How to Start Up an Enterprise in Croatia

The legal framework in force and business organization available to a business start-up, the procedures to follow when registering a business and starting business operations, the list of business activities requiring approval prior to company registration and other matters of interest to a foreign investor in Croatia.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Companies</td>
<td>7</td>
</tr>
<tr>
<td>Private limited company (d.o.o.)</td>
<td>9</td>
</tr>
<tr>
<td>Simple private limited company (j.d.o.o.)</td>
<td>11</td>
</tr>
<tr>
<td>Public limited company (d.d.)</td>
<td>12</td>
</tr>
<tr>
<td>General partnership (j.t.d.)</td>
<td>16</td>
</tr>
<tr>
<td>Limited partnership (k.d.)</td>
<td>17</td>
</tr>
<tr>
<td>Economic interest association (GIU)</td>
<td>18</td>
</tr>
<tr>
<td>Branch office</td>
<td>18</td>
</tr>
<tr>
<td>Starting a business activity</td>
<td>21</td>
</tr>
<tr>
<td>Representative office</td>
<td>27</td>
</tr>
<tr>
<td>Crafts</td>
<td>29</td>
</tr>
<tr>
<td>Sole trader</td>
<td>30</td>
</tr>
<tr>
<td>Business activities requiring special licenses</td>
<td>31</td>
</tr>
<tr>
<td>Important institutions and ministries in the Republic of</td>
<td>39</td>
</tr>
<tr>
<td>Croatia</td>
<td></td>
</tr>
</tbody>
</table>
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
  - simple private limited companies
- public limited companies

**Partnerships include:**
- general partnerships
- limited partnerships
- economic interest associations.

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. The name is specified by a statement on company formation or by company agreements i.e. articles of association. A company may own a shortened company name which is entered in the Court register together with the full company name. 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 as well as abbreviation which clearly indicates the legal form of a specific company, for example Ltd or Inc. It must be written in the Croatian language and Latin script, Arabic nu-
minals may also be used, and it may contain foreign words if these are part of the name/company name of a partner/owner/shareholder, or the trade-/service mark, (protected in the Republic of Croatia) of a partner/owner/shareholder or their company registered in Croatia, and in cases when such words are common in the Croatian language or where there is no appropriate corresponding word in the Croatian language, or where words of a dead language are used. 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 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. The same applies to corporate websites.

**Business activity**

A company may be registered to engage in any permitted business activity i.e. any activity which is not banned by law or which does not offend morals of the community. 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 or the premises where a company permanently performs its business activities. 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.
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 stakes in the total authorized capital as contractually set beforehand. Stakes need not be of the same amount. In the process of company formation, a founder may acquire multiple business stakes. The total amount of all stakes must correspond to the amount of the company’s authorized capital (Art. 385.). Stakes may not take the form of securities.

**Founders**

Owners may be either domestic or 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 nominal amounts sum of all business 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 or a notarized private document. If the company is established by just one founder, 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, personal identification number)
- 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 200, 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 must have supervisory boards under the law, or if it directly participates in them through direct shares in the authorized capital exceeding 50% (whilst in both cases the number of employees in one of the companies or all of them together exceeds 200), or if the company is a general partner in a limited
partnership and the total number of employees in the company and limited partnership together exceeds 200 (Art. 434.). 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.

**SIMPLE PRIVATE LIMITED COMPANY**  
(Cro: *j.d.o.o.*)

A simple private limited company is a subtype of the private limited company as the most frequent type of company in Croatia. A simple private limited company can be founded in a simplified manner and it can consist of a maximum of three members and one member of the management board.

**Founders**

Members of the company may be either domestic or foreign legal entities and natural persons. The founder or a member of the company can be one or up to a maximum of three persons, while only one person can be the member of the management board.

**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 10.00, and the lowest nominal amount of the stake amounts to HRK 1.00. Stakes must be provided in cash only. Each amount of HRK 1.00 of the nominal stake gives the right to one vote, until the company's initial authorized capital increases to a minimum amount of HRK 20,000 and the provisions of the Act pertaining to the classic private limited company start applying to it.

**Company start-up procedure**

A simple private limited company is established through a simplified procedure.

Minute forms, which constitute annexes to the Act on Amendments to the Companies Act (Official Gazette 111/2012), drawn up by a notary public must be used for such establishment of a company. The filled-in minute form is valid as a list of the members of the company, a list of persons authorized to conduct company business and it contains a statement by which the member of the management board accepts the appointment
as well as the signature of the member of the management board which is filed in the court register.

If the company is established by just one founder, it is established on the basis of a Statement on establishment of a simple private limited company which is given in the form of a minute on the establishment of a simple private limited company with one member. If the company is established by more members, it is established through the conclusion of articles of association in the form of a minute on the establishment of a simple private limited company with a maximum of three members.

**Company's business activities**

The company must have legal reserves in which it must deposit one fourth of the company's profit expressed in the annual financial reports minus the amount of loss from the previous year. The legal reserves can be used:

1. for the increase of the authorized capital by turning the reserves into the company's authorized capital,
2. for the payment of loss expressed for the year for which the annual financial reports are filed if it was not covered from the profit from the previous year and
3. for the payment of loss expressed for the previous year if it was not covered from the profit expressed in the annual financial reports for the year they are filed for.

If the company is under threat of insolvency, the company general meeting must be held immediately.

If the company increases its authorized capital so that it reaches or exceeds the amount of HRK 20,000, the provisions pertaining to the classic private limited company apply to the company.

**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 single 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 kunas (HRK). 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 (Art. 165.). The transfer of shares, except of those issued in dematerialised form, is effected by endorsement. The form of endorsement, legal identification of the holder and his/her obligation to turn shares over are regulated by the respective provisions of the Bill of Exchange Act. Shares issued in dematerialised form are transferred as regulated by the law governing dematerialised securities (Art. 227.).

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 liquidation, i.e. 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 (prospectus) to subscribe for shares, with subscription for such shares following the call.

The subscription period may not exceed three months after the beginning 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.

**Application to enter a public limited company in a court register**

Application to enter the company in the court register is submitted by all members of the management and supervisory boards, that is, by all executive officers and management board members.

**The application for entry in a court register should contain the following:**

1. Company name, registered office and business activity
2. Amount representing the issued shares
3. Total amount of payments for the issued shares and means of payment
4. Statement given by management members, i.e. executive officers, that they are aware of the obligation to notify the court and that the respective board member has not been sentenced for offenses involving the abuse of bankruptcy, favoring creditors, or failure to comply with the obligation to keep account books and business records as defined by the Penal Code of the Republic of Croatia; and that s/he has not been served a protective measure prohibiting the performance of a profession fully or partially covered by the company business activity (applies so far as the measure is in force);
5. Members of the management and supervisory boards, i.e. executive officers and company management board members and their permanent address, and personal identification numbers;
6. Where a company has a single shareholder who is a natural person, his/her first name and surname, permanent residence, number and personal identification number (in the case of foreigners, also issuing country of the document); in the case of a legal entity, company/business name and company number;

**The following should be enclosed with the application:**

1. Company’s articles of association and the documents serving as the basis for the adoption of articles of association, as well as underlying documents used by founders to take possession of their shares;
2. Where special benefits are granted in the process of company establishment, or tangibles are invested or taken over, contracts establishing these facts and allowing implementation;
3. 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;
4. Itemised account of company establishment costs showing also the total amount of costs;
5. Documents on the appointment of the management and supervisory boards, i.e. of executive officers and management board members;
6. Reports on company establishment and on the audit of establishment procedures, including accompany-
ing documents;
7. Appropriate document from a governmental body or institution (consent, permit or similar) 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.

