

How to Start Up an Enterprise in Croatia



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The Croatian legal framework governing foreign investment has been designed in a way that does not make any difference between domestic and foreign investors. All possibilities in relations between domestic investors are also open to foreigners investing capital in Croatia.

Moreover, foreign investors enjoy additional guarantees that are not given to domestic investors. The Croatian Constitution provides that no law or other legal document shall reduce the rights granted to a foreign investor at the time of investment in Croatia. It also guarantees the free repatriation of profits or capital upon fulfillment of all legal obligations.

When foreign investors start up or participate in the start-up of an enterprise in Croatia, their rights, obligations and position are identical to those of domestic investors, provided the condition of reciprocity is met.

Foreign legal entities and persons may:

- invest capital on a contractual basis
- invest in a company
- invest in a bank or insurance company
- set up as craftspeople or do business as sole traders
- obtain a concession to exploit natural resources or other assets of interest to Croatia
- participate in build-operate-transfer (BOT) and build-own-operate-transfer (BOOT) operations.

I. COMPANIES

A company is a legal entity established and organized in accordance with the *Companies Act*. All companies are registered in a court register following the Court Register Act and the Rules of Court Register Entry Procedures. Under the Companies Act, it is possible to start a company as a company based on capital or as a partnership*, which is an association of persons.

Companies based on capital include:

- private limited companies
- public limited companies
- economic interest associations.

Partnerships include:

- a general partnership
- a limited partnership.

The law also regulates the establishment of branch offices and the position of sole traders.

A number of general principles apply to any company start-up:

Founders

A domestic or foreign legal entity or natural person may establish a company.

Legal entity status

A company is a legal entity. The

status of a legal entity is acquired by being entered in a court register.

Company liability

A company is liable to settle its debts with all its assets. Owners/shareholders in private and public limited companies are not personally liable for the obligations of the company, unless the Companies Act provides otherwise.

Partners in general partnerships and general partners in limited partnerships have unlimited liability to cover the debts of their partnership jointly, severally and with all their personal assets.

Company name

A company name is the name used by a company in business transactions and legal affairs. It must be clearly different from the name of any other company entered in the court register of the same register court. The company name must consist of a proper name and an indication of the company's business activity. It must be written in the Croatian language and may contain foreign words if these are part of the name/company name of a partner/owner/shareholder, of the trade-/service mark of a partner/owner/shareholder or their company registered in Croatia, and in cases when such words are common in Croatian. The company name may be entered in a court register also in a translation in one or more foreign languages. If the word *Croatia* or any word form derived from it is to be used in the

* Note: The Croatian Companies Act regulates business entities as including also categories that, due to their different legal properties, are not always regarded corporate in some other legal systems (e.g. partnerships, as defined by Croatian law).

company name, special consent from the Central State Administrative Office is a requirement.

A company must use the company name and its abbreviated version in the form and with the content as submitted for the court register. The stationery used by the company (letters, invoices, letterheads etc.) must show the company name, the company's registered office, the court of registration, number of registration entry, company name and address of the institution where the company holds its account and the account number.

Business activity

A company may be registered to engage in any permitted business activity. The business activity of the company (company's object) is specified in the statement on establishment, articles of association i.e. company constitution. It is also entered in a court register with an activity code as specified in the National Classification of Economic Activities. In the case of activities that require consent,

a permit or other document issued by a governmental authority or an institution, entry into the court register can only be made after obtaining such consent or permit from the relevant body or institution.

Registered office

A company's registered office is the premises used by the company management and from which the company is run. It is indicated in the statement on establishment or articles of association. The company may only have one registered office entered in the court register.

Representation

The authority to represent a company is given to persons as specified in the Companies Act for the respective company type. The persons representing the company and restrictions of their representative powers towards third parties are entered in the court register. The law distinguishes between legal representatives, representatives by proxy, attorneys by employment and procurators.

COMPANY FORMS

PRIVATE LIMITED COMPANY (Croatian abbreviation: d.o.o.)

Private limited companies are the most frequent type of company in Croatia.

A private limited company is one in which one or more legal entities or natural persons invest in initial au-

thorized stakes, with which they participate in the total authorized capital as contractually set beforehand. Authorized stakes are not necessarily of the same amount. In the process of company formation, no founder may

acquire multiple authorized stakes. However, their subsequent acquisition is possible. The stakes may not take the form of securities.

Founders

Owners may be domestic and foreign legal entities and natural persons. Just one owner may also establish this type of company.

A private limited company is a legal entity. This status is established by entry into a court register. Company assets are strictly separated from the property of owners. The company is liable for its debts with all its assets. Owners are not liable for company debts. Exceptionally, they may be held liable for company debts if they abuse the principle of their non-liability.

Authorized capital

The initial authorized capital of a private limited company must be shown in Croatian currency – kuna (HRK). The minimum amount of initial authorized capital may not be below HRK 20,000. The minimum amount of an initial authorized stake must be expressed with a whole number that is a multiple of 100. The sum of initial authorized stakes must be equal to the total amount of authorized capital. Before entry into a court register, each founder must pay for at least one quarter of an authorized stake that is to be paid for in cash, while the total amount of payments in cash may not be lower than HRK 10,000, i.e. at least one half of authorized capital must be provided in cash. The initial authorized stake may also be provided by investing tangibles or rights, which is to be done completely prior to company entry into a court register. Stakes in cash are to be paid

into a company account held with a financial institution in Croatia.

Company start-up procedure

A private limited company is established on the basis of *articles of association*, which must be signed by all founders in the form of a notarized document. If the company is established by just one person, the founding document is a *statement on establishment* submitted by the company founder in the form of a notarized document.

The articles of association or statement on establishment should contain the following:

- information about the founder (name and surname or company name, founder's residence or registered office, and, if the founder is a natural person, citizen's personal ID number [MBG])
- company name and registered office
- business activity of the company
- total amount of authorized capital
- amount of each investor's individual ownership stake (if investment has been made in tangibles and intangibles, their detailed description and valuation is required)
- indication whether or not the company is established as a going concern
- the rights and obligations that the owners have with respect to the company, in addition to the obligation to pay for the ownership stake, as well as the rights and obligations of the company with respect to its founders.

The totality of each individual owner's rights and obligations constitutes his/her stake in the company. As a rule, the size of a stake is proportional to the size of authorized capital paid up.

Costs of establishment

The costs of preparatory procedures or establishment may not be refunded to the founders from authorized capital. In particular, it is not permitted to add such costs to the capital as a stake. Compensation for company establishment costs may be approved only to the amount specified in the articles of association. Unless otherwise agreed in a contractual form, the founders bear the costs of company establishment proportionally to the size of their authorized stakes.

Company bodies

A company must have a management board and a general meeting. The *company management board* may have one or more members (*directors*). A foreign national may also be a member of the management board. Members of the management board are appointed and released from duty by company owners. The management board is responsible for company management, company representation, the orderly keeping of the company's business records,

preparation of financial reports and for the records of ownership stakes in the company.

