



Formalities for Start-Ups

Starting a business in the skilled crafts sector



Chances and opportunities in the skilled crafts sector

41 Skilled crafts requiring formal qualification

41 Annex A to the Trade and Crafts Code (HwO) lists 41 skilled crafts and trades you may only pursue on a self-employed basis once you are entered in the Register of Crafts Businesses.

To qualify for entry in the Register of Crafts Businesses you or your operations manager must have the relevant master craftsman qualification or an engineering diploma, be a state-qualified technician or a trained foreman in the respective trade.

What if you have none of the above-mentioned qualifications?

It might be possible for you to obtain an exemption or the authorisation to practice a particular occupation.

We will be happy to advise you whether you fulfil the necessary requirements!



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» *Everything can always be done better, than it is being done..*



Henry Ford, entrepreneur

Starting a new business in the non-regulated or craft-like sector

The Trade and Crafts Code (HwO) also provides possibilities for entrepreneurs who are not qualified master craftsmen to be self-employed in certain occupations.

Annex B1 to the HwO (see page 9) contains a list of the so-called non-regulated occupations. It is possible to complete master craftsman training for these occupations, but this is not compulsory in order to start your own business.

Annex B2 to the HwO (see page 10) contains a list of the so-called “craft-like” trades in which you can work on a self-

employed basis without having to fulfil special admission requirements.

Contact your Chamber of Skilled Crafts to clarify at an early stage what activities you can or cannot pursue on a self-employed basis.

What’s also important: In addition to sound professional knowledge in the sector in which you wish to provide services it is equally important to **at least have basic knowledge of commercial and legal issues.**

Here are some important terms with which you should be familiar in your capacity as an entrepreneur:

- Legal form
- Accounting
- Financial planning (BWA) and annual financial statements (Balance Sheet and Profit and Loss Account or Net Income Accounts)
- Quotations
- Invoicing
- VAT (VAT registration, for construction services, input tax deduction)
- Income tax registration
- Costing
- Reporting and record-keeping requirements
- Warranty obligations
- General Terms and Conditions



The following also applies to the skilled crafts sector:
It is increasingly important to be well-prepared.

Here are a few important aspects

Registration formalities

- Registering your business with the competent local authority
- Chamber of Skilled Crafts Your **local Chamber of Skilled Crafts will provide you with the necessary forms**
- Tax Office: possibly via your tax advisor
- Berufsgenossenschaft (Employers' Liability Insurance Association) **Registration is obligatory within one week**
- If applicable: Landesamt für Gesundheit und Arbeitssicherheit (State Authority for Health and Occupational Safety)
- If applicable: Handelsregistergericht (Commercial Court)
- If applicable: Bauamt (Building Authority) due to a change in designated use

Reporting requirements of Social Insurance Institutions

- Health insurance: private and statutory for entrepreneurs
- German Pension Insurance: pension insurance for entrepreneurs
- If you have employees: Agentur für Arbeit (Employment Agency), Health Insurance, ZVK Wiesbaden (Supplementary Pension Fund – important for all firms in the construction and assembly sector)

Start-up advice

Free advice for start-ups

The Chamber of Skilled Crafts provides start-ups with individual advice free of charge. This service is aimed at new businesses and at individuals taking over a business. We can provide answers to all your business management questions in relation to starting your own business. Every idea for starting a new business needs a business plan in order to make it work. Having a good business plan is the key to successfully starting your own business. A good business plan covers all aspects involved in starting your own business – ranging from the choice of location to the legal form to the earnings forecast. The staff at the Chamber of Skilled Crafts will be happy to provide you with tips on preparing your business plan.



Contact person
Arranged by district

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The following might also be of interest to you:

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Contemporary skilled crafts:
connecting tradition and modernity
more than ever before.



