

# Registering business activity

## General instructions on taking up business activity

### First registration of business activity

#### Who must register business activity?

When wishing to become self-employed, in most cases one must register business activity. This registration must be carried out at the point when activity is started. See § 14 of the Commercial Code for legal basis. No registration of business activity is required for:

- Freelancers, such as doctors, architects, lawyers, etc.,
- People active in farming and forestry (primary production)

Should you be active in these fields, please contact the Tax Office directly.

If you are not sure, if you need to register your business activity, please contact:

City of Dresden  
Order and Security Office  
Department of Economic Affairs  
Theaterstraße 11 - 15, 01067 Dresden  
Phone: (03 51) 4 88 58 11/-58 12,  
gewerbeangelegenheiten@dresden.de

For undertake business activities outside commercial establishment, an itinerant card is needed. For further information, please see the information leaflet "Itinerant Card".

#### Which documents do I need?

- A valid identification card. For foreigners: also the registration card; in case you are from outside the EU, also a residence permit.
- A commercial register extract (Handelsregisterauszug) or Shareholder Agreement for legal persons (e.g., *Verein*, *AG*, *GmbH*)

#### Additionally, you will need, according to activity:

- A relevant permit from the Order and Security Office, if the business activity is to be registered in one of the following fields:
  - Game rooms and slot machines
  - Security guard services
  - Brokerage, financial investment brokerage
  - Loan brokerage
  - Transportation (carriage of goods/passengers)

- For business activities that must be supervised, you need **police clearance certificates** (polizeiliches Führungszeugnis) and an **extract from the Central Business Register** (Gewerbezentralregister). This applies to the following activities:

- Purchase and sale of certain consumer goods
- Trading with used cars
- Investigation and detective services
- Dating agencies

Both documents can be applied for (13 euros each) at:

Central Community Office  
Theaterstraße 11 - 15  
01067 Dresden  
Phone (03 51) 4 88 60 70

- **Handicraft establishments who are subject to a permit** must be registered in the Directory of the Chamber of Trades and Crafts (Official Register of Handicrafts) before the registration in the Business Registry. For further information, please contact:

Dresden Chamber of Trades and Crafts  
(Handwerkskammer)  
Am Lagerplatz 8, 01099 Dresden  
Phone (03 51) 4 64 04 61

- In case of activities not covered by the Chamber of Handicrafts, the Chamber of Commerce and Industry should be contacted.

Dresden Chamber of Commerce and Industry  
Langer Weg 4  
01239 Dresden  
Phone (03 51) 2 80 20

#### Tip on starting business

Comprehensive information on the subject of becoming self-employed can be received from:

City of Dresden  
Business Service  
Ammonstraße 74  
01067 Dresden  
Hotline (03 51) 4 88 87 87  
wirtschaftsfoerderung@dresden.de

## How and where are businesses registered?

You can register your business activity in the Department of Economic Affairs, Theaterstraße 11 – 15, 5<sup>th</sup> floor, in person or by giving another person the right of representation by a written power of attorney. The fee for registering business activity by a natural person is 40 euros and by a legal person 50 euros. The registration form (GewA1) is also available online, see [www.dresden.de/gewerbe](http://www.dresden.de/gewerbe).

The filled in and signed form can also be sent by mail, fax or email.

## What happens after submitting the registration form?

A copy of the registration form will be forwarded to the following authorities:

- City Treasury/Tax Board
- Chamber of Industry and Commerce (Industrie- und Handelskammer) or Chamber of Trades and Crafts (depending on the type of business, you will be required to become a member of the Chamber as you register)
- State authorities/Department of Occupational Health and Safety
- Gauging Office (Eichamt)
- Professional associations
- Tax and Revenue Office (for the collection of company data and allocation of the tax number)

South or North Tax and Revenue Office  
Rabener Str. 1  
01069 Dresden  
Phone (0351) 4 69 10

## Changing the business registration

When certain circumstances of your business activity change, you are **obliged** to change your business registration immediately. These circumstances are:

- Change or additions to business activity
- Relocation of business seat

Fee: 20 Euro.

Additionally, the following changes **could** also be entered into the business registry:

- Changes to main occupation/ secondary occupation
- Name changes in case of natural persons
- Name changes in case of legal persons
- Changes to address of residence
- Changes to person conducting business / CEO

Fee: 10 Euro.

The changes can be informed of personally at the Department of Economic Affairs, in writing or through an authorised representative. In all cases, the relevant registration document must be signed.

Copies of the changes to your registration will be forwarded automatically to the relevant authorities.

The forms for submitting information on changes to the registration can be found at [www.dresden.de/gewerbe](http://www.dresden.de/gewerbe).

## Deregistration of business activity

When you finish your business activity, you must deregister immediately. In case of change of legal form the former business must be deregistered and the current business must be registered.

You can deregister your business activity personally at the Department of Economic Affairs, in writing or through an authorised representative. In all cases, the deregistration document must be signed.

Copies of the deregistration will be forwarded automatically to the relevant authorities. The forms for deregistration can be found at [www.dresden.de/gewerbe](http://www.dresden.de/gewerbe).

### Legal Notice

Issued by  
the City of Dresden

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Department of Economic Affairs  
Phone (03 51) 4 88 58 11  
Fax (03 51) 4 88 58 13  
Email [gewerbeangelegenheiten@dresden.de](mailto:gewerbeangelegenheiten@dresden.de)

Press and Public Relations Office  
Phone (03 51) 4 88 23 90  
Fax (03 51) 4 88 22 38  
Email [presse@dresden.de](mailto:presse@dresden.de)

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01001 Dresden  
[www.dresden.de](http://www.dresden.de)

Central Office Telephone 115 – We love questions

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Electronic documents with qualified electronic signatures may be submitted through a form. In addition there is the possibility to encrypt e-mails to the City of Dresden with an S/MIME certificate or to send these with DE-mail secure emails. More information can be found at [www.dresden.de/kontakt](http://www.dresden.de/kontakt). The given information is part of public relations of the City of Dresden. It may not be used for electioneering. However, political parties may use it to inform their members.