A company must have a *supervisory board* only if the average number of employees in a year exceeds 300, if law explicitly requires so for a particular business activity, if the initial authorized capital of the company exceeds HRK 600,000 and the company has more than 50 owners, if the company has a single management that runs public and private limited companies that have a mandatory supervisory board, or if the company is a general partner in a limited partnership with the total average number of employees in the company and limited partnership together exceeding 300. The supervisory board must have at least three members, and if there are more members, their number should be an odd one. A foreigner may also be a member of the supervisory board. Company owners elect members of supervisory boards.

A company *general meeting* is a mandatory body to be established by a private limited company. Company owners must vote in a general meeting to decide on issues that are their responsibility pursuant to the Companies Act and to the company's articles of association.

PUBLIC LIMITED COMPANY (Cro: d.d.)

A public limited company is based on capital, with owners (shareholders) investing in authorized capital divided into shares. A public limited company may be started by a sin-

gle owner, i.e. it may have only one shareholder.

A public limited company is a legal entity. This legal status is established by entry into a court register.

The company is liable for its debts with all its assets. Shareholders are not liable for the debts of the company.

The basic document for a public limited company are the articles of association, as they specify the internal organization of the company.

Authorized capital

Authorized capital and shares must show par value in the currency of the Republic of Croatia. The minimum amount of authorized capital is HRK 200,000. The company may issue shares with an indication of their par value or shares without such indication. The par value of a share may not be below HRK 10. Par values higher than this minimum amount must show amounts that are multiples of HRK 10. In the case of shares indicating par value, the portion of authorized capital held is determined by the ratio of the par values of authorized capital and shares, whereas in the case of shares without par value the portion of capital held is based on the number of shares.

Shares may be registered shares or bearer shares. As a rule, shares are freely negotiable. Bearer shares are transferred when handed over, while registered shares are transferred by endorsement or assignment (cession).

In terms of the rights they ensure, shares may be ordinary and preference shares. *Ordinary shares* ensure the right to vote in a general meeting, to receive dividend and the right to the respective portion of the bankruptcy estate.

Preference shares give certain

preferential rights, such as the right to a dividend in an amount or percentage of the par share value set in advance, priority in the disbursement of dividends or in receiving the remainder of the bankruptcy estate and other rights as provided by law and by the company's articles of association.

Company establishment procedure

The Companies Act provides for a simultaneous and a successive establishment of a public limited company. Company founders are the shareholders who have adopted the articles of association.

A public limited company is established *simultaneously* when:

- the company founders take possession of all company shares and make a notarized statement of this fact
- accept and sign the company articles of association and make a notarized statement of this fact
- make a notarized statement that they are establishing a public limited company.

A public limited company is established *successively* when:

- the company founders adopt the articles of association
- the company founders take possession of a certain number of shares
- the company founders make a public call to subscribe for the remaining shares, with a subscription for such shares following the call.

The subscription period may not exceed three months after the be-

ginning of the subscription term. If, within this period, all the shares are not subscribed and paid for in accordance with the public call, the company founders are entitled to subscribe for or take possession of the unsubscribed shares within fifteen days. If they fail to do so, the company establishment is considered to have failed and the founders will ask the subscribers to take their payments back within fifteen days.

If all the shares have been subscribed for, the founders shall give them to their owners within fifteen days after the subscription period has expired and call the first general meeting.

Shares are paid in cash and by investing tangibles or proprietary rights where it is possible to determine the value of property. If shares are paid for in cash, at least one quarter of the par value of each share must be paid, and if the shares are sold at a price above par, the entire amount exceeding the par value must be paid.

If a share is paid for partly in cash and partly in tangibles or rights, the amount not to be paid in tangibles or rights should also be paid fully before the company is entered in a court register. If shares are paid for in cash, the full amount is to be paid into a temporary account opened with a legal entity authorized to perform payment transactions.

An investment in the company consisting of tangibles and rights must be completed in full before entry into a court register. If the investment in tangibles and rights is an undertaking to transfer an asset into the company, this should be completed not later than

five years after company entry into the court register. All investments in the company should be made in full in order to make the capital freely available to the company.

The founders should make a notarized statement appointing the first supervisory board of the company and the auditor for the first financial year. Following this, the supervisory board will decide on the appointment of management board members.

The founders should then submit the first report on the completion of the company start-up procedure so that the management board and supervisory board members can subsequently review the completed procedure. Upon completion of the procedure, management and supervisory board members submit an application to enter the company in the court register.

The application should contain the following information:

- company name, registered office and business activity
- shareholders (name and surname, citizen's personal ID number [MBG] or, if it is a foreign person or entity, passport number, issuing country, residence i.e. company name and registered office)
- information about persons authorized to represent the company and their powers
- legal form of the company
- date of adoption of articles of association
- if the legal entity is not a going concern, period of operation
- reasons for company dissolution.

The application should also contain the following information:

- amount of authorized capital
- amount of capital represented by the shares issued
- total amount paid for the shares issued and form of payment
- statement made by management board members that they are aware of their obligation to report to the court and that they meet the criteria for management board membership
- information about management board and supervisory board members.

In addition, the following should be enclosed with the application:

- company's articles of association, the documents submitted when the articles were adopted and documents evidencing that founders have taken possession of their shares
- in the case that certain benefits are granted, as well as that tangibles or rights are invested or taken possession of, contracts with provisions to this effect
- evidence of amount paid in, of investment made in the form of tangibles or rights and of the company's right to freely use them
- account of company establishment costs with their breakdown and total amount
- documents on the appointment of management and supervisory board members
- reports on company establishment

and on the audit of establishment procedures together with accompanying documents

- permit from a governmental body or institution if such a requirement arises from the nature of the provision specifying the business activity of the company or some other provision of the articles of association
- notarized statement that neither the shareholders nor the companies in which they have interests or shares have overdue liabilities; a certificate issued by a legal entity authorized to conduct payment transactions showing that neither the shareholders nor the companies in which they hold interests or shares have a recorded unpaid payment order in their accounts and certificates from the Tax Administration, Croatian Pension Insurance Institute and Croatian Institute for Health Insurance evidencing that neither the shareholders nor the companies where they hold stakes or shares have overdue liabilities to these institutions.

Bodies of a public limited company

- management board
- supervisory board
- general meeting

The *management board* consists of one or more members (directors), their number being defined by the articles of association. If the management board consists of several members, one must be appointed chair. At least one member of the management board of an active company must be the company's employee.

Any person of full legal capacity may be appointed management board member, unless s/he has been sentenced for specific criminal offences within a 5-year period from the date the sentence became effective. The latter restriction applies also to persons who have been served a protective measure prohibiting the performance of a profession included in the company business activity as long as the measure is in force. Both Croatian and foreign nationals may be members of a management board, and they are appointed by the supervisory board for a maximum period of five years.

The management board has the following rights and obligations:

- company management
- representation
- drafting of decisions for general meetings
- preparation of contracts
- implementation of the general meeting's decisions
- reporting to the supervisory board on issues relating to company management.

The *supervisory board* must have at least three members. Their number is defined in the articles of association and should be an odd number. A foreign national may be a member and there is no barrier to all members being foreign nationals. Members of the supervisory board are elected by the general meeting for a maximum term of office of four years, and they can be re-elected.

The supervisory board supervises company management and has the right to examine the company's business records and all other company documents. The board reports to the general meeting on the supervision carried out.

