

# Notify the Künstlersozialkasse of a change in the company's activities

You must inform the Künstlersozialkasse if your company is active in a different sector or if the company's activities change.

## Competent Department

- [Künstlersozialkasse \(KSK\), Abteilung Verwerter](#)

## Basic information

The Künstlersozialkasse determines your company's obligation to pay contributions based on your field of activity, among other things.

If your company's field of activity changes, the Künstlersozialkasse must check whether this change affects your obligation to pay contributions.

## Requirements

- Your company is already registered with the Künstlersozialkasse.
- Your company's field of activity has changed.
- The change has occurred after the Künstlersozialkasse or a German pension insurance institution has determined or checked your company's obligation to pay contributions.
- The change has already been completed, for example by registration with the competent registry court or trade office.

## What documents do I need?

- Extract from the commercial register (if applicable and available)
- Extract from the register of associations (if applicable and available)
- Extract from the register of cooperatives (if applicable and available)
- Extract from the partnership register (if applicable and available)
- Re-registration with the trade register (if applicable and available)
- Deregistration from the trade register if applicable and available
- Amended articles of association (if applicable and available)
- If you are unable to provide any of these documents, please contact the Künstlersozialkasse to find out which documents you need to submit.

# Procedure

You can submit your request online or by post.

Online notification:

- Call up the online form on the federal portal [verwaltung.bund.de](http://verwaltung.bund.de). This will guide you step by step through the necessary information, which you can enter electronically.
- Note: You will need a valid ELSTER certificate to log in to the online form.
- It will take you about 10 minutes to complete the online form.
- First enter your personal details, including your tax number. You will find this on the letter from the Künstlersozialkasse in the top right-hand corner.
- Then enter which activities you currently carry out in your company. If activities in your company have ceased, please also state this on the form.
- If available, upload proof of the changed activities.

Notification by post:

- Please inform the Künstlersozialkasse informally of any changes in your company's fields of activity.
- Please include your tax number in your letter. You will find this in the top right-hand corner of the letter from the Künstlersozialkasse.
- If available, enclose a copy of proof of the changed activities.
- Send the informal letter to the Künstlersozialkasse.

After receiving your notification, the Künstlersozialkasse will check your details. If there are any queries or further documents are required, the Künstlersozialkasse will contact you in writing.

If the Künstlersozialkasse comes to the conclusion that the change in your activities will affect your obligation to pay contributions, the Künstlersozialkasse will inform you accordingly.

## Legal bases

- [§ 24 Künstlersozialversicherungsgesetz \(KSVG\)](#)
- [§ 29 Künstlersozialversicherungsgesetz \(KSVG\)](#)

## More information

Legal remedy: Appeal. Detailed information on how to lodge an appeal can be found in the notice from the Künstlersozialkasse.

## What deadlines must be paid attention to?

There is no deadline.

**How long does it take to process**

1 to 4 week(s). The processing time depends on the workload.

**What are the costs?**

There are no costs.