**The following is entered in the court register:**

1. Company name;
2. Registered office (address);
3. Business activity;
4. Amount of authorized (i.e. approved) capital;
5. Date of adoption of articles of association;
6. Names and surnames of management members, the chairman and members of the supervisory board, their personal identification numbers and permanent residence;
7. Period of operation;
8. Representation powers of management board members;
9. Where a company has a single shareholder who is a natural person, his/her first name and surname, permanent residence, number and personal identification number (in the case of foreigners, also issuing country of the document); in the case of a legal entity, company/business name and company number.

**Bodies of a public limited company**

- management
- supervisory board
- management board
- general meeting

The **management** consists of one or more persons (“directors”), their number being defined by the articles of association. If the management consists of several persons, one must be appointed chair.

Any natural person of full legal capacity may be appointed management board member. A person who has been sentenced for offenses involving the abuse of bankruptcy, abuse in the course of bankruptcy procedure, favoring creditors, or failure to comply with the obligation to keep account books and business records as defined by the Penal Code of the Republic of Croatia; or who has not been served a protective measure prohibiting the performance of a profession fully or partially covered by the company business activity (applies so far as the measure is in force).

Croatian or foreign nationals may be management members, and they are appointed by the supervisory board for a maximum period of five years.

**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.

**Management board** – Under the articles of association, it can be defined that the company shall have a management board instead of a management and supervisory board. A management board consists of a minimum of three members. However, provisions can be laid down for more than three members on the management board. Management board members are appointed for a maximum period of six years and they can be reelected and reappointed.

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 or 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 in the court register should contain the following information:

- company name, registered office and business activity
- partners (name and surname, personal identification number and residence i.e. company name and registered office/address for each partner)
- persons authorized for company representation and their powers
- legal and organizational form.

Articles of association need to be enclosed with the application.

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;
- name, surname, personal identification number and registered address, or company name and registered office of each partner;
- information about the limited partners
- amount of investment contracted for and paid by each limited partner
- persons authorized for company representation and their powers.

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. **Members of the association may be persons who perform any economic activity as well as free-lance employed persons.**

**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
- information on the partners (company name, first name and surname, legal form, registered office or permanent address of partners, register and association’s entry number in the register)
- unless 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 and all changes to the information entered (Art. 588) 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 (Art. 612). 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.
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, and information on the persons authorised for representation and scope of their powers (Art. 613.).
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. Founder’s certified abridged financial report for the previous year.

The Founder submits the application for registration with the register court located in the district where the future branch will have its registered office. In addition, the following original documents and their certified translations should be enclosed:

1. Evidence that the founder is registered in the country of its registered office (showing the legal form and date of entry in the register)
2. Names of persons authorised for representation and scope of their powers
3. Founder’s decision on the establishment of the branch
4. Transcript of the statement on establishment, articles of association or company constitution, certified according to the regulations of the country where the founder has its registered office
5. Founder’s certified abridged financial report for the previous year.

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 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:**

- Regulations in force are available at the Official Gazette’s official website: http://narodne-novine.nn.hr/default.aspx
  - Companies Act (Narodne novine [Official Gazette; abbreviated: NN] 152/11, 111/12)
  - Court Register Act (NN 1/95, 57/96, 45/99, 54/05, 40/07, 91/10, 90/11)
  - Rules of Procedure for Entry into a Court Register (NN 22/12)
  - 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 58/07, 72/07)
  - Classification Rules for Business Entities according to the National Classification of Economic Activities – NKD 2007 (NN 80/07, 45/09, 16/12)
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 respective 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.

**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 10,000 for a simple limited company, 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 133/09). 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 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 and that there are no circumstances which would conflict the provisions of article 239, paragraph 2 in the Company Act
4. Names i.e. company names of owners/shareholders/partners, and, if the latter are natural persons, their personal identification number.

**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, permanent residence and personal identification number, i.e., for foreign nationals, passport numbers and issuing country or company name and registered office, including company number (Cro: MBS), Commercial court register number for individual company, core capital amount, ordinal number and nominal amounts of shares for individual founders and nominal amounts of payments
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 (OIB), 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 (OIB), 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 signature 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 entering the company in the register of companies total HRK 400.

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 900.

Contact - Official Gazette:
Narodne novine - Odjel oglasa i pretplate
Savski gaj, XIII. put 6, 10020 Zagreb,
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)

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
10000 Zagreb, Josipa Ruđera Boškovića 5
Tel.: +385 (0)1 4809-555
Fax: +385 (0)1 4809-530
www.pu.mfin.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. 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 mirovnosno osiguranje
Mihanovićeva 3, 10000 Zagreb
Tel.: +385 (0)1 4595-500
Fax: +385 (0)1 4577-105
www.mirovinsko.hr
http://e-prijave.mirovinsko.hr/ep-prijave/

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)

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; directory available at www.hitro.hr/hrv/mtu/popisi/ured_gospodarstvo.html) 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).

Simplified procedure of establishing a simple private limited company

1) Company name

As the first step we mention the process of choosing the company name during which you can use the portal sudreg.pravosudje.hr to check whether a company with the same or similar name already exists. It is, therefore, recommended, in addition to the chosen company name, to prepare alternative names in case any of the suggested names are already taken. After the verification of the company name, one must reserve the name.

2) Notary public

The notary public shall draw up a minute on the establishment of the company, an application for the entry of the company into a court register and a statement of having no unsettled debts. Documents must be signed and certified by a notary public. All founders and other persons whose signature must be certified must be present during the certification.

3) Bank account

The founders of the simple private limited company must open a bank account to which the following payments must be made:

a) Authorized capital (HRK 10.00)
b) Court fee for the entry into a court register (HRK 60.00)
c) Publication in the Official Gazette (Narodne novine) (HRK 200.00)

4) Entry into the court register

A notary public or hitro.hr files the application for the establishment of a simple private limited company through the e-Tvrtke system. If the application is complete and valid, the competent Commercial Court is obliged to electronically deliver the Decision on the entry of the simple private limited company into the court register within 24 hours. The application can also be personally delivered to the Commercial Court but in the event of personal delivery the entry procedure lasts from 3 to 7 days.

Document necessary for the entry into a court register:

a) Application for the entry of the establishment
b) Minute on the establishment
c) List of company members
d) Evidence of the authorized capital payment
e) Evidence of the court fee payment
f) Evidence of payment for the publication in the Official Gazette (NN)
g) Statement of having no unsettled debts
5) Croatian Bureau of Statistics

A request for the classification of activities according to the National Classification of Activities, i.e. a request for the business entity to be given a company number and activity code, is filed to the Croatian Bureau of Statistics. The following is attached to the request:

a) Decision on the entry into a court register
b) RPS-1 form (can be bought at the Narodne novine d.d. shops)

6) Last activities to be implemented prior starting business

Among the last steps to be taken is having a stamp made and registering the owner and the employees into the pension and health insurance systems.

