

Request cancellation of membership in the Chamber of Crafts and Trades

If the operation of a craft or craft-like trade is no longer to be continued, you must apply to your Chamber of Crafts for deletion.

Competent Department

- [Handwerkskammer Bremen](#)

Basic information

Businesses in crafts requiring and exempt from registration as well as crafts similar to crafts are compulsory members of their respective Chamber of Crafts and Trades and are registered there either in the Register of Crafts and Trades or in the Register of Owners of a Business in a Crafts Exempt from Registration or a Crafts Similar to Crafts. If you do not wish to continue your trade or if the registration requirements subsequently cease to apply, you must submit an application for deletion.

When the business is deleted from the register of skilled crafts or the register of owners of a business in an unlicensed skilled craft or a trade similar to a skilled craft, membership of the Chamber of Skilled Crafts also expires. If a craft business subject to licensing is deleted from the register of crafts, the crafts card must be returned to the Chamber of Crafts.

Eligible to apply are:

- Tradesman or tradeswoman or
- partner in the case of partnerships or
- legal representative in the case of corporations (e.g. managing director of a GmbH)
- in the event of death: Spouse or heir

Requirements

The conditions for registration were not met or subsequently ceased to exist.

What documents do I need?

- Fully completed and signed request for cancellation
- Copy of the trade deregistration or re-registration or other documents showing that the requirements for registration are not or no longer met
- Craft card

Original of the craft card.

Procedure

You must apply for the deletion of the business as the business owner or business owner, partner in the case of partnerships or legal representative in the case of corporations (e.g. managing director of a GmbH) online or in writing.

Online application:

- Applications are submitted via the administrative portal of your federal state. In addition, the Chambers of Skilled Crafts offer online access to their administrative procedures.

Written application:

- Go to the website of your local Chamber of Skilled Crafts.
- Download the application form.
- Alternatively, you can contact your Chamber of Skilled Crafts directly and have the required documents sent to you.
- Complete the form in full and send it, together with any required documents, by post or electronically to your local Chamber of Skilled Crafts.
- Your application and documents will be reviewed by the Chamber of Skilled Crafts.
- After your documents have been checked, you will receive a notice of deletion if the requirements are met.
- In the case of businesses in the craft sector subject to registration: Return your craft card to the Chamber of Skilled Crafts.

Legal bases

- [§ 13 Absatz 1 und 2 Handwerksordnung \(HwO\)](#)

What deadlines must be paid attention to?

You should submit the application immediately after becoming aware of the existence of a reason for deletion, as deletions cannot be made retroactively and the obligation to pay contributions continues for the duration of the entry in the Handicrafts Register.

How long does it take to process

Your registration will be deleted immediately if the requirements for this are met.

The deletion cannot be made retroactively, so it will take place at the earliest on the date of receipt of the request for deletion.

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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