Startup information

January 2017

Setting up a Retail Business in Munich

Are the premises suitable for the business?
→ Make sure they comply with the formal/legal requirements:  
1. Find premises; 2. Check suitability; 3. Apply for construction permit (when indicated)  
(See startup information ‘Legal prerequisites for commercial use...’)

Retail business requiring supervision or permission?

- Business registration at the KVR (approx. 50 €)
- Excerpt from central trade register (approx. € 13)
- Police clearance certificate (approx. € 13)
- Proof of sound financial circumstances from the local court (where required)
- Technical qualification exam at the Chamber of Industry and Commerce (where required)

Other kind of retail

No supervision/permission required but:

- Business registration at the KVR (approx. 50 €)

Planning your business

- Information and guidance: e.g. MEB, www.existenzgruender.de/EN
- Check your business idea, develop business model: Target group? Benefit? Rentability?
- Write business plan: you can use this template
- Take taxes into account, look for a tax accountant (e.g. at the Chamber of Tax Accountants)
- Check necessary insurances: social insurances and company insurances
- Capital requirements and funding: Startup Grant and/or public funding?

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Consulting  / Information / Contact Points:

- Retail business requiring supervision or permission?
  → IHK-Information Gewerberecht → Tel. 089/5116 -1204; -1153
- Munich's Business Startup Office (MEB):
  advisory service (free of charge) → Tel. 089/5116-1762; meb@muenchen.ihk.de
- PSC (Point of Single Contact for corporate customers, City of Munich):
  → Tel. 089/233-22070, eap@muenchen.de
- Online Help for Food Hygiene
- Department of Public Order (business registration etc.): Tel. 089/233-96030
- Tax Office: taxes for entrepreneurs → Tel. 089/1252-0
- Local Court (Amtsgericht München) → Tel. 089/5597-06
- Retail Association of Bavaria (Handelsverband Bayern)
- Chamber of Industry and Commerce (compulsory contribution)
- Employer's Liability Insurance Association (German Social Accident Insurance; Berufsgenossenschaft)

Information on retail related topics (in German):

- Sector Information Retail (Department of Labor and Economic Development)
- Sector information offered by the Volksbanken and Sparkassen
- Office for Statistics, City of Munich (Statistikamt der Stadt München)
- Guide for starting up a retail business (BMWi GründerZeiten Nr. 21: Existenzgründungen im Handel)

- If you don't receive a tax registration form in time please contact the Tax Office.
- If you intend to employ staff, please contact the corresponding branch of the German Social Accident Insurance (Berufsgenossenschaft).
- Check whether a membership in the German Social Accident Insurance is mandatory for you.

You can find all our startup information bulletins here:
www.gruenden-in-muenchen.de/en/information

The responsible authorities and processes involved in starting a catering business may vary according to the location. The above information is correct and accurate to the best of our knowledge. However, we assume no liability or responsibility for any errors or omissions.