

99058032011000, 99058032011000

# Notify the Chamber of Skilled Crafts of changes to personal and company-related data

Heruntergeladen am 03.07.2025

<https://fimportal.de/xzufi-services/102504104/L100010>

| Modul                     | Sachverhalt                                                                             |
|---------------------------|-----------------------------------------------------------------------------------------|
| Leistungsschlüssel        | 99058032011000, 99058032011000                                                          |
| Leistungsbezeichnung I    | Notify the Chamber of Skilled Crafts of changes to personal and company-related data    |
| Leistungsbezeichnung II   |                                                                                         |
| Typisierung               | 3 - Bundesaufsichtsverwaltung: Regelung                                                 |
| Quellredaktion            | Saarland                                                                                |
| Freigabestatus Katalog    | unbestimmter Freigabestatus                                                             |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus                                                             |
| Begriffe im Kontext       |                                                                                         |
| Leistungstyp              | Leistungsobjekt mit Verrichtung                                                         |
| Leistungsgruppierung      | Handwerk (058)                                                                          |
| Verrichtungskennung       | Änderung (011)                                                                          |
| SDG-Informationsbereich   | Erlangung von Lizenzen, Genehmigungen oder Zulassungen im Hinblick auf die Gründung und |

| Modul                         | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                               | Führung eines Unternehmens                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Lagen Portalverbund           | Eintragung in Register (2020100)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Einheitlicher Ansprechpartner | Nein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Fachlich freigegeben am       | 11.07.2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Fachlich freigegeben durch    | Saarland Chamber of Crafts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 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/_19.html">https://www.gesetze-im-internet.de/hwo/_19.html</a><br><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/_19.html">https://www.gesetze-im-internet.de/hwo/_19.html</a>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Teaser                        | If you are a member of a Chamber of Skilled Crafts and the personal or company-related data recorded there changes, you must inform the Chamber of Skilled Crafts of this.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Volltext                      | <p>The Chamber of Skilled Crafts maintains two registers, the Register of Skilled Crafts and the Register of Owners of a Business of a Craft without a License or a Craft-like Trade, in which all skilled crafts businesses and businesses of the craft-like trade in the respective chamber district are entered. In order to keep the stored data up to date, there is an obligation to notify changes, which covers the following cases, among others:</p> <ul style="list-style-type: none"> <li>• Changes of address of the business owner(s) or establishment(s),</li> <li>• changes in the number of business premises,</li> <li>• changes to electronic contact details such as (mobile) telephone and fax numbers or e-mail addresses,</li> <li>• changes to personal details of shareholders or partners,</li> <li>• Changes to persons authorized to represent companies.</li> </ul> |
| Erforderliche Unterlagen      | <ul style="list-style-type: none"> <li>• Details of the company:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Modul                        | Sachverhalt                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <ul style="list-style-type: none"> <li>• Establishment number</li> <li>• Establishment name</li> <li>• Date of entry into force of the data change, if applicable</li> <li>• Information on the type of data change (e.g. contact details and addresses as well as other data on persons and business premises)</li> </ul>                                                                                   |
| Voraussetzungen              | <p>Personal or company-related data stored by the Chamber of Skilled Crafts has changed, in particular</p> <ul style="list-style-type: none"> <li>• Address and contact details of the business or a business establishment</li> <li>• Registration or deletion of a business establishment</li> <li>• Personal data of the owner or proprietor</li> <li>• Data of the management or shareholders</li> </ul> |
| Kosten                       |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Verfahrensablauf             |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Bearbeitungsdauer            |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Frist                        |                                                                                                                                                                                                                                                                                                                                                                                                              |
| weiterführende Informationen | <p><a href="https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/">https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/</a></p> <p><a href="https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/">https://www.hwk-saarland.de/betriebsfuehrung/handwerksrolle/</a></p>                                                                                                                |
| Hinweise                     |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Rechtsbehelf                 |                                                                                                                                                                                                                                                                                                                                                                                                              |
| Kurztext                     | <ul style="list-style-type: none"> <li>• Changing data in the registers of the Chamber of Skilled Crafts</li> <li>• Businesses in the skilled trades requiring a license are entered in the skilled trades register, while those in the skilled trades not requiring a license or in a trade</li> </ul>                                                                                                      |

## Modul

## Sachverhalt

similar to a skilled trade are entered in the register of owners of a business in a skilled trade not requiring a license or in a trade similar to a skilled trade

- The register of craftsmen and the register of owners of a business in a craft not requiring a license or a craft-like trade are kept by the locally competent chambers of crafts and trades
- The registers kept by the chambers of crafts and trades store, among other things, personal data of the entrepreneur(s) and data on the business, whereby a distinction is made as to whether the business is a sole proprietorship, a partnership or a corporation
- If data subject to registration changes, such as addresses or electronic contact details, this must be reported to the relevant Chamber of Skilled Crafts
- Notification of changes to data must be made if, among other things
- address data of sole proprietorships, partnerships or corporations as well as registered business premises change,
- electronic contact details (e.g. telephone number, e-mail address) change,
- details of authorized representatives and shareholders change,
- a permanent establishment is deleted or another permanent establishment is to be registered.
- Responsible: Chamber of Crafts with which the business is registered

## Ansprechpunkt

## Zuständige Stelle

## Formulare

## Ursprungsportal

Änderung persönlicher und betriebsbezogener Daten der Handwerkskammer mitteilen, Notify the Chamber

**Modul**

**Sachverhalt**

of Skilled Crafts of changes to personal and company-related data