The company must be registered at the Tax Administration, having jurisdiction over the area where the company’s registered office is located, for the purpose of entry into the register of income tax and VAT taxpayers. The decision on the entry into the court register, the notification on business entity classification in accordance with the National Classification of Activities and the signature form are to be presented for inspection.

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, 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, personal identification number, 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:

MINISTARSTVO GOSPODARSTVA
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:

http://narodne-novine.nn.hr/default.aspx

- Trade Act - Article 53 (NN 87/08, 96/08, 116/08, 76/08, 114/11)
- Regulation on the Requirements for the Establishment and Operation of Foreign Entities’ Representative Offices in the Republic of Croatia (NN 21/09)
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 high-school degree in the respective field. 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, i.e. licence granted by the relevant ministry, depending on the type of craft in question.

Traditional and art crafts are those for which activity-specific craft skills and abilities are required and which are dominantly performed by hand.

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*:

http://narodne-novine.nn.hr/default.aspx
■ Crafts Act (NN 49/03, 68/07, 79/07).

*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.

**Relevant regulations:**

- http://narodne-novine.nn.hr/default.aspx
- Companies Act (NN 152/11, 111/12)
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.

CREDIT INSTITUTIONS

By definition a credit institution in the Republic of Croatia is a legal entity. The business licence is issued by Croatian National Bank. Credit institutions are registered for holding public deposits or other refunds as well as for issuing loans at its own account – bank services or issuing payments in e-money. A credit institution may be established as a bank, savings and loan association, building society or institution for e-money.

Core capital

Core capital of a bank is to amount to at least HRK 40 million, whereas savings and loan associations are obliged to provide at least HRK 8 million. Building societies must provide a core capital worth at least HRK 20 million. Any credit institution is defined as a stock corporation. Individual bonds are issued to a name in an intangible form. Before an institution is launched or the increase of its core capital is entered in the court register, the entire value of bonds has to be paid in cash.

Branch office

A branch office is not a legal entity, yet, as a legally dependable part of a credit institution, it may conduct business within the scope of the founding credit institution’s authority, which is also responsible for all liabilities assumed by the branch office.

Representative office

As a legally dependable part of a credit institution, representative office may only engage in market research as well represent the credit institution or provide information on its services.

Regulations relevant to bank establishment:

http://narodne-novine.nn.hr/default.aspx
■ Act on Credit Institutions (NN 117/08, 74/09, 153/09, 108/12)

INSURANCE

An insurance company may be established by domestic and foreign legal entities and natural persons. Such company may be established as either a public limited company or mutual insurance company.

A reinsurance company is permitted to provide reinsurance services only and may be established solely as a public limited company.

The minimum amount of core capital for insurance and reinsurance companies cannot amount less to:
■ HRK 15 million for insurance operations restricted only to a specific type of non-life insurance;
■ HRK 22.5 million for the estab-
lishment of an insurance company engaging in any type of non-life insurance;
■ HRK 22.5 million for the establishment of an insurance company engaging in life insurance activities;
■ HRK 22.5 million for the establishment of an insurance company engaging in re-insurance activities.

**Business license**
The Croatian Financial Services Supervisory Agency issues business license for companies, engaging in any type of insurance.

**Branch office**
A foreign insurance company is allowed to provide its services only through registered branch offices. A branch office should have deposited funds at its disposal which amount to at least one half of the proscribed core capital. A foreign insurance company licensed for insurance or re-insurance in the country where it is based (registered office) is defined as a legal entity.

Regulations relevant to insurance companies:
- Insurance Act (NN 151/05, 87/08)
- Road Transport Act (NN 178/04, 48/05, 111/06, 63/08, 124/09, 91/10, 112/10)

**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.

**State surveying and real estate cadaster activities**
State surveying and real estate cadaster activities are performed by the State Geodetic Administration as
provided by law, and also by the administrative bodies of units of local government. Such activities may also be performed by legal entities registered for their performance and by a surveyor performing them independently in a licensed surveyor’s office or in jointly owned survey offices. A certificate of consent issued by the State Geodetic Administration is required for the performance of land surveying activities.

http://narodne-novine.nn.hr/default.aspx

■ State Surveying and Real Estate Cadaster Act (NN 16/07, 152/08, 124/10)
■ Rules on the Requirements and Standards for the Issuance of the Certificate of Consent to Perform State Surveying and Real Estate Cadaster Activities (NN 105/07, 116/07)

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.

http://narodne-novine.nn.hr/default.aspx

■ Tobacco Act (NN 69/99, 22/02)

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 substances is issued by the Ministry of the Interior following the opinion from the Ministry of Defense and Ministry of the Economy.

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.

http://narodne-novine.nn.hr/default.aspx

■ Explosive Substances Act (NN 178/04, 109/07, 67/08, 144/10)

ENERGY ACTIVITIES

Under the Energy Act, energy activities include:

(1) production, (2) transfer, (3) distribution of electrical power, (4) electrical power supply, (5) establishing the electrical power market, (6) trade in electrical power, (7) gas production, (8) delivery and trade in natural gas from one’s own production, (9) supplying, (10) storage, (11) transportation, (12) gas distribution, (13)

A license is issued by Croatian Energy Regulatory Agency.

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 1 MW;
2. Retail trade in petroleum products and storage of petroleum and petroleum products for own needs;
3. Retail trade in liquefied natural gas;
4. Production of thermal energy, manufactured exclusively for personal use, or manufactured in plants with a power of less than 0.5 MW;
5. Production of biofuel, which is manufactured exclusively for personal use, or if the manufactured energy does not exceed 1 TJ per annum.

http://narodne-novine.nn.hr/default.aspx

- Energy Act (NN 68/01, 177/04, 76/07, 152/08, 127/10)
- Electrical Power Market Act (NN 177/04, 76/07, 152/08, 14/11, 59/12)
- Petroleum and Petroleum Products Market Act (NN 57/06, 18/11)
- Act on the Regulation of Energy Activities (NN 177/04, 76/07)

**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 State Office for Metrology issues a certificate confirming the compliance of legal entities and laboratories with legal requirements.

http://narodne-novine.nn.hr/default.aspx

- Accreditation Act (NN 158/03, 75/09)

**PROTECTION AND PRESERVATION OF CULTURAL HERITAGE**

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

After obtaining an opinion from
the Minister of the Economy, the
Minister of Culture prepares ordi-
nances that set out the requirements
for a legal entity or natural person
that wants to obtain a permit for ac-
tivities in the field of protection and
maintenance of cultural heritage.

http://narodne-novine.nn.hr/de-
fault.aspx

■ Protection and Preservation
of Cultural Heritage Act (NN 69/99,
151/03, 157/03, 87/09, 88/10,
61/11, 25/12)

TRADE IN AND
PRODUCTION OF DRUGS
AND MEDICAL PRODUCTS

The activity of testing, trading,
producing and assessing the quality
of drugs, homeopathic and medical
products may be performed by legal
entities and natural persons that meet
special requirements set by the Min-
ister of Health.

http://narodne-novine.nn.hr/de-
fault.aspx

■ Medicinal Products Act (NN
71/07, 45/09, 124/11)
■ Act on Medical Devices (NN
67/08, 124/11)

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, medici-
nal supplements and veterinary medi-
cine products may be performed by

legal entities meeting special require-
ments. The special requirements for
this activity are defined by the Min-
istry of Agriculture, which also issues
the permit for the performance of the
activity.

http://narodne-novine.nn.hr/de-
fault.aspx

■ Veterinary Medicine Products Act
(NN 84/08)

PRODUCTION, REPAIR
OF AND TRADE IN
ARMAMENTS AND
MILITARY EQUIPMENT

Armaments and military equip-
ment may be produced by legal enti-
ties 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 or tradesmen,
who produce armaments and military
equipment, and are registered on the
list, issued by the Government of the
Republic of Croatia following a pro-
posal by the Ministry of Defence.

