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Apply for entry in the register of crafts that are exempt from licensing or in the register of trades similar to crafts

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/946112/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99058017060000, 99058017060000
Leistungsbezeichnung I	Apply for entry in the register of crafts that are exempt from licensing or in the register of trades similar to crafts
Leistungsbezeichnung II	Apply for entry in the register of crafts that are exempt from licensing or in the register of trades similar to crafts
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung

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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	Eintragung in Register (2020100), Anmeldepflichten (2010100)
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	08.09.2022
Fachlich freigegen durch	The Senator for Economics, Labor and Europe of the Free Hanseatic City of Bremen Chamber of Crafts 09.09.2020
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_18.html https://www.gesetze-im-internet.de/hwo/_18.html https://www.gesetze-im-internet.de/hwo/_19.html https://www.gesetze-im-internet.de/hwo/_20.html https://www.gesetze-im-internet.de/hwo/anlage_b.htm https://www.gesetze-im-internet.de/hwo/anlage_d.htm https://www.gesetze-im-internet.de/hwo/ https://www.gesetze-im-internet.de/hwo/_18.html https://www.gesetze-im-internet.de/hwo/_19.html https://www.gesetze-im-internet.de/hwo/_20.html https://www.gesetze-im-internet.de/hwo/anlage_b.htm https://www.gesetze-im-internet.de/hwo/anlage_d.htm https://www.gesetze-im-internet.de/hwo/
Teaser	<p>If you wish to exercise an unlicensed trade or a trade similar to a trade on a self-employed basis, you must notify your Chamber of Crafts of the start of the commercial activity.</p> <p>You may wish to take up the independent operation of an unlicensed craft or craft-like trade as a standing trade. In this case, you must immediately notify the</p>

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	<p>Chamber of Crafts responsible for the place of business.</p>
Volltext	<p>The register of owners of a craft or craft-like trade that is not subject to licensing is a register in which all</p> <ul style="list-style-type: none"> • natural and • legal entities and • partnerships with legal capacity <p>who operate an unlicensed craft or craft-like trade must register. The crafts that are exempt from licensing are listed in Section 1 of Annex B to the Crafts Code.</p> <p>These include:</p> <ul style="list-style-type: none"> • Watchmakers, • goldsmiths and silversmiths, • wood sculptors, • sailmakers, • shoemakers, • millers, • brewers and maltsters, • textile cleaners, • building cleaners, • photographers, • bookbinders and • violin makers. <p>Trades similar to crafts are listed in Section 2 of Appendix B to the Crafts Code. These include:</p> <ul style="list-style-type: none"> • Iron weavers, • floor layers, • Metal grinders and metal polishers, • vehicle recyclers, • pipe and drain cleaners, • ice cream makers, • beauticians and • Piano tuners.

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In order for the register to be kept correctly, there is a legal obligation to notify the Chamber of Skilled Crafts of the start or termination of the independent operation of an unlicensed craft or craft-like trade. Notification of the start of the business triggers a procedure for entry in the register.

To register an unlicensed craft or a craft-like trade as a standing trade, you submit an application for entry in the register of owners of a business of an unlicensed craft or a craft-like trade.

If you submit the application in writing, you must enclose the documents to be submitted as copies, certified copies or originals, depending on the Chamber of Crafts.

A trade is an unlicensed craft or a craft-like trade if it is operated in a craft-like manner and is listed in Annex B of the Crafts Code (see legal basis).

After notification of the craft-like trade, the Chamber of Crafts issues a confirmation of entry in the register of owners of a business of an admission-free craft or a craft-like trade (trade card). With the trade card you can later legitimize yourself as a registered trade business.

Anyone who operates the independent business of an admission-free craft or a craft-like trade as a standing trade is entered in the register in accordance with Appendix B Section 1 or Section 2 of the Crafts Code. It is not necessary to submit professional qualifications for this purpose. Craft or trade cards are issued as a certificate of registration. The registration is subject to a fee.

