

99058007060000, 99058007060000

Entry in the register of craftsmen

Heruntergeladen am 12.07.2025

<https://fimportal.de/xzufi-services/102033873/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99058007060000, 99058007060000
Leistungsbezeichnung I	Entry in the register of craftsmen
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Anerkennung von Qualifikationen zum Zwecke der Beschäftigung in einem anderen Mitgliedstaat
Lagen Portalverbund	Eintragung in Register (2020100)
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	08.09.2022

Modul	Sachverhalt
Fachlich freigegeben durch	The Senator for Economics, Labour and Europe of the Free Hanseatic City of Bremen Ministry of Economic Affairs and Energy of the State of Brandenburg 26.05.2023
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_6.html https://www.gesetze-im-internet.de/hwo/_6.html
Teaser	If you would like to independently practice a craft subject to approval, then you must have your business registered in the register of craftsmen.
Volltext	<p>If you want to practice a craft subject to licensing, you must be entered in a register (register of craftsmen) kept by your regional Chamber of Crafts before starting your business activity. In addition to the owner of the company (sole proprietor, partnership with legal capacity or legal entity), the register of craftsmen lists who will take over the management of the company. The management can be exercised either by the farmer or by a salaried manager. The management must have the technical requirements for practicing the craft subject to licensing. Proof must be provided in the form of a master craftsman's certificate for the respective craft or an equivalent relevant professional qualification. For details, see the "Prerequisites" section. The crafts subject to authorisation include, but are not limited to, the following professions:</p> <ul style="list-style-type: none"> • Bricklayer • Carpenter • Roofer • Road builders, • scaffolders, • Metalworkers, • Tiler • screed layers, • Stonemasons • Stone sculptors, • plasterers, • Painters and varnishers, • Interior • body and vehicle manufacturers, • Information, Automotive and Electrical Engineers, • Plumber and heating engineer,

Modul

Sachverhalt

- Tank and apparatus engineers,
- Baker
- Confectioners
- Butcher
- Barbers
- glassblowers and glass apparatus makers,
- Chimney sweep
- Orthopaedic technician,
- Dental technician.

A complete list can be found in Appendix A to the Crafts Code (HwO). The craft does not have to be practiced as a whole. Essential (partial) activities can also be carried out.

Attention: You may only ever practice the craft that is subject to approval and has been registered. If several crafts subject to authorisation are practised, each of these crafts subject to authorisation must normally be entered in the register of craftsmen.

Erforderliche Unterlagen

1. In the case of sole proprietorships:

- Copy of identity card or comparable identification document
- Proof of the qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the owner or the employed management (see more details under 5.)
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. In the case of companies under civil law (GbR):

- Copies of the identity card or a comparable identification document of the shareholders or authorized representatives
- Copy of the articles of association (unless informally concluded)
- Proof of the qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the partner or employed management (see more details under 5.)
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

Modul

Sachverhalt

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

- Copies of the identity card or a comparable identification document of the shareholders or persons authorized to represent the company
- Proof of entrepreneurial legal form at the company's registered office in Germany: in the case of companies entered in the commercial register: extract from the register, in the case of the OHG additionally a copy of the articles of association if no entry in the register has been made: copy of the articles of association
- Proof of entrepreneurial legal form 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
- Proof of qualification (e.g. copy of master craftsman's certificate, technician's certificate) of the shareholder(s) or salaried management (see more details under 5.)
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)

1. 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 authorized to represent the company
- Proof of entrepreneurial legal form at the company's registered office in Germany: Excerpt from the register of companies or cooperatives
- Proof of entrepreneurial legal form in the case of foreign legal forms: Excerpt from the register of the competent foreign register
- Copy of the business registration (can be submitted later after entry in the register of craftsmen)
- Management details: see 5.

1. If a farm manager is employed, the following

Modul

Sachverhalt

documents must also be submitted:

- Statement of the Principal
- Proof of management activities (copy of the employment contract)
- Proof of social security of the management
- Proof of qualification from the management (e.g. copy of master craftsman's certificate, technician's certificate, exemption permit)

Note: If you employ a second person as a farm manager – for example if you carry out several trades subject to approval – you must also submit the farm manager's declaration with further documents mentioned under 5 for this person.

Voraussetzungen

- Completed master craftsman's examination in the craft you want to practice or in a craft subject to authorisation related to that craft
- The Crafts Code also provides for provisions according to which you or your management as a graduate engineer, with a Bachelor's or Master's degree or can be entered in the register of craftsmen with a German state or state-recognized examination equivalent to the master craftsman's examination.
- The prerequisite is that the study or school focus of your examination corresponds to the craft to be registered.
- In addition, there is the possibility of granting an exemption permit or right to exercise.
- For nationals of a member state of the European Union (EU), the European Economic Area (EEA) and Switzerland, there are special regulations for the recognition of professional qualifications within the framework of an exemption procedure.
- In addition, equivalence can be determined for professional qualifications acquired abroad.

