

Name of receiving authority Landeshauptstadt Stuttgart Amt für öffentliche Ordnung	Local code for business (premise) 08.1.11.000	GewA 1	Please complete this form via PC or using a typewriter or block letters and check the relevant boxes!
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Business registration in accordance with Sections 14 or 55c German Trade Regulation Act
Please only use the German form!

Business owner details

For partnerships (e.g. general mercantile partnerships) each managing director must complete a separate form. In the case of legal entities, the details of the legal representative must be entered in the boxes 4 to 11, 30 and 31 (this information is not required for domestic AGs). In the case of further legal representatives the information must be provided on separate sheets.

1 Name with legal form (in the case of GbR: details of further shareholders) entered in the commercial, cooperative or association register, if applicable in the foundation register	2 Place and No. of the entry in the commercial, cooperative or association register, if applicable number in the foundation register
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3 Name of the business, if different to the registered name in box 1 (business name: e. g. Gaststätte zum grünen Baum, Friseur Haargenau)
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Personal details

4 Family name	5 First name(s)
6 Gender (to be specified in accordance with entry in the birth certificate) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse <input type="checkbox"/> No information	7 Maiden name (if different to family name)
8 Date of birth (dd.mm.yyyy)	9 Place of birth and country of origin

10 Nationality/Nationalities <input type="checkbox"/> German <input type="checkbox"/> Others
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11 Home address (street, number, postal code, city)	(Mobile) Phone number Fax number E-mail Web address
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Business-related details

12 Number of managing partners (partnerships only)	Number of legal representatives (legal entities only)
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13 Is the public sector involved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known

14 Authorised persons/chief operating officer or president (only for domestic AGs, subsidiaries and dependent branch offices) Family name, first name(s)
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Addresses (street, number, postal code, city)

15 Business premise	(Mobile) Phone number Fax number E-mail Web address
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16 Headquarters (if business premises are only a branch office or dependent branch office)	(Mobile) Phone number Fax number E-mail Web address
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17 Former business premise	(Mobile) Phone number Fax number E-mail Web address
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18 Registered business activity (please specify and describe activity as precisely as possible): e.g. furniture manufacturing; electrical installation and electrical retail; produce wholesale); in case of several business activities, please underline main activity

19 Is the business activity (for now) being practised as a side job? Yes No

20 Date of beginning of registered activity (dd.mm.yyyy)

21 Type of registered business activity

Industry Trades and crafts Commerce others

22 Number of persons employed at the time of the start of the business activity (including temporary helps, spouse or partner of the owner; excluding owner)

Fulltime Part-time None

The business registration application applies to

23 Main business Business branch Dependent branch office

24 Mobile business

25 Reason of start-up/acquisition

New business Reopening following a relocation from a different registration authority Business start-up in accordance with industrial conversion law (e.g. merger, de-merger)

Change of legal form Entry of partner Acquisition (succession/acquisition/lease)

26 Name of former registered business owner/business name

27 Except for start-ups: former statutory accident insurer Not known

Except for start-ups: former membership number Not known

If the business owner needs a permit, needs to register in the register of trades and crafts or is a foreigner requiring a residence permit:

28 Does the business owner have a permit? Yes No

If the answer is yes: date of issue and issuing authority

29 Only for workshops of Annex A of the Crafts Code: Does the business owner have a trades and crafts licence? Yes No

If the answer is yes: date of issue and issuing chamber of crafts

30 Only for foreigners requiring a residence permit: Does the business owner have a (limited) residence permit? Yes No

If the answer is yes: date of issue and issuing authority

31 Does the residence permit contain a condition and/or limitation relating to the employment? Yes No

If the answer is yes: Indicate condition and/or limitations

Note: This notice does not entitle applicants to start a business until a permit has been issued or until the business has been registered in the register of trades and crafts. Individuals in violation of this regulation may be subject to a fine or criminal prosecution. This notice is not a construction permit in accordance with the relevant planning and building regulations.

32 _____ **33** _____

(Date - dd.mm.yyyy) (Signature)

Please return the completed form to:
Landeshauptstadt Stuttgart
Amt für öffentliche Ordnung
Gewerbewesen
Eberhardstraße 37 (Schwabenzentrum)
70173 Stuttgart

Instruction in accordance with Section 17 Federal Statistics Law

The statistical information gathered from individuals required to register a self-employed activity, is aimed at collecting reliable, updated and comparable data - nation-wide - related to business registrations and de-registrations. It is a primary source of information for economic, competitive and structural policies.

Legal basis of the statistics is Section 14 para 5 clause 1 in conjunction with Section 14 para 13 German Trade Regulation Act in conjunction with the Federal Statistics Law (BStatG). The basis for the collection of data is Section 3 para 2 German Trade Regulation Act.

In accordance with Section 14 para 13 German Trade Regulation Act in conjunction with Section 15 Federal Statistics Law, all individuals wishing to register a business under Section 14 paragraphs 1-3 German Trade Regulation Act are required to provide the relevant information. The information is provided concurrently with the business registration.

In accordance with Section 15 para 7 Federal Statistics Law, please note that individuals have to abide by this procedure. Appeals or legal complaints against the legal requirement shall not have suspensive effect.