The *general meeting* is a body consisting of all shareholders and it allows them to exercise their rights in company matters. All shareholders are entitled to participate in the general meeting.

The responsibilities of the general meeting are set out in the articles of association. Decisions are generally taken by a simple majority of votes.

GENERAL PARTNERSHIP (Cro: j.t.d.)

A general partnership is a business entity where two or more individuals join in order to conduct business as a going concern and under a common company name. Every partner has unlimited and joint liability to cover the partnership's debts with all his/her assets. A partner may not dispose

of his/her ownership stake without consent from other partners.

Founders

Any legal entity or individual, both domestic and foreign, may become a partner. The articles of association define the relations between partners. The partners enjoy maximum

freedom in this respect, because the Companies Act applies only in cases when the articles of association do not regulate certain matters otherwise.

Authorized capital

A general partnership does not have authorized capital. Unless otherwise provided by the articles of association, partners should bring equal stakes into the company. The stakes may consist of cash, tangibles, rights, labor and other services and goods.

Partnership management is the responsibility of all partners. The articles of association may stipulate that only one or just a number of partners run the company. Each partner is authorized to represent the company.

Start-up procedure

A general partnership is established by adopting the articles of association, which need not be a notarized document. A notarized application for entry into a court register is then submitted.

The application for entry into the court register contains the following information:

- company name, registered office and business activity
- partners (name and surname, residence i.e. company name and registered office for each partner)
- persons authorized for company representation and their powers
- legal and organizational form
- date of adoption of articles of association
- if the partnership is not a going concern, period of operation
- reasons for company dissolution.

Enclosures to the application:

- articles of association
 - list of partners
 - notarized statement that neither the partners nor the companies in which they have interests or shares have overdue liabilities
 - certificate issued by a legal entity authorized to conduct payment transactions showing that neither the partners nor the companies in which they hold interests or shares have a recorded unpaid payment order in their accounts
 - certificates from the Tax Administration, Croatian Pension Insurance Institute and Croatian Institute for Health Insurance evidencing that neither the partners nor the companies where they hold stakes or shares have overdue liabilities to these institutions.
 - notarized statement containing information about all accounts held by the founders and the legal entities that manage these accounts; a list of all companies where the partners individually or jointly hold more than 50% of stakes or shares and information about all accounts of these companies, the legal entities managing these accounts as well as certificates for these companies issued by the Tax Administration, Croatian Pension Insurance Institute and Croatian Institute for Health Insurance.
- Original documents or certified copies should be submitted. As a rule, they should not be older than one year.

LIMITED PARTNERSHIP (Cro: k.d.)

A limited partnership is a company where two or more individuals associate together in order to conduct business as a going concern under the same company name. At least one partner has unlimited and joint liability for company debts with all his/her assets (general partner), and at least one partner has limited liability proportional to the assets invested (limited partner).

Founders

Both domestic and foreign individuals and legal entities may be partners in a limited partnership. A limited partnership is a legal entity that achieves such legal status by being entered in a court register.

Authorized capital

A limited partnership does not have authorized capital.

Establishment procedure

The company is established by adopting the articles of association, which need not be a notarized document. They should specify who among the partners are the general ones and who is a limited partner.

The application for entry of partnership in the court register should contain the following:

- company name, registered office and business activity
- partners (name, surname and residence or company name and registered office)
- information about the limited partners
- amount of investment contracted for and paid by each limited partner
- persons authorized for company representation and their powers
- legal and organizational form
- date of adoption of articles of association
- if the entity is not established as a going concern, period of operation
- reasons for company dissolution.

Company management and representation are entrusted to general partners.

ECONOMIC INTEREST ASSOCIATION (Cro: GIU)

An economic interest association is a legal entity established by two or more natural persons or legal entities for the purpose of facilitating and promoting their business activities, but in a way that the legal entity earns no profit for itself.

Authorized capital

An economic interest association is established without authorized capital, and the rights of members may not take the form of securities. The business activity of the association must be related to members'

business activities as an activity that supports them.

Establishment procedure

An economic interest association is started up by concluding an agreement on the establishment that must be notarized and entered in a court register. The agreement should contain the following:

- company name, registered office and business activity
- list of partners
- if not established as a going concern, period of operation.

The association is entered in a court register and so becomes a legal entity. The application for entry should be submitted by all members of the new management board.

Along with the association being liable itself, the members of the association have secondary unlimited liability that includes all their assets. The management board of the association runs its operations and represents it. The board may consist of one or more natural persons appointed by association members.

BRANCH OFFICE

Under Croatian legislation, foreign companies and sole traders may conduct business in Croatia by setting up a branch office. The start-up and operation of branch offices owned by foreign companies are governed by the same regulations that apply to the establishment of branches by domestic companies.

A branch office is not a legal entity. The liabilities and rights stemming from its operation do not belong to the branch office but to the founder. The branch office operates under its own name. The name should also indicate both the branch's and the founder's registered office.

A branch office may be established in the following ways:

- by a special decision taken by a sole trader in accordance with the statement on establishment

- by a special decision of a company's authorized body in accordance with the statement on company establishment, articles of association i.e. company constitution.

The decision on the establishment of a branch office must be notarized.

The decision on the establishment of a branch office should contain:

1. Company name and registered office of the founder and the name and registered office of the branch
2. Business activity of the founder and operations of the branch
3. If the founder is a company based on capital, the amount of authorized capital and of stakes paid for, and if the founder is a partnership, the names of general partners or of the sole trader
4. Name(s) and residence of the individual(s) authorized to repre-

sent the founders in branch operations.

Branch offices are entered in the court register of the court that has jurisdiction over the area where the branch has its registered office.

To register a branch office, it is necessary to apply for registration and enclose the following original documents and certified translations in Croatian:

1. Excerpt from the register in which the founder is entered showing the legal form and the date when the foreign founder of the branch was established
2. Founder's decision on the establishment of the branch
3. Certified transcript of the statement on establishment in accordance with the legislation of the country where the founder has its registered office (articles of association or company constitution of the founder)
4. Certified abridged financial report for the previous year of founder's operation.

The register court may approve entry if the founder has proved:

- that it has been legally established and that it exists in the country of its registered office
- that it has appointed persons to perform operations in Croatia that are authorized for representation and are resident there
- that Croatian persons are allowed to establish branch offices in the

founder's country under the same conditions as those that apply to the founder in Croatia.

The founder is required to report all data changes to the register court.

In the case that the same founder intends to establish several branch offices, the establishment procedure is carried out separately for each branch. The entry application should specify which is the main branch, while marking the others with ordinal numbers. The founder is obliged to authorize for representation one or more individuals in each branch, with the possibility of authorizing the same person for several branch offices.

As they are not legal entities, branch offices may not independently hold legal rights and obligations. The founder legally holds all rights and obligations of branch offices. In case of dispute with third parties, the branch is not a party to it, but the company or sole trader that owns the branch.

Branch offices are required to keep business records in compliance with applicable regulations in Croatia, which includes the Accounting Act, International Accounting Standards and tax regulations.

