

99058068261000

Register with the Chamber of Crafts, new management

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/6004947/L100009>

| Modul | Sachverhalt |
|-------------------------------|---|
| Leistungsschlüssel | 99058068261000 |
| Leistungsbezeichnung I | Register with the Chamber of Crafts, new management |
| Leistungsbezeichnung II | Register with the Chamber of Crafts, new management |
| Typisierung | 3 - Bundesaufsichtsverwaltung: Regelung |
| Quellredaktion | Sachsen |
| Freigabestatus Katalog | unbestimmter Freigabestatus |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus |
| Begriffe im Kontext | |
| Leistungstyp | |
| Leistungsgruppierung | |
| Verrichtungskennung | |
| SDG-Informationsbereich | |
| Lagen Portalverbund | |
| Einheitlicher Ansprechpartner | |

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| Fachlich freigegeben am | |
| Fachlich freigegeben durch | |
| Handlungsgrundlage | <ul style="list-style-type: none"> • § 16 Absatz 2 [Handwerksordnung (HwO)](https://www.gesetze-im-internet.de/hwo/) – Anzeige des Betriebs |
| Teaser | If you appoint a new manager for your craft business subject to authorisation, you must notify the Chamber of Crafts. |
| Volltext | <p>If you appoint a new manager for your craft business subject to authorisation, you must notify the Chamber of Crafts.</p> <p>Both the owners of a craft business and employed persons can be considered as management. In the latter case, the application for registration must be submitted together with a manager's declaration and supplementary documents.</p> <p>The tasks of the business manager include, among other things</p> <ul style="list-style-type: none"> • to control, supervise and monitor the technical workflow and not to limit themselves to merely checking the work results, • Directing employees and issuing the necessary instructions, • To prevent and, if necessary, correct deficiencies in the execution of the work, • to ensure that violations of legal regulations or operating instructions do not occur, • regularly visit the individual work sites to monitor the execution of the work, • be available at all times during working hours and be available and ready for action at short notice in urgent and emergency situations. <p>##### Single point of contact</p> <p>For this procedure, you can utilise the service of the</p> |

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| | <p>Single Point of Contact. He or she will guide you through the process, take care of correspondence with all the bodies responsible for your request and provide you with expert advice.</p> |
| Erforderliche Unterlagen | <p>Management of the business by the owner:</p> <ul style="list-style-type: none"> • Proof of qualification (e.g. master craftsman's certificate, authorisation to practise, exemption permit, technical certificate) • Old craft licence <p>Management by an employed person:</p> <ul style="list-style-type: none"> • Proof of qualification (e.g. master craftsman's certificate, authorisation to practice, exemption permit, technical certificate) • Employment contract stating that the manager is available to the company during normal working hours (working hours and salary in accordance with the collective labour agreement or industry standard). If the managing director is also the technical manager and also holds at least 30% of the shares in the company as a partner, the manager's declaration is sufficient. • Registration certificate for statutory social insurance (immediate registration) • Old trade licence |
| Voraussetzungen | <ul style="list-style-type: none"> • Proof of qualification (master craftsman's certificate for the respective craft, alternatively equivalent domestic or foreign professional qualification or an exemption licence or authorisation to practise) • The management must be available to the company to perform their functions to the same extent as a master craftsman or master craftswoman as the owner of the craft business. In principle, this means continuous full-time employment. |
| Kosten | variable (according to the scale of fees of the Chamber of Crafts) |
| Verfahrensablauf | You can register the opening of an additional business establishment in person, in writing or online with your |

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| | local Chamber of Skilled Crafts (HWK) or via the Single Point of Contact; depending on the service, you can access an application form on the Internet or use the online service (see -> Online application). |
| Bearbeitungsdauer | none |
| Frist | Notification: immediately after appointment of the new management |
| weiterführende Informationen | |
| Hinweise | |
| Rechtsbehelf | not applicable |
| Kurztext | |
| Ansprechpunkt | |
| Zuständige Stelle | |
| Formulare | |
| Ursprungsportal | |