**Name of administrative procedure: Issuance of decision on the entering into the Register of Foreign Representative Office**

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| **Larger organizational unit** | Sector for foreign trade policy and foreign investments |
| **Smaller organizational unit** | Department for foreign trade policy, control and safeguard measures |
| **Activity/ies** | Entry in the Representative Offices of Foreign Persons in Bosnia and Herzegovina and administrative procedures related to updating data in the Register |
| **Competent incumbents contact data** | |  | | --- | | Saša Džafić, Biljana Ždralić, Faris Godinjak | | Phone: 033 551 526 | | E-mail:  [sasa.dzafic@mvteo.gov.ba](mailto:sasa.dzafic@mvteo.gov.ba)  [biljana.zdralic@mvteo.gov.ba](mailto:biljana.zdralic@mvteo.gov.ba)  faris.godinjak@mvteo.gov.ba | |
| **Purpose of the administrative procedure** | Entry in the Representative Offices of Foreign Persons in Bosnia and Herzegovina, amendments to the data entered in the Register, deletion from the Register, issuance of the certificate of registration in the Register |
| **Legal base for the administrative procedure** | Law on Foreign Trade Policy of BiH (“Official Gazette of BiH“, No. 7/98 i 35/04) and the Decision on establishment and work of the Representative Offices of Foreign Persons in Bosnia and Herzegovina (“Official Gazette of BiH“, No. 15/03) |
| **Fees** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Fee** | **Amount (BAM** | **Account number** | **Reference number** | **Type of income** | | **Budget organisation** | | Fee for the decision on registration | 100 | 3380002210018390 | 26 | 722126 | 0801999 | | | Fee for the decision on amendments to the data entered in the Register  Fee for the decision on deletion  Fee for issuance of the certificate | 40  40  15 | 3380002210018390  3380002210018390  3380002210018390 | 26  26  4 | 722126  722126  722104 | 0801999  0801999  0801999 | | |  |  |  |  | |
| **Required information for applying** | |  | | --- | | **Information** | | **Entry in the Register:**  Name and seat of the founder  Seat of the Representative Office in Bosnia and Herzegovina  Jobs of Representative Offices  Basic information about the person responsible for the work of the representative office (name and surname of the person responsible for the work of the representative office, place of residence, JMBG or for foreigners the passport number and the issuing State)  **Amendments to the data entered in the Register:**  The data to which the amendment relates | |  | |
| **Documentation** | |  |  |  |  | | --- | --- | --- | --- | | **Document** | **Institution issuing the documentation** | **Delivery form** | **Comment** | | **Entry in the Representative Offices:**  Decision on establishment of a representative office  Decision on appointing a person responsible for the work of the representative office  Work Programme of the Representative office in Bosnia and Herzegovina  Document of the registration of a foreign person in the register kept in the country in which the foreigner has a seat or other document according to the regulations of the country in which the founder has its seat | Foreign company that establishes a representative office  Foreign company that establishes a representative office  Foreign company that establishes a representative office  Authorised institution in the country in which the foreign person has its seat | Original  Original  Original  Original | The application for registration and the documents that need to be attached are submitted in the original with a certified translation into one of the languages in official use in Bosnia and Herzegovina | | Proof of payment of fees | Post office/bank | Original |  |   **Amendments to the**  **data entered in the Register:**  Founder’s decision on Foreign company Original  Data changes establishing a  Representative office  Proof of payment of fees post office/bank Original  **Deletion from the Register:**  Decision on closing Foreign company Original  The representative office establishing a  Representative office  Proof of payment of fees Post office/bank Original |
| **Deadline for resolving a complete case (days)** | 10 |
| **Note** |  |
| **Deadline for resolving a complete case (days)** |  |