Regulations governing company establishment:

- Companies Act (Narodne novine [Official Gazette; abbreviated: NN] 111/93, 34/99, 52/00, Decision of the Constitutional Court of RC, 118/2003)
- Court Register Act (NN 1/95, 57/95, 45/99)
- Rules of Procedure for Entry into

-
- a Court Register (NN 10/95, 101/96, 62/98, 123/02)
 - Decision on the Procedure and Requirements for Access to Court Register Information (NN 138/02)
 - National Classification of Economic Activities Act (NN 98/94, 4/95)
 - Decision on the National Classification of Economic Activities (NN 13/03)

II. STARTING A BUSINESS ACTIVITY

Starting up a company in Croatia requires registration with the Commercial Court, Central Bureau of Statistics, Tax Administration, Croatian Pension Insurance Institute and Croatian Institute for Health Insurance. It is customary to hire a domestic lawyer or some other legal representative to oversee the procedure of company establishment.

Prior to registration, it is necessary to check with the Commercial Court if the desired company name already exists in the court register. To use the word *Croatia* or any of its derived forms in the company name, founders must obtain special approval from the Central State Administrative Office for Public Administration.

Business premises

A company must have an official address in Croatia in order to be registered. A legal representative may temporarily use his/her own office address as the address of a company that is in the process of registration.

Certification of documents

All legal documents must be certified by a notary public. Under Croatian regulations, a notary public is a private person incorporating some aspects and authorities of a public official that certifies and authenticates certain legal documents. The costs of certification depend on the amount of authorized capital and average HRK 2,500.

Certified translation

If a relevant document is in a foreign language, an authorized translator must translate it into Croatian. The cost of translation depends on the number of translated pages.

Company bank account

Authorized capital (HRK 20,000 for a private limited company and HRK 200,000 for a public limited company) must be paid into a bank account, and the receipt of deposit should be enclosed when registering a company.

Accounts used by legal entities and natural persons to conduct payment transactions are opened and managed by banks on a contractual basis and in line with relevant regulations (National Payment System Act, NN 117/01). A business entity may hold accounts with several banks of its own choice. Only one account per bank may be used for regular transactions, one for each organizational unit and several accounts for special purposes. If a business entity has more than one account for regular transactions, it must specify which account will be used for the payment of legally imposed contributions and public dues, for collection on the basis of securities and instruments guaranteeing payment, for the execution of courts' writs of execution and other documents of this kind as well as keep record of payment orders not executed.

Application for entry into a court register

Entry into a court register is the responsibility of the register court with jurisdiction over the area in which the entity to be registered is based. The registration procedure starts by submitting to the relevant register court an application for entry into the court register. The application, certified by a notary public, contains a request for the entry of data and is submitted by an authorized person in a number of copies sufficient for the court and participants in the procedure.

The application for entry into a court register must show:

1. Company name, registered office and business activity
2. Amount of company's authorized capital
3. Statement made by management board members that they are aware of their obligation to report to the court if necessary
4. Names i.e. company names of owners/shareholders/partners, and, if the latter are natural persons, their citizen's ID number (MBG).

The following should be enclosed with the application:

1. A document evidencing establishment (articles of association, statement on establishment, decision by the general meeting, or similar)
2. A list of company owners or general partners or founders with their names and surnames, residence and citizen's ID number, i.e., for foreign

nationals, passport numbers and issuing country or company name and registered office, including company number (Cro: MBS)

3. Evidence of payment of the amount required to start a company or of delivery of tangibles or rights - together with their list, identifying description, appraised value and a land register certificate if a real estate is in question
4. Evidence showing the management board members appointed for representation and their representation powers or evidence showing the procurators appointed and their powers, together with their certified signatures and citizen's identification numbers (MBG), i.e., if foreigners are in question, their passport number and issuing country
5. If the start-up is associated with certain privileges, or if tangibles and rights are invested, auditor's report on the establishment and on the audit of establishment in case such audit has been performed
6. A list of individuals authorized to manage the company's business, their names and surnames, dates of birth, citizen's ID number (MBG), residence, powers and their notarized statements that they accept the appointment
7. For a company with a supervisory board, a list of its members along with their dates of birth and residence
8. A permit from a governmental body if this is legally required for establishment and entry into a court register

9. A notarized list of management board members to be filed in the court register.

In addition to legally required documents, an application for company establishment must be accompanied by a notarized statement made by the founder that neither the founder nor the companies in which the founder holds stakes or shares have overdue liabilities; a certificate issued by a legal entity authorized to conduct payment transactions showing that neither the founder nor the companies in which the founder holds stakes or shares have a recorded unpaid payment order in their accounts, and certificates from the Tax Administration, Croatian Pension Insurance Institute and Croatian Institute for Health Insurance evidencing that neither the founder nor the companies where the founder holds stakes or shares have overdue liabilities relating to tax payment and pension and health insurance contributions. The statement may not be dated more than eight days prior to submittal of the application.

A court register is open to the public. Consequently, information contained in the main register and in the collection of documents is available to everybody without having to prove their legal interest, including the right to obtain an excerpt or a certified copy of a document.

Fees for company registration depend on the number of business activities registered (HRK 300 for application and HRK 150 per each activity).

Public announcement of company registration

Upon entry into a court register, the Commercial Court sends registration data to *Narodne novine* (Official Gazette) and *daily newspapers*. The announcement of establishment in *Narodne novine* costs HRK 810, and HRK 450 are charged by daily newspapers.

Contact - Official Gazette:
Narodne novine - Odjel oglasa i preplate
10020 Zagreb, Ulica SR Njemačke 6
Tel.: +385 (0)1 6652-777
Fax: +385 (0)1 6652-897
www.nn.hr

Company stamp

After receiving the certificate of court registration, it is necessary to make a stamp. A copy of the registration certificate should accompany the stamp order form. The stamp must show company name and the court registration number.

Company number

A request must be submitted to the *Central Bureau of Statistics* to carry out classification in accordance with the National Classification of Business Activities, i.e. to issue a company number and activity code within 15 days from receiving the certificate of court registration.

The following is to be enclosed with the request:

1. Certificate of court registration
2. Form RPS-1 (available in *Narodne novine* shops)
3. Copy of the administrative fee receipt (HRK 55)

Contact - Central Bureau of Statistics:
Državni zavod za statistiku
10000 Zagreb, Ilica 3
Tel.: +385 (0)1 4806-111
www.dzs.hr

Tax number

Upon registration with the Commercial Court and Central Bureau of Statistics, the new company must be registered with the *Tax Administration office having jurisdiction over the area where the registered office is located*. Data are entered directly in the computer system, with the profits tax and value added taxpayer registrations taking place simultaneously, so a separate application is not required. The set of Commercial Court registration documents and the notification of business entity classification from the Central Bureau of Statistics are to be presented.

Contact - Ministry of Finance/Tax Administration:
Ministarstvo financija – Porezna uprava
Katančićeva 5
Tel.: +385 (0)1 4809-555
Fax: +385 (0)1 4809-530
www.porez.hr

Pension insurance

Employers, legal entities and natural persons subject to the payment of contributions must send the following documents to the respective regional office of the *Croatian Pension Insurance Institute* depending on the location of the employer's registered office within 15 days from the beginning of operation:

- registration form M-11 P – relating to the beginning of operation of the entity subject to taxation
- registration form M-1 P – for each new employee.

