

99058007060008, 99058007060008

# Craft roll registration with master craftsman certificate

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/121355139/L100002>

| Modul                     | Sachverhalt  |
|---------------------------|--|
| Leistungsschlüssel        | 99058007060008, 99058007060008   |
| Leistungsbezeichnung I    | Craft roll registration with master craftsman certificate  |
| Leistungsbezeichnung II   | Craft roll registration with master craftsman certificate  |
| Typisierung               | 3 - Bundesaufsichtsverwaltung: Regelung  |
| Quellredaktion            | Nordrhein-Westfalen  |
| Freigabestatus Katalog    | fachlich freigegeben (gold)  |
| 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 Zulassungen im Hinblick auf die Gründung und Führung eines Unternehmens |
| Lagen Portalverbund       | Anmeldepflichten (2010100), Eintragung in Register (2020100), Befähigungs- und Sachkundenachweise                  |

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|                               | (2010200)  |
| Einheitlicher Ansprechpartner | Nein   |
| Fachlich freigegeben am       | 04.07.2022   |
| Fachlich freigegeben durch    | Ministry of Economic Affairs, Innovation, Digitalization and Energy of the State of North Rhine-Westphalia   |
| Handlungsgrundlage            | <a href="https://www.gesetze-im-internet.de/hwo/_6.html">https://www.gesetze-im-internet.de/hwo/_6.html</a><br><a href="https://www.gesetze-im-internet.de/hwo/_7.html">https://www.gesetze-im-internet.de/hwo/_7.html</a><br><a href="https://www.gesetze-im-internet.de/hwo/_10.html">https://www.gesetze-im-internet.de/hwo/_10.html</a>  |
| Teaser                        | If you have successfully passed the master craftsman's examination and wish to work independently in a craft requiring a license, you must have your business entered in the register of craftsmen.  |
| Volltext                      | <p>The Register of Craftsmen is a register in which all</p> <ul style="list-style-type: none"> <li>• natural and</li> <li>• legal entities and</li> <li>• partnerships with legal capacity</li> </ul> <p>who operate a craft requiring a license as a standing trade. Itinerant trades and market trades are not considered to be permanent trades. You can find a complete list of trades requiring registration in Appendix A of the Crafts Code (HwO). The trade does not have to be exercised as a whole, as the exercise of essential (partial) activities is also possible. Conversely, it is conceivable that several trades or essential activities of several trades are to be exercised, in which case each of these trades requiring a license must generally be entered in the register of trades.</p> <p>In addition, the company manager who is responsible for the professional and technical management of the craft business and who has the necessary professional qualification to practice the craft requiring a license is entered in the register of craftsmen. Both the owners of craft businesses and employed persons are eligible as managers. In the latter case, the application for registration must be submitted together with a manager's declaration and supplementary documents.</p> |

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Proof of qualification can be provided by submitting a master craftsman's certificate for the craft to be operated or a related craft requiring a license. The relationship between trades can be found in the Ordinance on Related Trades. In addition, the managerial activity must be adequately remunerated.

**Erforderliche Unterlagen**
**1. for 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. for companies under civil law (GbR):**

- Copies of the identity card or a comparable identification document of the partners or authorized representatives
- Copy of the articles of association (if not concluded informally)
- 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 forms of company**

- Copies of the identity card or a comparable identification document of the shareholders or authorized representatives
- for proof of the company's legal form: for companies based in Germany: for companies entered in the commercial register: extract from the register, for OHGs additionally a copy of the articles of association if no entry in the register has been made: copy of the articles of association for foreign legal forms: Extract from the relevant foreign register for 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

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later after entry in the register of craftsmen)

4. for legal entities (limited liability company (GmbH), entrepreneurial company (haftungsbeschränkt) or UG (haftungsbeschränkt), public limited company (AG), registered cooperative (eG)):

- Copies of the identity card or a comparable identification document of the persons authorized to represent the company
- for proof of the company's legal form: for companies based in Germany: extract from the commercial or cooperative register for foreign legal forms: Extract from the relevant foreign register
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)
- Details of the management: see 5.

