



**THE MUNICIPALITY OF BROD**

**BROCHURE  
ENTREPRENEUR REGISTRATION  
PROCEDURE – PUBLIC  
TRANSPORTATION OF  
PASSENGERS AND GOODS**

**2024**

## **STEP 1: Obtaining the Decision on Registration of Entrepreneurial Activity**

**The decision to register an entrepreneur for the performance of entrepreneurial activities is issued by the Department of Economy and Social Affairs 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 no ban has been imposed on the performance of the activity (not older than 30 days, Certificate of the Basic Court);
4. Certificate of the competent basic court (according to the place of residence) that there are no unpaid fines and enforcement costs for a committed offense in the field of economic and financial operations (not older than 30 days, Certificate of the Basic Court),
5. Certified photocopy of driver's license
6. Certified photocopy of the traffic license, proof of ownership of the vehicle (certified photocopy of the sales contract);
7. Certificate from the technical inspection of the vehicle (original);
8. Proof that there is a secured parking space for a vehicle that is not part of the public area - title deed;
9. Proof of ensured vehicle maintenance - authorized service or personal statement,
10. Photocopy of the diploma (third degree in the traffic profession);
11. Municipal administrative fee in the amount of BAM 30.00 (Counter no. 1 of the Municipality of Brod or electronically by filling out the payment form on the website [www.investinbrod.ba](http://www.investinbrod.ba));
12. Certificate from the Tax Administration on settled obligations (not older than 8 days);
13. Other evidence if their submission is mandatory according to the provisions of special regulations.

The competent 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.

## **STEP 1: Making the Stamp**

The stamp can be made in any seal cutter, where a decision on the registration of the entrepreneur must be attached for inspection.

## **STEP 2: Opening the Bank Account**

You can open the account in any commercial bank. When opening the account, the following must be submitted to the bank:

1. Decision of the municipal authority on the registration;
2. Cards of deposited signatures of persons authorized to sign orders in order to dispose of funds from the account (the form is available at the bank);

## **STEP 3: Registration with the Indirect Tax Administration of Bosnia and Herzegovina**

Registration of VAT payers is done at the locally competent regional center of the Administration for Indirect Taxation of Bosnia and Herzegovina. All persons whose taxable turnover of goods and services in the previous year exceeds or is likely to exceed the threshold of BAM 100,000 are subject to the obligation to register as VAT payers.

To register as a VAT payer, it is necessary to submit:

1. Request for registration of VAT payer;
2. Decision of the municipal authority on the registration;
3. Payment slip for the total amount of BAM 15 for enrollment costs;
4. Other documents depending on the registration, and in accordance with the Rulebook on

Registration and entry in the unified register of indirect tax payers.

#### ADDITIONAL INFORMATION

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