



MUNICIPALITY OF MODRICA ECONOMY AND SOCIAL ACTIVITIES DEPARTMENT



A GUIDE FOR SELF-STANDING ENTREPRENEURS

BUSINESS SUPPORT

Government of Republika Srpska - allocation of budget support funds within the development plans of ministries.

Municipalities and cities of Republika Srpska - allocation of support funds within the development plans of municipalities / cities.

Investment and Development Bank of the Republic of Srpska - credit lines intended for entrepreneurs and companies for initial business activities and business development.

Republika Srpska Guarantee Fund - guarantees intended for entrepreneurs with quality and promising projects, who are not able to provide a guarantee with a commercial bank.

Republika Srpska Employment Bureau - approves funds for employment and self-employment projects.

Commercial banks - credit funds for initial business activities and operations.

Republic Agency for Development of Small and Medium Enterprises - provides professional services in the field of investment services, professional education, retraining and additional training, as well as business consulting.

Chamber of Crafts and Entrepreneurship of the Republic of Srpska - by registering entrepreneurs become members of this association, which represents the common interests of entrepreneurs before the administrative bodies, proposes and participates in the development of legal solutions.

ADDITIONAL INFORMATION

Register of approvals in the economy - data on all approvals, laws and bylaws that regulate them, as well as all approvals required to perform certain economic activities (<http://www.regodobrenja.net/>).

Entrepreneurial portal of Republika Srpska - service brings together information that is intended for those who want to start their own business, but also for existing companies and entrepreneurs who want to develop and improve their business (<http://www.preduzetnickiportalsrpske.net/>).

Website of the Municipal Administration of Modrica - forms for submitting applications for entrepreneurial activity (www.modrica.ba).

Information on the status of the case as well as other information, you can get in person in the counter hall of the Municipal Administration at the information officer, or on tel / fax: 053 / 810-433 or 810-511, as well as on E-mail: nprivreda@modrica.ba

TEMPORARY TERMINATION OF ACTIVITY

An entrepreneur may temporarily cease to perform an activity for a total duration of up to six months for a period of two years. Exceptionally, the entrepreneur, with the attachment of appropriate evidence, may cease to perform entrepreneurial activities in the case of: illness, professional development or the occurrence of force majeure, for a maximum of two years continuously and use of maternity leave, no later than the third year of the child's life.

The request for temporary cessation of activities shall contain the reasons and duration of temporary cessation and shall be submitted to the registration authority no later than the day on which the use of temporary cessation is requested, except in cases of force majeure, when the request may be submitted no later than 30 days.

The entrepreneur is obliged to inform the competent authority in writing about the termination of the temporary cessation and resumption of entrepreneurial activity, no later than eight days after the expiration of the time of temporary cessation of entrepreneurial activity.

In case the entrepreneur intends to start business before the expiration of the period determined by the decision on registration of temporary cessation of activities, he submits a request to the registration authority which issues a decision on termination of temporary cessation and continuation of work of the entrepreneur.

PERMANENT TERMINATION OF ACTIVITY

The entrepreneur is obliged to deregister the performance of activities before the cessation of work, by submitting the application form SP-1.

An entrepreneur who, in addition to operating at the registered office, also operates in separate units, is obliged to deregister all separated units, before submitting a request for deregistration of performing activities.

When changing the data of the entrepreneur, the following documentation is attached:

Completed application form SP-1;

Certified copy of ID card, ie travel document for a foreign citizen;

Proof of payment of the municipal administrative fee for cessation of activities amounting to 10 KM.

BUSINESS RESPONSIBILITY

The entrepreneur is responsible for the lawful business and for the lawful work of the person he employs.

Liability for obligations arising from the performance of entrepreneurial activity does not end with the termination of work and deletion of the entrepreneur from the register of entrepreneurs.

We wish you a long and successful business!

CONCEPT

INDEPENDENT ENTREPRENEUR is a natural person who performs entrepreneurial activity in his own name and for his own account for the purpose of gaining profit, and as such is entered in the register of entrepreneurs.

Advantages: easy business decisions, easy registration of start and end of work as well as changing data during business, possibility of temporary termination of work, simpler bookkeeping, possibility of flat tax payment.

Disadvantages: liability with all assets for liabilities arising in the course of business, inability to perform certain activities.

ENTREPRENEURS REGISTRATION PROCEDURE

MUNICIPAL REGISTRATION

Registration of business in the form of an independent entrepreneur in the Republic of Srpska is regulated by the Law on Craft and Entrepreneurial Activity, while the Decree on Entrepreneurial Activities contains a list of activities that an entrepreneur can perform.

