

STATEMENT OF FULFILLMENT OF MINIMAL TECHNICAL REQUIREMENTS

Inspection of premises is conducted only for catering businesses, for both physical and legal persona. This is done through a municipal inspection after submission of request and proof of payment of the municipal administrative tax.

Legal persona require:

- Registration approval certificate for the business issued by the canton court, business with headquarters outside the municipality where they seek to open a branch, it is necessary to register the company into the court registry with regard to Article 2 of the Business Law
- ID tax number
- Proof of ownership of premises or validated contract of landlord
- Usage permission for the premises
- Sanitary booklet
- Assessment on noise reduction
- Administrative tax 55,00 KM
- Other documentation depending on the business type

For other business types the managing director signs a statement declaring the fulfilment of minimal technical conditions .



**Municipality of Maglaj
Bosnia & Hercegovina,
Federation BiH**

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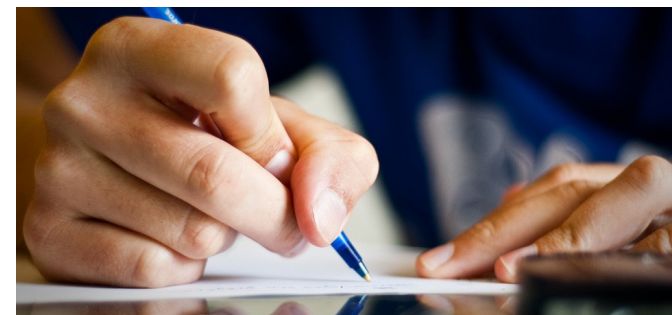
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STARTING A BUSINESS FOR PHYSICAL PERSONS



CRAFT & SIMILAR BUSINESS

To start a craft or any other similar business, apart from a request which you can find in Office Nr. 40 in the municipal building or on our website maglaj.ba, you will need following:

1. A citizenship certificate,
2. A certificate of working capability ,
3. A certificate that no restrictive measures have been issued for the pursuing of the craft or similar business
4. Credentials stating the professional qualifications
5. Sanitary booklet
6. Verification of employment or retirement (for additional and complementary crafts)
7. Verification of unemployment (for basic crafts)
8. A validated statement of fulfilled conditions to carry out the craft is received along with the request
9. Proof of administrative tax payment
 - Craft: 50,00 KM - 100,00 KM
 - Old crafts: 50,00 KM - 100,00 KM
 - Agriculture : 25,00 KM
10. A partnership agreement
11. Documentation for employee/ additional trade, separate space
12. Work authorization/ for separate space and via employee

CATERING BUSINESS

To start a catering business, apart from a request which you can find in Office Nr. 40 in the municipal building or on our website maglaj.ba, you will need following:

1. A citizenship certificate
2. A certificate of working capability
3. A certificate that no restrictive measures have been issued for the pursuing of a catering business
4. Degree min. 3 grade
5. Sanitary booklet
6. Declaration for usage of working premises
7. Proof of ownership of premises or contract from landlord allowing use
8. Verification of unemployment
9. Proof of payment of municipal administrative tax for establishment of fulfilling working conditions
55,00 KM
1. Proof of payment of municipal administrative tax
65,00KM i 150,00 KM
11. Declaration that premises have been sound proofed



TRADE BUSINESS

To start a trade business, apart from a request which you can find in Office Nr. 40 in the municipal building or on our website maglaj.ba, you will need following:

1. A citizenship certificate
2. A certificate of working capability
3. A certificate that no restrictive measures have been issued for the pursuing of a trade business
4. Degree min. 3 grade
5. Sanitary booklet
6. Proof of ownership of premises or contract from landlord allowing use
7. Verification of unemployment
8. Validated statement that conditions for proper execution of trade business have been met
9. Proof of payment of municipal administrative tax
150,00 KM