

# IMPORTANT

DEADLINE FOR  
REVIEWING THE  
APPLICATION

**3 DAYS**

DEADLINE FOR  
RESOVING  
A COMPLETE CASE

**7 DAYS**

## NECESSARY DOCUMENTATION

ID card – MIA – **Certified copy**

Proof of residence – MIA – **Original**

Certificate of legal capacity – PI of Center for  
Social Work - **Original**

Medical certificate – **Health institution** - **Original**

Sanitary booklet if it is regulated by a separate  
law – **Health institution** – **Certified copy**

Certificate of non-imposition of restrictive  
measures to perform crafts – **Municipal court** -  
**Original**

The proof of the professional qualification  
condition, i.e. statement that a person who  
fulfills the professional qualification condition  
will be hired, if it is envisaged by regulation –  
**Educational institutions** – **Certified copy**

Proof of the employment contract or the use  
of pension if the application is submitted for  
additional or further interest - Employer /  
**Pension and disability insurance institute** –  
**Certified copy**

Certified declaration on meeting the minimum  
technical and other conditions for performing  
crafts and related activities - **The city  
administration** - **Original**

Proof of administrative fee payment – **Bank /  
Post office** – **Original**



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CITY OF ZENICA



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FROM THE AMERICAN PEOPLE



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HOW  
to register  
a craft?

INVEST  
IN  
ZENICA

## LEGAL REGULATION

Conditions, performing craft activities and similar activities, registration, management, joint performance and cessation of the performance in crafts and similar activities, education and training for performing craft and similar activities, organizing craftsmen and persons who perform similar activities as well as supervision are governed by the Law on crafts and similar activities ("Official Gazette of FBiH" No. 35/09 and 42/11).

## MANNER OF PERFORMING CRAFTS

Craft can be performed as basic, additional or supplemental business.

Person can perform crafts as additional i.e. supplemental business if one already has an employment contract or is a pension beneficiary in accordance with an Article 11 of the Law.

Additional performance of crafts implies solely independent work and no longer than 20 hours per week.

Supplemental performance of crafts implies the performance solely by employee who has to be employed by the owner of the craft, therefore fulfilling all the conditions prescribed by the Law.

## COMMENCEMENT OF WORK - DEADLINE

Craftsman is obliged to commence the activity within 30 days since the day of the finality of the decision on approving the performance of craft. Since the day of the finality of the decision, craftsman's rights and obligations enter into force in accordance with the Law and other regulations.

## PRODUCT SALES AND SEPARATE AREA

Craftsmen can perform the turnover of their products at the headquarters of the registered activity and in a separate business area.

Craft as a basic or additional interest may be carried out in more isolated areas, situated at the headquarters or outside the craft.

In each separate area, craftsmen are obliged to hire an employee who must have a contract and meet the requirements of Article 9 and 10 of the Law.

## MEMBERS OF THE HOUSEHOLD

Members of the household (spouse, children, parents, adoptees, adoptive parents, step-children and persons supported by the craftsman) can assist craftsman in performance of craft.

## RESPONSIBILITY OF THE CRAFTSMAN

Craftsman is liable for the obligations deriving from the performance of crafts with all of his assets.

Craftsman is responsible for the legality of craft performance and lawful operation of the workers he employs.

## JOINT PERFORMANCE OF CRAFTS

Two or more persons can jointly perform craft. Mutual relations and responsibilities of persons who jointly perform a craft shall be regulated by a written agreement. Joint performance of craft stops when the number of founders comes down to one and in that case re-registration can be done into independent performance of craft.

## TEMPORARY CESSATION OF CRAFT PERFORMANCE

Craftsman can temporary cease the performance of craft for up to one year, and has to inform the competent authority in written form within seven days since the day of cessation. Exceptionally, the craftsman may suspend the performance of craft longer than one year, but no longer than three years in the event of illness or force majeure and in the case of using maternity leave until the child reaches three years of age.

Craftsman is obliged to inform the competent authority about the restart of the craft performance in written form no later than seven days after the expiry of the period of temporary suspension of craft.

## CESSATION OF CRAFT PERFORMANCE

Craft ceases by deregistration or by force of the Law. Craftsman is required to submit a sign-off of craft performance in writing to the competent authority before cessation of work. Cessation of craft is established by the competent authority and with the finality of the decision the craft is cleared from Craft Register. Cessation of craft performance by deregistration is determined by the date specified in the sign-off, provided that the craft cannot be done in arrears.

# STEPS IN ESTABLISHING THE CRAFT

- 1. Submitting a request;**  
*The request shall be submitted to the Protocol in the counter hall in the City of Zenica;*
- 2. Issuing the operating license**  
*Department of Economy and Finance, the building of the city administration (third floor), office 303 and 304;*
- 3. Making of seal**
- 4. Receiving the Notice on Classification in accordance with the classification of activities.**  
*Federal Statistical Office - Customer Service for the area of Zenica-Doboj Canton with headquarters in Zenica, street Mehmedalije Tarabara 15;*
- 5. Obtaining the certificate of tax registration (ID)**  
*Cantonal Tax Office Zenica, street Zmaja od Bosne 57;*
- 6. Opening a bank account.**

## NOTICE

In **Info Center of Zenica City**, as well as in electronic register of administrative procedures of Zenica City ([www.zenica.ba](http://www.zenica.ba) - HOW TO SUBMIT A REQUEST option) from the area of crafts and similar activities, following requests can be taken over:

1. Conducting craft/ related activities/ handicrafts
2. Temporary cessation of craft performance / related activity/handicrafts - announcement of action by temporary suspension
3. The change in the course of craft /related activities/ handicrafts performance (headquarters of craft, activities – type of craft, activities - from basic to additional and vice versa)
4. Termination of craft /related activities/ handicrafts performance.