

**LAW ON COMPANY REGISTRATION  
OF REPUBLIC SRPSKA**  
(Official Gazette of Republic Srpska, No 67/13 - **EXCERPT**)

**PART I**

**GENERAL PROVISIONS**

This law governs the rules on which the competent registration courts act and decide on the registration in the register of business entities, as well as other entities that are registered into the court register.

Register of Business Entities is a book that contains information and documents on the businesses entities that are registered in accordance with the provisions of this law and formed the Republic of Srpska and consists of a main book and document files.

**PART II**

**REGISTRATION PROCEDURES**

**Steps for business registration:**

**STEP 1**

Verification of the founding act by a notary

**STEP 2**

Payment initial capital

**STEP 3**

Registration request submit at the Intermediary Agency for IT and financial services - APIF (Agency is responsible for court registration, issuance of the tax and statistic number)

**STEP 4**

Making a company stamp

**STEP 5**

Open a bank account in a commercial bank

**STEP 6**

Registration staff at the Tax Administration

The registration process with APIF takes 3 days.

Before APIF was established the companies were registered in the competent court, and after the adoption of this law, establishing the company is in the jurisdiction of APIF.

**Basic activities of APIF are:**

1. Financial intermediation

2. Financial intermediation not mentioned at another place
3. Utility activities in the financial intermediation
4. Computer and related activities
5. Providing advice in relation to computer equipment
6. Data processing
7. Building database
8. Legal, accounting and business accounting
9. Other legal actions
10. Accounting affairs and control, advisory work in relation to tax
11. Foreign trade operations in the registered activity

### **Documentations needed:**

For the registration it is necessary to submit the following documentation, at the APIF RS (one stop shop):

- Identity card, passport or an excerpt from the relevant register proving identity of a founder
- Identity card, passport of the person authorized for representation or presentation of a subject of the entry into the registry
- founding act
- Decision on appointment of the persons to represent the domestic and foreign trade, unless not stated in the deed foundation
- prof of payment of basic capital
- Excerpt from the public registry, which establishes the right of ownership to the role of the Property and Rights
- Notarized signatures of the manager authorized to represent, unless not stated in the deed foundation and
- Statement of the manager confirming the acceptance of the position

Registration at the APIF must be finished in 3 days

## **PART III**

### **INFORMATION DISTRIBUTION**

Agency decision on the registration of the business entity shall be submitted to:

- a) Applicant
- b) Administrative service of the municipality or city to the headquarters of the business entity
- c) Chamber of Commerce of the Republic of Srpska
- d) Ministry of Economic Affairs and Regional Cooperation of the Republic of Srpska
- e) The Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina and the Department for Foreigners at the Ministry of Security of Bosnia and Herzegovina for subjects entering the elements foreign investment
- f) Department of Statistics
- g) Fund for Pension and Disability Insurance, according to the headquarters of the business

entity in order to registration

h) Indirect taxation Authority according to the headquarters of the business entity, if the entity registration for foreign operations

i) Relevant regulatory authorities in accordance with special regulations about conditions and issue permits or authorization to perform certain activities

k) Local Administration for Inspection