**D.O.O. – LTD**

**HOW TO REGISTER A COMPANY IN 9 STEPS D.O.O. (LTD)**

Draft of the founding act

Mandatory pieces constituting the founding act:

- first and last name and the address of the founders of the company (if the founder is a foreign company then the name and address of the company shall be stated)

- the name of the company, the address and activity that will be performed

 - amount of share capital and the amount of cash invested

 - rights and obligations of the members of the business organization (policy operations, distribution of profit etc.)

- procedure in the case that some of the founders of the business enterprise does not pay its stake in cash by the agreed deadline or fails to meet other agreed obligation

- the costs of establishing and manner of settlement costs incorporation (by founders or new company)

- amount of the costs of foundation and the method of paying the cost of the enterprise establishment (by founders or by the new company)

- managing and representing the business enterprise (appointment of the persons authorized to manage and represent business and for the registration of the enterprise in the court registry

- the consequences of a failed establishment of the business enterprise

- special provisions if the business enterprise is established for a specific time amount

- certified signature of the founder or authorized representative for the registration of business enterprises in BiH (signature verification is done by the notary)

PRICE: notary procedure = 400 - 500 KM

Founding stake

A founding stake deposited in a bank account

(The minimum amount you have to invest is 1,000 KM)

The value of individual stake cannot be less than 100KM

Member of the business enterprise is not responsible for obligations of the enterprise, but only bear the risk of success of the business of the enterprise up to the amount of invested capital.

REGISTRATION

Registration at the Municipal Court

- a request for registration (forms can be taken at the Court)

- founding act and the status determined by the notary of the business entity

- proof of payment of the initial capital on the temporary bank account;

- proof of payment of the court fees and confirmation of payment of the fees for publishing ads for the establishment of the company in the Official Gazette of the FBiH,

- certificate from the tax authority on the absence of debt;

- certified signature of the person authorized to represent the company in domestic and foreign trade – signature certified by a notary

- extract from the public register for proving company ownership by a person who brings stake in the assets and rights

INDICATIVE PRICE: court fee + 320 KM + 150 KM publication of the registration of the company in the Official Gazette = 470 KM

PRODUCTION OF SEAL

In order to be able to make a seal, it is required to attach a copy of the decision of registration of the enterprise in the court register.

Seal can be made by the authorized stamp makers.

(The seal must have at least the name and headquarters of the company)

INDICATIVE PRICE: 30 - 50 KM

ID NUMBER

Submission of the request at the Federal Tax Administration-Cantonal Tax Office Sarajevo for issuing the certificate of tax registration - identification number and submission of the request for the issuance of the Notice of classification of a legal person in accordance with classification of economic activities at the Federal Bureau of Statistics - Department of Statistics for the area of Sarajevo Canton.

INDICATIVE PRICE: Copy + certifying documents =30 KM

REGISTERING INTO THE VAT SYSTEM

After obtaining the identification number, the enterprise must be registered in the Register of taxpayers of indirect taxes, if it plans to achieve an annual taxable turnover higher than 50,000 KM.

INDICATIVE PRICE: administrative fee + copy + certifying documents = 50 KM

OPENING TRANSACTION ACCOUNT IN THE BANK

In order to open a bank account, you must submit the copies of the following documents:

- decision on the registration in the court registry (it cannot be older than 6 months)

- a decision on the identification number

- certification of the identification and customs number (for companies whose activity includes foreign trade)

- identifi cation document for persons who need to get power of attorney for the bank account

- verified signatures of persons authorized for payment transactions

INDICATIVE PRICE: Copy + certifying documents =30 KM

REGISTRATION IN TAX ADMINISTRATION

Registering enterprises and employees in the tax administration

In order to register the company to the relevant tax administration you will need the following documents (originals or certified copies)

- decision on registration in the court register

- Certification of the identification number

- completed application form for registering the company

- copy of the statement on compliance with the general and specific conditions regarding minimum technical equipment of business premises for conducting trade activities

- notifying authority in charge of inspection supervision for beginning of activities, fulfilling the prescribed conditions for the start of work (except for trade and catering)

- decision of the competent Municipal body on fulfillment of minimum requirements for performing the hospitality activities in the business premise

The amount of costs for issuing a decision approximately 125 KM

FISCALIZATION

Applying for initial fiscalization

INDICATIVE PRICE: fiscalization + fiscal device= 700 KM

The limited liability enterprise is the enterprise established by one or more legal or natural persons in order to perform certain economic activities, by investing their share in an agreed share capital. Firm (name) of a limited liability enterprise can be personal - indicates the name of a corporate stockholder or real - indicates activity performed. Members of the enterprise often manage the enterprise's affairs and they are employed in the enterprise.

The member of the business enterprise is not responsible for obligations of the enterprise, but only bears the risk of success of the business of the enterprise up to the amount of invested capital. For each founder one of the key criteria for accession to the establishment of the business enterprise is certainly the lack of responsibility for obligations of the enterprise by personal property, but only bearing the risk of the enterprise’s business success up to the amount of invested capital; that is the main reason why it is called the enterprise with limited liability.

The limited liability enterprise is established by the written agreement concluded by the founders.
If the enterprise is established by one person, the Founding Act is the decision on the establishment. Expenses of the establishment of the enterprise shall be distributed by the founders in proportion of their shares, and it cannot be paid from the core capital.

Business entities from the area of the Municipality Novi Grad Sarajevo are beneficiaries of the Municipal incentive measures, and the most attractive measure is the provision of the most favorable credit funds in a way that Municipality subsidize part of the interest rate.

CONTACT

Business Development Center of the Municipality Novi Grad Sarajevo

Bulevar Meše Selimovica no. 97

Phone: 033 / 466-729

E-mail: crb@novigradsarajevo.ba

www.novigradsarajevo.ba