

# **INSTRUCTION ON STARTING BUSINESS FOR PHYSICAL PERSONS**

## **STARTING CRAFT AND SIMILAR BUSINESS**

To start a craft or any other similar business, apart from a request which is attainable in the Office 7 in the Municipality building in Trg A.Izetbegovića or on official website [www.opcina-tesanj.ba](http://www.opcina-tesanj.ba) the following is required:

1. A citizenship certificate,
2. A certificate on capacity to exercise rights,
3. A business license confirming that there are no measures undertaken against the craft/ business in question,
4. A professional qualification credential (diploma, degree, certificate),
5. A sanitary booklet (depending on craft),
6. A verification of employment or retirement ( for additional or complementary),
7. A verification of unemployment for basic,
8. A verified statement permission of fulfilling conditions for the craft/ business, which is attained along with the request,
9. A service agreement for solid waste collection services (for the business premises)
10. An evidence of the municipal administrative tax payment:
  - for craft: 150, 00 KM
  - for old craft: 100, 00 KM
  - for agriculture: 50, 00 KM
11. An entrepreneur partnership agreement
12. Documentation on employee/ supplementary trade, separate space, via employee/ from 1 to 6,
13. Work authorization/ for separate space and via employee

## **STARTING CATERING BUSINESS**

To start catering business, apart from a request which is attainable in the Office 7 in the Municipality building in Trg A.Izetbegovića or on official website [www.opcina-tesanj.ba](http://www.opcina-tesanj.ba) the following is required:

1. A citizenship certificate,
2. A certificate on capacity to exercise rights,
3. A business license confirming that there are no measures undertaken against the craft/ business in question,
4. A professional qualification credential (trade school qualification credential minimum),
5. A service agreement for solid waste collection services
6. A sanitary booklet (depending on catering),
7. Approval for the use of business premises,
8. The proof of ownership of the business premises or a business premise lease, if the business premise is not owned by the applicant,
9. A verification of unemployment,
10. An evidence of the municipal administrative tax payment for permission proving fulfilled conditions :
  - business premises up to 100 m<sup>2</sup>: 100,00 KM
  - business premises 101-200 m<sup>2</sup>: 200,00 KM

- business premises 201-300 m<sup>2</sup>: 300,00 KM
- business premises 301-400 m<sup>2</sup>: 400,00 KM
- business premises over 400 m<sup>2</sup>: 500,00 KM,

11. An evidence of the municipal administrative tax payment: 200,00 KM

12. Evidence of noise nuisance issued by an authorized institution

## **STARTING TRADING BUSINESS**

To start trading business, apart from a request which is attainable in the Office 7 in the Municipality building in Trg A.Izetbegovića or on official website [www.opcina-tesanj.ba](http://www.opcina-tesanj.ba) the following is required:

1. A citizenship certificate,
2. A certificate on capacity to exercise rights,
3. A business license confirming that there are no measures undertaken against the craft/ business in question,
4. A professional qualification credential (trade school qualification credential minimum),
5. A service agreement for solid waste collection services,
6. A sanitary booklet (depending on trade),
7. Approval for the use of business premises,
8. The proof of ownership of the business premises or a business premise lease, if the business premise is not owned by the applicant,
9. A verification of unemployment,
10. Certified approval of condition fulfillment,
11. An evidence of the municipal administrative tax payment: 150,00 KM

## **Evidence of fulfillment of minimum technical requirements**

Business premises inspection is conducted only for catering business in terms of both physical and legal personae, when the inspection is conducted by the municipal commission. In order to have the inspection done, along with request and an evidence of the municipal administrative tax payment for permission to prove fulfilled conditions for work.

For legal personae the following is required:

- Registration approval certificate for the company issued by the canton court; companies with headquarters outside the municipality where they seek to open the branch, it is necessary to register the company into the court registrar with respect to Act II of Law on Economic associations,
- The proof of ownership of the business premises or a business premise lease, if the business premise is not owned by the applicant,
- Approval for the use of business premises
- Service agreement with KP RAD on municipal services,
- M<sup>2</sup> form copies for the company manager and the employees,
- Sanitary booklets (for the employees),
- Evidence of noise nuisance (for catering businesses)
- Administrative tax: 100,00 KM

- Other documentation depending on the business.

With other businesses Evidence of fulfillment of minimum technical requirements is given by the company manager.