

Establishment in Croatia (private limited company – d.o.o.)

1. Checking company's name at the **Commercial Court** and reserving the right to it
2. Signing of an official founding document with a **notary public** in the presence of all founders

Documents:

- ID card or passport (obligatory for all foreigners)

3. Payment of the founding capital at **Erste&Steiermärkische bank d.d.** and obtaining a confirmation of payment

Documents:

- Copy of the founding document
- ID card or passport (obligatory for all foreigners) of the person to whom the confirmation of the deposited founding capital is issued

4. Registration with the **Commercial Court**

Documents:

- PO form (Obrazac PO) with all necessary supporting documents certified by a notary public
- Confirmation of the payment of the founding capital issued by Erste&Steiermärkische bank d.d.

5. Obtaining a **stamp**

Documents:

- Copy of the Decision on Registration in the Commercial Register

6. Issuing the Notice of National Classification of Activities from the Statistical Register (NKD obrazac) by the **Croatian State Bureau of Statistics**

Documents:

- Decision on Registration in the Commercial Register
- RPS form (RPS obrazac) (available at the "Narodne novine" stationary shops)
- Proof that the charge is paid

7. Opening a business account at **Erste&Steiermärkische bank d.d.**

Documents (in addition to the Bank's forms for account opening):

- Decision on Registration in the Commercial Register
- Notice of National Classification of Activities from the Statistical Register
- ID card or passport (obligatory for all foreigners)

8. Registration with the **Tax Administration** office with jurisdiction over the area in which the company's head office is registered

Documents:

- Decision on Registration in the Commercial Register (for inspection only)
- Notice of National Classification of Activities from the Statistical Register (for inspection only)

9. Registration of the company, the employers and employees with the **Croatian Pension Insurance Institute (HZMO)**

Documents:

- M-11P form (M-11P obrazac) (for starting the business):
 - Decision on Registration in the Commercial Register

- Notice of National Classification of Activities from the Statistical Register by the Croatian State Bureau of Statistics
- Form M-1P (M-1P obrazac) (for each new employee):
 - Employment contract
 - Employment record (radna knjižica) (for inspection only)
 - Copies of the ID card or passport (obligatory for all foreigners)
 - Work permit (for foreigners)

10. Registration of the company, the employers and employees with the **Croatian Institute for Health Insurance (HZZO)**

- T-1 form (T-1 obrazac) (for starting the business):
 - Decision on Registration in the Commercial Register (for inspection only)
 - Notice of National Classification of Activities from the Statistical Register
 - Registration form of the Croatian Institute of Pension Insurance (copy of the M-11P form)
- T-2 form (T-2 obrazac) (for each new employee):
 - Employment contract
 - Employment record (radna knjižica) (for inspection only)
 - Copies of the ID card or passport (obligatory for all foreigners)
 - Registration form of the Croatian Institute of Pension Insurance (copy of the M-1P form)

11. In case the company is involved in international trading, a customs number issued by the **Croatian Customs Administration** is required

- Copy of the Decision on Registration in the Commercial Register
- Notice of National Classification of Activities from the Statistical Register
- Proof that the administrative charge is paid

You can also establish a company at the **Hitro.hr** one-stop shop. For more information please check www.hitro.hr.