

- ☐ Certified signatures of authorised representatives; and
- ☐ The file with deposited signatures of the persons authorised to sign orders on behalf of the entrepreneurial activity (bank form)..

STEP 5:

The entrepreneur is obliged to submit a request for fiscalisation with the authorized dealers and purchase a fiscal cash register. The Law on Amendments and Addenda to the Law on Fiscal Cash Registers (RS Official Gazette, No. 65/14) exempts from fiscalisation (inter alia): independent entrepreneurs who do old and artistic crafts and handicrafts, provided that they sell their own products; independent entrepreneurs who carry out craft activities as small businesses as defined by the legislation on taxation of income. (More information on the activities that are exempt from the obligation of fiscalisation may be found in the RS Official Gazette, No. 65/14).



The City of Bijeljina

Department of Economy and Agriculture
 Patrijarha Pavla 1
 76300 Bijeljina
 Republic of Srpska, Bosnia & Herzegovina
 Phone: + 387 (0) 55 233 115
 Fax: + 387 (0) 55 233 432
 E-mail: privreda@gradbijeljina.org
www.gradbijeljina.org; www.investinbijeljina.org

It's time for
Bijeljina



A GUIDE
 FOR FUTURE ENTREPRENEURS

CONGRATULATIONS!!!

You have successfully registered as an entrepreneur.

We wish you long and successful business!!!



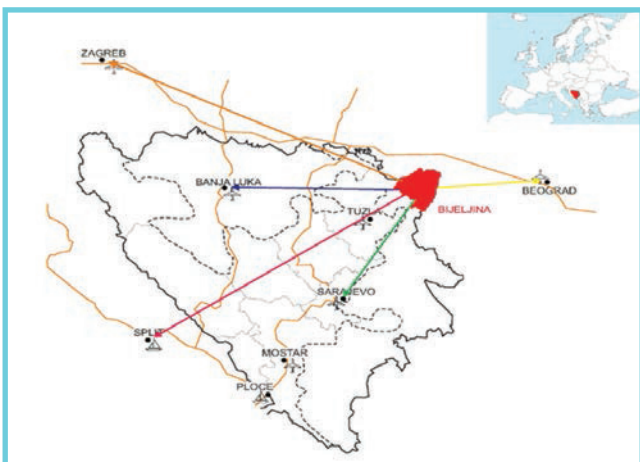


A GUIDE FOR THE ESTABLISHMENT OF AN ENTREPRENEURIAL ACTIVITY

JURISDICTION AND PERSON RESPONSIBLE FOR THE ISSUANCE OF DECISIONS ON REGISTRATION OF ENTREPRENEURS

The authority responsible for the issuance of decisions on registrations of entrepreneurs: Bijeljina City Administration - Department of Economy and Agriculture (Patrijarha Pavla No. 1, second floor, office No. 15)

- ☐ Responsible person: Miodrag Milinkovic, Bachelor of Economics
Contact phone: 055/233-424
e-mail: miodrag.milinkovic@gradbijeljina.org
- ☐ Responsible person: Dusan Trifkovic, Bachelor of Economics
Contact phone: 055/233-423
e-mail: dusan.trifkovic@gradbijeljina.org
- ☐ Responsible person: Stupar Vanja, Bachelor of Law
Contact person: 055/233-424
e-mail: vanja.stupar@gradbijeljina.org



THE PROCEDURE FOR ISSUANCE OF DECISIONS ON REGISTRATION OF ENTREPRENEURS

STEP 1:

A natural person intending to start an entrepreneurial activity is required to submit an application, in person, by mail or electronically, to the Department of Economy and Agriculture of the City of Bijeljina. The application form with instructions can be obtained at the reception office of the City Administration, as well as from the official website of the City of Bijeljina <http://www.gradbijeljina.org> (link e-registry).

The application for the establishment of an entrepreneurial activity must be accompanied by:

- ☐ A certified copy of the ID card or of the passport for foreign nationals; and
- ☐ Evidence that there is no final decision of the competent authority prohibiting the performance of the activity.

The filled in form and the supporting documents are to be submitted at the CUSTOMER CARE SERVICE - Receipt of Documents at the premises of the Bijeljina City Administration.

Given that the application form has to be filled neatly and correctly, the City Administration provides all the necessary technical assistance with regard to completing the application and retrieving the required documentation.

If the application is complete and in order, the decision on registration should be issued within two (2) working days

STEP 2:

Once having received the decision on registration of an entrepreneurial activity, the entrepreneur is required to get a stamp made with the registered engraver, which takes one (1) certified copy of the document on registration of entrepreneurial activity and one (1) day to make.

STEP 3:

The entrepreneur is obliged to register as a taxpayer with the Republic of Srpska Tax Administration within eight (8) days as of the date of entry into the Registry of Entrepreneurs.

Taxpayer registration is done by submitting an application for registration (Form PR2 that may be obtained at any Tax Administration office or from the website <http://www.poreskauprava.org>), accompanied by:

- # The Decision on Registration of Entrepreneurial Activity (certified copy); and
- # A copy of the contract for provision of bookkeeping services concluded with a natural person or legal entity.

The contract is not required if the entrepreneur does his/her own bookkeeping.

An application for taxpayer registration is submitted to the regional unit of Tax Administration, based on the place registered as the location where the entrepreneurial activity will be carried out. The seat of the Bijeljina Tax Administration Unit is located at Patrijarha Pavla 2, 76 300 Bijeljina, Republic of Srpska, Bosnia & Herzegovina.

Based on the application for registration, the Tax Administration issues a Certificate of Taxpayer Registration assigning a unique identification number (abbreviated: JIB) to the taxpayer that he/ she will use when declaring and paying tax duties. Having obtained the JIB, the entrepreneur enters him/herself and his/her employees into a single system of registration, control and collection of contributions and files his/her tax returns for the special Republic fee, communal fee and for an advance income tax.

STEP 4:

Documents required for opening a commercial bank account:

- ☐ Request to open an account;
- ☐ Decision on Registration (copy);