The company name or name of the
producer or its branch need not con-
tain the description of production for
special purposes.

The Ministry of Defence and the
Ministry of the Interior are obliged to
keep records on issued permits for the
export and import of armaments and
military equipment for the purposes
of Armed Forces of the Republic of
Croatia or the Ministry of the Inte-
rior. In addition, both Ministries are
obliged to report to the Government
of the Republic of Croatia once a year
on the imported and exported arma-
ments and military equipment for the previous year.
http://narodne-novine.nn.hr/default.aspx

■ Production, Repair of and Trade in Armaments and Military Equipment Act (NN 33/02, 173/03, 146/08)

**PRODUCTION OF AND TRADE IN ARMS AND AMMUNITION**

The production of arms may be performed by companies which, before the registration at a commercial court, are issued a permit by the Ministry of the Interior, specifying they are licensed to perform these activities.

The production of ammunition may be performed by companies and trades as specified by regulations on the manufacture of explosive substances.

The retail trade in arms and ammunition may be performed by companies and trades, which, before the court i.e. trade registration, are issued a permit by the Ministry of the Interior.

Arms repairs and alterations may be performed by companies and trades, which, before the court i.e. trade registration, are issued a permit by the Ministry of the Interior.

http://narodne-novine.nn.hr/default.aspx

■ Arms Act (NN 63/07, 146/08, 59/12)

**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 for Environment and Nature Protection.

http://narodne-novine.nn.hr/default.aspx

■ Environmental Protection Act (NN 110/07)

**PHYSICAL PLANNING ACTIVITIES**

Under the Physical Planning and Building Act, the professional activities of physical 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 Construction and Physical Planning.

http://narodne-novine.nn.hr/default.aspx

■ Physical Planning and Building Act (NN 76/07, 38/09, 55/11, 90/11, 50/12, 55/12)

**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.

http://narodne-novine.nn.hr/default.aspx

- 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.

http://narodne-novine.nn.hr/default.aspx

- Audit Act (NN 146/05, 139/08)

**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.

http://narodne-novine.nn.hr/default.aspx

- Law on Humanitarian Demining (NN 63/07, 152/08)

**TELECOMMUNICATION SERVICES**

Any legal or natural person is entitled to set up, use and provide services of an electronic communication network and offer electronic communication services in the Republic of Croatia without acquiring a special permit. This general permit includes performing and providing services in the area of electronic communication networks, construction, setting up and usage of electronic communication infrastructure, negotiating and arranging access and interrelation on national and international level and operating one or several universal services in accordance with the Electronic Communications Act. Operators of public electronic communication networks and publicly available electronic communication services, which are offered for sale on the open market, are obliged to inform the Croatian Post and Electronic Communication Agency on the beginning, changes and completion of activities in the area of electronic communication network and services.

http://narodne-novine.nn.hr/default.aspx

- Electronic Communications Act (NN 73/08, 90/11)

**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.

http://narodne-novine.nn.hr/default.aspx

- Veterinary Medicine Act (NN 41/07, 55/11)

**EMPLOYMENT INTERMEDIATION**

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

http://narodne-novine.nn.hr/default.aspx

- Employment Intermediation and Rights during Unemployment Act (NN 80/09, 94/09, 121/10, 25/12)

SECURITY SERVICES

Private security services include the protection of persons and assets by physical and/or technical means which are in accordance with the regulations, prescribed by the Act. Private security services may be performed by legal persons, registered for performing private security services at the authorized commercial court, with the exception of secret services. Tradesmen are, as well, entitled to perform technical protection services, whereas they may perform physical protection for private purposes under certain provisions. In addition to legal persons and tradesmen, private protection services may be provided by legal persons and tradesmen, who are registered within the EU or European Economic Area countries, and are issued a permit to perform private security services by the EU or European Economic Area country, which is in accordance with acts and regulations of the Republic of Croatia. The Ministry of the Interior issues approval for performing security services, providing that all conditions, proscribed by Law, have been fulfilled.

http://narodne-novine.nn.hr/default.aspx

- Private Security Act (NN 68/03, 31/10, 139/10)

AIR TRANSPORT

Authorized bodies for civil aviation include the Ministry, authorized for civil aviation, Croatian Civil Aviation Agency and Agency for Aircraft Accidents and Serious Incidents Investigations. Commercial air transport may be performed by an entrepreneur with an Operative licence, issued by the Agency, and with a Certificate of Air Transporter, issued by the Ministry, in accordance with the Act and regulations as well as Eu regulations. Other commercial operations (including operations performed in the air) may be performed by an entrepreneur with a valid certificate or approval. International scheduled flights may be performed by a Croatian airliner which, under other conditions, has to comply with international agreements and other international acts which regulate safe and regular performance of international scheduled air transport.