The following is to be enclosed with the registration forms:

1. A copy of the certificate of court registration

2. Notification of business entity classification from the Central Bureau of Statistics

Contact - Croatian Pension Insurance Institute:
Hrvatski zavod za mirovinsko osiguranje,
Mihanovićeva 3, 10000 Zagreb
Tel.: +385 (0)1 4595-500
Fax: +385 (0)1 4577-105
www.mirovinsko.hr

Health insurance

Legal entities subject to health insurance contributions must register for basic health insurance with the relevant regional office of the Croatian Institute for Health Insurance within 15 days from the beginning date of operation.

The registrant must submit the following forms:

1. Contribution payer registration – Form 1 (Tiskanica 1) contribution payers
2. Basic health insurance registration – Form 2 (Tiskanica 2) insured persons
3. Basic health insurance registration – Form 3 (Tiskanica 3) insured person's family members.

A legal entity is to enclose the following with Form 1 and Form 2:

1. A copy of the certificate of court registration (presented for inspection)
2. Notification of business entity classification from the Central Bureau of Statistics
3. Registration form of the Croatian Institute for Health Insurance (copies: M-1P and M-11P)
4. Evidence of residence (certificate from the Ministry of the Interior [Cro: MUP] or personal ID card).

Contact – Croatian Institute for Health Insurance:
Hrvatski zavod za zdravstveno osiguranje
Margaretska 3, 10000 Zagreb
Tel.: +385 (0)1 4806-333
Fax: +385 (0)1 4812-606
www.hzzo-net.hr

Certificate of minimum technical requirements

A company may start conducting a business activity, or several of them, that constitutes the company object after it has submitted to the Commercial Court a certificate from the competent administrative body (*County Office for Economic Affairs*) evidencing compliance with technical, health, environmental and other legal requirements for the performance of this activity, or activities (relating to

business premises, equipment and machinery).

HITRO.HR

In order to simplify and accelerate company registration procedures, the Government of the Republic of Croatia has established the HITRO.HR service.

The counter positions of HITRO.HR in the offices of the Financial Agency (FINA) in all major Croatian cities offer one-stop-shops for more expeditious and faster establishment of limited liability companies or *craft businesses* as well as all necessary information.

HITRO.HR
Info phone: 0800 0080
E-mail: info@hitro.hr
www.hitro.hr

III. REPRESENTATIVE OFFICE

A representative office may be established in Croatia by any foreign entity engaging in business and by any national or international business association.

A representative office may be established for the purpose of market research, promotion, provision of information and representation.

A representative office is not a legal entity and is considered part of the entity that has established it. It may not carry out operations that the founder naturally performs, but may only carry out activities as ordered by the founder.

As an exception, air carriers' representative offices may sell transport documents in line with Croatian international agreements and with international treaties.

A representative office operates under the name of its founder with the indication of its status as a representative office. A foreign entity with a representative office in Croatia may establish one or several branches of its representative office.

A representative office is entered in the Croatian *Register of Foreign Entities' Representative Offices* kept by the Ministry of the Economy, Labor and Entrepreneurship, and it may start operation only upon entry into the Register.

The application for registration submitted by a foreign entity or its authorized representative should contain the following:

- company name, registered office

and business activity

- registered address of the representative office in Croatia
- basic information about the person responsible for the operation of the representative office (name, surname, citizen's ID number (MBG), and passport number and issuing country in the case of foreign nationals).

The following documents should be submitted with the application:

- founder's decision to establish a representative office in Croatia
- certificate of foreigner's entry into a register kept in the country where the foreigner has its registered office or other valid document evidencing establishment in compliance with the legislation of the country where the founder has its registered office and showing the founder's legal form and time of establishment
- description of the representative office's business activity
- decision on the appointment of a person responsible for representative office operations (manager)
- evidence of administrative fee payment (HRK 1,000).

Original documents should be submitted together with a certified translation into Croatian, and the Ministry of the Economy, Labor and Entrepreneurship should enter the representative office in its Register within 30 days of application and document submittal.

A person appointed representative office manager by the founder should manage the representative office. The founder should report any change to data for entry into the Register. The representative office may employ domestic or foreign nationals, but it may also operate without employees.

Labor relations, salaries and other work conditions for Croatian nationals employed in a representative office are regulated by applicable Croatian legislation. The founder should conclude a work contract with any person it employs, and the conditions contracted may not be below the minimum work conditions set out in labor legislation and relevant collective agreements.

Foreign nationals and individuals without citizenship that are to be employed in a representative office are required to obtain a work permit in accordance with relevant regulations.

The founder of a representative office may open a non-resident foreign currency and a local currency account with a bank licensed for international transactions. These accounts may not be used for payment and collection (with the exception of foreign air carriers' representative offices). The founder is expected to use them for the payment of operational costs of the representative office.

The Ministry of the Economy, Labor and Entrepreneurship may adopt a decision to delete the representative office from the Register if:

- the founder decides to close the representative office

- the founder discontinues operation in the country where it has registered office
- there is no person responsible for office operations and the founder fails to appoint one within two months following a reminder from the Ministry
- the criteria specified in the relevant regulation are not met
- Croatian regulations are violated
- activities other than those of representing the foreign founder are conducted
- the founder has been sentenced by the relevant court for business violations or offences more than twice in the course of the previous two years.

The application to enter the representative office in the Register is submitted to the Ministry of the Economy, Labor and Entrepreneurship:

MINISTARSTVO GOSPODARSTVA, RADA I
PODUZETNIŠTVA
Registar stranih predstavništava
Ulica grada Vukovara 78
10000 Zagreb
Tel.: +385 (0)1 6106-111
Fax: +385 (0)1 6109-111

Regulations applying to the establishment and operation of foreign representative offices:

- Trade Act - Article 53 (NN 49/03, 103/03, 170/03, 55/04)
- Regulation on the Requirements for the Establishment and Operation of Foreign Entities' Representative Offices in the Republic of Croatia (NN 7/97)

IV. CRAFTS

A craftsman is a natural person that independently and permanently conducts one or several business activities in order to make profit through manufacture, trade or the provision of services in the market. A craftsman may also employ other individuals.

Depending on the requirements, a craft may be:

- free
- qualified
- privileged.

Free crafts or trades are performed without the requirement to have special skills or be a certified master craftsman.

Qualified crafts are those requiring qualifying skills and a master craftsman's certificate. For both free and qualified crafts a trade license is a requirement. Such license is obtained from the respective County Office or

the City of Zagreb Office, depending on activity location.

Privileged crafts are those performed on the basis of a privilege granted by the relevant ministry, depending on the type of craft in question.

A natural person satisfying the criteria for the performance of a craft and having a trade license or privilege becomes a craftsman when entered in the register of crafts and trades.

Registers of crafts and trades are kept by County Offices and the City of Zagreb Office. Privileges are entered in a register of privileges kept by the competent ministry.

Regulations governing the establishment of a craft business*:

- Crafts Act (NN 49/03).

* Note: A *craft business* is a special category in Croatia that includes a wide range of activities (manufacture, services, trade etc.).

V. SOLE TRADER

A sole trader is a natural person conducting a business activity independently and according to regulations on crafts. S/he must be entered in a court register as a sole trader. A craftsman who meets relevant criteria may be entered in a court register as a sole trader. This avenue is open to any craftsman whose revenue exceeds HRK 2,000,000 in the relevant year. A craftsman whose yearly revenue exceeds HRK 15 million is required to apply for entry into a court register as a sole trader.

