

CITY OF ZVORNIK
ADMINISTRATION



GRAD
ZVORNIK

REGISTRATION STEPS

SINGLE MEMBER LLC
WITH MINIMUM EQUITY OF BAM 1

STEP ONE

Procedure 1: Visit to a Notary/Notary Certified Founding Act

Visit a notary with a copy of ID, and agree about the name of the future company. The notary shall check name availability with the court register.

The notary shall certify the founding act, i.e. certify the signatures of the owner and responsible person. The certification per signature costs 7 notary points BAM 0.50 each + VAT = **BAM 4,095**

Procedure 2: 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 sheet), and certify the signature of the future responsible person **BAM 10**.

Procedure 3: Company Registration – One-Stop Shop at APIF

The notary/founder/responsible person shall file an application for registration to APIF, including required documents (notarized founding act, certified signature of responsible person, certified copies of ID cards/passports of owner and responsible person) – initial registration is free of charge, publication in the RS Official Gazette BAM 7 per line, APIF fee BAM 35, deadline for completion is 3 days if all required documentation is filed. The registration procedure implies simultaneous registration of the business entity with the RS Tax Administration, i.e. award of the JIB (TIN) and business entity sorting in accordance with activity classification.

STEP TWO

Procedure 3: Company Registration

Take the court certificate and notification of sorting in accordance with the activity classification from APIF.

Procedure 4: Seal Making

Have a seal made by an authorized seal maker, upon submitting a copy of court decision and presenting the original, the average seal price is BAM 40, and it is made in 1 day.

After completion of the registration process, and making of seal, the person interested in starting business in the Republic of Srpska should make also the following steps:

VAT registration – expected turnover over BAM 50,000 in one business year and legal persons registered for foreign trade operations

Visit the BiH Indirect Taxation Authority for the purpose of VAT registration (customs, excise or forwarding), fee BAM 40, completed in up to 7 days, documentation: certified copy of court decision, JIB, and specimen signature card.

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 the initial application for fiscalization.

Registration of Employees

Visit Tax Administration in order to register employees using form templates, take the registration certificate from the RSTA.

Number of steps: 2 through 4 procedures

Number of days: 5 days

Registration costs in BAM: Notary 2 x BAM 4,095 + ID card certification 2 x BAM 2 + BAM 10 certification of signature of authorized person, APIF fee BAM 35, RS Official Gazette fee for publication BAM 7 per line x 5 lines = BAM 35, seal BAM 40 = **BAM 132,2** + BiH ITA fee **BAM 40**

Visit the following 4 institutions: notary, city hall service office, APIF counter, seal maker, and after registration the Indirect Taxation Authority RC, cash register distributor, and RS Tax Administration for the purpose of registration of employees.



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