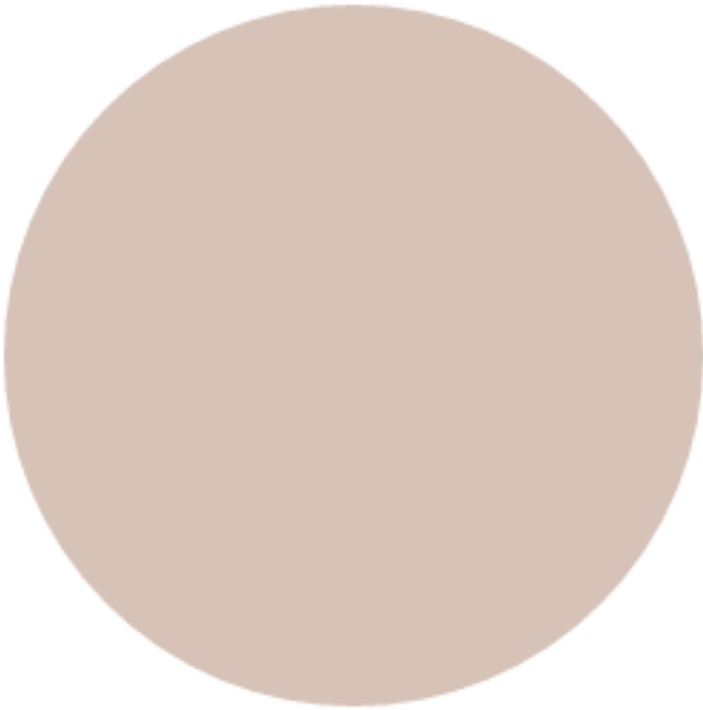




STARTUP IN GERMANY
CHECKLIST
For Mumpreneurs



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For Mumpreneurs

If you would like turn your passion into a profitable, family friendly business, but you are not sure where to begin, our checklist on how to start a business in Germany will help guide you through the key startup steps.

Work your way through the tasks, crossing off each of the boxes as you progress. And before you start, take a look through the answers to the questions we most commonly get asked by startup business mums, where you'll find lots of other useful resources to help you to complete each step. You can find the article [here](#) on the Work Happy Mums blog.

Considering starting a business

- Decide you have got what it takes to be your own boss. Contact us for a personal evaluation to assess your suitability for self-employment.
- Come up with a realistic idea you can turn into a product or service.
- Think about how you are going to finance your business.
- Consider the business structure that best suits your business (Sole Proprietorship, GbR, GmbH etc.).
- Don't go it alone! Know where to find advice and support. Start by joining [MumsLikeUs Mumpreneurs Germany](#).

Planning your business

- Research your market. Does your idea meet a real need?
- Test your product or service with your ideal customers.
- Create your business plan. Get in touch for a copy of our quick and simple to develop, 90-day Business Action Plan template to get you started.
- Find a partner, suppliers and distributors to work with to develop and sell your idea. [Nie:Solo](#) is a good starting point for finding a local business partner.
- Find out about your legal responsibilities as an employer. Read about Germany's [labour laws](#).
- Protect your intellectual property. See the [Signo](#) website (in German only).
- Get funding. Explore different sources of business finance, from bank loans to government-backed schemes. Search for funding opportunities [here](#) (German only).

Setting up your business

- Plan your childcare. Contact [Notfallmamas](#) ('Emergency Mums') if your childcare arrangements have fallen through at the last minute, and they'll come to your rescue!
- Name your business. Note, as an Einzelunternehmen (Sole Proprietor), you must use your first name and surname in all business transactions/ correspondence.
- Find a location for your business, or set yourself up in a co-working space or at home. If you are based in Berlin, see [Berlin Partner](#) for their free location-finding service. [juggleHUB](#) and [Coworking Toddler](#) are great options to check out if you are looking for a quiet place to work with the kids in tow (childcare is provided).
- Get set up with a business bank account. Deutsch Bank offer an excellent service for English-only speakers.
- Apply for a tax number through the Finanzamt (tax office). Search under "Finanzämter" [here](#) to find your local branch.
- Ask a tax advisor for advice on the legal structure that is right for you, information on taxes/ tax declarations and VAT. Search for an advisor on the [German Association of Tax Advisors](#) website, or ask for our list of recommended advisors.
- Apply for the necessary permits/ licences for your business. To find out what permits or licenses you need for your line of business, contact your local [Chamber of Commerce & Industry](#).
- Register your business with your local Gewerbeamt (trade licensing office) - the office in the town, district or region in which you want to become self-employed. Search under "Gewerbeamt" [here](#). Get in touch for an English-language guide to filling out the form, or ask your tax advisor to fill in the form on your behalf.

- Protect your business by taking out the necessary insurance. Speak to insurance expert [Keith Tanner](#) at CRCIE.
- Notify your health insurance company about your self-employment, and check if your change in status has an impact on your monthly payments etc.
- Get in touch with [Deutsche Rentenversicherung](#) (German Pension Insurance) to find out if you need to contribute to the German public pensions scheme.
- Consider getting legal advice when setting up your business.
- Create your first website and other marketing materials to build awareness of your brand, and learn about or brush up on your selling techniques.
- Enjoy the entrepreneurial ride!

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Work Happy Mums is the go-to resource for return-to-work professional women and career advancers. We help women get clarity on what they really want from their career after having children, enhance their skills, rebuild their professional confidence, and successfully navigate career and family to be the best they can be at work and at home.

Visit [Work Happy Mums](#) to find out more about us, and get in touch today to schedule your complimentary Career Assessment to see how we can support you on your back-to-work journey and beyond. We're with you every step of the way!

*Best wishes,
Melanie Fieseler*

*Director, Work Happy Mums
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