

How to open an obrt in FBiH

Checklist: the order of steps from idea to start of business

Start Meet Maja at EKOFIN

Visit EKOFIN (Kolodvorska 11A, Sarajevo), meet Maja, have a coffee and go through your case and activity together. After that, follow the steps below in order.

- ☐ Meeting time agreed (Mon–Fri, 08:00–17:00)
- ☐ We went through the activity, status and business plan

1 Choose an activity and business premises

- ☐ Business premises found (an obrt is registered according to its seat)
- ☐ If residential premises: checked that the activity is allowed there
- ☐ Activity code chosen

2 Collect the documents

- ☐ Certificate of BiH citizenship
- ☐ Certificate of legal capacity
- ☐ Certificate that no protective measure banning business activity has been imposed
- ☐ Proof of appropriate professional qualification
- ☐ Proof of the right to use the premises (lease agreement or land registry extract)
- ☐ Supplementary/additional activity: proof of employment or pension right
- ☐ Main occupation: employment bureau confirmation or certified statement of status
- ☐ Statement of compliance with minimum technical and other requirements
- ☐ If the municipality asks: medical certificate and certificate of settled tax obligations

3 Application to the municipality and municipal decision

- ☐ Application submitted to the competent municipal service
- ☐ Administrative fee paid (about 75 KM, depending on the municipality)
- ☐ Decision approving the pursuit of the obrt collected

4 Have a stamp made

- ☐ Details for the stamp checked
- ☐ Stamp made (about 40 KM)

5 ID number: Tax Administration

- ☐ POR-503 form completed
- ☐ Certified copy of the municipal decision
- ☐ Certified copy of the lease agreement or land registry extract
- ☐ Certified copy or original of the agreement with an accounting agency
- ☐ ID number received (deadline: five working days)

6 Statistics Office: classification

- ☐ RPS form + copy of the decision + copy of the ID number
- ☐ Classification notice received (approximately two days)

7 Registration of the owner (main occupation)

- ☐ Form JS3100 + copy of the decision on establishing the obrt

8 Business bank account

- ☐ Decision, ID number and classification notice
- ☐ CIPS registration of the owner and authorised persons (not older than six months)
- ☐ Copy of ID card, signed application (with stamp if the bank requires it)
- ☐ Exact list of documents confirmed with the bank beforehand

9 Chamber of Crafts and Trades

- ☐ Membership is acquired automatically upon registration
- ☐ Membership fee included in business costs

After registration

VAT

Registration becomes mandatory when taxable turnover exceeds 100,000 KM. Voluntary registration lasts at least 60 months (five years).

Business books

KPR (income and expense book), KP (turnover book), EPO (receivables and payables records) and the fixed asset inventory list.

Approximate start-up costs

Documents, fees and certifications	30–50 KM
Municipal fee	about 75 KM
Stamp	about 40 KM
Total	approximately 130–170 KM

Approximate duration of the whole procedure: 15–30 days.

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Note: the content is for information purposes. Amounts are approximate, and requirements and procedures may differ between municipalities and cantons. Before registering, check the current requirements with the competent institutions or contact us. Updated: 26 October 2026