

Registration



10 STEPS

1. Creation of founding enactment

Every enactment needs to consist of following parts:

- Name, surname and address of founder (if the founder is a foreign body list name and address of same)
- Name of LLC, headquarters and field of business
- Amount of founding capital
- Rights and obligations of members of the LLC (company politics, profit distribution and others)
- Procedure in case when founder does not deposit his share up to agreed date or does not comply with other obligations
- Balancing of debt for the foundation of LLC
- Managing of business and representation of LLC (appoint authorized person)
- Consequences in case of failed foundation
- Special provisions if the LLC is founded for an indefinite period
- Validated signature of founder or authorized person that represents LLC

COSTS: Notary = 400-450 KM

2. Founding capital deposited on bank account does not count as expenditure (min. Deposited capital 1'000.00 KM)

3. Registration at the municipal court

- Request for foundation (Forms available at the court house)
- Founding enactment
- Proof that founding capital has been deposited at a temporary bank account
- Proof that court tax has been payed and tax for the publishing of foundation in the official newspaper of FBiH respectively the RS
- Confirmation of tax authorities that debt has been balanced
- Validated signature of authorized person as representative of LLC
- Affidavit of managing director accepting function

COST: Court tax 320 KM + 150 KM publication

4. Seal

In order to get the seal made you need a copy of the declaration that the company has been recorded within court registry. Seals can be made at authorized seal manufacturers (The seal need to have at least the name of the company and its headquarters)

5. Request at tax authorities for a ID number and declaration about sub-class activities of the company

COST: Copy + validation of documents =cca 30 KM

6. Registration in the VAT system

After receiving of the ID number the company has to register in the VAT system if a yearly trade larger than 50'000 KM is planned.

COST: Administration tax + copy + validation =cca 50 KM

7. Opening a bank account

In order to open a bank account you will need the following documents:

- Declaration that company is recorded in court registry (not older than 6 months)
- Declaration of the ID number
- Confirmation of customs number if company will engage in foreign trade
- ID documents of people authorized to receive procuration
- Validated signature of authorized people that will handle the accounting

COST: Copy + validation of documents =cca 30 KM

8. Registraion of company and employees at the tax authorities

In order to register your company at the tax authorities you will need the following documents (original or validated copy)

- Declaration of record in court registry
 - Declaration of ID number
 - Form for registration
- NO COSTS since you already got this in previous steps

9. Request for initial fiscalization

COST: fiscalization + cash register =cca 700 KM

10. Declaration about fullfilment of technical condition for office/factory depending on business type. Declaration delivered to competent municipal or canton authorities.



Municipality of Maglaj

**Bosnia & Hercegovina,
Federation BiH**

Viteska 4, 74250 Maglaj

(+387) 032/465-823



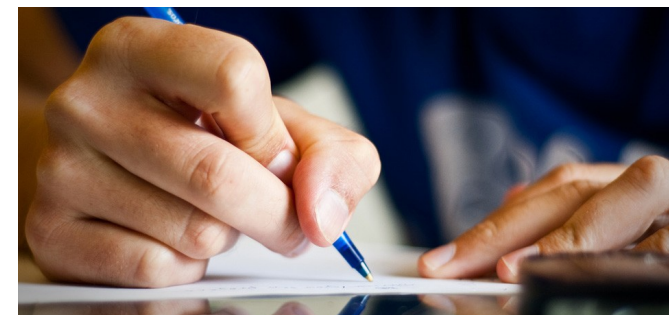
opcina@maglaj.ba



www.maglaj.ba



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REGISTRATION

LLC

