

IHK24

Procedure according to EU Services Directive

The [Services Directive](#) (Directive 2006/123/EC) was adopted in December 2006 and had to be fully transposed by Member States into their national systems on 28/12/2009.

The objective of the Directive is to promote cross-border services by removing existing legal and administrative barriers. The measures foreseen by the Directive are expected to facilitate the provision and use of services in the single market.

Foreign and also domestic service providers can request information about any administrative procedure or formality in relation to the Services Directive at a distance as well as request permissions at a distance.

The service providers can either contact the points of single contact or directly get in touch with the competent authority, e.g. the Chamber of Industry and Commerce (*Industrie- und Handelskammer*, IHK). In Saxony your point of single contact is the [Landesdirektion Leipzig \(Leipzig Regional Administrative Authority\)](#).

Since 1 January 2010 the following services have been provided by the IHK Chemnitz for completing applications by electronic means in accordance with the Services Directive:

[Ausbildungs-/Umschulungsverhältnisse im Verzeichnis registrieren und das Verzeichnis aktualisieren \(Registration of training and retraining and updating\)](#)
[Ausbildungseignung für Unternehmen erteilen \(Training permissions for companies\)](#)
[Fachkundeprüfung für den Handel mit Schusswaffen und Munition \(Exam for obtaining the permission to legally deal with firearms and ammunition\)](#)
[Gleichstellung von Prüfungszeugnissen/Anerkennung von Berufsabschlüssen \(Equivalence of certificates/recognition of professional qualifications\)](#)
[Öffentliche Bestellung und Vereidigung als Sachverständiger nach §§ 36, 3a GewO \(Public appointment and swearing-in of experts according to Sections 36, 36 a of the Industrial Code\)](#)

Information on sending applications by electronic means/communication

You can send your applications and documents by

- email (ea@chemnitz.ihk.de) or
- using the Electronic Court and Administration Mailbox (*Elektronisches Gerichts- und Verwaltungspostfach*, EGVP).

If you choose to contact us by email or EGVP, we assume that we are allowed to contact you using the same tool except in cases where other means are required (e.g. formal delivery). Please note that any illegible file formats will be immediately returned to the sender.

Note:

Some of the procedures and formalities stated above cannot be fully processed by electronic means because the documents required for the procedure have to be certified or originals have to be presented. In other cases it might be necessary that you show up in person (e.g. to take the exam proving the required expertise in order to be granted the permission to legally deal with firearms and ammunition).

Encrypted transmission:

In order to ensure the confidentiality of your messages, you can send encrypted messages to the IHK Chemnitz using the Electronic Court and Administration Mailbox (*Elektronisches Gerichts- und Verwaltungspostfach*, EGVP). We particularly recommend using the EGVP when transmitting personal data.

[Information on the Electronic Court and Administration Mailbox and software download](#)

IHK Chemnitz has opened its own mailbox named "Industrie- und Handelskammern SN Chemnitz".

Electronic signature - how do I electronically sign a document?

Some application procedures require an electronic signature, i.e. the electronic document has to be signed personally. In order to comply with this requirement, a certified electronic signature according to Section 2 para. 1 of the Signature Act has to be used. This is the only way to make sure that the identity of the sender is correct. For this you will need:

- a signature software
- a signature card issued by a trust centre and approved by the German Signature Act
- a signature card reader (at least security level 2)

Please send these applications only to ea@chemnitz.ihk.de or use the Electronic Court and Administration Mailbox.