



THE MUNICIPALITY OF BROD

**PROCEDURE FOR
ENTREPRENEURS DATA
MODIFICATIONS**

2024

PROCEDURE FOR ENTREPRENEURS DATA MODIFICATIONS

1st STEP: Obtaining a decision on changing the entrepreneur's data

The decision on changing the entrepreneur's data is issued by the Commercial and Social Affairs Department of the Municipality of Brod.

Required documentation:

1. Completed prescribed application form;
2. A certified copy of the identity card or passport for a foreign citizen;
3. Certificate of the competent basic court (according to the place of residence) that there are no unpaid fines and compulsory collection costs for a committed offense in the field of economic and financial operations (not older than 30 days),
4. Copy of the decision on the performance of the entrepreneur's activities;
5. Municipal administrative fee in the amount of BAM 20.00 (Counter No. 1 of the Municipality of Brod or electronically by filling out the payment form on the website www.investinbrod.ba);
6. Other evidence if their submission is mandatory according to the provisions of special regulations.

NOTE: Temporary cessation of activity, opening and closing of a separate unit is a change in the entrepreneur's data, in such a change in the entrepreneur's data, it is necessary to submit, in addition to the above-mentioned documents, **a certificate from the competent court that there is no ban on the activity.**

The relevant Department is obliged to issue a registration decision to the applicant, no later than TWO working days from the date of receipt of the complete application.

ADDITIONAL INFORMATION

All additional information about the file status as well as other notifications can be obtained in person at the counter hall of the Municipality, in the **Commercial and Social Affairs Department of the Municipality of Brod** - officer Nebojša Čerić (cericn@opstina-brod.net) or by the phone number: **053/610- 918**.