

# STARTING A LIMITED LIABILITY COMPANY

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## HITRO.HR

### Company Name Availability Check

- ➔ First you must choose a name for your company. The employees of the **HITRO.HR** service will check the register to find out whether a company by the chosen or similar name already exists. For this reason applicants must prepare alternative names in addition to the proposed company name.
- ➔ When choosing the name for your company, you can also use the website of the Ministry of Justice: <https://sudreg.pravosudje.hr>.

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## NOTARY PUBLIC

### Verification of Documents

- ➔ The Application for Entry in the Court Register (PO Form) and certain documents accompanying the same must be verified by a notary public.
- ➔ When paying a visit to a notary public, take your ID card or passport (required if you are a foreign national) with you.
- ➔ All founders and other persons whose signatures are to be verified must be present.

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### Submission of Documents and Payment of Fees

- ➔ Applications for Entry in the Court Register (PO Form) with all required accompanying documents verified by a notary public are submitted at the **HITRO.HR** counter.
- ➔ You can make the payment of court fees and the initial capital at FINA's branches.
- ➔ At the **HITRO.HR** counter you will receive an RSP Form which you will have to fill out in order to obtain a Notification of Classification pursuant to the National Classification of Activities (NKD) of the Central Bureau of Statistics (business identification number and main activity code assignment).
- ➔ All required forms and payment slips are available at **HITRO.HR** counters free of charge.

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### Collection of Documents and Opening of an Account

- ➔ The Decision on Entry in the Court Register and the Notification of Classification pursuant to the National Classification of Activities containing the assigned business identification number are collected at the **HITRO.HR** counter.
- ➔ After you collect the afore-mentioned documents, you must make an official stamp and open a business account so that the initial capital could be transferred into your company account.
- ➔ You can arrange the making of an official company stamp at the **HITRO.HR** counter.
- ➔ You can also arrange the opening of your company account at the **HITRO.HR** counter (however only with those banks in the case of which FINA handles or intermediates in handling the account opening procedure).
- ➔ The necessary first registrations of the company, its owner and employees with the Croatian Pension Insurance Institute (HZMO) and the Croatian Health Insurance Institute (HZZO) can be arranged and executed electronically at the **HITRO.HR** counter.

### IMPORTANT!

After your company has been entered into the Court Register and the Register of the Central Bureau of Statistics, you must register your company with the relevant Tax Authority, whose jurisdiction is determined on the basis of your company's registered address, for the purpose of entering the company into the Register of Income Tax and VAT Payers. When registering with the Tax Authority, you must present for inspection the Decision on Entry in the Court Register, the Notification of Classification pursuant to the National Classification of Activities and the Signature Card.

## DOCUMENTS REQUIRED

### TO START A COMPANY

1. Application for Entry in the Court Register Form (Po) (X)
2. Incorporation Document - Articles or Statement of Incorporation (X)
3. Decision on Appointment of Management Board Members (X)
4. List of Founding Members
5. List of Authorized Company Representatives
6. Statements of Acceptance of Appointment by Authorized Company Representatives (X)
7. Director's signature or signatures of Management Board Members (X)
8. List of Supervisory Board Members (if the company has a Supervisory Board)
9. Signatures of Supervisory Board Members (if the company has a Supervisory Board) (X)
10. Decision on Appointment of a Company Procurator (if the company has one) (X)
11. Company Procurator's signature (if the company has one) (X)
12. Decision on Determination of Company's Registered Address (X)
13. Company Name Explanation (if the company has a foreign name)
14. Proof of payment of the initial capital
15. Proof of payment of court registration fees and fees for obtaining the first-instance Decision on Entry in the Commercial Court Register, and proof of advance payment for the costs of publishing the same in the Official Gazette (Narodne novine) (X) PREPARED AND VERIFIED BY A NOTARY PUBLIC

### TO OBTAIN A NOTIFICATION OF CLASSIFICATION PURSUANT TO THE NATIONAL CLASSIFICATION OF ACTIVITIES

1. Decision on Entry in the Court Register
2. Proof of fee payment
3. RPS Form

THE DOCUMENTS ARE PROVIDED AND FILLED OUT BY THE HITRO.HR OFFICE.

### TO MAKE AN OFFICIAL COMPANY STAMP

1. Decision on Entry in the Court Register

THE MAKING OF AN OFFICIAL COMPANY STAMP CAN BE ARRANGED AT THE HITRO.HR COUNTER.

### TO OPEN AN ACCOUNT

1. Decision on Entry in the Court Register (a copy must be enclosed, whereas the original is submitted only for inspection)
2. Notification of Classification issued by the Central Bureau of Statistics (a copy must be enclosed, whereas the original is submitted only for inspection)
3. Official Company Stamp
4. ID Card

THE OPENING OF A COMPANY ACCOUNT CAN BE ARRANGED AT THE HITRO.HR COUNTER (HOWEVER ONLY WITH THOSE BANKS IN THE CASE OF WHICH FINA HANDLES OR INTERMEDIATES IN HANDLING THE ACCOUNT OPENING PROCEDURE).

### TO REGISTER WITH e-PENSION

1. Decision on Entry in the Court Register (for subsidiaries too, if any)
2. Notification of Classification issued by the Central Bureau of Statistics
3. Signature Card
4. Official Company Stamp
5. Employment Contract
6. Employment Record
7. ID Card or Passport (for foreign nationals)
8. Work Permit (if the employee is a foreign national)

THE REGISTRATION CAN BE ARRANGED AND EXECUTED ELECTRONICALLY AT THE HITRO.HR COUNTER.

### TO REGISTER WITH e-HEALTH

1. Decision on Entry in the Court Register
2. Notification of Classification issued by the Central Bureau of Statistics
3. Proof of Residence (a certificate issued by the Ministry of Internal Affairs or ID card)
4. Employment Contract
5. Application for Commencement of Contribution Payer's Activities (M-11P Form, HZMO)

THE REGISTRATION CAN BE ARRANGED AND EXECUTED ELECTRONICALLY AT THE HITRO.HR COUNTER.

### REQUIRED PAYMENTS

1. Initial capital
2. Costs of registration and obtaining a Decision on Entry in the Commercial Court Register
3. Costs of publishing the Decision on Entry in the Commercial Court Register in the Official Gazette
4. Costs of the notary public \*
5. Central Bureau of Statistics' fee

ALL REQUIRED PAYMENTS (EXCEPT \*) CAN BE MADE AT FINA'S BRANCHES.

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