

Apply for a travel trade card

You operate a travel trade if you offer certain services without or outside a place of business, such as market trading, showmanship or the operation of mobile food trucks. A commercial agency is not a travel trade.

Competent Department

 <u>5.02 Gewerbeangelegenheiten - Die Senatorin für Wirtschaft, Häfen und</u> Transformation

Basic information

In contrast to the standing trade, a permit in the form of a traveling trade card is usually required for the traveling trade. The itinerant trade license can be applied for and issued for a limited or unlimited period. There are also activities in the itinerant trade for which no itinerant trade license is required. The competent authority must be notified of their commencement.

Requirements

Characteristics of a travelling trade are:

- commercial operation
- · without prior appointment
- · outside or without a commercial establishment
- offering goods for sale or actively seeking or purchasing orders, or
- · offering services or seeking orders for services, or
- entertaining activities as a showman or in the manner of a showman.

Note: The statutory store opening hours are also binding for itinerant trade.

What documents do I need?

- Completed application form
- Identity card or passport (of the trader)

In the case of representation by written power of attorney, the authorized representative must be able to identify themselves with an identity card or passport. Please remember to also provide the authorized representative with your identity document (at least as a photocopy).

Proof of personal reliability

If you have your residence in Germany, you usually need:

- certificate of good conduct
- extract from the central trade register

If you are resident abroad, you will need documents from your home country proving that you have the personal reliability to provide the service you require.

• Proof of the entrepreneurial legal form

if the registered office is in Germany:

- if the company is registered: Extract from the commercial register and, if necessary, a copy of the articles of association (e.g. in the case of a civil law partnership (GbR))

if the company is based abroad:

- documents from the country of domicile proving the legal form
- Travel trade card for insurance intermediaries or consultants or as a broker, property developer, construction supervisor, investment advisor or loan broker

additional proof of orderly financial circumstances

- If you are resident in Germany, you usually need:
- extract from the debtors' register
- certificate of the insolvency court
- certificate of the tax office in tax matters
- If you live abroad, you need documents from your home country that prove that you live in an orderly financial situation.
- Travel trade card for insurance intermediaries or consultants in addition

Proof of competence or proof of expertise or you prove the delegation of expertise to a supervisor

- Travel trade card for security services
 - additional proof of the funds and securities required for the operation (if you are resident in Germany, you usually also need an extract from the debtors' register)
 - additional proof of instruction or proof of instruction from the Chamber of Industry and Commerce or proof recognised as equivalent in accordance with the Guard Ordinance
- · Travel trade card for auctioneers

Additional license as an auctioneer (if applicable as a publicly appointed auctioneer)

Procedure

An application for a travel trade card must be submitted to the competent authority. Your reliability under trade law will be checked on the basis of the information you provide and other official queries. After completion of the check, you will be informed of the result without being asked. If nothing stands in the way of the issuance of a travel trade card, an appointment will be made with you to pick up your travel trade card. Since the travel business card must be signed by you, it is unfortunately not possible to send it to you by mail.

Legal bases

Kostenverordnung der Wirtschaftsverwaltung (WKostV)

More information

When checking personal reliability, the approving authority may, in individual cases, request further documents in addition to the documents listed, which are suitable for making a statement about the personal reliability of the applicant.

In the case of legal entities (limited liability companies, business companies, public limited companies, registered cooperatives), the application form only needs to be completed for the legal entity itself. All personal documents must be submitted for all natural persons authorized to manage the company (e.g. certificate of good conduct, extract from the central trade register, identity papers). An extract from the central trade register must be applied for separately for legal entities.

In the case of partnerships that are not themselves eligible for a permit (GbR, KG, OHG, PartG, GmbH & Co. KG), each managing partner requires a permit, meaning that an application form and all personal documents are required for each partner.

How long does it take to process

8 weeks must be scheduled for the processing of the application.

What are the costs?

128,00 EUR