http://narodne-novine.nn.hr/default.aspx

- Air Transport Act (NN 69/09, 84/11)
### VII. IMPORTANT INSTITUTIONS AND MINISTRIES IN THE REPUBLIC OF CROATIA

<table>
<thead>
<tr>
<th>Institution</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parliament of the Republic of Croatia</strong></td>
<td>Trg sv. Marka 6-7, 10000 Zagreb</td>
<td>+385 (0)1 4569-222, 6303-222</td>
<td><a href="mailto:sabor@sabor.hr">sabor@sabor.hr</a></td>
<td><a href="http://www.sabor.hr">www.sabor.hr</a></td>
</tr>
<tr>
<td><strong>Government of the Republic of Croatia</strong></td>
<td>Trg sv. Marka 2, 10000 Zagreb</td>
<td>+385 (0)1 4569-222</td>
<td></td>
<td><a href="http://www.vlada.hr">www.vlada.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Finance</strong></td>
<td>Katančićeva 5, 10000 Zagreb</td>
<td>+385 (0)1 4591-300, 4922-588</td>
<td><a href="mailto:kabinet@mfin.hr">kabinet@mfin.hr</a></td>
<td><a href="http://www.mfin.hr">www.mfin.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Defense</strong></td>
<td>Sarajevska cesta 7, 10000 Zagreb</td>
<td>+385 (0)1 4567-111</td>
<td><a href="mailto:infor@morh.hr">infor@morh.hr</a></td>
<td><a href="http://www.morh.hr">www.morh.hr</a></td>
</tr>
<tr>
<td><strong>Ministry for Environment and Nature Protection</strong></td>
<td>Ul. Republike Austrije 14, 10000 Zagreb</td>
<td>+385 (0)1 3782-413, 3782-111</td>
<td></td>
<td><a href="http://www.mzop.hr">www.mzop.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of the Interior</strong></td>
<td>Ulica grada Vukovara 33, 10000 Zagreb</td>
<td>+385 (0)1 6122-129, 6122-405</td>
<td></td>
<td><a href="http://www.mup.hr">www.mup.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Foreign and European Affairs</strong></td>
<td>Trg N. Š. Zrinskog 7-8, 10000 Zagreb</td>
<td>+385 (0)1 4569-800</td>
<td><a href="mailto:ministar@mvep.hr">ministar@mvep.hr</a></td>
<td><a href="http://www.mvep.hr">www.mvep.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of the Economy</strong></td>
<td>Ul. grada Vukovara 78, 10000 Zagreb</td>
<td>+385 (0)1 6106-111</td>
<td></td>
<td><a href="http://www.mingo.hr">www.mingo.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Culture</strong></td>
<td>Runjaninova 2, 10000 Zagreb</td>
<td>+385 (0)1 4866-666</td>
<td></td>
<td><a href="http://www.min-kulture.hr">www.min-kulture.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Agriculture</strong></td>
<td>Ul. grada Vukovara 78, 10000 Zagreb</td>
<td>+385 (0)1 6106-111</td>
<td><a href="mailto:office@mps.hr">office@mps.hr</a></td>
<td><a href="http://www.mps.hr">www.mps.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Regional Development and EU Funds</strong></td>
<td>Trg kralja Petra Krešimira IV br. 1, 10000 Zagreb</td>
<td>+385 (0)1 6400-600</td>
<td></td>
<td><a href="http://www.mrrfeu.hr">www.mrrfeu.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of War Veterans</strong></td>
<td>Trg hrvatskih velikana 6, 10000 Zagreb</td>
<td>+385 (0)1 2308-888</td>
<td></td>
<td><a href="http://www.branitelji.hr">www.branitelji.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Tourism</strong></td>
<td>Prisavlje 14, 10000 Zagreb</td>
<td>+385 (0)1 6169-111</td>
<td></td>
<td><a href="http://www.mint.hr">www.mint.hr</a></td>
</tr>
<tr>
<td><strong>Ministry for Maritime Affairs, Transport and Infrastructure</strong></td>
<td>Prisavlje 14, 10000 Zagreb</td>
<td>+385 (0)1 6169-111</td>
<td></td>
<td><a href="http://www.mmpi.hr">www.mmpi.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Science, Education and Sports</strong></td>
<td>Donje svetice 38, 10000 Zagreb</td>
<td>+385 (0)1 4569-000</td>
<td><a href="mailto:ured@mzos.hr">ured@mzos.hr</a></td>
<td><a href="http://www.mzos.hr">www.mzos.hr</a></td>
</tr>
<tr>
<td><strong>Ministry of Justice</strong></td>
<td>Dežmanova 10, 10000 Zagreb</td>
<td>+385 (0)1 3710-666</td>
<td></td>
<td><a href="http://www.mprh.hr">www.mprh.hr</a></td>
</tr>
<tr>
<td><strong>MINISTRY OF HEALTH</strong></td>
<td><strong>CROATIAN BANK FOR RECONSTRUCTION AND DEVELOPMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ksaver 200 a, 10000 Zagreb</td>
<td>Trg. J. J. Strossmayera 9, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4607-555</td>
<td>Tel.: +385 (0)1 4591-666</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4677-091</td>
<td>Fax: +385 (0)1 4591-721</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.zdravlje.hr">www.zdravlje.hr</a></td>
<td>E-mail: ured- <a href="mailto:uprave@hbora.hr">uprave@hbora.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MINISTRY OF ADMINISTRATION</strong></td>
<td><strong><a href="http://www.hbora.hr">www.hbora.hr</a></strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maksimirka 63, 10000 Zagreb</td>
<td><strong>MINISTRY OF ENTERPRENEURSHIP AND TRADE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 2357-555</td>
<td>Ul. grada Vukovara 78, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 2357-600</td>
<td>Tel.: +385 (0)1 6106-111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.uprava.hr">www.uprava.hr</a></td>
<td>Fax: +385 (0)1 6109-110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MINISTRY OF LABOUR AND PENSION SYSTEM</strong></td>
<td><strong><a href="http://www.minpo.hr">www.minpo.hr</a></strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ul. grada Vukovara 78, 10000 Zagreb</td>
<td><strong>MINISTRY OF CONSTRUCTION AND PHYSICAL PLANNING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 6106-111</td>
<td>Ul. Republike Austrije 20, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 6109-110</td>
<td>Tel.: +385 (0)1 3782-444</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.mrms.hr">www.mrms.hr</a></td>
<td>Fax: +385 (0)1 3772-822</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MINISTRY OF SOCIAL POLICY AND YOUTH</strong></td>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trg hrvatskih velikana 6, 10000 Zagreb</td>
<td><strong>MINISTRY OF CONSTRUCTION AND PHYSICAL PLANNING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 2308-888, 2308-600</td>
<td>Ul. Republike Austrije 20, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 3633-903</td>
<td>Tel.: +385 (0)1 3782-444</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.mspm.hr">www.mspm.hr</a></td>
<td>Fax: +385 (0)1 3772-822</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CROATIAN NATIONAL BANK</strong></td>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trg hrvatskih velikana 3, 10000 Zagreb</td>
<td><strong>MINISTRY OF CONSTRUCTION AND PHYSICAL PLANNING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4564-555</td>
<td>Ul. Republike Austrije 20, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4610-551</td>
<td>Tel.: +385 (0)1 3782-444</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:info@hnb.hr">info@hnb.hr</a></td>
<td>Fax: +385 (0)1 3772-822</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.hnb.hr">www.hnb.hr</a></td>
<td><strong>STATE INTELLECTUAL PROPERTY OFFICE (SIPO CROATIA)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STATE AGENCY FOR DEPOSIT INSURANCE AND BANK REHABILITATION</strong></td>
<td>Ul. grada Vukovara 78, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jurišićeva 1, 10000 Zagreb</td>
<td>Tel.: +385 (0)1 6106-100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4813-222</td>
<td>Fax: +385 (0)1 6112-017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4819-107</td>
<td>E-mail: <a href="mailto:info@dziv.hr">info@dziv.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:dab@dab.hr">dab@dab.hr</a></td>
<td><a href="http://www.dzs.hr">www.dzs.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.dziv.hr">www.dziv.hr</a></td>
<td><strong><a href="http://www.hbora.hr">www.hbora.hr</a></strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CROATIAN BANK FOR RECONSTRUCTION AND DEVELOPMENT</strong></td>
<td><strong>CENTRAL BUREAU OF STATISTICS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trg. J. J. Strossmayera 9, 10000 Zagreb</td>
<td>Ilica 3, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4591-666</td>
<td>Tel.: +385 (0)1 4806-111</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4591-721</td>
<td>E-mail: <a href="mailto:stat.info@dzs.hr">stat.info@dzs.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ured-uprave@hbora.hr">ured-uprave@hbora.hr</a></td>
<td><a href="http://www.dzs.hr">www.dzs.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.hbora.hr">www.hbora.hr</a></strong></td>
<td><strong>STATE AGENCY FOR DEPOSIT INSURANCE AND BANK REHABILITATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.minpo.hr">www.minpo.hr</a></strong></td>
<td><strong>STATE OFFICE FOR METROLOGY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Ul. grada Vukovara 284, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Tel.: +385 (0)1 5630-000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Fax: +385 (0)1 5630-001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>E-mail: <a href="mailto:pisarnica@dzm.hr">pisarnica@dzm.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td><a href="http://www.dzm.hr">www.dzm.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td><strong>NATIONAL PROTECTION AND RESCUE DIRECTORATE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Nehajska 5, 10000 Zagreb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Tel.: +385 (0)1 3650-084</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>Fax: +385 (0)1 3650-025</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td>E-mail: <a href="mailto:info@duszs.hr">info@duszs.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong><a href="http://www.mgipu.hr">www.mgipu.hr</a></strong></td>
<td><a href="http://www.duszs.hr">www.duszs.hr</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Start Up an Enterprise in Croatia

