



City of Prijedor



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## COMPANY REGISTRATION IN REPUBLIC OF SRPSKA

How to establish the company in Republic of Srpska

How to start your own business

How to deal with business environment

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[www.investinprijedor.com](http://www.investinprijedor.com)



## PROCEDURE I

### 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 II

### 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 III

### 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.

## Registration of legal entities

### PROCEDURE IV

#### Company Registration

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

### PROCEDURE V

#### 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 – expected turnover over BAM 50.000 in one business year and legal entities registered for foreign trade operations

- Visit the BiH Indirect Taxation Authority for the purpose of VAT registration (customs, excise or forwarding), fee BAM 40, completed in up to 7 days, documentation: certified copy of court decision, JIB, and specimen signature card.

#### 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.

#### Registration of Employees

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

## Registration of legal entities



### Registration costs in BAM (aprox.):

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  
= BAM 132,2 + BiH ITA fee BAM 40

1 BAM = 0,51 EUR

# one-stop-shop

### During registration process you need to visit following institutions:

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



# Check list

## What do you need to prepare for registration:

- APPLICATION FOR REGISTRATION COMPLETED IN ELECTRONIC FORM (APIF website)
- FOUNDATION ACT
- DECISION ON THE APPOINTMENT OF A PERSON AUTHORIZED FOR REPRESENTATION
- CERTIFIED DECLARATION OF ACCEPTANCE OF THE FUNCTION OF THE PERSON AUTHORIZED FOR REPRESENTATION (notarized)
- CERTIFIED COPY OF PERSONAL DOCUMENT FOR THE FOUNDER AND PERSON AUTHORIZED FOR REPRESENTATION
- RESIDENCE CERTIFICATE (for the founder and for the person authorized to represent)
- SIGNATURE CERTIFICATION – OP FORM (certified by a notary)
- BANK'S CERTIFICATE OF FOUNDER'S DEPOSIT PAID
- FEE TO APIF
- PAYMENT FOR ADVERTISING IN OFFICIAL GAZETTE

## Other:

- Certificate from the Tax Administration on settled tax obligations both for the founder-domestic or foreign natural and legal person, as well as for their related persons
- If the founder is a foreign citizen, in addition to the afore mentioned documentation, he is obliged to submit only a certified copy of his passport instead of an identity card
- If the person authorized to represent a foreign citizen, in addition to a certified copy of the passport and a certificate of approved stay in the territory of Bosnia and Herzegovina





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