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Report new management to the Chamber of Crafts

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/112183011/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99058068261000, 99058068261000
Leistungsbezeichnung I	Report new management to the Chamber of Crafts
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Handwerk (058)
Verrichtungskennung	Entgegennahme (261)
SDG-Informationsbereich	Anerkennung von Qualifikationen zum Zwecke der Beschäftigung in einem anderen Mitgliedstaat
Lagen Portalverbund	Anmeldepflichten (2010100), Mitarbeiterbezogene Meldepflichten (2030400), Erlaubnisse und Genehmigungen (2010400)

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Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.09.2022
Fachlich freigegeben durch	The Senator for Economics, Labour and Europe of the Free Hanseatic City of Bremen Ministry of Economic Affairs, Labour and Energy of the State of Brandenburg 07.06.2023
Handlungsgrundlage	https://www.gesetze-im-internet.de/hwo/_16.html https://www.gesetze-im-internet.de/hwo/_16.html
Teaser	You must report a new management of your craft business subject to approval to the responsible Chamber of Crafts.
Volltext	<p>Changes in the management of a craft enterprise subject to approval must be reported to the Chamber of Crafts. The management of a craft enterprise must have the technical requirements for practicing the craft subject to licensing. This can be a master craftsman's certificate for the respective craft, but also an equivalent domestic or foreign professional qualification or an exemption permit or right to exercise.</p> <p>Both the owners of a craft business and employed persons can be considered as managers. 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 plant management include, among other things:</p> <ul style="list-style-type: none"> • to control, supervise and monitor the technical workflow and not to limit itself to the mere control of the work result, • to direct employees and to make the necessary arrangements, • to prevent and, if necessary, correct deficiencies in the execution of the work, • to ensure that there are no violations of legal provisions or operating instructions,

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	<ul style="list-style-type: none"> • regularly visit the various workplaces to supervise the execution of the work, • be constantly available during working hours and be available and ready for action at short notice in urgent and emergency cases.
Erforderliche Unterlagen	<p>Management by the owner:</p> <ul style="list-style-type: none"> • Certificate of competence (e.g. master craftsman's certificate, right to exercise, exemption permit, technician's certificate) • Old Crafting Card <p>Management by salaried person:</p> <ul style="list-style-type: none"> • Certificate of competence (e.g. master craftsman's certificate, right to exercise, exemption permit, technician's certificate) • Employment contract stating that the management is available to the company during normal working hours (working hours and salary in accordance with the collective agreement or industry practice). If the managing director is also a technical manager and also holds at least 30% of the company's shareholding, the manager's declaration is sufficient. • Certificate of registration for statutory social security (immediate notification) • Old Crafting Card
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 permit or right to practice) • The management must be available to the company to perform its functions to the same extent as a master craftsman as the owner of the craft business. Basically, this means a continuous full-time employment.
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	Online application:

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- Go to the website of your local Chamber of Crafts or 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 the change of operations manager.
- 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 right to exercise 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>

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

Bearbeitungsdauer

none

Frist

Immediate notification of the appointment of a new manager.

weiterführende Informationen

<https://www.handwerkskammer.de/>
<https://www.handwerkskammer.de/>
<https://www.hwk-ff.de/datenschutz/>
<https://www.hwk-cottbus.de/datenschutz>

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	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
Hinweise	
Rechtsbehelf	Legal recourse is open against a rejection of the application for registration. Information on the existing legal remedies can be found in the instructions on legal remedies in the notices.
Kurztext	<ul style="list-style-type: none"> • Notification of the appointment of the management to the Chamber of Crafts - receipt <ul style="list-style-type: none"> • The management of the company, which is responsible for the technical management, must be determined and reported to the competent Chamber of Crafts • Likewise, changes in the management must be reported to the Chamber of Crafts and entered in the register of craftsmen • Management can be carried out by the owner of the business or an employee who is qualified to do so. The required certificate of competence can be provided by a master craftsman's certificate for the craft to be practiced or a craft related to it, or alternatively by an equivalent domestic or foreign professional qualification or an exemption permit or right to practice • responsible: Chamber of Crafts in whose district the commercial establishment is located
Ansprechpunkt	
Zuständige Stelle	The Chamber of Crafts in whose district the main commercial establishment is located is responsible. Her https://www.handwerkskammer.de/ https://www.handwerkskammer.de/
Formulare	none
Ursprungsportal	Report new management to the Chamber of Crafts, Neue Betriebsleitung bei der Handwerkskammer

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melden