

# Notify the Chamber of Skilled Crafts of changes in personal and company data

If you are a member of a Chamber of Crafts and personal or company-related data recorded there changes, you must notify the Chamber of Crafts.

## Competent Department

- [Handwerkskammer Bremen](#)

## Basic information

The Chamber of Skilled Crafts maintains two registers, the Handwerksrolle and the Verzeichnis über die Inhaber eines Betriebs einer zulassungsfreien Handwerks oder eines handwerksähnlichen Gewerbes, in which all skilled crafts businesses and businesses in the skilled crafts sector in the respective chamber district are recorded. In order to keep the stored data up to date, there is a notification obligation in the event of changes, which covers the following cases, among others:

- Changes of address of the business owner(s) or the business premises,
- changes in the number of permanent establishments,
- changes in electronic contact details such as (mobile) telephone and fax numbers or e-mail addresses,
- changes in personal details of shareholders or partners,
- changes in persons authorized to represent companies.

## Requirements

Company-related data stored at the Chamber of Skilled Crafts and Small Businesses have changed, so in particular:

- Address and contact data of the business or a business establishment
- registration or deletion of an establishment
- personal data of the proprietor or proprietress
- Data of the management or the partners

## What documents do I need?

- Details of the operation
- Farm number and farm name.

- Information on the type of data change

Effective date of the data change, contact details and addresses, as well as other data on persons and business premises.

## Procedure

Inform your Chamber of Skilled Crafts about a change in personal or company-related data relevant to registration. Notifications of change can be made in writing or electronically.

## Legal bases

- [§ 6 Absatz 1 Handwerksordnung \(HWO\)](#)
- [§ 19 Handwerksordnung \(HWO\)](#)

## More information

There are no indications or specifics.

## What are the costs?

The specific fee results from the fee schedule of the Chamber of Crafts, which is available on the Chamber's website.  
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