

register a trade

If a business is to be relocated or the subject matter of the business is to be changed or expanded, or a change of name is to be made, a business re-registration is required.

Competent Department

- [5.03 Gewerbemeldestelle - Die Senatorin für Wirtschaft, Häfen und Transformation](#)

Basic information

A trade re-registration at the competent trade registration office is always necessary if an independent registered business of a standing trade, a branch or a dependent branch either

- relocates the business (new address) or
- the subject matter of the trade is changed or extended to goods or services that are not customary in trades of the registered type.
- changes the name (the current operator changes his name due to e.g. marriage or in case of legal entities change of name in the Commercial Register. No change of operator).

The trade re-registration complies with the obligation to notify the transfer of the registered office or the change of the subject of a trade from the point of view of trade law.

Requirements

The registered office of the business enterprise, branch office or dependent branch is in the city of Bremen.

What documents do I need?

- completed business registration form

(Registration and transmission is also possible online, see procedure. You do not need to complete the form in advance for an appointment on site).

- Identity card or passport
 - a copy is sufficient for written notification
 - in the case of representation with written power of attorney, the authorized representative must be able to identify themselves with an identity card or passport

- if applicable, craft card from the Bremen Chamber of Crafts

When registering a trade requiring a license (Annex A to the HwO) or not requiring a license (Annex B1 to the HwO) Trade or business card when registering a trade similar to a trade (Annex B2 to the HwO)

- any necessary permits
(e.g. restaurant concession)
- Extract from the commercial register, if applicable
for legal entities, companies

Procedure

- With eMeldung, you have the option of entering the trade re-registration online and transferring it electronically to the trade registration office. You will be guided by an assistant when entering your data.
- At the end of the process, you will receive a summary of your data.
- Subsequently, you will receive a confirmation of the trade registration with the corresponding request for payment by mail.
- For online data entry, see the button at the top right under "Further information".
- In the case of partnerships, a separate trade registration is required for each personally liable partner.
- The trade re-registration can also be made in writing or in person.
- The business registration can also be processed at the Single Point of Contact - the central contact and service point for the business community at Wirtschaftsförderung Bremen GmbH (<http://www.wfb-bremen.de/de/wfb-einheitlicher-ansprechpartner>).

Legal bases

- [§ 14 Gewerbeordnung \(GewO\) \(Anzeigepflicht\)](#)
- [Kostenverordnung der Wirtschaftsverwaltung \(WKostV\)](#)

How long does it take to process

3 days for the acknowledgement of receipt (in the case of written notification by post)

What are the costs?

18,00 EUR