



## Municipality of Novi Grad COMPANY REGISTRATION GUIDE

The Register of business entities of Republic of Srpska (RBE) was established by Law on registration of business entities in the Republic of Srpska („Official gazette of the Republic of Srpska no. 67/13, 15/16). The Law regulates the rules of non-contentious procedure on the basis of which a competent registration courts shall act and decide upon entry of business entities into the Court Registry, as well as other entities to be entered in the Court Registry.

Person interested for registration of a business entity, after verification of the founding act by a notary submits Application for registration to Agency for IT and financial services – APIF at its branch office in Prijedor. Branch office of the Agency for IT and financial services – APIF on behalf of applicant communicates with competent court, taxation administration as well as Department for statistics needed for business entity classification. After receiving application for registration, the procedure at the APIF must be finished in 3 days.

Seat of the APIF branch office in Prijedor is in Vožda Karađorđa street 16., phone number 052/232-266. All other relevant information regarding PAIF can be found at APIF website (<https://www.apif.net>).

The registration of a business entity has several important steps and procedures.

**Number of steps: 2 through 4 procedures**

**Number of days: 5 days**

### **Registration costs in BAM:**

- Notary 2 x BAM 4.095 + ID card certification 2 x BAM 2 + BAM 10 certification of signature of authorized person,
- APIF fee BAM 35,
- RS Official Gazette fee for publication BAM 7 per line x 5 lines = BAM 35,
- seal BAM 40,
- BiH ITA fee BAM 40;

### **Visit the following 4 institutions:**

- notary,
- city hall service office,
- APIF counter,
- seal maker,
- Indirect Taxation Authority RC,
- cash register distributor,
- and RS Tax Administration for the purpose of registration of employees.

## **STEP 1**

### **Procedure 1: Visit to a Notary/Notary Certified Founding Act**

Visit a notary with a copy of ID, and agree about the name of the future company. The notary shall check name availability with the court register. The notary shall certify the founding act, i.e. certify the signatures of the owner and responsible person. The certification per signature costs 7 notary points BAM 0.50 each + VAT = BAM 4.095

### **Procedure 2: ID Document and Signature Certification**

Visit city hall and certify copies of ID cards/passports of the owner and responsible person (certification costs BAM 2 per sheet), and certify the signature of the future responsible person BAM 10.

### **Procedure 3: Company Registration – One-Stop Shop at APIF**

- The notary/founder/responsible person shall file an application for registration to APIF, including required documents (notarized founding act, certified signature of responsible person, certified copies of ID cards/passports of owner and responsible person) – initial registration is free of charge,
- publication in the RS Official Gazette BAM 7 per line,
- APIF fee BAM 35;

Deadline for completion is 3 days if all required documentation is filed. The registration procedure implies simultaneous registration of the business entity with the RS Tax Administration, i.e. award of the JIB (TIN) and business entity sorting in accordance with activity classification.

## **STEP 2**

### **Procedure 3: Company Registration**

Take the court certificate and notification of sorting in accordance with the activity classification from APIF.

### **Procedure 4: Seal Making**

Have a seal made by an authorized seal maker, upon submitting a copy of court decision and presenting the original, the average seal price is BAM 40, and it is made in 1 day.

**After completion of the registration process, and making of seal, the person interested in starting business in the Republic of Srpska should make also the following steps:**

**VAT registration** - Visit the BiH Indirect Taxation Authority for the purpose of VAT registration.

Required documentation:

1. Fulfilled application form (ZR-1 form),
2. Decision on entrepreneur registration,
3. Certificate of the taxpayer registration,
4. ID card of the applicant,
5. Work permit and registration of residence and passport for foreign citizen,
6. Specimen signature card certified by a commercial bank at which the transaction account open (for all open transaction accounts),
7. Payment slips for the total amount of 40KM (on account JPT TREZOR BiH):
  - 10KM- Payment details- The fee for application for registration; type of income 722801;
  - 10KM- Payment details- The fee for issuing a decision on registration; type of income 722802;
  - 20KM- Payment details- The fee for a certificate of registration; type of income 722814;

**Fiscalization** - Visit one of the authorized distributors of fiscal devices/cash registers in order to conclude a contract, select a fiscal register that meets the needs of operation, and file the initial application for fiscalization. Purchase of fiscal device, together with installation and annual maintenance costs approximately 1.000 BAM.

**Registration of Employees** - Visit Tax Administration in order to register employees using form templates, take the registration certificate from the RSTA.

**Fulfillment of requirements of occupational safety and health policies** – Business entity can perform business activities in business offices and spaces that fulfill requirements of Occupational Safety and Health Policy. This Decision is being issued by Ministry of Labor, War Veterans and Disabled Persons' Protection of Republic of Srpska. The fee for document issuance costs 10 BAM.