Sole trader status is acquired by entry into a court register, and it is

terminated upon deletion from the register. The application for entry into the register should contain the following:

- sole trader's name, registered office and business activity
- information on annual revenues
- name and number of the register of crafts in which the person is entered as a craftsman.

Relevant regulations:

- Companies Act (NN 111/93, 34/99, 52/00 Decision of the Constitutional Court of RC, 118/03)

VI. BUSINESS ACTIVITIES REQUIRING SPECIAL LICENSES

Certain business activities may be carried out in Croatia only with a special certificate of approval or consent, license or other document issued by the relevant governmental body or institution. Without such approval, it is impossible to enter a company in the relevant court register and, consequently, to start such an activity either.

BANKS

Both domestic and foreign natural persons and legal entities may start a bank. Banks may only be established as public limited companies that exclusively issue registered shares. Thus, most of the provisions applying to the establishment, operation and closure of any public limited company apply also to banks, unless otherwise provided by the Banks Act.

Business license

The Croatian National Bank issues a business license for a bank at the founder's request.

Authorized capital

The lowest amount of authorized and paid-up capital that a bank must have is HRK 40 million.

Branch office

A foreign bank may set up a branch in Croatia. The business license for the branch is issued by the Croatian National Bank following a request submitted by the foreign bank.

A branch office is not a legal entity, yet it may conduct business within the scope of the founding bank's authority, which is also responsible for all liabilities assumed by the branch office.

The name of the foreign bank's branch office must contain the name of the founding bank in the appropriate case and form, the word *branch* and the place where the branch is based.

Representative office

A foreign bank may open a representative office in Croatia. This type of office may perform neither banking nor other financial transactions. It may only engage in market research and represent the founding bank. The Croatian National Bank licenses and sets other special requirements for the establishment and operation of representative offices. It also supervises their operation.

Regulations relevant to bank establishment:

- Banks Act (NN 84/02)
- Decision on the Requirements and Procedures for the Establishment and Operation of Foreign Banks' Representative Offices in the Republic of Croatia (NN 17/03).

INSURANCE

Insurance activities in the Republic of Croatia are performed by insurance companies: insurance public limited companies, mutual insurance companies, captive insurance companies and public law insurance companies.

Business license

The Insurance Companies Supervisory Authority issues business licenses and checks company operations for compliance with the Insurance Act and other relevant regulations.

Foreign legal entities and natural persons may establish an insurance public limited company both on their own or together with domestic entities/persons in order to provide insurance as their main business object. In order to jointly cover extraordinary risks, two or more insurance public limited companies may establish an economic interest association for co-insurance and re-insurance against such risks. If the Insurance Act makes no provision for a matter concerning an insurance public limited company, the general provisions regulating public limited companies apply in such a case.

Authorized capital

The minimum amount of authorized capital paid in cash and in local currency is:

- HRK 15 million for insurance operations restricted only to certain sorts of non-life insurance;
- HRK 22.5 million for insurance operations including any sort of non-life insurance;
- HRK 22.5 million for life insurance;
- HRK 22.5 million for re-insurance.

The appointment of management board members of an insurance company requires prior approval by the Ministry of Finance based on the proposal of the Insurance Companies Supervisory Authority.

Branch office

A foreign insurance company licensed for insurance or re-insurance in the country where it is based (registered office) may establish a branch office in Croatia.

- Insurance Act (NN 151/05)

ROAD TRANSPORT

It is necessary to obtain approval to start business activities in the following cases: (1) in in-country public road transport for scheduled passenger transport, chartered passenger road transport, taxi car passenger transport and cargo transport, (2) in international public road transport for scheduled passenger transport, cargo transport, (3) station services, (4) forwarding and agency services in road transport.

The *certificate of approval to start business activities* listed under items 1, 3 and 4 is issued by county offices and the City of Zagreb office competent for transport activities, whereas for activities under 2 the certificate of approval is issued by the Ministry of the Sea, Tourism, Transport and Development, i.e. its head and regional offices, provided the requirements of the Road Transport Act have been met.

- Road Transport Act (NN 178/04, 48/05, 151/05)

CHARTERED INTERNATIONAL FORWARDER

Agency in submitting documents for customs clearance may be performed by companies or sole traders that meet the requirements specified in the Requirements for the Performance of Agency in Customs Clearance Procedures Act and that have obtained approval from the *Customs Administration of the Ministry of Finance*.

- Requirements for the Performance of Agency in Customs Clearance Procedures Act (NN 92/01)

STATE SURVEYING AND REAL ESTATE CADASTER ACTIVITIES

The certificate of consent for the performance of state surveying and real estate cadaster activities is issued by the State Geodetic Administration on condition that the requirements and standards applying to legal entities and natural persons are met.

- State Surveying and Real Estate Cadaster Act (NN 128/99)
- Rules on the Requirements and Standards for the Issuance of the Certificate of Consent to Perform State Surveying and Real Estate Cadaster Activities (NN 26/00)

PRODUCTION OF AND TRADE IN TOBACCO AND TOBACCO PRODUCTS

The processing of tobacco, production of tobacco products and trade in tobacco and tobacco products may be performed by legal entities with a registered office in the Republic of Croatia that have met the requirements set out in the Tobacco Act and that have consequently been *entered in the relevant register held by the Ministry of Agriculture, Forestry and Water Management*.

- Tobacco Act (NN 69/99)

PRODUCTION OF AND TRADE IN EXPLOSIVES

Explosive substances are listed in the Explosive Substances Act as follows: (1) explosives for commercial purposes, (2) ignition devices, (3) pyrotechnical devices, (4) ammunition, (5) gunpowder, (6) explosive raw materials used in the production of explosives.

1. The certificate of consent for the production of explosive substanc-

es is issued by the Ministry of the Interior following the opinion from the Ministry of Defense and Ministry of the Economy, Labor and Entrepreneurship.

2. The Ministry of the Interior issues decisions allowing trade in explosive substances.
3. The purchase and sale of pyrotechnical devices for entertainment class III and IV are possible for legal entities and natural persons that have obtained a purchasing license from the Police Administration.
4. Mining, i.e. ore excavation as defined by the Mining Act, may be performed by legal entities that have obtained a permit from the Ministry of the Interior.
 - Explosive Substances Act (NN 178/04)

ENERGY ACTIVITIES

Under the Energy Act, energy activities include:

- (1) production, (2) transfer, (3) distribution of electrical power, (4) electrical power supply, (5) management of energy systems, (6) organization of the electrical power market, (7) procurement, (8) transportation, (9) distribution of gas, (10) production of petroleum products, (11) transportation of petroleum by oil pipelines and other means of transport, (12) transport of petroleum products by product lines, (13) wholesale trade, (14) retail trade in petroleum products, (15) storage of petroleum and petroleum products, (16) production of thermal energy, (17) thermal energy distribution and (18) supply, (19) trade, intermediation

and representation in energy markets, (20) transportation and storage of liquefied natural gas, (21) wholesale and retail trade in liquefied petroleum gas, (22) wholesale trade in liquefied natural gas.

