

99058007060008, 99058007060008

# Trade roll registration with master craftsman's certificate

Heruntergeladen am 01.07.2025

<https://fimportal.de/xzufi-services/398463604/L100008>

Modul	Sachverhalt
Leistungsschlüssel	99058007060008, 99058007060008
Leistungsbezeichnung I	Trade roll registration with master craftsman's certificate
Leistungsbezeichnung II	Trade roll registration with master craftsman's certificate
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen-Anhalt
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)

Modul	Sachverhalt
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	08.09.2022
Fachlich freigegeben durch	The Senator for Economics, Labor and Europe of the Free Hanseatic City of Bremen
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/hwo/_6.html">https://www.gesetze-im-internet.de/hwo/_6.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_7.html">https://www.gesetze-im-internet.de/hwo/_7.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_6.html">https://www.gesetze-im-internet.de/hwo/_6.html</a> <a href="https://www.gesetze-im-internet.de/hwo/_7.html">https://www.gesetze-im-internet.de/hwo/_7.html</a>
Teaser	If you have successfully passed the master craftsman's examination and wish to work independently in a craft requiring a license, you must have your business entered in the register of craftsmen.
Volltext	<p>If you have passed the master craftsman's examination for a craft requiring a license and wish to become self-employed, you must be entered in a register kept by your regional Chamber of Skilled Crafts (Handwerksrolle) before starting your business activities.</p> <p>In addition to the business owner (sole proprietor, partnership with legal capacity or legal entity), the register of craftsmen also lists who is responsible for the management of the business.</p> <p>If you yourself do not have a master craftsman's certificate for the craft to be practised or a related craft, you can employ a person who is responsible for the professional and technical management of the craft business and who has the necessary professional qualification to practise the craft requiring a license. In this case, the application for registration must be submitted together with a manager's declaration and supplementary documents.</p>
Erforderliche Unterlagen	<p>1. For sole proprietorships:</p> <ul style="list-style-type: none"> <li>• Copy of the identity card or a comparable identification document</li> <li>• Copy of the master craftsman's certificate</li> <li>• Copy of the business registration (can be submitted</li> </ul>

## Modul

## Sachverhalt

later after entry in the register of craftsmen)

1. For companies under civil law (GbR):

- Copies of the identity card or a comparable identification document of the partners or persons authorized to represent the company
- Copy of the articles of association (if not concluded informally)
- Copy of the master craftsman's certificate
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

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

- Copies of the identity card or a comparable identification document of the partners or persons authorized to represent the company
- for proof of the company's legal form: for companies based in Germany: for companies entered in the commercial register: Extract from the register, for OHG additionally a copy of the articles of association if no entry in the register has been made: copy of the articles of association for foreign legal forms: Extract from the relevant foreign register for companies entered in registers, otherwise Copy of the articles of association
- Copy of the master craftsman's certificate
- Copy of the business registration (can be submitted after entry in the register of craftsmen)

1. For legal entities (limited liability company (GmbH), entrepreneurial company (haftungsbeschränkt) or UG (haftungsbeschränkt), public limited company (AG), registered cooperative (eG)):

- Copies of the identity card or a comparable identification document of the persons authorized to represent the company
- for proof of the company's legal form: if the company is based in Germany: Extract from the commercial or cooperative register for foreign legal forms: Extract

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	<p>from the register of the competent foreign register</p> <ul style="list-style-type: none"> <li>• Copy of the business registration (can be submitted after entry in the register of craftsmen)</li> <li>• Details of the company management: see 5.</li> </ul> <p>1. If a manager is employed, the following documents must also be submitted:</p> <ul style="list-style-type: none"> <li>• Manager's declaration</li> <li>• Proof of management activity (copy of employment contract)</li> <li>• Proof of social insurance for the manager</li> <li>• Submission of a copy of the master craftsman's certificate</li> </ul> <p>Note: If you employ a second person to manage your business - for example, if you practise several trades requiring a license - you must also submit the business manager's declaration and the other documents listed under 5. for this person.</p>
Voraussetzungen	<p>Completed master craftsman's examination in</p> <ul style="list-style-type: none"> <li>• the craft you wish to practise or</li> <li>• in a related craft requiring a license</li> </ul>
Kosten	<p>The specific fee can be found in the Chamber of Crafts' schedule of fees, which is available on the Chamber's website.</p>
Verfahrensablauf	<p>Registration in the Register of Craftsmen is done electronically via the online service or in writing at your local Chamber of Crafts.</p> <p>Online application</p> <ul style="list-style-type: none"> <li>• Go to the website of your local Chamber of Skilled Crafts or to the service portal of your federal state and select the correct online service.</li> <li>• The online service will guide you through the application step by step.</li> <li>• You can submit the required documents digitally.</li> </ul> <p>Written application</p>

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- Download the application form from the website of your local Chamber of Skilled Crafts.
- Alternatively, you can also have the required documents sent to you via your local Chamber of Skilled Crafts.
- Complete the form and send it together with the required documents to your local Chamber of Skilled Crafts.
- The relevant Chamber of Skilled Crafts will check the documents.
- If you meet the registration requirements, you will receive a written notification of registration.
- Together with the notification of registration, your company will receive the so-called craftsman's card (§ 10 Para. 2 HwO).

**Bearbeitungsdauer**

The processing time depends on the completeness of the documents submitted. If all documents are complete, the entry in the register of craftsmen can be completed within a few days.

**Frist**

You must be entered in the Register of Craftsmen before starting work.

**weiterführende Informationen**

<https://www.handwerkskammer.de/>  
<https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html>  
[https://www.gesetze-im-internet.de/hwo/anlage\\_a.html](https://www.gesetze-im-internet.de/hwo/anlage_a.html)  
<https://www.handwerkskammer.de/>  
<https://www.gesetze-im-internet.de/hwverwdtv/BJNR013550968.html>  
[https://www.gesetze-im-internet.de/hwo/anlage\\_a.html](https://www.gesetze-im-internet.de/hwo/anlage_a.html)

**Hinweise**
**Rechtsbehelf**
**Kurztext**

- Registering persons who have passed the master craftsman's examination
- Craft register entry with passed master craftsman examination.
- Register of craftsmen as a register of all owners of a business of a craft requiring a license in a standing trade (not itinerant trade or market trade), exercised by
  - o natural persons and

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	<ul style="list-style-type: none"> <li>• o legal entities and</li> <li>• o partnerships with legal capacity.</li> <li>• Registration of the management of the respective company.</li> <li>• There is a legal obligation to be entered in the Register of Craftsmen.</li> <li>• Deadline: Immediately upon commencement of the craft activity.</li> <li>• Application in writing or online with authentication.</li> <li>• Application form to download from the website of the relevant Chamber of Skilled Crafts or online application via administrative portals.</li> <li>• The registration fees can be found in the fee schedule of the respective Chamber of Skilled Crafts, which can be viewed on the Chamber's website.</li> <li>• Responsible: Chamber of Skilled Crafts in whose district the commercial establishment is located.</li> </ul>
Ansprechpunkt	Please contact the Chamber of Crafts in whose district your commercial establishment is located.
Zuständige Stelle	
Formulare	
Ursprungsportal	Trade roll registration with master craftsman's certificate, Handwerksrolleneintragung mit Meisterbrief