

Registration Steps

Step One

Procedure 1: Visit to a Notary

Submit a copy of ID card to a notary, and agree about the name of the future company. Name availability in court register is verified by the notary.

Procedure 2: Application for Issue of Certificate from Court Register of Fines

Submit an application and pay the tax in the amount of BAM 15 with the responsible first instance court. Waiting period is up to 7 days, usually up to 3 days according to court experience, particularly in case the party emphasizes the urgency of need for such certificate.

Step Two

Procedure 1: Founding Act Notarization

A notary prepares and notarizes the founding act, notary fee amounts to 600 award points (BAM 0.5 = BAM 300 + VAT 17% = BAM 351).

Procedure 3: ID Document and Signature Certification

Visit city hall and certify copies of ID cards/passports of the owner and responsible person (certification costs BAM 2 per page), and certify the signature of future responsible person BAM 10.

Procedure 4: Bank Certificate of Equity Payment

Open a temporary account and deposit BAM 1,000 (minimum amount is BAM 2,000, the remainder should be deposited within two years from the date of founding), documentation: copy of the founding act, copy of founder's ID card – procedure free of charge.

Step Three

Procedure 2: Certificate from Court Register of Fines

Take the certificate from responsible court

Procedure 5: Court Registration of Company

Notary/founder/responsible person should file an application for registration including required documents (notarized founding act, bank certificate of deposited equity, certified signature of responsible person, certified copies of ID cards/passports of owner and responsible person,

certificate from court register of fines and payment slips for court fee and publication in the RS Official Gazette) with a court – court fee BAM 500, or BAM 800 in case of registration of foreign trade, and publication in the Official Gazette BAM 50, decision is made within up to 7 days if all required documentation is filed.

Step Four

Procedure 5: Court Registration of Company

Take court certificate from responsible commercial court.

Procedure 6: Seal Making

Have a seal made by authorized seal maker, upon submitting of a copy of court decision and presentation of the original; average seal price is BAM 50, and it is made in 1 day.

Step Five

Procedure 6: Seal of the Company

Take the seal.

Procedure 7: Assigning of Statistical Number

Visit the RS Republic Institute of Statistics to receive the so-called statistical number; fee BAM 70; completed in 1 day; documentation: copy of court decision, seal, completed application form and certified signature of responsible person.

Step Six

Procedure 7: Assigning of Statistical Number

Take the certificate of statistical number.

Procedure 8: Certificate of Tax Registration

Visit the RS Tax Administration to receive the so-called JIB number; fee BAM 2; completed in up to 3 days (in case of urgent need for the certificate, it is delivered within 1 day); documentation: certified copy of court decision, completed application form, certificate of statistical number, seal, contract with a bookkeeper if bookkeeping will be performed outside the premises of the company, and certified signature of responsible person.

Step Seven

Procedure 8: Certificate of Tax Registration

Take the certificate of JIB number.

Procedure 9: Open Transaction Account, Signature Specimen Card

Visit a bank to open a transaction account after closing of temporary account, and transfer owner's equity to it. Required documentation includes certified copy of court decision, statistical and JIB numbers, and application for opening - procedure free of charge.

Step Eight: VAT Registration

Visit the BiH Indirect Taxation Authority for the purpose of VAT registration (customs, excise or forwarding); fee BAM 25; completed in up to 7 days; documentation: certified copy of court decision, JIB, and specimen signature card.

Step Nine: Application for Fiscalization

Visit one of the authorized distributors of fiscal devices/cash registers in order to conclude a contract, select a fiscal register that meets the needs of operation, and file initial application for fiscalization.

Procedure: municipal decision on activity performance-only for the activities of trade, tourism and catering

Visit city hall - economic department for issue of decisions (Banja Luka example); fee BAM 102; completed in about 3 days; documentation: certified copy of court decision, completed certified declaration form by responsible person about fulfillment of minimum technical requirements for performance of the stated activities.

Step Ten (Optional)

Procedure: municipal decision on activity performance-only for the activities of trade, tourism and catering

Take municipal decision.

Step Eleven - Business Start-up

Procedure 10: VAT Registration

Take VAT number certificate.

Procedure 12: Work Rulebook

Prepare a rulebook about work at the company.

Procedure 13: Registration of Employees

Visit Tax Administration in order to register employees by means of provided forms