

## Business Re-registration

A re-location of an existing commercial company within Berlin, as well as changes to or an expansion of the business activities require re-registration of the business.

If business premises are moved to a different federal state, the business must be de-registered in Berlin and newly registered in the other federal state (the new business location).

### Prerequisites

- No prerequisites

### Documents required

- ID-Card of the German national  
Identity card or other official identification including a photograph
- Form ?business re-registration?
- Supplementary sheet for re-registering representatives  
In the case of business registrations for legal entities with multiple representatives

### Forms

- Form ?business re-registration?  
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/mdb-f122640-gewa2\\_neutral.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122640-gewa2_neutral.pdf)
- Supplementary sheet for re-registering representatives  
[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/mdb-f122637-beiblatt\\_gesetzliche\\_vertreter.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/mdb-f122637-beiblatt_gesetzliche_vertreter.pdf)

### Fees

EUR 20.00

Business registration via electronic process (online processing): EUR 15.00

### Legal basis

- Trade Regulations § 14 section 1  
[http://www.gesetze-im-internet.de/gewo/\\_14.html](http://www.gesetze-im-internet.de/gewo/_14.html)

### More information

- Fact sheet CCI Berlin - business registration

<https://www.ihk-berlin.de/blueprint/servlet/resource/blob/2253230/6d787affb/ea21707479d49ceb65412f6/merkblatt-gewerbeanzeige-data.pdf>

- **Information about privacy**

[https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/\\_assets/merkblatt-dsgv.pdf](https://www.berlin.de/formularverzeichnis/?formular=/ordnungsamt/stehende-s-gewerbe/_assets/merkblatt-dsgv.pdf)

## **Responsible authorities**

An expansion of or changes to the activities of a business must be registered with the competent Public Order Office for your place of business.

A re-location of your business premises must be registered with the competent Public Order Office for your new place of business.

## **Link to online processing**

<https://www.berlin.de/ea/en/application/login-service-account-berlin/index.php/>

PDF downloaded on 27.09.2020