In accordance with Section 16 Federal Statistics Law, all collected data shall in principle be kept confidential. Only in exceptional cases defined by law, individual data may be transmitted to third parties. In accordance with Section 16 para 6 Federal Statistics Law, for the purpose of independent scientific research or scientific studies, it is permitted to provide universities or other facilities entrusted with independent scientific research and with the aim of conducting research studies, with individual data under the condition that all related data are made anonymous in such a way as to incur an excessive amount of time, expenses and manpower to allocate these data to the interviewee or registering individual. The users of individual data are under the obligation to keep these individual data confidential.

Information given in box numbers 1 to 5, 12 and 15 to 17 is auxiliary characteristics, data in the fields 6, 10, 18 to 25, 29 and 32 are survey characteristics which are only for the technical implementation of the survey. Following the verification of the details provided in box 12, the data on file shall be destroyed. The remaining information given in the box numbers are used together with the information in box numbers 18, 21 when registering and deregistering, as well as 29 when registering and 26 when re-registering and the date of admission to keep an address file pursuant to Section 13 para. 2 BStatG. Over and beyond, the aforementioned information is processed in accordance with the Regulation (EC) No. 177/2008 of the European Parliament and Council of 20 February 2008 establishing a common framework for business registers for statistical purposes and repealing Council Regulation E(EEC) No. 2186/93 of the Council (OJ. L 61 of 5 March 2008, p. 6) as amended.

For the purpose of the technical implementation of the survey, a code number is allocated to each business and/or company. These company and/or business establishment codes are country specific codes; postal code (ZIP), type and number include the information which is allocated to the registers in box 1.

Instruction in accordance with Section 14 State Data Protection Act (LDSG)

In accordance with Section 14 para 1 German Trade Regulation Act, the competent authority **must be notified** of the setting-up of an independent registered business or of a dependent branch office as well as of its **relocation, expansion, and termination of said business activity**. The same applies to businesses covered by Section 55c German Trade Regulation Act and refers to the independent exercise of certain mobile business operations exempted from business permits.

Business registrations are intended to supervise business activities and to deliver statistical surveys in accordance with Section 14 paragraphs 5 to 14 German Trade Regulation Act.

Any individual who violates the regulation to correctly, fully and timely register a business or fails to register a business, may be subject to a fine of up to EUR 1,000.

In accordance with Section 14 German Trade Regulation Act, data collected in the course of business registrations are routinely transmitted, among others to the offices authorised to receive data in Section 3 Gewerbeanzeigerordnung (GewAnzV) (Business Registration Regulation), unless they have waived the transmission of data.

In all other respects, reference is made to the information sheet on the general data protection regulation (GDPR) of the State Capital Stuttgart.

Note

1. In accordance with Section 138 para 1 German Tax Regulation, your business registration also serves as registration with the local tax office (IRS) in charge of the registered business; all other relevant tax regulations remain in full force and effect.

The same applies to all other public legal duties, e.g. those prescribed by the Work and Social Insurance Laws; Foreign Trade Regulation; German Immigration Act.

This certificate does not entitle individuals to set up, modify, expand and/or relocate a business operation whenever a permit or a registration in the register of trades and crafts is required. Individuals who fail to comply with their obligation to register a business operation or apply for a permit, may be subject to a fine. In certain instances (cf. Section 148 German Trade Regulation Act) they may be subject to a penalty or criminal prosecution. The continuation of a business operation without seeking a prior permit or a registration in the register of trades and crafts may be prohibited (Section 15 para 2 German Trade Regulation Act; Section 16 Trades and Crafts Regulation).

2. Under Section 14 German Trade Regulation Act, it is mandatory to register the following changes to the original registration: changes in ownership (e.g. as a result of acquisition, lease, succession, change of legal form) including any new appointments or withdrawals in partnerships (OHG = general mercantile partnership; KG = limited partnership; GbR = private partnership); changes in business operations (e.g. reorganisation of wholesale into retail business); expansion of business operation to those commodities and services which are not part of the registered business operation (e.g. expansion of wholesale operation to also include retail), relocation or termination of the business operation.
3. Without prejudice to further requirements under other legal provisions, a service provider must provide a recipient of services at any time with the information referred to in Section 2 of the Service Information Obligation Ordinance (DL-InfoV) in a clear and comprehensible form prior to the conclusion of a written contract or, if no written contract is concluded, prior to rendering the service.
4. Legal entities which have already been founded and are not yet registered in the commercial register, the business registration extends to the business founders laid down in the partnership agreement or in the statutes, until such time when the business registration has been completed in the commercial register; legal entities are considered formally registered when the authority identified on the front page is provided with an abstract of the registration notice and the details of this notice are identical with the data provided on the registration form.
5. Foreigners, with the exception of EU citizens or nationals of the member states of the European Economic Area (EEA), who wish to pursue commercial activities in Germany on their own, require a settlement permit or a residence permit from the relevant immigration authority, which expressly permits the pursuit of a corresponding employment.

Swiss citizens must prove their right to freedom of movement under the Agreement of the Free Movement between the European Union and Switzerland (Federal Law Gazette. II 2001 p. 810) by presenting a declaratory residence permit, provided that they settle in the Federal Republic of Germany or are entitled to provide services with a duration of more than 90 days.

Last update: January 2020

For clarity, the female gender has been omitted in this form.