Energy companies may start conducting energy-related activities only after obtaining a license for them. The Regulatory Council for Energy Activities issues the license upon receiving an opinion from the Ministry of the Economy, Labor and Entrepreneurship.

A license is not required for the following energy activities:

1. Production of electrical power exclusively for the producer's own needs or in plants with a power of less than 5 MW
2. Retail trade in petroleum products and storage of petroleum and petroleum products for own needs.
 - Energy Act (NN 68/01, 177/04)
 - Electrical Power Market Act (NN 177/04)
 - Petroleum and Petroleum Products Market Act (NN 57/06)

PRODUCT COMPLIANCE TESTING

A compliance testing system is implemented to check products, processes and services for compliance with basic requirements. The system includes testing, certification, supplier's statement of compliance, technical supervision and authorization (accreditation) of laboratories and legal entities for the performance of certification, and of legal entities for the performance of technical supervision.

A legal entity, or its part, and natural person running tests in the

certification procedure under the Accreditation Act must meet legal requirements for the performance of specific tests.

The Croatian Accreditation Agency issues a certificate confirming the compliance of legal entities and laboratories with legal requirements.

- Accreditation Act (NN 158/03)

PROTECTION AND PRESERVATION OF CULTURAL HERITAGE

Specialized legal entities and natural persons engage in the research, study, preservation, restoration, protection, renovation, the use of and trade in cultural heritage.

After obtaining an opinion from the Ministry of the Economy, Labor and Entrepreneurship, the Ministry of Culture prepares ordinances that set out the requirements for a legal entity or natural person that wants to obtain a permit for activities in the field of protection and maintenance of cultural heritage.

- Protection and Preservation of Cultural Heritage Act (NN 69/99, 151/03, 157/03)

TRADE IN AND PRODUCTION OF DRUGS AND MEDICAL PRODUCTS

The activity of testing, trading, producing, preparing and assessing the quality of drugs and medical products may be performed by legal entities and natural persons that meet special requirements set by the Minister of Health and Social Welfare.

The Ministry of Health and Social Welfare issues the following:

1. Permit for the production of drugs and medical products

2. Permit for wholesale and retail trade in drugs and medical products (legal entities or natural persons having approval from the Minister of Health to do business as pharmacists are not required to have the above permit).

- Drugs and Medical Products Act (NN 121/03, 177/04)

TRADE IN AND PRODUCTION OF VETERINARY DRUGS AND VETERINARY MEDICINE PRODUCTS

The activity of producing, testing, trading in and assessing the quality, effect and tolerance of drugs, medicinal supplements and veterinary medicine products may be performed by legal entities meeting special requirements. The special requirements for this activity are defined by the Ministry of Agriculture, Forestry and Water Management, which also issues the permit for the performance of the activity.

- Veterinary Drugs and Veterinary Medicine Products Act (NN 79/98)

PRODUCTION, REPAIR OF AND TRADE IN ARMAMENTS AND MILITARY EQUIPMENT

Armaments and military equipment may be produced by legal entities and natural persons registered for production for special purposes and listed as manufacturers of armaments and military equipment approved by the Government of the Republic of Croatia following a proposal by the Ministry of Defense.

The company name or name of the producer or its branch need not

contain the description of production for special purposes. Manufacturers must have a registered office in Croatia. In addition to the Agency of the Government of the Republic of Croatia, legal entities registered for the import and export of armaments and military equipment may also engage in import and export for commercial purposes. Permits for exports intended for the Armed Forces and Ministry of the Interior are issued by the Ministry of Defense and Ministry of the Interior.

Permits for import and export for commercial purposes are issued by the Minister of the Economy, Labor and Entrepreneurship upon obtaining approval from the Commission consisting of representatives of the Ministry of Defense, Ministry of the Interior, Ministry of Foreign Affairs and Ministry of the Economy, Labor and Entrepreneurship.

- Production, Repair of and Trade in Armaments and Military Equipment Act (NN 33/02, 173/03)

PRODUCTION OF AND TRADE IN ARMS AND AMMUNITION

Companies manufacturing arms may be started by legal entities and natural persons meeting the requirements of the Armaments Act after the activity has been approved.

The certificate of approval is issued by the Ministry of the Interior in consent with the Ministry of Defense.

Ammunition manufacturing companies may be started by legal entities and natural persons meeting the requirements contained in regulations governing the production of explosive substances.

The Ministry of the Interior issues the certificate of approval.

Companies trading in arms and ammunition may be started by legal entities and natural persons that meet the requirements of the Armaments Act after they have obtained approval for the activity from the Ministry of the Interior. Trade in arms and ammunition implies the purchase of arms and ammunition for the purpose of sale, warehousing and storing, and also wholesale and retail sale thereof.

Companies repairing and modifying arms may be started by legal entities and natural persons meeting the requirements of the Armaments Act after they have obtained consent from the Ministry of the Interior.

- Arms Act (NN 46/97)

PROFESSIONAL ACTIVITIES OF ENVIRONMENTAL PROTECTION

Legal entities registered for professional activities in the field of environmental protection and engaging in environmental monitoring, in the preparation of environmental protection studies, project reports and environmental impact studies, and providing professional training in methods for the implementation of environmental protection may start the pursuit of these activities after obtaining consent from the Ministry of Environmental Protection, Physical Planning and Construction.

- Environmental Protection Act (NN 82/94, 128/99)

PHYSICAL PLANNING ACTIVITIES

Under the Physical Planning Act, the professional activities of physi-

cal planning include the preparation of spatial plans and expert reports needed for the issuance of *location permits* required for interventions in an area.

The certificate of consent is issued by the Ministry of Environmental Protection, Physical Planning and Construction.

- Physical Planning Act (NN 30/94, 68/98, 61/00, 32/02, 100/04)
- Rules for the Issuance of the Certificate of Consent for Entry into the Court Register of Legal Entities Engaging in the Professional Activity of Physical Planning (NN 127/99)

TAX CONSULTANCY

Tax consultancy is an activity that includes the provision of advice on tax issues, representation in tax procedures before tax authorities and the preparation of tax returns. In addition to tax consultancy, bookkeeping, the preparation of financial reports and other similar services may also be provided. As provided by the Tax Consultancy Act, self-employed tax advisors and general partnerships for tax consultancy may provide tax consultancy services.

A person meeting the general and special requirements under the above Act obtains a business license from the Croatian Chamber of Tax Advisors.

- Tax Consultancy Act (NN 127/00)

AUDITING

Audit services can be provided by companies that have obtained a licence from the Croatian Audit Chamber, as well as by independent

auditors, as established under the provisions of the Audit Act and licensed by the Croatian Audit Chamber.

Foreign audit companies may perform audits in Croatia after they have established a branch, as provided by the Companies Act. The provisions of the Audit Act apply to the operation of foreign audit companies, based on the condition of reciprocity between Croatia, EU member countries and third countries.

- Audit Act (NN 146/05)

MINE CLEARANCE

The certificate of approval to perform mine clearance is issued by the Ministry of the Interior provided the requirements of the Mine Clearance Act are met.