Erforderliche Unterlagen

The actual notification of the start of operation of an unlicensed craft or craft-like trade can be made informally. The following documents must be submitted for the registration procedure to be carried out thereafter:

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****Sole proprietorship:****

- Copy of identity card or comparable identification document.
- Copy of business registration (can be submitted later)

****Civil law companies (GbR):****

- Copies of the identity cards or comparable identification documents of the partners or persons authorized to represent the company
- Copy of the partnership agreement (if not informally concluded)
- Copy of the business registration (can be submitted later)

****Legally capable commercial partnerships of the general partnership (OHG), limited partnership (KG) and corresponding foreign corporate forms:****

- Copies of the identity cards or comparable identification documents of the partners or persons authorized to represent the company.
 - for the proof of the entrepreneurial legal form
 - for company headquarters in Germany:
 - in the case of companies registered in the Commercial Register: an extract from the register, in the case of a general partnership also a copy of the partnership agreement
 - if the company has not been entered in the register: a copy of the articles of association
 - for foreign legal forms:
 - Extract from the register of the competent foreign register in the case of companies registered in registers, otherwise- copy of the memorandum and articles of association
- Copy of business registration (can be submitted later)

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Legal entities - limited liability company (GmbH), limited liability entrepreneurial company (UG), joint stock company (AG), registered cooperative society (eG):

- Copies of the identity cards or comparable identification documents of the persons authorized to represent the company
 - for the proof of the entrepreneurial legal form:
 - if the company is domiciled in Germany: excerpt from the commercial register or register of cooperatives
 - for foreign legal forms: Register excerpt of the competent foreign register
 - Copy of business registration (can be submitted after entry in the register of skilled crafts)

- Personal document

Presentation of identity card or passport with confirmation of registration or residence permit or other comparable identity documents (for online procedures, you will need your new identity card or a comparable means of authentication)

- Current commercial register excerpt or articles of association (for legal entities)

- Registered companies please submit a current excerpt from the commercial register at the time of application. Legal entities in the process of formation (e.g. GmbH, AG) submit the articles of association or partnership agreement.

- If applicable, further documents in accordance with Section 20 in conjunction with Section 17 (1) of the Crafts and Trades Code (HwO)

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- Application for entry/modification/extension in the register of trades subject to registration, trades not subject to registration and trades similar to trades (completed and signed)
- Current excerpt from the commercial register (only for companies registered in the commercial register)
- identity card
- valid residence permit for citizens from other European countries

Voraussetzungen

- You independently carry out an unlicensed craft or craft-like trade.
 - Registration covers anyone who carries out entrepreneurial activity in a craft or craft-like trade that is exempt from registration. The obligation to notify and register applies to the owners, in the case of partnerships to the partners and in the case of corporations to the authorized representatives (e.g. managing director of a limited liability company) of the respective company.
- Craft-related practice of a craft that is exempt from registration or a craft-like trade according to Annex B of the Crafts Code (HwO).
 - In order to register, you do not need any proof of qualification or master craftsman's title - unlike in the case of a craft that is subject to registration in the register of craftsmen.

Kosten

The costs are governed by the scale of fees of the responsible Chamber of Crafts.

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Verfahrensablauf

- You apply to the relevant Chamber of Skilled Crafts for entry in the register of owners of a business in an unlicensed craft or a craft-like trade. Depending on what the Chamber of Crafts offers, the application form is available online. You can also submit your documents in person and fill out the application on site.
- In addition, it is also possible to complete the