COMMERCIAL COURTS

**BJELOVAR COMMERCIAL COURT**
Ivše Lebovića 42, 43000 Bjelovar
Tel.: +385 (0)43 244-471, 242-249
Fax: +385 (0)43 244-408, 221-574

**SPLIT COMMERCIAL COURT, Permanent attendance in Dubrovnik**
Dr. Ante Starčevića 23, 20000 Dubrovnik
Tel.: +385 (0)20 358-460
Fax: +385 (0)20 357-737

**ZAGREB COMMERCIAL COURT, Permanent attendance in Karlovac**
Trg Josipa Broza Tita 1, 47000 Karlovac
Tel.: +385 (0)47 606-149
Fax: +385 (0)47 415-303

**OSIJEK COMMERCIAL COURT**
Zagrebačka 2, 31000 Osijek
Tel.: +385 (0)31 207-600
Fax: +385 (0)31 207-600

**RIJEKA COMMERCIAL COURT, Permanent attendance in Pazin**
Dršćevka 1, 52000 Pazin
Tel.: +385 (0)52 619-900
Fax: +385 (0)52 619-910

**ZAGREB COMMERCIAL COURT, Permanent attendance in Sisak**
Ferde Hefelea b.b., 44000 Sisak
Tel.: +385 (0)44 571-780
Fax: +385 (0)44 571-783

**SPLIT COMMERCIAL COURT**
Gunduliceva 29, 21000 Split
Tel.: +385 (0)21 393-999
Fax: +385 (0)21 481-242

**ZADAR COMMERCIAL COURT, Permanent attendance in Šibenik**
Stjepana Radića 81, 22000 Šibenik
Tel.: +385 (0)22 209-333
Fax: +385 (0)22 209-320

**VARAŽDIN COMMERCIAL COURT**
Braće Radić 2, HR-42000 Varaždin
Tel.: +385 (0)23 292-000
Fax: +385 (0)23 292-055

**ZADAR COMMERCIAL COURT**
Dr. Franje Tuđmana 35, 23000 Zadar
Tel.: +385 (0)23 292-000
Fax: +385 (0)23 292-055

**ZAGREB COMMERCIAL COURT**
Amruševa 2, 10000 Zagreb
Tel.: +385 (0)1 4897-222
Fax: +385 (0)1 4920-871

CHAMBERS

**CROATIAN BAR ASSOCIATION**
Koturaška 53, 10000 Zagreb
Tel.: +385 (0)1 6165-200
Fax: +385 (0)1 6170-686
www.hok-cba.hr

**CROATIAN CHAMBER OF TRADES AND CRAFTS**
Ilica 49/II, 10000 Zagreb
Tel.: +385 (0)1 4806-666
Fax: +385 (0)1 4846-610
www.hok.hr

**CROATIAN CHAMBER OF NOTARIES PUBLIC**
Račkoga 10/II, 10000 Zagreb
Tel.: +385 (0)1 4556-566
Fax: +385 (0)1 4551-544
www.hjk.hr

**CROATIAN AUDIT CHAMBER**
Kralja Zvonimira 34, 10000 ZAGREB
Tel.: +385 (0)1 4649-618
Fax: +385 (0)1 4663-362
www.revizorska-komora.hr
## CCE Departments and Centres

### Banking and Finance Department

**Mirjana Kovačić**, Managing Director  
Vanja Dominović, Deputy Managing Director  
Rooseveltov trg 2, HR-10000 Zagreb  
Tel.: +385 (0)1 4828-451  
Fax: +385 (0)1 4561-535  
E-mail: bankarstvo@hgk.hr

### Construction and Utility Services Department

**Vedran Vilović**, Managing Director (Acting)  
Mato Ostojić, Assistant Managing Director  
Draškovićeva 45, HR-10000 Zagreb  
Tel.: +385 (0)1 4606-707  
Fax: +385 (0)1 4606-734  
E-mail: graditeljstvo@hgk.hr

### Industry and Technology Department

**Zoja Crnček**, Managing Director  
Josip Milič, Assistant Managing Director  
Zoran Barišić, Assistant Managing Director  
Draškovićeva 45, HR-10000 Zagreb  
Tel.: +385 (0)1 4606-701, 4606-705  
Fax: +385 (0)1 4606-737  
E-mail: industrija@hgk.hr

### International Relations Department

**Sunčanica Skupnjak-Kapić**, Managing Director  
Domagoj Jurišić, Deputy Managing Director  
Miroslav Karamarković, Assistant Managing Director  
Miran Turudić, Assistant Managing Director  
Rooseveltov trg 2, HR-10000 Zagreb  
Tel.: +385 (0)1 4828-382  
Fax: +385 (0)1 4828-380  
E-mail: eoi@hgk.hr

### Agriculture, Food Industry and Forestry Department

**Božica Marković**, Managing Director  
Zaklina Jurišić, Deputy Managing Director  
Rooseveltov trg 2, HR-10000 Zagreb  
Tel.: +385 (0)1 4826-066, 4826-068  
Fax: +385 (0)1 4561-545  
E-mail: poljoprivreda@hgk.hr

### Transport and Communications Department

**Ljubica Herceg**, Managing Director  
Dario Solder, Deputy Managing Director  
Rooseveltov trg 2, HR-10000 Zagreb  
Tel.: +385 (0)1 4561-510, 4561-511  
Fax: +385 (0)1 4561-540  
E-mail: promet@hgk.hr

### Trade Department

**Milica Rakuša-Martulaš**, Managing Director  
Hrvoje Paver, Assistant Managing Director  
Irena Vučetić, Assistant Managing Director  
Tel.: +385 (0)1 4561-624  
Fax: +385 (0)1 4561-542  
E-mail: trgovina@hgk.hr

### Tourism Department

**Leila Kresić-Jurić**, Managing Director  
Rooseveltov trg 2, HR-10000 Zagreb  
Tel.: +385 (0)1 4561-570, 4561-660  
Fax: +385 (0)1 4828-499  
E-mail: turizam@hgk.hr

Neven Polić, Deputy Managing Director  
Tel.: +385 (0)1 4826-341  
Fax: +385 (0)1 4826-342  
E-mail: npolic@hgk.hr