- Mine Clearance Act (NN 19/96, 86/98, 64/00)

TELECOMMUNICATION SERVICES

The right to provide telecommunication services is based on a concession granted under the Telecommunications Act. Those who provide telecommunication services (providers of public voice services, basic telecommunication services, fixed network telecommunication services) and broadcast radio and television programs via a cable network must provide their own capital in adequate amounts and the major part of the required infrastructure, buildings, installations, equipment and offices, which also includes the free use thereof based on lease contracts, as well as a concession granted by the *Telecommunications Council* depending on the type of service and a concession contract, i.e. contract

for the performance of the activity concluded with the Council.

- Telecommunications Act (NN 122/03, 158/03, 64/04)

VETERINARY ACTIVITIES

Under the Veterinary Activities Act, both legal entities and natural persons may form a veterinary organization, provided an *opinion from the Croatian Veterinary Chamber* has been obtained and the requirements under the Act have been met.

- Veterinary Medicine Act (NN 70/97, 105/01, 172/03)

EMPLOYMENT INTERMEDIATION

Besides the Croatian Employment Service, legal entities and natural persons meeting the criteria and obtaining approval from the Ministry of the Economy, Labor and Entrepreneurship may also engage in employment-related activities.

- Employment Intermediation and Rights during Unemployment Act (NN 32/02, 86/02, 114/03, 151/03)

SECURITY SERVICES

Only general and limited partnerships may provide security services. Only a natural person having approval for the provision of security services issued by the Police Administration depending on the place of residence may be founder i.e. partner. The Ministry of the Interior issues the certificate of approval for the provision of security services depending on where the company is based.

- Protection of Persons and Property Act (NN 83/96, 96/01, 114/02)

AIR TRANSPORT

Transport in public air traffic may be performed by legal entities regis-

tered for this activity, on condition that both general requirements and the requirements under the Air Transport Act and its secondary legislation are met.

Air carriers in scheduled and charter air transport may be organized as companies registered in Croatia, fully or majority-owned by a domestic legal entity or natural person, provided two thirds of the management board and supervisory board members are Croatian citizens resident in Croatia. Air carriers must have at least one aircraft of adequate category registered with the Croatian Register of Civil Aircraft and must meet economic, financial and other requirements,

depending on the type of transport. The Ministry of the Sea, Tourism, Transport and Development is fully in charge of this matter.

Air carriers providing commercial air transport services other than the transport of persons and goods (e.g. air transport for the provision of health services, air transport for personal needs) must be registered for such services, have adequate equipment and trained staff, and meet other requirements. The Ministry of the Sea, Tourism, Transport and Development issues the certificate of qualification.

■ Air Transport Act (NN 132/98, 178/04)

VII. IMPORTANT INSTITUTIONS AND MINISTRIES IN THE REPUBLIC OF CROATIA

PARLIAMENT OF THE REPUBLIC OF CROATIA

Speaker: Vladimir Šeks
Trg Sv. Marka 6-7, HR-10000 ZAGREB
Tel.: +385 (0)1 4569-222
Fax: +385 (0)1 4920-384
E-mail: sabor@sabor.hr
www.sabor.hr

GOVERNMENT OF THE REPUBLIC OF CROATIA

Prime Minister: Ivo Sanader
Deputy Prime Ministers: Jadranka Kosor,
Damir Polančec
Trg Sv. Marka 2, HR-10000 ZAGREB
Tel.: +385 (0)1 4569-222
Fax: +385 (0)1 6303-023
www.vlada.hr

MINISTRY OF FINANCE

Minister: Ivan Šuker
Katančićeva 5, HR-10000 ZAGREB
Tel.: +385 (0)1 4591-333
Fax: +385 (0)1 4922-583
E-mail: kabinet@mfin.hr
www.mfin.hr

MINISTRY OF DEFENCE

Minister: Berislav Rončević
Trg kralja Petra Krešimira IV 1, HR-10000
ZAGREB
Tel.: +385 (0)1 4567-111
Fax: +385 (0)1 4613-310
www.morh.hr

MINISTRY OF ENVIRONMENTAL PROTECTION, PHYSICAL PLANNING AND CONSTRUCTION

Minister: Marina Matulović-Dropulić
Ul. Republike Austrije 20, HR-10000 ZAGREB
Tel.: +385 (0)1 3782-444
Fax: +385 (0)1 3772-822
www.mzopu.hr

MINISTRY OF THE INTERIOR

Minister: Ivica Kirin
Savska cesta 39, HR-10000 ZAGREB
Tel.: +385 (0)1 6122-111
Fax: +385 (0)1 6122-452
www.mup.hr

MINISTRY OF FOREIGN AFFAIRS AND EUROPEAN INTEGRATION

Minister: Kolinda Grabar Kitarović
Trg N. S. Zrinskog 7-8, HR-10000 ZAGREB
Tel.: +385 (0)1 4569-964
Fax: +385 (0)1 4551-795
www.mvp.hr

MINISTRY OF THE ECONOMY, LABOUR AND ENTREPRENEURSHIP

Minister: Branko Vukelić
Ul. grada Vukovara 78, HR-10000 ZAGREB
Tel.: +385 (0)1 6106-111
Fax: +385 (0)1 6109-120
www.mingorpc.hr

MINISTRY OF CULTURE

Minister: Božo Biškupić
Runjaninova 2, HR-10000 ZAGREB
Tel.: +385 (0)1 4846-666
Fax: +385 (0)1 4816-755
www.min-kulture.hr

MINISTRY OF AGRICULTURE, FORESTRY AND WATER MANAGEMENT

Minister: Petar Čobanković
Ul. grada Vukovara 78, HR-10000 ZAGREB
Tel.: +385 (0)1 6106-111
Fax: +385 (0)1 6109-201
www.mps.hr

MINISTRY OF THE FAMILY, VETERANS' AFFAIRS AND INTERGENERATIONAL SOLIDARITY

Minister: Jadranka Kosor
Prisavlje 14, HR-10000 ZAGREB
Tel.: +385 (0)1 6169-111
Fax: +385 (0)1 6169-206
www.mobms.hr

MINISTRY OF THE SEA, TOURISM, TRANSPORT AND DEVELOPMENT

Minister: Božidar Kalmeta
Prisavlje 14, HR-10000 ZAGREB
Tel.: +385 (0)1 6169-111
Fax: +385 (0)1 6196-473
www.mmtpc.hr

MINISTRY OF SCIENCE, EDUCATION AND SPORTS

Minister: Dragan Primorac
Trg burze 6, HR-10000 ZAGREB
Tel.: +385 (0)1 4569-000
Fax: +385 (0)1 4569-087
www.mzos.hr

MINISTRY OF JUSTICE

Minister: Ana Lovrin
Ul. Republike Austrije 14, HR-10000 ZAGREB
Tel.: +385 (0)1 3710-666
Fax: +385 (0)1 3710-772
www.pravosudje.hr

MINISTRY OF HEALTH AND SOCIAL WELFARE

Minister: Neven Ljubičić
Ksaver 200a, HR-10000 ZAGREB
Tel.: +385 (0)1 4607-555
Fax: +385 (0)1 4677-096
www.mzss.hr

CROATIAN NATIONAL BANK

Trg hrvatskih velikana 3, HR-10000 ZAGREB
Tel.: +385 (0)1 4564-555
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