

MUNICIPALITY OF KOTOR VAROS

MUNICIPAL ADMINISTRATION

DEPARTMENT OF ECONOMY

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GUIDE FOR ENTREPRENEURS REGISTRATION

CONCEPT

Independent entrepreneur is a person who performs entrepreneurial activity in his own name and for his own account for the purpose of gaining profit, and as such he is entered in the register of entrepreneurs.

A person, who intends to perform entrepreneurial activity, submits a request for registration to the Department of economy of the Municipality of Kotor Varos (registration authority).

The application form with instructions can be found in the counter hall, office (number 22.), also can be downloaded on the official website of the Municipality of Kotor Varos. The completed application for registration of an entrepreneur with the appropriate evidence is submitted to the counter hall (counter number 2.).

An entrepreneur can perform activities in business premises (in the form of shops, workshops, offices, bureaus, agencies, studios, guest houses, studios, salons, laboratories, etc.), in residential premises (Rule book on activities that can be performed in residential premises) or without business premises (Rule book on activities for which no business premises are required).

An entrepreneur may perform activities as a basic occupation (a person who is not employed), an additional occupation (a person who is employed for a maximum of half a week full time and also under condition that the activity is performed by personal work) and an additional occupation (a person who is in employment on some other jobs, student, pension beneficiary and in other cases when a special regulation does not regulate otherwise, under the conditions to employ a person who fulfills the conditions required to perform the activity).

REGISTRATION

The decision on the registration of entrepreneurs is made by the Department of economy (registration body) on the basis of the submitted documentation:

1. Completed application form for registration of entrepreneurs SP-1,
2. Certified copy of ID card, ie certified copy of passport for foreign citizens,
3. Certificate from the locally competent Basic court that no final measure prohibiting the performance of the requested activity has been imposed and which is not older than 30 days from the day of submitting the request for registration of the entrepreneur,
4. Certificate of the competent unit of the Tax Administration of the Republic of Srpska that there are no outstanding liabilities, which is not older than 8 days from the date of submission of the application for registration of entrepreneurs,
5. Certificate from the locally competent Basic court that there are no unpaid fines and costs of forced collection for the committed misdemeanor in the field of economic and financial operations and which is not older than 30 days from the day of submitting the application for registration of entrepreneurs,
6. Certified contract on the establishment of a partnership (if the founders are 2 or more persons),
7. Proof of payment of the municipal administrative fee in the amount of 2.00 KM on request and the municipal administrative fee for the decision in the amount of 30.00 KM.

The deadline for making a decision on the registration of an entrepreneur is two working days from the day of submitting a proper application. The entrepreneur picks up the decision in person (office number 22.) or it's delivered to him/her on personal address by post office, depending on the chosen method of delivery.

Business registration in the form of an independent entrepreneur is regulated by the Law on craft and entrepreneurial activity ("Official Gazette of the Republic of Srpska", number: 117/11, 121/12, 67/13, 44/16 and 84/19).

MAKING THE STAMP

After receiving the decision on the registration of entrepreneurial activity, the entrepreneur is obliged to make a stamp with an authorized printer. A copy of the decision on the registration of entrepreneurial activity is required. Making a stamp costs about 20 - 40 KM.

REGISTRATION ON THE TAX ADMINISTRATION

The entrepreneur shall register the taxpayer or the person liable to pay contributions with the Tax Administration of the Republic of Srpska, within five days from the day of issuing the decision on registration of the entrepreneur.

To register a taxpayer or the person liable to pay contributions, it is necessary to submit the following documents to the Tax administration:

1. Completed application form PR-2 (can be taken in any unit of the Tax administration or on the website)
 2. Decision on registration of entrepreneurs,
 3. Certified copy of ID card, ie certified copy of passport for foreign citizens,
 4. Contract on keeping business books (unless the entrepreneur does not keep books).
- Confirmation of registration of the taxpayer is obtained on the same day if the complete documentation is submitted.

OPENING A GIRO ACCOUNT

A giro account can be opened in any commercial bank. When opening an account, it is necessary to submit the following documents to the bank:

1. Decision on registration of entrepreneurs,
2. Cards of deposited signatures of persons authorized to sign orders, for the purpose of disposing of funds from the account (the form is obtained from the bank),
3. Certificate of registration of the taxpayer.

FISCALIZATION

The entrepreneur is obliged to own a fiscal cash register before starting work. The price of the fiscal device is from 400 to 800 KM. An entrepreneur does not have this obligation if he performs craft activities and activities of old and artistic crafts and domestic handicrafts.

REGISTRATION ON THE INDIRECT TAX ADMINISTRATION

Registration of VAT (value added tax) payers is done at the locally competent regional center of the indirect taxation authority of Bosnia and Herzegovina according to the seat of the entrepreneur.

VAT obligations are subject to all persons whose taxable turnover of goods or services in the previous year exceeds, or is likely to exceed, the threshold of 50,000 KM, as well as all persons engaged in foreign trade.

Along with the request for registration and entry in the unified register of indirect taxpayers (form ZR-1), it is necessary to submit a copy, with the presentation of the original document, or a certified copy of the following documents:

1. Decision on registration of entrepreneurs,
2. Identity card of the applicant,
3. Certificate of registration of the taxpayer from the Tax administration of the Republic of Srpska,
4. Card of deposited signatures certified by the commercial bank with which the transaction account has been opened (for all opened transaction accounts),
5. Work permit and residence registration issued by the competent authority and passport for a person - entrepreneur, foreign citizen,

6. Original payment slips as proof of the paid amount of a total of 40 KM (to the account of public republic treasury of Bosnia and Herzegovina).

START OF ACTIVITIES

The entrepreneur is obliged to start performing the activity no later than 30 days from the day of delivery of the registration decision.

The fulfillment of the conditions for performing the activity is checked by the competent inspection body within 45 days from the day of delivery of the decision on registration of the entrepreneur.

CHANGES DURING BUSINESS

Changes in the course of business are related to:

CHANGE OF DATA SIGNIFICANT TO LEGAL TRANSACTIONS

The entrepreneur is obliged to report the following data changes to the registration authority by submitting the SP-1 application form:

1. personal name and surname, address, ID card or passport number,
2. business name and registered office,
3. time of performing activities (throughout the year or seasonally),
4. type of occupation (basic or additional),
5. place of business (business premises or residential premises or without premises),
6. code and name of the predominant activity and other activities in accordance with the classification of activities,
7. opening, changing data and closing the separated unit,
8. temporary termination of activities and
9. permanent termination of activities.

TEMPORARY TERMINATION OF ACTIVITY

An entrepreneur may temporarily cease to perform an activity for a total duration of up to six months for a period of two years.

The entrepreneur is obliged to inform the registration body in writing about the resumption of entrepreneurial activity, no later than eight days after the expiration of the time of temporary cessation of entrepreneurial activity.

PERMANENT TERMINATION OF ACTIVITIES

The entrepreneur is obliged to deregister the performance of activities before the cessation of work, by submitting the application form SP-1.

An entrepreneur who, in addition to its registered office, also operates in separate units, is obliged to deregister all separated units, before submitting a request for deregistration of performing activities.