

## Register a business - legal person/GmbH or UG

A business registration is required when starting a business operation.

### Competent Department

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

### Basic information

A business registration is always required if an independent operation of

- of a standing trade,
- a branch office or
- a dependent branch office

is taken up.

Business registration is required in order to be allowed to operate a trade. In addition, a permit or an entry in the register of skilled crafts may be required, which must be applied for at the respective competent office.

### 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 procedures)
- Identity card or passport
  - one copy is sufficient in case of written notification
  - in case of representation with written power of attorney, the authorised representative must be able to identify himself with an identity card or passport
- Commercial register excerpt
- any necessary permits  
(e.g. restaurant concession)

- 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)

## Procedure

- With eMeldung (see button at the top right under "Further information"), you have the option of entering your business registration online and transferring it electronically to the Trade Registration Office.
- 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.
- You can also register your business in writing or in person during opening hours.
- 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 \(WKostV\)](#)

## What deadlines must be paid attention to?

The business registration must take place when the business activity is started.

## How long does it take to process

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

## What are the costs?

32,00 EUR