The decision on the registration of entrepreneurs is made by the Department of Economy of the municipality (registration body) on the basis of the submitted documentation:

- 1) Completed application form for registration of entrepreneurs SP-1 (form downloaded from the registration authority);
- 2) Certified copy of ID card, ie travel document for a foreign citizen;
- 3) Certificate of the competent basic court (according to residence) that the natural person who registers the start of business in the form of an entrepreneur, has not been issued a final measure prohibiting the required activity and not older than 30 days from the date of application for registration of entrepreneurs;
- 5) Certificate of the competent unit of the Tax Administration of the Republic of Srpska that a natural person who registers the start of business in the form of an entrepreneur, has no due but unsettled obligations and is not older than 8 days from the date of application for registration of entrepreneurs;
- 6) Partnership agreement (only if the founders are two or more natural persons);
- 7) proof of payment of the municipal administrative fee for registration of the establishment of an entrepreneur, which amounts to 30 KM.

The registration authority, in the process of registering entrepreneurs, through a unique electronic application obtains a unique identification number from the Tax Administration of the Republic of Srpska, which is registration with the tax authority.

The registration body is obliged to make a decision on the registration of entrepreneurs, no later than two days from the day of submitting a proper request.

MAKING THE STAMP

The seal can be made in any printing house, where it is necessary to submit a decision on the registration of entrepreneurs. Production of the seal is 20 - 50 KM.

GIRO ACCOUNT OPENING

A giro account can be opened in any commercial bank. When opening an account, it is necessary to submit to the bank:

- 1) Decision on registration of entrepreneurs;
- 2) Cards of deposited signatures of persons authorized to sign orders, for the purpose of disposing of funds from the account (the form was obtained from the bank);
- 3) Certificate of registration of the taxpayer.

FISCALIZATION

The entrepreneur is obliged to introduce a fiscal cash register before starting work. The price of the fiscal device is from 400 to 800 KM. The entrepreneur does not have this obligation, if he performs craft activities and activities of old and artistic crafts and domestic handicrafts.

REGISTRATION WITH THE INDIRECT TAX ADMINISTRATION

The registration of VAT payers is done at the locally competent regional center of the Indirect Taxation Authority of BiH according to the seat of the entrepreneur. The obligation to declare VAT payers is subject to all persons whose taxable turnover of goods or services in the previous year exceeds, or is likely to exceed, the threshold of 50,000.00 KM, as well as all persons engaged in foreign trade.

Along with the Application for registration and entry in the unified register of indirect taxpayers (form ZR-1), it is necessary to submit a copy, with the presentation of the original, or a certified copy of the following documents:

- Decision on registration of entrepreneurs;
1. Identity card of the applicant;
 2. Certificate of registration of the taxpayer from the Tax Administration of the Republic of Srpska;
 3. Card of deposited signatures certified by the commercial bank with which the transaction account has been opened (for all opened transaction accounts);
 4. Work permit and residence registration issued by the competent authority and passport for a natural person - entrepreneur, foreign citizen.
 5. Original payment slips as proof of the paid amount of a total of 40.00 KM (on the account of JRT Trezor BiH).

START OF ACTIVITIES

The entrepreneur is obliged to start performing the activity no later than 30 days from the day of delivery of the decision on registration. The fulfillment of the conditions for performing the activity is checked by the competent inspection body within 45 days from the day of delivery of the decision on registration of the entrepreneur.

CHANGES DURING BUSINESS

The entrepreneur is obliged to report the following data changes to the registration authority by submitting the SP-1 application form:

- 1) personal name and surname, address, ID card number or travel document;
- 2) business name and registered office;
- 3) time of performing activities (throughout the year or seasonally);
- 4) type of occupation (basic or additional or additional);
- 5) place of business (business premises or residential premises or without premises);
- 6) code and name of the predominant activity and other activities in accordance with the classification of activities;
- 7) opening, changing data and closing the separated unit;
- 8) temporary cessation of activities and
- 9) permanent cessation of activities.

When changing the data of the entrepreneur, the following documentation is attached:

Completed application form SP-1;

Certified copy of ID card, ie travel document for a foreign citizen;

Certificate from the competent basic court (according to the place of residence), that there are no unpaid fines and costs of forced collection for the committed misdemeanor in the field of economic and financial operations and which is not older than 30 days from the day of submitting the request;

Certificate of the competent court (according to residence), that no final measure prohibiting the performance of the requested activity has been pronounced and which is not older than 30 days from the day of submitting the request for changing the entrepreneur's data (submitted only in case of supplementing the activity);

Proof of payment of the municipal administrative fee for changing the data entered in the register, which amounts to 20 KM.