

Company registration in Republic of Srpska

ONE-STOP-SHOP



How to establish the company in the Republic of Srpska
How to start your own business
How to deal with business environment

This is a short guide for foreign investors and companies which want to start business in the Republic of Srpska

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 4:

Company Registration

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

PROCEDURE 5:

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 entities 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.

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**



STEP NUMBER

2 STEPS THROUGH 4 PROCEDURE

During registration proces you need to visit
following 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.

one-stop-shop

YOU NEED JUST A
5 DAYS



Info:

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Procedure downloaded from the website
of the Ministry of Economic Affairs and
Regional Cooperation of the Republic of Srpska