### Enterprise Europe Network

**Vesna Torbarina**, Head  
Nova cesta 3-7, 10000 Zagreb  
Tel.: +385 (0)1 4606-805  
Fax: +385 (0)1 4606-829  
E-mail: een@hgk.hr  
www.een.hr
<table>
<thead>
<tr>
<th>Centers</th>
<th>CENTRE FOR QUALITY</th>
<th>HUMAN RESOURCE DEVELOPMENT CENTRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRPIMIR ZUPIC, Managing Director</td>
<td>Nevenka Gasparac, Assistant Managing Director</td>
<td>ZDENKA PETERNEL, Managing Director</td>
</tr>
<tr>
<td>Neve Zupić</td>
<td>Rooseveltov trg 2, HR-10000 Zagreb</td>
<td>Vesna Štefica, Deputy Managing Director</td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4561-551</td>
<td>Tel.: +385 (0)1 4561-514</td>
<td>Gabrijela Karaica, Assistant Managing Director</td>
</tr>
<tr>
<td>Fax: +385 (0)1 4561-614</td>
<td>Fax: +385 (0)1 4561-614</td>
<td>Rooseveltov trg 2, HR-10000 Zagreb</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:kvaliteta@hgk.hr">kvaliteta@hgk.hr</a></td>
<td>E-mail: <a href="mailto:kvaliteta@hgk.hr">kvaliteta@hgk.hr</a></td>
<td>Tel.: +385 (0)1 4561-514</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: +385 (0)1 4561-514</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:potencijali@hgk.hr">potencijali@hgk.hr</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACROECONOMIC ANALYSES CENTRE</td>
<td>JASNA BELOSEVIC-MATIC, Managing Director</td>
<td></td>
</tr>
<tr>
<td>JASNA BELOSEVIC-MATIC</td>
<td>Rooseveltov trg 2, HR-10000 Zagreb</td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4828-373</td>
<td>Tel.: +385 (0)1 4561-373</td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4828-380</td>
<td>Fax: +385 (0)1 4561-380</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:makroekonomija@hgk.hr">makroekonomija@hgk.hr</a></td>
<td>E-mail: <a href="mailto:makroekonomija@hgk.hr">makroekonomija@hgk.hr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS INFORMATION CENTRE</td>
<td>LIDIJA ŠVALJEK, Managing Director</td>
<td></td>
</tr>
<tr>
<td>LIDIJA ŠVALJEK</td>
<td>Nova cesta 3-7, 10000 Zagreb</td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4606-708</td>
<td>Tel.: +385 (0)1 4606-780</td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4606-782</td>
<td>Fax: +385 (0)1 4606-737</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:poslovne-informacije@hgk.hr">poslovne-informacije@hgk.hr</a></td>
<td>E-mail: <a href="mailto:poslovne-informacije@hgk.hr">poslovne-informacije@hgk.hr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY AND STATISTICS CENTRE</td>
<td>MATO GADZA, Managing Director</td>
<td></td>
</tr>
<tr>
<td>MATO GADZA</td>
<td>Rooseveltov trg 2, 10000 Zagreb</td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4561-513</td>
<td>Tel.: +385 (0)1 4606-760</td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4561-520</td>
<td>Fax: +385 (0)1 4606-753</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:informatika@hgk.hr">informatika@hgk.hr</a></td>
<td>E-mail: <a href="mailto:informatika@hgk.hr">informatika@hgk.hr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CENTRE FOR INVESTMENT</td>
<td>SILVA STIPIC KOBALI, Managing Director</td>
<td></td>
</tr>
<tr>
<td>SILVA STIPIC KOBALI</td>
<td>Nova cesta 3-7, 10000 Zagreb</td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4606-780</td>
<td>Tel.: +385 (0)1 4606-779</td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4606-731</td>
<td>Fax: +385 (0)1 4606-753</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:investicije@hgk.hr">investicije@hgk.hr</a></td>
<td>E-mail: <a href="mailto:investicije@hgk.hr">investicije@hgk.hr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CENTRE FOR EU</td>
<td>RUZICA GELO, Managing Director</td>
<td></td>
</tr>
<tr>
<td>RUZICA GELO</td>
<td>Nova cesta 3-7, 10000 Zagreb</td>
<td></td>
</tr>
<tr>
<td>Tel.: +385 (0)1 4606-779</td>
<td>Tel.: +385 (0)1 4606-753</td>
<td></td>
</tr>
<tr>
<td>Fax: +385 (0)1 4606-731</td>
<td>Fax: +385 (0)1 4606-753</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:eu@hgk.hr">eu@hgk.hr</a></td>
<td>E-mail: <a href="mailto:eu@hgk.hr">eu@hgk.hr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# CCE Courts and Tribunals

| PERMANENT ARBITRATION COURT AT THE CROATIAN CHAMBER OF ECONOMY |
| MIHAJLO DIKA, President  
Andreja Čavolina, Secretary  
Nova cesta 3-7, 10000 Zagreb  
Tel.: +385 (0)1 4848-622  
Fax: +385 (0)1 4848-625  
E-mail: sudiste@hgk.hr |

| COURT OF HONOUR |
| JOSIP KOS, President  
Zdravka Kezele-Kokorić, Secretary  
Nova cesta 3-7, 10000 Zagreb  
Tel.: +385 (0)1 4848-624  
Fax: +385 (0)1 4848-624  
E-mail: zkezele@hgk.hr |

| CONCILIATION CENTRE |
| KREŠMIR SAJKO, President  
Mirjana Košec, Secretary  
Nova cesta 3-7, 10000 Zagreb  
Tel.: +385 (0)1 4848-622  
Fax: +385 (0)1 4848-625  
E-mail: mirenje@hgk.hr |
CCE County Chambers

ZAGREB CHAMBER
ZLATAN FROHLICH, President
Mladen Stević, Secretary
Draškovićeva 45, HR-10000 Zagreb
Tel.: +385 (0)1 4606-777
Fax: +385 (0)1 4606-803
E-mail: hgkzg@hgk.hr
www.zg.hgk.hr

BJELOVAR COUNTY CHAMBER
ZLATKO KUFNER (Kamen Sirač d.d., Sirač), President
Mara Milinović, Secretary
Preradovićeva 4/I, HR-43000 Bjelovar
Tel.: +385 (0)43 274-060
Fax: +385 (0)43 241-908
E-mail: hgkbj@hgk.hr

ČAKOVEC COUNTY CHAMBER
RAJKO ŠARIĆ (Novi Feromont d.o.o., Donji Kraljevec), President
Dijana Krnjak, Secretary
Ivana Gorana Kovačica 2, HR-40000 Čakovec
Tel.: +385 (0)40 311-160
Fax: +385 (0)40 311-161
E-mail: hgkck@hgk.hr

DUBROVNIK COUNTY CHAMBER
TEREZINA ORLIĆ, President
Pera Čingrije 6, HR-20000 Dubrovnik
Tel.: +385 (0)20 312-099
Fax: +385 (0)20 312-096
E-mail: hgkdubrovnik@hgk.hr

KARLOVAC COUNTY CHAMBER
ZLATKO KUZMAN, President
Damir Furdek, Secretary
Kralja Tomislava 19b, HR-47000 Karlovac
Tel.: +385 (0)47 612-111
Fax: +385 (0)47 614-720
E-mail: hgkka@hgk.hr

KOPRIVNICA COUNTY CHAMBER
MIROSLAV VITKOVIĆ (Podravka d.d., Koprivnica), President
Krunoslav Vitej, Secretary
Frankopanska ulica 3, HR-48000 Koprivnica
Tel.: +385 (0)48 674-560
Fax: +385 (0)48 674-570
E-mail: hgkkc@hgk.hr

KRAPINA COUNTY CHAMBER
VID ŠANJUG, (Print centar Krapina d.o.o, Krapina), President
Sanja Mihovilić, Secretary
Trg Ljudevita Gaja 5, HR-49000 Krapina
Tel.: +385 (0)49 371-883
Fax: +385 (0)49 371-884
E-mail: hgkkra@hgk.hr

