft subject to approval or a craft related to it as a standing trade, you must first register in the register of craftsmen.</p> <p>The register of craftsmen is a register kept by your local Chamber of Crafts.</p> <p>Among other things, the Craftsmen's Roll</p> <ul style="list-style-type: none"> <li>• natural persons,</li> <li>• partnerships with legal capacity, or</li> <li>• legal entities, as well as</li> <li>• the name and qualifications of the management.</li> </ul> <p>Entry in the register of craftsmen is mandatory if you:</p> <ul style="list-style-type: none"> <li>• want to practise a craft subject to licensing,</li> </ul>

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- want to practice the craft only in parts and
- essential activities of several trades, then for each of these trades.

In order to be entered in the register of craftsmen, you or the company management must provide proof of a successfully completed master craftsman's examination for the craft to be practised or an equivalent professional qualification.

The following companies are eligible for management:

- owners of the craft business or
- Employees of the craft business

A complete list of crafts requiring approval can be found in Appendix A to the Crafts Code (HwO).

The responsible Chambers of Crafts provide further information on this service. Please contact the responsible Chamber of Crafts for more information.

## Erforderliche Unterlagen

1. In the case of sole proprietorships:

- Copy of identity card or comparable identification document
- Copy of the master craftsman's certificate
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

2. In the case of civil law partnerships (GbR):

- Copies of the identity card or a comparable identification document of the shareholders or persons authorised to represent the company
- Copy of the articles of association (unless informally concluded)
- Copy of the master craftsman's certificate
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

3. In the case of commercial partnerships with legal capacity, i.e. general partnerships (OHG), limited partnerships (KG) and corresponding foreign company forms:

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- Copies of the identity card or a comparable identification document of the shareholders or persons authorised to represent them
- for proof of entrepreneurial legal form: If the company is based in Germany: in the case of companies registered in the commercial register: extract from the register, in the case of a general partnership, a copy of the articles of association if no registration has been made: copy of the articles of association in the case of foreign legal forms: Extract from the register of the competent foreign register in the case of companies entered in registers, otherwise Copy of the articles of association
- Copy of the master craftsman's certificate
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

4. In the case of legal entities (limited liability company (GmbH), entrepreneurial company (limited liability) or UG (limited liability), stock corporation (AG), registered cooperative (eG)):

- Copies of the identity card or a comparable identification document of the persons authorised to represent
- for proof of entrepreneurial legal form:
  - If the company is based in Germany: Excerpt from the register of the commercial or cooperative register
  - in the case of foreign legal forms: Extract from the register of the competent foreign register
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)
- Information on management: see 5.

5. If a manager is employed, the following documents must also be submitted:

- Operator's Declaration
- Proof of management activity (copy of employment contract)
- Proof of social security of the management
- Copy of the master craftsman's certificate

Note: If you employ a second person as a business

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	<p>manager – for example if you are exercising several crafts that require a licence – you must also submit the manager's declaration with other documents mentioned under 5 for them.</p>
Voraussetzungen	<p>Completed master craftsman's examination in</p> <ul style="list-style-type: none"> <li>• the craft you want to practice, or</li> <li>• in a related craft subject to approval</li> </ul>
Kosten	<p>The specific fee can be found in the Chamber of Crafts' schedule of fees, which can be accessed on the Chamber's website.</p>
Verfahrensablauf	<p>Registration in the register of craftsmen is made electronically via online service or in writing to your locally responsible Chamber of Crafts.</p> <p>Online application</p> <ul style="list-style-type: none"> <li>• Go to the website of your local Chamber of Crafts or the service portal of your federal state and select the right online service.</li> <li>• The online service guides you step by step through the application.</li> <li>• You can submit the required documents digitally.</li> </ul> <p>Written application</p> <ul style="list-style-type: none"> <li>• Download the application form from the website of your local Chamber of Crafts.</li> <li>• Alternatively, you can also have the required documents sent to you via the locally responsible Chamber of Crafts.</li> <li>• Fill out the form and send it to your local Chamber of Crafts together with the required supporting documents.</li> <li>• The responsible craftsman's office checks the documents.</li> <li>• If you meet the registration requirements, you will receive a written notification of the registration.</li> <li>• Together with the notification of registration, your company receives the so-called craftsman's card.</li> </ul>
Bearbeitungsdauer	<p>The processing time depends on the completeness of the submitted documents. If all documents are</p>

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	complete, the entry in the register of craftsmen can be completed within a few days.
Frist	You must be registered in the register of craftsmen before starting the activity.
weiterführende Informationen	<p>Advice from your Chamber of Skilled Crafts &amp; contact details of the Chambers of Skilled Crafts can be found on the homepage of the Chambers of Skilled Crafts.</p> <p><a href="https://www.hwk-info.de/">https://www.hwk-info.de/</a></p> <p><a href="https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html">https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html</a></p> <p><a href="https://www.gesetze-im-internet.de/hwo/anlage_a.html">https://www.gesetze-im-internet.de/hwo/anlage_a.html</a></p>
Hinweise	There are no indications or special features.
Rechtsbehelf	<ul style="list-style-type: none"> <li>• If your application for registration in the register of craftsmen is rejected, you have the right to take legal action.</li> <li>• Depending on the federal state in which you have submitted the application, a preliminary procedure will first be carried out.</li> <li>• For information on the available legal remedies, please refer to the instructions on legal remedies in your decision.</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Register of tradespeople who have passed the master craftsman's examination</li> <li>• Register of craftsmen as a register of all owners of a business of a craft requiring a license in a standing trade</li> <li>• Registration applies to natural and legal persons and partnerships with legal capacity</li> <li>• Legal obligation to register: all business owners with a craft requiring a license in a standing trade must be entered in the Register of Craftsmen does not apply to itinerant trades or market trading</li> <li>• Register contents include Craft requiring a license in the standing trade Name and qualifications of the company management</li> <li>• Company owners or managers must provide proof of successful completion of a master craftsman's examination for the trade to be practiced or equivalent professional qualifications</li> <li>• Proof of qualification: Master craftsman examination certificate</li> </ul>

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	<ul style="list-style-type: none"> <li>• Application can be made in writing or partially online to the local Chamber of Skilled Crafts</li> <li>• Deadline: before taking up the craft activity</li> <li>• Fees: Amount depends on the fee schedule of the responsible Chamber of Skilled Crafts</li> <li>• Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is intended</li> </ul>
Ansprechpunkt	
Zuständige Stelle	The Chamber of Crafts in whose district the main commercial establishment is located is responsible
Formulare	
Ursprungsportal	Registration of craftsmen's rolls with master craftsman's examination certificate, Handwerksrolleneintragung mit Meisterprüfungszeugnis