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Business re-registration

Heruntergeladen am 13.07.2025

<https://fimportal.de/xzufi-services/S1000020010000000791/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99050012071000
Leistungsbezeichnung I	Business re-registration
Leistungsbezeichnung II	Register business
Typisierung	3b - Bundesaufsichtsverwaltung: Regelung, Land: Ausführungsvorschriften, Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">Change of company headquarters, district office</div> , <div lang="en-x-mtfrom-de">Change of business activity, district office</div> , <div lang="en-x-mtfrom-de">Company business registrations, district office</div> , <div lang="en-x-mtfrom-de">Company relocations, district office</div> , <div lang="en-x-mtfrom-de">Business advertisements, re-registrations, district office</div> , <div lang="en-x-mtfrom-de">move</div> , <div lang="en-x-mtfrom-de">Show change of managing director</div> , <div lang="en-x-mtfrom-de">Show change of managing director</div> , <div lang="en-x-mtfrom-de">Business registration, district</div>

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	office</div>, <div lang="en-x-mtfrom-de">Business registrations, district office</div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Ja
Fachlich freigegeben am	26.06.2024
Fachlich freigegeben durch	
Handlungsgrundlage	§ 14 Trade Regulations (GewO) https://www.gesetze-im-internet.de/gewo/_14.html § 15 Trade Regulations (GewO) https://www.gesetze-im-internet.de/gewo/_15.html
Teaser	If certain changes occur, you must re-register your business.
Volltext	You must re-register your business if the location of the head office, a branch office or a dependent branch office is relocated within the reporting district, the subject matter of the business is changed, for example by offering goods or services in the future that are unusual for your previously registered business, the subject matter of the business is extended to goods or services which are not customary in commercial enterprises of the type registered, the name of the trader is changed. The entry in the commercial register does not replace the change of registration. You must re-register your business separately. Certain changes relating to you or your business do not have to be reported. However, you can report such changes voluntarily – for example, if you are giving up an activity.
Erforderliche Unterlagen	Copy of the identity card or passport with registration certificate of the business owner, or presentation of

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the documents on site. When re-registering a business electronically, you must provide a self-declaration of identity. Copy of the commercial register extract (for legal partnerships, for example GmbH, AG, registered merchant), if your company is registered in the commercial register (also: cooperative register, association register)

Voraussetzungen

You relocate the head office, a branch office or a dependent branch office within the reporting district or They change or expand the goods and services offered that are not customary in commercial enterprises of the registered type. You register your business as a sole trader or as legal representative of a legal entity (for example: GmbH, AG) around.

Kosten

Gebühr: 20€
Depending on the alternative, a fee of 20.00 euros is charged for the certificate of a change of business registration or it is free of charge. You can obtain a duplicate copy of the confirmation of the change of business registration for 10.00 euros. Changes due to expansion of activities or changes in the subject matter of the business are free of charge.

Verfahrensablauf

You can re-register your business in person or in writing using a form or electronically. When re-registering your business using a form in written or electronic form, please enclose a copy of all required documents. If you re-register in person or in writing, you must fill out the "Business Re-Registration" form and sign it personally. You can get the "Business Re-Registration" form online. In the electronic process, you provide the same data as when you register in person. You do not need the form and do not have to sign it in person. You can also have your business re-registered by a person who has been proven to be authorized and identified in writing by the business owner. Send the documents to the responsible authority. The responsible authority will examine your documents and, if necessary, request further documents or information from you. The authority will inform you of the amount of the fees. You pay the fees. You will receive a certificate from the responsible authority for your business registration. The

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	responsible authority forwards the business registration change to other authorities, such as the tax office, the professional association, the Chamber of Crafts or the Chamber of Industry and Commerce and, if necessary, the registry court.
Bearbeitungsdauer	If you have filled out the form correctly and have the required documents, confirmation of the change of business registration will usually be given within two weeks. The processing time varies depending on the current situation.
Frist	You must re-register your business at the same time as the reason for the change of registration is given. If you register late, you may be fined.
weiterführende Informationen	https://www.hamburg.de/service/info/11318726/ https://www.hamburg.de/service/info/11318726/ https://www.hamburg.de/service/info/11318729/ https://www.hamburg.de/service/info/11318729/ https://www.hamburg.de/service/info/11258060/ https://www.hamburg.de/service/info/11258060/ https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/GWR https://serviceportal.hamburg.de/HamburgGateway/Service/Entry/GWR
Hinweise	You must re-register your business yourself or through a representative, authorized person: in the case of sole proprietorships as a trader or businessperson, in the case of legal entities (e.g. GmbH, AG), by their legal representatives. In the case of partnerships (for example OHG, KG, GbR/BGB-Gesellschaft, GmbH & Co. KG), all partners authorized to manage the business must each re-register their business. If you move your business to the jurisdiction of another registration district, you must first deregister the business at the previous location and then re-register it at the new location. This is not a reason to re-register. If you expand your business to include an activity that requires a permit and the relevant authority does not have the relevant permit, the responsible authority can prevent you from continuing your business. Activities that pose a potential risk to third parties and are therefore subject to special monitoring trigger a review of personal reliability by the responsible consumer

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	<p>protection, trade and environment department, the Chamber of Crafts or the Chamber of Commerce. If you expand your business to include such activities that require monitoring, you must attach the documents required to verify your reliability. If you change the nature of your business, you must also re-register your business. This is the case, for example, if you exclusively or additionally offer goods or services in your shop that are not customary in relation to your registered business. An example would be expanding a stationery store to include travel agency services.</p>
Rechtsbehelf	No
Kurztext	<p>Business registration required for: Relocation of the business premises within the municipality. Change of the name of the trader. Change or expansion of the goods and services offered to include those that were not previously part of the registered business, for example a new range of goods that is not customary for the registered business; change of industry, expansion from retail to wholesale. Other facts can be reported on a voluntary basis, for example changes in management, changes in the private addresses of the business owners or managing directors, and in some cases the abandonment of the business. If the head office, branch office or dependent branch office is moved to the area of responsibility of a different registration district than the one previously responsible, the business must first be deregistered in the previous municipality. The business is then re-registered at the new location.</p>
Ansprechpunkt	<p>If you want to find out exactly who is responsible for your request, please follow the link to</p> <p>Hamburg Service</p>
Zuständige Stelle	District Office Altona
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)