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	<p>procedure via a Single Point of Contact, such as the Single Point of Contact responsible for the place of business.</p> <ul style="list-style-type: none"> • After examination by the responsible Chamber of Crafts, you will be entered in the register of owners of a business in an unlicensed craft or a craft-like trade. • The Chamber of Skilled Crafts will issue you with a confirmation of registration (trade card).
Bearbeitungsdauer	<p>3 Monat(e)</p> <p>§ 10Abs. 1 HwO in conjunction with. § 42 a ThürVwVfG</p> <p>Maximum 3 months after receipt of the application including the complete documents (compare § 10 paragraph 1 HwO)</p>
Frist	<p>Immediately upon commencement of the trade activity</p> <p>Notification of the trade activity: immediately at the beginning of the activity</p>
weiterführende Informationen	<p>**Advice and contact details of the Chambers of Crafts**</p> <p><https://www.handwerkskammer.de></p> <p>**List of all trades and crafts that are exempt from registration**</p> <p><https://www.gesetze-im-internet.de/hwo/anlage_b.html></p>
Hinweise	
Rechtsbehelf	
Kurztext	<ul style="list-style-type: none"> • Register of the owners of a business of an unlicensed craft or a craft-like trade - registration • If an unlicensed craft or a craft-like trade is to be practiced independently, this must be notified to the locally competent Chamber of Crafts and an application must be made for entry in the register of owners of an unlicensed craft or a craft-like trade. • The following persons may be entered in the register of owners of a craft or craft-like trade that is not subject to approval <ul style="list-style-type: none"> • natural or legal persons and • partnerships with legal capacity

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- no qualification certificates are required for registration in the register
- master craftsman title for trades not subject to licensing can be acquired voluntarily
- responsible: Chamber of Crafts in whose district the commercial establishment is located

- Register of the owners of a business of an unlicensed craft or a craft-like trade Registration
- The independent operation of an admission-free craft or a craft-like trade as a standing trade must be reported immediately to the Chamber of Crafts responsible for the place of operation.
- Application for entry in the register of proprietors of a business of an admission-free craft or a craft-like trade.
- For each Chamber of Crafts, the application form is available online. It is also possible to submit it in person on site.
- Processing is also possible via a single point of contact.
- The definition of a craft or trade similar to a craft that is not subject to licensing can be found in Section 18 (2) of the Crafts Code (HwO) and the occupations listed in the list in Annex B of the Crafts Code.
- After notification of the craft-like trade, the Chamber of Crafts issues a confirmation of registration (trade card).
- The costs are based on the scale of fees of the responsible chamber of handicrafts.
- Competent authority: Chamber of Crafts in whose district the head office of the craft business is located.

Ansprechpunkt

To the staff of the Crafts Register of your competent Chamber of Crafts.

It is advisable to make an appointment for a consultation in advance.
<https://www.handwerkskammer.de/>
<https://www.bmwi.de/Redaktion/DE/Artikel/Mittelstand/einheitlicher-ansprechpartner.html>
https://www.115.de/DE/Startseite/startseite_node.html
<https://www.hwk-erfurt.de/>
<https://www.hwk-gera.de/>

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	https://www.hwk-suedthueringen.de/ https://www.handwerkskammer.de/ https://www.bmwi.de/Redaktion/DE/Artikel/Mittelstand/einheitlicher-ansprechpartner.html https://www.115.de/DE/Startseite/startseite_node.html https://www.hwk-erfurt.de/ https://www.hwk-gera.de/ https://www.hwk-suedthueringen.de/
Zuständige Stelle	https://www.handwerkskammer.de/ https://www.handwerkskammer.de/
Formulare	<ul style="list-style-type: none"> • Forms: none (no uniform federal regulation) • Written form required: no • Personal appearance for on-site application: no • Online procedure possible: yes <ul style="list-style-type: none"> • Application for entry / amendment / extension in the list of crafts subject to approval, crafts not subject to approval and crafts similar to crafts <ul style="list-style-type: none"> • List of unlicensed trades and trades similar to trades in accordance with the Crafts Code (Annex B) • Instruction sheet for entry in the list of trades not subject to licensing or trades similar to trades (Annex B)
Ursprungsportal	Eintragung in das Verzeichnis zulassungsfreier Handwerke oder in das Verzeichnis handwerksähnlicher Gewerbe beantragen, Apply for entry in the register of crafts that are exempt from licensing or in the register of trades similar to crafts