



Registration of entrepreneurs

- Visit to the Department of Economy and Public Services of the City of Doboj with a request for information on the requirements for registration of entrepreneur
- Applicant shall submit an application to the Basic Court in Doboj for issuance of a Certificate confirming that there are no legal prohibitions preventing the applicant from conducting the relevant business activity.
- Applicant shall submit an application to the Basic Court in Doboj for issuance of a Certificate confirming that there are no fines and other relevant legal charges outstanding.
- Applicant shall submit an application to the Tax Authority for issuance of a Certificate confirming that there are no outstanding tax liabilities.
- Applicant goes back to the Department of Economy and Public Services, located at Counter 7 in the General Administration Registry Office, to fill out the application for registration of entrepreneurs and then, within the Registry, at Counter 2, certifies a copy of an ID card and submits the application with all the supporting documents and applicable taxes paid (depending on the business) to the Department of General Administration..

CITY OF DOBOJ

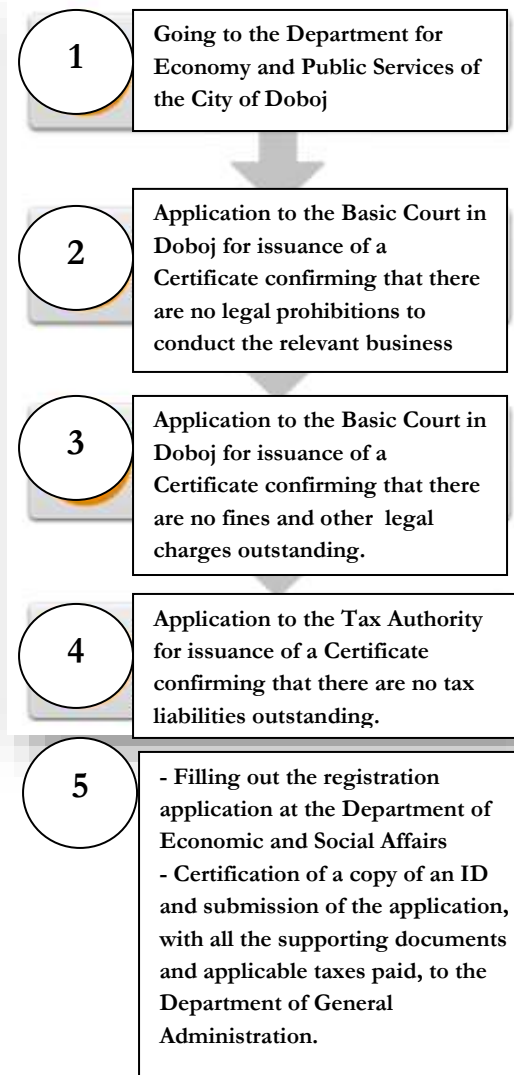
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GUIDE FOR REGISTRATION OF ENTREPRENEURS

STEPS IN REGISTRATION OF ENTREPRENEUR



PROCEDURE FOR REGISTRATION OF ENTREPRENEURS

Article 6 of the Law on craft and entrepreneurial activity (Official Gazette of RS 117/11, 121/12, 67/13, 44/16 and 84/19) defines the individual entrepreneur, within the meaning of this law, as a natural person who conducts a entrepreneurial activity in his/her own name, on his/her own behalf, for profit, and, as such registered in the Central Entrepreneurs Register.

Paragraph 1 of Article 21 of the Law on craft and entrepreneurial activity (Official Gazette of RS 117/11, 121/12, 67/13, 44/16 and 84/19) proscribes that the competent organ of the self-government unit shall decide on the registration of entrepreneurs, based on the application and submitted supporting documents in accordance with this law, by adopting an Administrative Decision.



PROCEDURE FOR REGISTRATION OF ENTREPRENEURS

PROCEDURE:

The procedure for registration of entrepreneurs begins with the submission of the registration application with all the other relevant documents attached (depending on the subject of application), at Counter 2 of the General Administration Registry Office, to the General Administration Department of the City of Doboj. The same procedure applies not only to registration of entrepreneurs but also to establishment of entrepreneurship, change of details such as change of place of business, business name, business activity and change in modus operandi from core business activity to additional, supplementary and craft business activities, change from individual to partnership and vice versa.

The entrepreneur may also submit the application:

1. by mail,
2. electronically (Paragraph 1 of Article 19 of the Law on craft and entrepreneurial activity (Official Gazette of RS 117/11, 121/12, 67/13, 44/16 and 84/19).

The following supporting documents are required, proving that the applicant has fulfilled the requirements:

- A certified copy of an ID,
- Certificate stating that the applicant is not prohibited by court to conduct that business activity,
- Certificate confirming no outstanding tax liabilities, in accordance with special provisions
- Certificate conforming no outstanding fines and other legal charges relating to his/her business activity.

The time necessary to register the sole proprietor is:

- 2 days (with completed documentation), and
 - 8 days (if the documentation is incomplete).
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PROCEDURE FOR REGISTRATION OF ENTREPRENEURS

Registration costs in BAM

- Registration tax for an entrepreneur operating a craft or service or agricultural business is BAM 25.00.
- Registration tax for an entrepreneur operating trade or catering business activity is BAM 30.00.
- Registration tax for an entrepreneur operating a public transportation business activity or taxi business is BAM 30.00.
- Registration tax for an entrepreneur operating a business activity of transporting individuals and their belongings for own needs is BAM 15.00.
- Registration tax for an entrepreneur operating a driving school business is BAM 30.00.
- Within the registration of an entrepreneur conducting public transportation of persons and their belongings, the entrepreneur also has to apply for the relevant transportation license (B, C or D category of vehicles): BAM 30.00 for any vehicle category.
- ID license of the driver of motor vehicles (taxi transport): BAM 5.00.

The city administrative taxes are established under the Law on Administrative Taxes (Official Gazette of RS 100/11 and 67/13).