Kosten

The specific fee can be found in the schedule of fees of the Chamber of Crafts, which can be accessed on the Chamber's website.

Verfahrensablauf

Bearbeitungsdauer

The processing time depends on the completeness of the submitted documents. If all documents are

Modul	Sachverhalt
	<p>complete and no further procedure is necessary, the registration in the register of craftsmen can be completed within a few days. Other procedures extend the processing time, such as the granting of an exemption permit.</p>
Frist	Notification of craft activity: before starting.
weiterführende Informationen	<p>Contact details of the Chambers of Crafts</p> <p>https://www.handwerkskammer.de</p> <p>Ordinance on allied crafts</p> <p>https://www.gesetzeim-internet.de/hwverwdtv/BJNR013550968.html</p> <p>List of all skilled trades subject to authorisation</p> <p>https://www.gesetze-im-internet.de/hwo/anlage_a.html https://www.hwk-ff.de/datenschutz/ https://www.hwk-cottbus.de/datenschutz https://www.hwk-potsdam.de/artikel/datenschutzerklaerung-9,892,3664.html https://www.hwk-ff.de/datenschutz/ https://www.hwk-cottbus.de/datenschutz https://www.hwk-potsdam.de/artikel/datenschutzerklaerung-9,892,3664.html</p>
Hinweise	<p>Essential (partial) activities of a craft</p> <p>The craft does not have to be practiced as a whole. Essential (partial) activities can also be carried out. Even then, the entry in the register of craftsmen must take place.</p> <p>Multiple crafts</p> <p>They are only allowed to practice the craft that is subject to approval and has been registered. If you want to practice several crafts subject to licensing, you must have each of these crafts registered in the register of craftsmen.</p> <p>Several people as plant managers</p>

Modul	Sachverhalt
	<p>If you employ more than 1 person as a manager, you must also register them.</p>
Rechtsbehelf	<p>State of Brandenburg:</p> <p>Legal recourse is open against a rejection of the application for registration in the register of craftsmen. Information on the existing legal remedies can be found in the instructions on legal remedies in the notices.</p>
Kurztext	<ul style="list-style-type: none"> • Craft register registration. • Craft register as a register of all owners of a business of a craft subject to approval in the standing trade (not itinerant trade or market traffic), exercised by natural and legal persons as well as partnerships with legal capacity. • Recording of the management of the respective company. • Legal obligation to register in the register of craftsmen. • Deadline: Immediately upon commencement of craft activity. • Application in writing or online with authentication. • Application form for download on the website of the responsible Chamber of Crafts or online application via administrative portals. • The registration fees are set out in the schedule of fees of the respective Chamber of Crafts, which can be viewed on the Chamber's website. • Responsible: Chamber of Crafts in whose district the commercial establishment is located.
Ansprechpunkt	
Zuständige Stelle	<p>The Chamber of Crafts in whose district the main commercial establishment is located is responsible.</p> <p>https://www.handwerkskammer.de/</p> <p>https://www.handwerkskammer.de/</p>
Formulare	<p>State of Brandenburg:</p> <p>Online application:</p> <ul style="list-style-type: none"> • Go to the website of your local Chamber of Crafts or

Modul

Sachverhalt

to the service portal of your federal state and select the right online service.

- The online service guides you step by step through the application.
- You can submit the required documents digitally.

Written application:

- Go to the website of your local Chamber of Crafts.
- Download the application forms for registration in the register of craftsmen.
- Fill out the forms completely and send them to your local Chamber of Crafts together with the required proof of your knowledge.
- Your application and the supporting documents will be checked by the Chamber of Crafts.

After checking your documents, you will receive a craftsman's card and a notification of registration if the requirements are met.

<https://www.hwk-ff.de/formulare-und-downloads/>

<https://www.hwk-cottbus.de/artikel/downloads-handwerksrolle-7,669,133.html>

<https://www.hwk-potsdam.de/artikel/dokumente-formulare-merkblaetter-9,908,3706.html>

<https://www.hwk-ff.de/formulare-und-downloads/>

<https://www.hwk-cottbus.de/artikel/downloads-handwerksrolle-7,669,133.html>

<https://www.hwk-potsdam.de/artikel/dokumente-formulare-merkblaetter-9,908,3706.html>

Ursprungsportal

Entry in the register of craftsmen, Eintragung in die Handwerksrolle