If you have any questions regarding your registration with the Chamber of Skilled Crafts



Contact persons

Arranged alphabetically according to the first letter of the name of the firm

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Skilled crafts and trades from A - Z

You can find details on this and more at:

www.hwk-flensburg.de/beratung/mitgliedschaft-bei-der-handwerkskammer

Annex A to the Trade and Crafts Code (HwO)

List of regulated skilled crafts and trades (Section 1.2)

Nr.

1. Bricklayer and Concretor
2. Stove and Air Heating Mechanic
3. Carpenter
4. Roofer
5. Road Construction Worker
6. Thermal und Acoustic Insulation Fitter
7. Well Sinker
8. Stonemasons
9. Plasterer
10. Painter und Laquerer
11. Scaffolder
12. Chimney Sweep
13. Metal Worker
14. Surgical Instrument Maker
15. Coachbilder
16. Precision Engineer
17. Motorbike and Bicycle Mechanic
18. Refrigeration Mechanic
19. Communication Technician
20. Automotive Mechatronics Technician
21. Mechanic for Agricultural and Constuction Machinery
22. Gunsmith
23. Plumber
24. Installer and Heating Fitter
25. Electric Technician
26. Electrical Machine Engineer
27. Joiner
28. Boat Builder
29. Rope Maker
30. Baker
31. Pastrycook
32. Butcher
33. Dispensing Optician
34. Hearing Aid Acoustician
35. Orthotic Technician
36. Orthopaedic Shoemaker
37. Dental Technician
38. Hairdresser
39. Glazier
40. Glass Blower and Glass Apparatus Maker
41. Mechanic for Tyres and Vulcanization

Annex B

to the Trade and Crafts Code (HwO)

List of non-regulated skilled crafts and trades or craft-like trades (Section 18.2)**Subsection 1:****Non-regulated skilled crafts and trades**

Nr.

1. Tile, Slab and Mosaic Layer
2. Cast Stomn and Terrazzo Maker
3. Screed Layer
4. Vessel and Equipment Constructor
5. Clockmaker
6. Engraver
7. Metal Former
8. Galvaniser
9. Metal and Bell Founder
10. Cutting Tool Mechanic
11. Gold- and Silversmith
12. Parquet Layer
13. Shutter and Sunshade Mechtronics Protections Technician
14. Model Builder
15. Wood Turner and Wooden Toy Maker
16. Wood Carver
17. Cooper
18. Masket Maker and Wicker Worker
19. Costume Tailor
20. Textile Designer
21. Milliner
22. (no longer applicable)
23. Sailmaker
24. Furrier
25. Shoemaker
26. Saddler
27. Interior Decorator
28. Miller
29. Brewer and Maltster
30. Wine Cellarperson
31. Textile Cleaner
32. Wax Chantler
33. Building Cleaner
34. Glass Finisher
35. Precision Optician
36. Glass and China Painter
37. Precious Stone Engraver and Cutter
38. Photographer
39. Bookbinder
40. Printer
41. Screen Printer
42. Flexographer
43. Ceramist
44. Organ and Harmonioum Maker
45. Piano and Harpsichord Maker
46. Reed and Organ Musical Instrument Maker
47. Violin Maker
48. Bow Maker
49. Metal Wind Instrument Maker
50. Wooden Wind Instrument Maker
51. Plucked Instrument Maker
52. Gilder
53. Sign and Illuminated Advertisement Maker

»» *If only I had known,
I should have become
a watchmaker.* ««

Albert Einstein

**Subsection 2:
Craft-like trades**

No.

