



BROD MUNICIPALITY

Commercial and Social Affairs Department

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THE REGISTRATION PROCEDURE:

During regular procedure, the local government body performs certification of the decision approving the work within two days of the submission of the request.

When the consent on the use of business premises is obtained, the entrepreneur acquires the stamp, opens the bank account in any bank, registers at the Pension and Disability Insurance Fund and Health Insurance Fund, submits application (alone or with the help of a bookkeeper) within the statutory deadline at the Tax Administration (for the status of small entrepreneur, for special republic tax, for municipal communal tax, etc.).

THE DOCUMENTS SUBMITTED WITH THE REQUEST

A proof that confirms legal age (a certified copy of ID card); 2. A proof that there is no final decision of the relevant authority against running a business (issued by the competent court); 3. The Tax Administration's assurance that there are no due obligations and debts; 4. Municipal tax BAM 30 + BAM 2 at request.

A GUIDE TO ENTREPRENEURSHIP REGISTRATION

STEP 1: Obtaining the Decision on Entrepreneur Registration

STEP 2: Making the stamp

STEP 3: Opening a bank account

STEP 4: Registration at The Indirect Taxation Authority of B&H

ENTREPRENEURSHIP REGISTRATION PROCEDURE

1st STEP: Obtaining the Decision on Entrepreneur Registration

The Decision on Entrepreneur Registration is issued by the Commercial and Social Affairs Department of the Municipality of Brod.

Required documents:

1. Filled application for registration;
2. a certified copy of ID card or passport for a foreign citizen;
3. A proof that there is no final decision of the relevant authority against running a business (issued by the magistrates' court);
4. Municipal tax BAM 30; BAM 2 at request;
5. The Tax Administration's assurance that there are no due obligations and debts;
6. Other evidence if the submission is obligatory according to special regulations provisions. The competent administrative authority is obliged to issue the Decision on Entrepreneur Registration, within two days of the acceptance of the full application.

2nd STEP: Making the stamp

The stamp can be made at any stamp maker, where one should bring the Decision on Registration.

3rd STEP: Opening a bank account

The account can be opened at any commercial bank. To open a bank account, it is necessary to attach the following documents: 1. The Decision on Registration from the Municipality; 2. a certified copy of the signature specimen card from the bank where the transaction account is opened (the form is given in the bank).



4th STEP: Registration at The Indirect Taxation Authority of Bosnia and Herzegovina

Registration into the VAT system is done at the relevant regional centre of the Indirect Taxation Authority of Bosnia and Herzegovina. All entities that have turnover greater than BAM 50.000 for the previous year or are about to have greater turnover than BAM 50.000 are to register at the VAT system.

The required documents are:

7. Application for the registration in the VAT system
8. Municipal Decision on Entrepreneur Registration
9. A proof of payment for the enrollment in the amount of BAM 15.00
10. Other relevant documents depending on registration, in accordance with the Rulebook on Registration and Enrollment in the Unified Register of Indirect Taxes.