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

- Manager's declaration
- Proof of the manager's activity (copy of the employment contract)
- Proof of social insurance for the farm manager
- Submission of a copy of the master craftsman's certificate

Note: If you employ a second person to manage your business, for example if you practice several trades requiring a license, you must also submit the business manager's declaration and the other documents listed under 5. for this person.

## Voraussetzungen

Completed master craftsman's examination in

- the craft you wish to practise or
- in a related craft requiring a license

## Kosten

The fee is based on the fee schedule of the relevant Chamber of Skilled Crafts and depends on the administrative costs involved. The specific fees charged by your Chamber of Skilled Crafts can be found on the Chamber's website.

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### Verfahrensablauf

You must apply for entry in the Register of Craftsmen in writing or electronically via the online procedure at your local Chamber of Crafts. The online application is offered via administrative portals.

Written application:

- Go to the website of your local Chamber of Skilled Crafts and download the application form. You are also welcome to contact your Chamber of Skilled Crafts directly and have the required documents sent to you.
- Complete the form in full and send it together with the required documents (copy of the master craftsman's certificate, declaration of business management if applicable) to your local Chamber of Skilled Crafts.
- After your documents have been checked, you will receive a notification of registration if the requirements for registration have been met.
- Together with the notification of registration, the company will receive the so-called craftsman's card (§ 10 Para. 2 HwO).

Online procedure:

- Various administrative portals of the federal states provide for online applications. The chambers of skilled crafts also offer online access to their administrative procedures.

### Bearbeitungsdauer

3 Monat(e)

If all documents are complete and no further procedure is necessary, the Chamber of Skilled Crafts must make the entry in the Register of Skilled Crafts within 3 months, otherwise the entry is deemed to have been made after this period has expired. The duration of the procedure is heavily dependent on the completeness of the documents submitted. If all documents have been submitted in full, the entry in the register of craftsmen can be completed within a few working days.

### Frist

Notification of the craft activity: before the start

### weiterführende

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| Informationen | <p>- Advice from your Chamber of Skilled Crafts - contact details of the Chambers of Skilled Crafts at: <a href="https://www.handwerkskammer.de/">https://www.handwerkskammer.de/</a> - List of all trades requiring a license at: <a href="https://www.gesetze-im-internet.de/hwo/anlage_a.html">https://www.gesetze-im-internet.de/hwo/anlage_a.html</a></p> <p>- Ordinance on related trades: <a href="https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html">https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html</a></p>  |
| Hinweise      | <p>If the business is to be relocated to another Chamber of Crafts district, it must be registered with the local Chamber of Crafts.</p>  |
| Rechtsbehelf  | <ul style="list-style-type: none"> <li>• You have the right to appeal against a rejection of your application for entry in the Register of Craftsmen.</li> <li>• Depending on the federal state in which you have submitted the application, a preliminary procedure will be carried out first.</li> <li>• Please refer to the instructions on legal remedies in your notification for information on the available legal remedies.</li> </ul>  |
| Kurztext      | <ul style="list-style-type: none"> <li>• Craft roll entry with passed master craftsman 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 (not itinerant trade or market trade), practiced by natural persons and legal entities and partnerships with legal capacity.</li> <li>• Registration of the management of the respective company.</li> <li>• There is a legal obligation to be entered in the Register of Craftsmen.</li> <li>• Deadline: Immediately upon commencement of the craft activity.</li> <li>• Application in writing or online with authentication.</li> <li>• Application form to download from the website of the relevant Chamber of Skilled Crafts or online application via administrative portals.</li> <li>• The registration fees can be found in the fee schedule of the respective Chamber of Skilled Crafts, which can be viewed on the Chamber's website.</li> </ul> <p>Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is located.</p> |

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| Ansprechpunkt     |   |
| Zuständige Stelle |   |
| Formulare         | <ul style="list-style-type: none"> <li>• Forms: Application for entry in the Register of Craftsmen of your local Chamber of Crafts</li> <li>• Written form required: yes</li> <li>• Personal appearance required: no</li> </ul> |
| Ursprungsportal   | Craft roll registration with master craftsman certificate, Handwerksrolleneintragung mit Meisterprüfungszeugnis   |