

# Register a business - sole proprietorship/private person

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

It is also possible to register and submit the form 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
- 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. When entering your data, you will be guided by an assistant.
- 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 \(GewO\) \(Anzeigespflicht\)](#)
- [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