



Registration of a single-member LLC with minimal founding capital *in 2 Easy Steps*

NUMBER OF STEPS: 2
NUMBER OF PROCEDURES: 4
NUMBER OF DAYS: 5

COST OF REGISTRATION (the simplest form of organisation):

It is necessary to visit the following institutions:

- Notary,
- City / municipal service office,
- Bank - for the purpose of payment of the founding capital and opening of a bank account;
- APIF counter,
- Stamp cutter,
- Regional Center of the Indirect Taxation Authority of BiH,
- Distributor of fiscal devices,
- Tax Administration of RS, in order to submit a request for a certificate of registration and registration of employees.

- Notary 2x2,09 EUR+ verification of identity cards 2x 1,02 EURKM + 5,11EUR verification of the authorized person's signature,
- Intermediary Agency for IT and financial services ad Banja Luka (APIF) fee - 17,87 EUR,
- Fee to the Official Gazette of RS for publication is 3,57 EUR per row x 6 rows= 21,43 EUR,
- Stamp making - 20,41 EUR

TOTAL: 71,03 EUR + ITA / BiH tax - 20,41 EUR



STEP 1:

Procedure 1: Visit to the Notary/Notarised founding act

- Presenting the notary with a copy of the ID card, and an agreement on the name of the future company subsequently verified by the notary in the court register.
- The notary certifies the founding act, i.e. certifies the signature of the founder and the authorized person. Certification of one signature costs 7 notary points of 0,26 EUR + VAT = 2,09 EUR.

Procedure 2: Verification of personal documents and signatures

- Visit to the city / municipal service office or notary to verify a copy of the identity card / passport of the owner and the responsible person (verification is 1,02 EUR per sheet), and verify the signature of the future responsible person (5,10 EUR).

Procedure 3: Registration of company - one-stop shop system in APIF

- Notary / founder / responsible person submits to APIF a request for registration with the necessary documents (notarized founding act, Decision on appointment of the responsible person, Statement of acceptance of the responsible person, Bank certificate of payment of founding capital, Certificate of residence for the founder or responsible persons, certified signature of the responsible person, certified copies of ID card / passport of the owner and responsible person, Certificate that there are no due and unpaid tax obligations issued by the Tax Administration, temporary residence permit if the person is authorized to represent a foreign citizen) - first registration free;
- Publication in the Official Gazette of RS - 3,57 EUR per row;
- APIF fee - 17,87 EUR.
- The deadline is three days, if all the necessary documentation has been submitted. At the same time, the registration procedure implies that the business entity is registered with the RS Tax Administration, i.e. the Unique Identification Number has been assigned and the classification of business entities according to the classification of activities has been performed.



STEP 2:

Procedure 3: Registration of company

- Obtaining the court decision and notification on classification according to the classification of activities at APIF.

Procedure 4: Stamp making

- Making a stamp at an authorized stamp cutting house with a copy of the court decision, and the original for inspection. Production of the seal is from 20 to 50 KM, the deadline is one day.



After these steps, the company is obliged to perform:

VAT registration - Visit to the Indirect Taxation Authority of BiH for VAT registration

Required documentation:

- Application for registration (Form ZR-1),
- Decision on entry in the court register,
- Certificate or confirmation of registration from the competent tax administration,
- ID card of the owner and responsible persons,
- Power of attorney authorising a BiH citizen to represent the taxpayer in proceedings with the ITA, in case of absence of the responsible person-foreign citizen;
- Work permit and residence registration for a foreign citizen,
- Card of deposited signatures certified by the commercial bank with which the transaction account has been opened,

- Original payment slips as proof of paid amount of a total of 40 KM (to the account of JRT TREZOR BiH), as follows:

5,10 EUR - Purpose of payment: Fee on request for registration,

5,10 EUR - Purpose of payment: Fee for issuing a registration decision,

10,21 EUR - Purpose of payment: Fee for issuing a registration certificate.

Fiscalisation

In order for a company to start working, it is necessary to purchase a fiscal cash register, which, with installation and annual servicing, costs around 510,29 EUR.

Application of the company and employees to the Tax Administration of the RS

Registration of employed workers is done in the Tax Administration of the Republic of Srpska in the prescribed manner

Opening a transaction account

Required documentation:

- Decision on registration,
- Certificate of registration with the Tax Administration RS-JIB,
- Certified signatures of persons authorized for representation - OP form,
- Statement by an authorized person that there are no outstanding obligations based on public revenues and indirect taxes,
- Statement on determining the main account,
- Cards of deposited signatures of persons authorized to sign orders for the purpose of disposing of funds and copies of their identity cards (passports) certified by the competent authority,
- Financial report on previous operations (for the last accounting period for which the report is submitted to competent authorities or institutions), and for newly established legal entities after submission of the first accounting,
- Work license if the type of work requires it,
- To open an account of allocated funds whose purpose is determined by law or other regulation in accordance with the law, in addition to the documentation listed in the previous points, an indication of the regulation is required on the basis of which the request for opening this account is submitted. The expense is the cost of certification, and the processing time is 1 day.

Fulfill the requirements in the field of occupational health and safety

The company can perform activities in the premises that meet the requirements in the field of protection and health at work. This decision is made by the Ministry of Labor and Veterans' and Disabled Protection of the RS, and the fee is 5,10 EUR republic tax.

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