



SCHEMATIC CONNECTION OF THE PROCESS  
REGISTRATION OF INDEPENDENT  
ENTREPRENEURSHIP

SUBMISSION OF  
THE REQUEST



RESCRIPT



MAKING  
THE SEAL



REGISTRATION  
IN THE TAX  
ADMINISTR-  
TION



## CITY OF TREBINJE

CITY ADMINISTRATION

*Department of Tourism, Agriculture  
and Entrepreneurship*

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## Future is in TREBINJE



PROCEDURE FOR REGISTERING AN  
INDEPENDENT ENTREPRENEURSHIP  
(Entrepreneurial activities and transportation activities)

DEPARTMENT OF TOURISM, AGRICULTURE  
AND ENTREPRENEURSHIP



An individual may register an independent entrepreneurship i.e. entrepreneurial activity pursuant to the Law on Crafts and Entrepreneurial Activities ("Official Gazette of the Republic of Srpska", nos: 117/11, 121/12, 67/13, 44/16 and 84/19) and other legislation which regulate the conditions for performing the required activity.

An entrepreneur can register its activity in three ways:

- As a main occupation (for unemployed persons)
- As a part-time occupation exclusively by personal work up at most to half a week full-time work, provided that he is employed by another full-time employer
- As an additional occupation (for persons who are employed in some other jobs or is pension beneficiary if employs a person who meets the conditions for performing the required activity)

#### **Step one:**

Visit to City administration (Department of Tourism, Agriculture and Entrepreneurship)

Addressing the competent official with a request to obtain a decision on engaging in activity.

Introducing an individual-entrepreneur to the meeting the legal requirements for engaging in the activity

#### **The following documents should be attached to the application in order to register the entrepreneurial activity:**

- ▶ Certified copy of the ID
- ▶ Certificate of the Basic Court that no prohibition measure to engage the requested activity has been imposed
- ▶ Certificate from the Tax Administration that there are no due and outstanding liabilities in accordance with special regulations
- ▶ Certificate from the Basic Court that there are no unpaid fines, costs of foreclosure and costs of proceedings for the offence committed in the field of economic and financial operations

The request for registration of entrepreneurs is accompanied by the city administrative fee in the following amounts:

1. For establishment – BAM 30
2. For data changing in the register- BAM 20
3. For termination of activities –BAM 10
4. For shops "in preparation" - BAM 10
5. For reservation of a business name which includes registration and deletion –BAM 15

A responsible person submits the application for registration with necessary documentation, already mentioned previously, to the Department of Economy. In our case, ie specifically for the City of Trebinje all collected documentation is submitted to the city counter where it is further entered into the Central

Register of Entrepreneurs and released into the procedure. During the preparation of the Decision, the entrepreneur shall receive the TIN which is registered in the Decision and therefore is not obliged to register with the Tax Administration.

#### **For registration of entrepreneurial activity we use the following forms:**

- Request for performance, change of data and termination of craft - entrepreneurial activity -GUBL-OB- 02/02.

#### **Step two:**

Seal making

You need to make a seal in the authorized stamp-maker, and for that you need to attach the following:

- Copy of municipality decision, and the original of that decision for inspection

The average price of seal making is BAM 40.00 and its making lasts one day.

#### **TAXPAYER REGISTRATION (PROCEDURE FOR OBTAINING TIN)**

Tax Administration gives TIN to individuals, entrepreneurs, legal entities and constant business entities of non-resident legal entity in order to identify them as taxpayers.