



THE REPUBLIC OF SRPSKA
THE CITY OF BIJELJINA
MAYOR
City Administration
Department of Economy and Agriculture
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GUIDELINES TO ESTABLISHING A BUSINESS ENTITY

Registry of business entities (RPS) has been established by adoption of Law on Registration of Business Entities in Republic Srpska (RS Official Gazette 67/13). This Law stipulates the procedure to be all in one counter system of business entity registration, as of 1 Dec 2013, which is done at APIF counters.

An individual interested in registration of a business entity shall, upon notarial verification or having the memorandum of association certified, submit Application for Registry to APIF office in Bijeljina, which will act on behalf of the Applicant to communicate with competent court and Tax Administration, and to perform classification of the business entity as to its activities. When the request for registration has been duly received, the entire procedure must be completed within three work days.

APIF offices in Bijeljina are located at Patrijarha Pavla Street #2 – Tax Administration building (contact telephone number: 055/210-918). Relevant information is also available on APIF's web site: <http://www.apif.net>.

Obligatory minimum principal capital for a Limited Liability Company is BAM 1.

Law on Amendments to Law on Court Taxes stipulates a relief of tax payment when a business entity is founded for the first time, and when parts of business or another entity are being registered. Administrative taxes have been abolished and notarial fees reduced.

With one-member Ltd. company and minimum specified capital, the memorandum of association is to be verified by a notary public only, thus such cost amounts BAM 3.5 or BM 45, depending whether it is about an individual or legal entity.

FIRST STEP: Notary Public/ Notarial Verification of the Memorandum of Association

To turn to a notary public, one needs an ID card only and they can start agreeing on a designated name of business entity to be, where the availability thereof is confirmed by the notary public who will have an insight into court registry.

Notary public shall verify the memorandum of association, along with verification of founder and authorized individual's signatures. Certification of owner and responsible individual's ID/passport copy (certification price is 1 convertible mark per page) and certification of responsible individual's signature (at the price of 3 BAM per person) are done at a counter of Bijeljina City Administration.

General minimum amount of notarial fee has been reduced by 200 points (1 point=0.50 BAM), relevant to notarial verification of founding documents of business entities, institutions and other business structures at their foundation (instead of 600 points = 300BAM+VAT, the fee is now 400 points = 200BAM+VAT).

SECOND STEP: Registration of a business entity

Notary public/founder/responsible individual shall submit a request for registration, along with follow-up documents (memorandum of association, certified signature of the individual responsible, certified copies of ID cards/passports of the owner and responsible individual) to the APIF. First registration is free of charge, and the term for resolution thereon is 3 days, if the documents submitted are complete. APIF tax is BAM 35, and the announcement made in RS Official Gazette is BAM 7 per line. Registration procedure implies registration with RS Tax Administration at the same time, along with JIB allocation and classifying the business entity as to activity classification.

Adjudication on registry shall be taken over at the APIF.

THIRD STEP: Making a stamp

A stamp shall be made by an authorized stamp engraver, who will need a copy of court adjudication and original thereof for comparison. Average price of making a stamp is approx. 40 BAM, and time needed is 1 day.

FOLLOWING REGISTRATION AND STAMP ENGRAVING:

VAT registration:

VAT registration (customs, excise tax or customs clearance tax) is due to an expected turnover of more than BAM 50,000 within one business year and to legal entities which include registered foreign trade. BiH Indirect Taxation Authority is to be visited, and their tax is BAM 40, with timeframe for the procedure of up to 7 days. The documents needed are the following: certified copy of court adjudication, JIB, and specimen of signatories.

Fiscalization:

Seeing one of the authorized distributors of fiscal cash registers/devices to make a contract with them and select a fiscal cash register depending on the needs, then submitting an initial request for fiscalization.

Registration of employees:

One last step is going to Tax Administration office to register the employees by filling forms specified for this purpose, and taking over Certificate of Registry at the Tax Administration office.

CONGRATULATIONS!!!

You have successfully completed the registration of business entity and we wish you long and successful dealings!!!

HEAD OF DEPARTMENT:

Predrag Jović