1. Steel Fixer
2. Building Drying Trade
3. Floorer
4. Asphalter
5. Gap Filler
6. Wood and Building Preservation Trade
7. Piling Trade
8. Concrete Driller and Cutter
9. Theatre and Scenery Painter
10. Manufacture of custom-made wire racks for decorative purposes
11. Metal Grinder and Polisher
12. Hack-saw Sharpener
13. Tank protection Firms
14. Vehicle Recycling
15. Pipe and Drain Cleaner
16. Above-ground Cable Layer
17. Clogger
18. Wooden Block Maker
19. Stave Maker
20. Wood Block Maker
21. Trough Maker
22. Wooden Ring Maker
23. Wooden Shingle Maker
24. Installation of Standard Building Components
25. Brush Maker
26. Laundries for Men's Outer Clothing
27. Decoration-like Trades
28. (no longer applicable)
29. Spot Carpet Manufacturer
30. Theatre Costume-like
31. (no longer applicable)
32. Kilt Burner
33. (no longer applicable)
34. Cloth Painter
35. Textile Hand Printer
36. Decorative Potter
37. Tailor for Alterations
38. Glove Maker
39. Simple Shoe Repairs
40. Tanner
41. Offal Butcher
42. Ice-Cream Manufacturer
43. Meat Processors, De-boners
44. Dressers, Spongers
45. Dry Cleaner
46. Carpet Cleaner
47. Beverage Conduit Cleaner
48. Cosmetician
49. Make-up Artist
50. Funeral Service
51. Lampshade Manufacturer
52. Piano Tuner
53. Theatre Designer
54. Props Masters
55. Umbrella Maker
56. Lithographic Printer
57. Maker of Percussion Instruments

What else:

We charge a one-off fee for registration. The fee depends on the legal form of your company with the minimum fee being EUR 80 (example of costs for a sole proprietor with no employees).

Upon registration, you will become a member of the Handwerkskammer Flensburg.

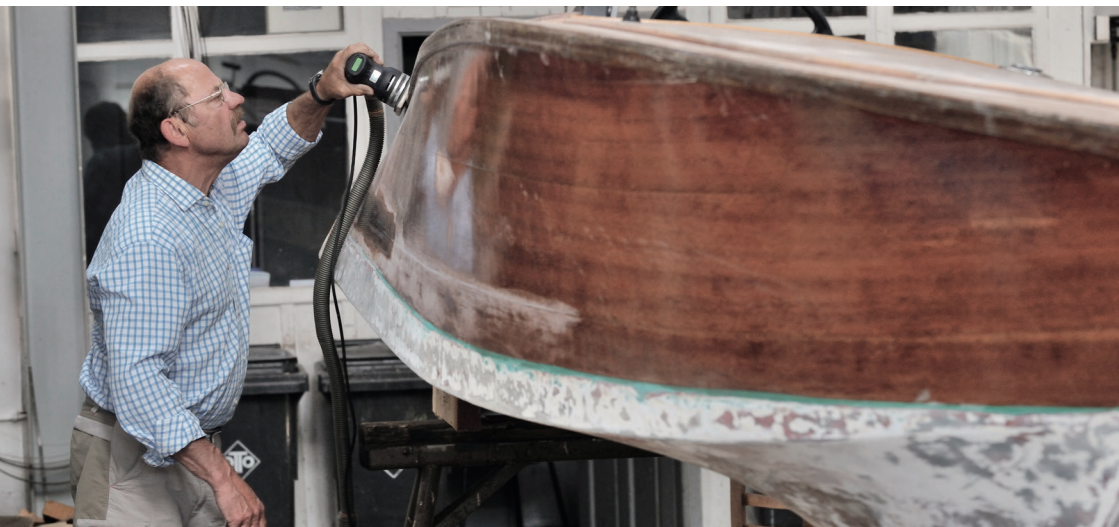
Our trade is your success! – The Handwerkskammer Flensburg represents, administers and promotes the interests of more than 10,000 member firms.

Our members pay membership fees to enable us to successfully represent their interests. The membership fees also depend on the legal form of your company – the minimum fee is currently EUR 215 per annum. Your membership fee will be charged proportionately if you establish your company in the current calendar year.

Application forms

You can also access our application forms online at:

<http://www.hwk-flensburg.de/handwerkskunden/downloads-und-formulare>



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