



- Decision establishing a company (for a single member LLC with nominal share value of BAM 1.00 notarial processing is not required; notarial certification of signatures shall suffice).
- Decision appointing the authorised representative – director.
- Declaration of consent to Act as a Director (certified by a notary or at the City Administration).
- Authorised signatory form–signatures of the authorised representatives (certified by a notary or at the City Administration).
- ID card of the founder and the director of the company (certified by a notary or at the City Administration)
- Bank certificate confirming the payment of the paid-in minimum capital requirement.
- Electronically filled application for registration of business entities
- Residence certificate for the director and the founder of the company.
- Tax certificate certifying that the founder has no outstanding tax liabilities

CITY OF DOBOJ

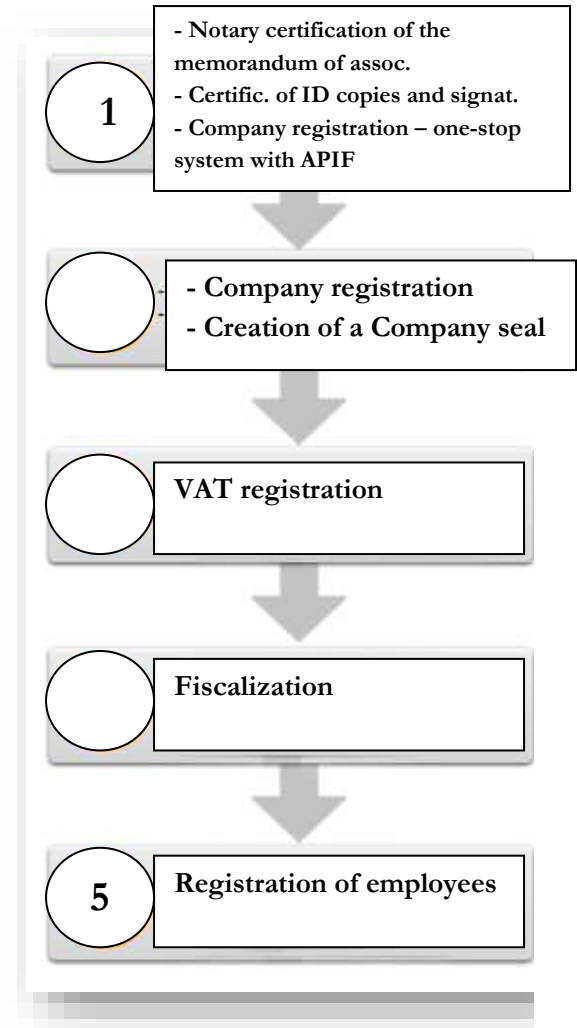
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GUIDE FOR COMPANY REGISTRATION

STEPS IN COMPANY REGISTRATION



COMPANY REGISTRATION PROCEDURE

The process of establishing a company business enterprise in the Republic of Srpska is based on a one-stop shop business registration system via the **RS Agency for Intermediary, IT and Financial Services (APIF)**:

Address: Svetog Save 20 – Doboj;

Tel.: 053/241-241;

Fax: 053/203-981;

E-mail: doboj@apif.net

Contact person: Snježana Jovanović.

The Law on Companies in the RS (Official Gazette of RS 127/08, 58/09, 100/11 and 67/13) provides the legal framework for the establishment, operation and termination of a company in the RS. Legal forms of companies within the meaning of this Law are: general partnership, limited partnership, limited liability company, and stock company (open – with initial public offering or closed – with stocks issued only to founders or a limited number of other persons).

The simplest legal form is a limited liability company consisting of one legal or natural person, with minimum capital requirement of EUR 100 (including the registration for conducting foreign trade).

Registration of a company funded with foreign investments is the same as registration of a domestic company, so a domestic partner is not required to start a business.

COMPANY REGISTRATION PROCEDURE

PROCEDURE:

1. **Visit to a Notary to certify the Memorandum of association** along with a copy of the ID card and an agreement on the name of the company being registered, the possibility to name the company as such to be verified by the notary in the court registrar. The notary certifies the memorandum of association, i.e. the founders' and authorised representatives' signatures. Notarisation of one authorised signature costs 7 notary points at BAM 0.50 per point plus VAT of 17%: $7 \times \text{BAM } 0.50 + \text{VAT} = \text{BAM } 4.095$.
2. **Certification of ID documents and signatures at the City Administration:** certification of a copy of ID card/passport of the owner and the authorised representative of the company (certification costs BAM 2 per copy), and certification of the signature of the future authorised representative – BAM 10.
3. **Company registration:** one-stop system in APIF: Notary/founder/authorised representative submits an application for registration of a company to APIF, attaching required supporting documents (notary certified memorandum of association; certified signature of the authorised representative; certified copies of the founder's and authorised representative's IDs or passports) – first registration is free of charge; BAM 7 fee for publication in the *Official Gazette of Republic of Srpska*; BAM 35 for APIF fee. Application to be processed within three days if all required documents submitted with the application. At the same time, the registration procedure implies that the company entity is registered with the Tax Administration of RS, with assigned Unique Identification Number and that the business entities have been categorized in accordance with the classification of economic activities.
4. **Company registration:** Taking possession of the court decision on registration of the company and of the notice of categorisation in accordance with the classification of economic activities from APIF.

COMPANY REGISTRATION PROCEDURE

5. **Creation of a company seal** at the authorised seal maker by providing a copy of the court decision on the registration of the company and its original; the average price of the seal is BAM 40; company seal is made in one day.
6. **VAT registration** – required when expected turnover is to exceed the threshold of BAM 50,000.00 in a business year and when registered to pursue foreign trade: VAT registration is undertaken at Indirect Taxation Authority of BiH (customs, excise or freight-forwarding), BAM 40 for administrative tax; VAT registration to be completed within 7 days; required documents: certified copies of the court decision on the registration of the company, decision on Unique Identification Number, and an authorised signatory form.
7. **Fiscalisation:** obligation to file a fiscalisation application and to purchase a fiscal device/cash register, according to business requirements/needs, at an authorised distributor of fiscal devices/cash registers.
8. **Registration of employees** with the Tax Authority using the prescribed forms; taking possession of the certificate of employee registration from the Tax Authority.

Registration costs in BAM:

- Notary public 2 hours: BAM 4.095 + certification of IDs 2 hours: BAM 2 + BAM 10 for certification of authorized person's signature,
 - BAM 35 for APIF tax
 - BAM 7 tax for publication in the *Official Gazette of RS* for; 5 lines in the gazette, BAM 7 each = BAM 35,
 - stamp: BAM 40 = BAM 132,2 + BAM 40 administrative tax paid to the Indirect Taxation Authority
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