



THE REPUBLIC OF SRPSKA
THE CITY OF BIJELJINA
MAYOR
City Administration
Department of Economy and Agriculture
Number: 02/1-sl/14
Date, 31st July 2014

GUIDELINES TO STARTING A COMPANY

STEP 1:

An individual intending to run a company is to submit a request to the Department of Economy and Agriculture of Bijeljina City Administration, personally, by post or email. Request form, along with its instructions, can be obtained at City Admin Reception Office, as well as through official web site of Bijeljina City <http://www.gradbijeljina.org> link e-registar.

Since the application for registry is to be filled-in neatly and accurately, City Admin offers all necessary qualified assistance with filling the request and obtaining the documents.

Filled in form and follow-up documents are to be submitted at the PUBLIC COUNTERS HALL – Reception of Requests, within Bijeljina City Admin building.

To start-up a company, the following is to be enclosed:

- certified copy of ID card, i.e. passport with an international citizen;
- proof that there is no valid decision issued by a competent body to ban performance of the activity;
- to start-up a joint business (partnership) – certified agreement on partnership (if the founders are 2 or more individuals) – original or certified copy;
- to register a transportation activity and taxi, the following is to be submitted as well: certificate of vehicle roadworthiness and protocol of vehicle inspection, certified copy of driving licence; diploma of the third degree secondary education – skilled driver, or fourth degree secondary education of traffic technician major;
- to register a driving school base office, the following is to be additionally enclosed: certified copy of a special driving licence for instructors and certified copy of driving licence;
- city administrative tax on the request in amount of BAM 2.00 and city administrative tax on the decision in amount of BAM 30.00;
- other relevant proofs, if their submittal is obligatory as in provisions of specific regulations.

To have certain data changes registered, the entrepreneur shall submit the following:

- certified copy of ID card, i.e. passport with an international citizen;

- a copy of adjudication on business registry, or certificate of performing the activity if the base office is located at the area of another local administration unit; and
- adequate evidence to prove that certain details have been changed, except when such change is not dependant exclusively on the entrepreneur's will.
- city administrative tax on the request in amount of BAM 2.00 and city administrative tax on the decision in amount of BAM 30.00.

To register a business, run in specific premises, the entrepreneur is to submit the following:

- certified copy of ID card, i.e. passport with an international citizen;
- a copy of adjudication on business registry, or certificate of performing the activity if the base office is located at the area of another local administration unit; and
- city administrative tax on the request in amount of BAM 2.00 and city administrative tax on the decision in amount of BAM 30.00.

To register a temporary cessation of business, the entrepreneur is to submit the following:

- certified copy of ID card, i.e. passport with an international citizen;
- a copy of adjudication on business registry;
- appropriate evidence to confirm the reasons for temporary cessation;
- city administrative tax on the request in amount of BAM 2.00 and city administrative tax on the decision in amount of BAM 30.00.

To register a permanent termination of business activities, the entrepreneur is to submit the following:

- certified copy of ID card, i.e. passport with an international citizen;
- a copy of adjudication on business registry;
- city administrative tax on the request in amount of BAM 2.00 and city administrative tax on the decision in amount of BAM 30.00.

Timeframe for Resolution:

If the request is complete and neatly filled in, the term for making a decision on registry is two work days.

Legal Grounds:

- Law on Unincorporated Activities ("Republic Srpska Official Gazette", number: 117/11, 121/12 and 67/13)
- Law on Administrative Procedure ("Republic Srpska Official Gazette", number: 13/02, 87/07 and 50/10)

STEP 2:

Upon obtaining adjudication on business registry, the entrepreneur is obliged to **have a stamp made** by a registered stamp engraver. One certified copy of adjudication on business registry is needed for this purpose. Average price of making a stamp is approx. BAM 40, and time needed for this is 1 day.

STEP 3:

The entrepreneur is obliged to register as a tax payer, with Republic Srpska Tax Administration, within a term of eight days from the day of having the company registered. This registration is done by submitting an application for registry (PR2 form, which is

obtainable at any of the Tax Administration units, or on the following web site <http://www.poreskauprava.org>), and shall be accompanied by:

- adjudication on company registry (certified copy);
- a copy of contract on bookkeeping, made with an individual or legal entity. Such contract is not necessary if the entrepreneur does its own business accounting.

Application for registry shall be submitted to a Tax Administration local unit closest to the place where the company has been registered. Bijeljina Tax Administration Office is located at Patrijarha Pavla Street #2.

Based on the application for registry, Tax Administration will issue Certificate of Registry, which will contain a unique identification number allocated to the tax payer, as abbreviated JIB, to be used by the tax payer for the purpose of tax declaration and payment.

Upon obtaining the JIB, the entrepreneur shall register themselves and their employees in a unified system of registration, control and collection of contributions; then submit tax declarations for: special republic tax, communal tax, and advance payment of income tax.

STEP 4:

Opening a drawing account in a bank – documents needed:

- request for opening an account;
- adjudication on registry (copy);
- verification of signatures of individuals authorized for representing the company;
- specimen signatures of individuals authorized to sign an order (bank form);
- proof of administrative tax payment.

STEP 5:

The entrepreneur is obliged to submit a request for fiscalization with authorized distributors, i.e. to purchase a fiscal cash register. Law on Amendments to Law on Fiscal Cash Registers ("RS Official Gazette", No 65/14) stipulates exemption from the fiscalization duty of the following (inter alia): individual entrepreneurs who perform old and artistic crafts and folk arts and crafts to sell their own products; individual entrepreneurs performing a craft registered as a small company pursuant to provisions of law stipulating income taxation. (More information on activities exempted from the fiscalization duty can be found in "RS Official Gazette" No 65/14).

CONGRATULATIONS!!!

You have successfully completed registration of a company and we wish you long and successful business dealings!!!

HEAD OF DEPARTMENT:

Predrag Jović