OSIJEK COUNTY CHAMBER
ZORAN KOVACEVIĆ, President
Katarina Pekanov, Secretary
Europska avenija 13, HR-31000 Osijek
Tel.: +385 (0)31 223-800
Fax: +385 (0)31 223-824
E-mail: hgkos@hgk.hr
### How to Start Up an Enterprise in Croatia

<table>
<thead>
<tr>
<th>County Chamber</th>
<th>President/Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTOČAC COUNTY CHAMBER</td>
<td>Joso Brajković, Milan Kranjčević</td>
</tr>
<tr>
<td>POŽEGA COUNTY CHAMBER</td>
<td>Luka Balenović, Marija Rehnica</td>
</tr>
<tr>
<td>PULA COUNTY CHAMBER</td>
<td>Jasna Jaklin-Majetic, Damir Sirotić</td>
</tr>
<tr>
<td>RIJEKA COUNTY CHAMBER</td>
<td>Vinko Mičetić, Ingrid Stanković</td>
</tr>
<tr>
<td>SISAK COUNTY CHAMBER</td>
<td>Boris Mesarić, Brankica Grd</td>
</tr>
<tr>
<td>SLAVONSKI BROD COUNTY CHAMBER</td>
<td>Drago Cugura, Kresimir Rudic</td>
</tr>
<tr>
<td>SPLIT COUNTY CHAMBER</td>
<td>Jadranka Radovanic, Katija Bulićić</td>
</tr>
<tr>
<td>ŠIBENIK COUNTY CHAMBER</td>
<td>Petar Škender, Magda Lakoš-Mioc</td>
</tr>
<tr>
<td>VARAŽDIN COUNTY CHAMBER</td>
<td>Cedomil Cesarec, Snježana Marcuš</td>
</tr>
<tr>
<td>VIROVITICA COUNTY CHAMBER</td>
<td>Ivan Slamić, Milan Vandura</td>
</tr>
<tr>
<td>VUKOVAR COUNTY CHAMBER</td>
<td>Vinka Ivanović, Ivan Marijanović</td>
</tr>
<tr>
<td>ZADAR COUNTY CHAMBER</td>
<td>Dario Jurin, Denis Ikić</td>
</tr>
</tbody>
</table>

**OTOČAC COUNTY CHAMBER**
- President: Joso Brajković
- Secretary: Milan Kranjčević
- Address: Kralja Zvonimira 16, HR-53220 Otočac
- Tel.: +385 (0)53 773-307
- Fax: +385 (0)53 771-001
- E-mail: hgkot@hgk.hr

**POŽEGA COUNTY CHAMBER**
- President: Luka Balenović (Orljava d.o.o., Požega)
- Secretary: Marija Rehnica
- Address: Vukovarska 6, HR-34000 Požega
- Tel.: +385 (0)34 273-260
- Fax: +385 (0)34 273-360
- E-mail: hgkpz@hgk.hr

**PULA COUNTY CHAMBER**
- President: Jasna Jaklin-Majetic
- Secretary: Damir Sirotić
- Address: Carrarina 5, HR-52100 Pula
- Tel.: +385 (0)52 378-100
- Fax: +385 (0)52 211-875
- E-mail: hgkpu@hgk.hr

**RIJEKA COUNTY CHAMBER**
- President: Vinko Mičetić
- Secretary: Ingrid Stanković
- Address: Bulevar oslobođenja 23, HR-51000 Rijeka
- Tel.: +385 (0)51 209-111
- Fax: +385 (0)51 216-033
- E-mail: hgkri@hgk.hr

**SISAK COUNTY CHAMBER**
- President: Boris Mesarić
- Secretary: Brankica Grd
- Address: Kranjčevićeva 16, HR-44000 Sisak
- Tel.: +385 (0)44 522-583
- Fax: +385 (0)44 521-531
- E-mail: hgksk@hgk.hr

**SLAVONSKI BROD COUNTY CHAMBER**
- President: Drago Cugura
- Secretary: Kresimir Rudic
- Address: Matije Mesića 9, HR-35000 Slavonski Brod
- Tel.: +385 (0)35 448-583
- Fax: +385 (0)35 448-591
- E-mail: hgksb@hgk.hr

**SPLIT COUNTY CHAMBER**
- President: Jadranka Radovanic
- Secretary: Katija Bulićić
- Address: Obala A. Trumbića 4, HR-21000 Split
- Tel.: +385 (0)21 321-100
- Fax: +385 (0)21 346-956
- E-mail: hgkst@hgk.hr

**ŠIBENIK COUNTY CHAMBER**
- President: Petar Škender
- Secretary: Magda Lakoš-Mioc
- Address: Fra Jerolima Milete 31, HR-22000 Šibenik
- Tel.: +385 (0)22 311-600
- Fax: +385 (0)22 311-610
- E-mail: hgksi@hgk.hr

**VARAŽDIN COUNTY CHAMBER**
- President: Cedomil Cesarec
- Secretary: Snježana Marcuš
- Address: Preradovićeva 17/II, HR-42000 Varaždin
- Tel.: +385 (0)42 405-400
- Fax: +385 (0)42 405-401
- E-mail: hgkvz@hgk.hr

**VIROVITICA COUNTY CHAMBER**
- President: Ivan Slamić
- Secretary: Milan Vandura
- Address: Trg kralja Tomislava 6, HR-33000 Virovitica
- Tel.: +385 (0)33 725-150
- Fax: +385 (0)33 722-150
- E-mail: hgkvi@hgk.hr

**VUKOVAR COUNTY CHAMBER**
- President: Vinka Ivanović
- Secretary: Ivan Marijanović
- Address: Zmaja V 1, HR-32000 Vukovar
- Tel.: +385 (0)32 441-155
- Fax: +385 (0)32 441-463
- E-mail: hgkvu@hgk.hr

**ZADAR COUNTY CHAMBER**
- President: Dario Jurin
- Secretary: Denis Ikić
- Address: Špire Brusine 16, HR-23000 Zadar
- Tel.: +385 (0)23 211-747
- Fax: +385 (0)23 213-923
- E-mail: hgkzd@hgk.hr
CCE Representative Offices

CCE REPRESENTATIVE OFFICE IN AFGANISTAN
DUBRAVKA LIPOVAC, Council President (Acting)
House 166P Tahknic Sanawi Road, District 3, Karte Char, Kabul
Tel.: +937 94 252-375
E-mail: afg@hgk.hr

CCE REPRESENTATIVE OFFICE IN BRUSSELS
DRAGICA MARTINOVIĆ, Director
Av. Palmerston 2, B-1000 Brussels
Tel.: +32 2 2343-920
Fax: +32 2 2343-929
E-mail: cce.brussels@skynet.be

CCE REPRESENTATIVE OFFICE IN BOSNIA AND HERZEGOVINA
RADOSLAV TUKA, Director
Čemaluša 4/I, BiH-33000 Sarajevo
Tel.: +387 33 445-741, 445-746
Fax: +387 33 445-738
E-mail: hgk.sa@bih.net.ba

CCE REPRESENTATIVE OFFICE IN BOSNIA AND HERZEGOVINA - Mostar Branch Office
ZULFO ROBOVIĆ, Head
Mile Budaka 61, BiH-36000 Mostar
Tel.: +387 36 328-079
Fax: +387 36 328-081
E-mail: hgk-mostar@tel.net.ba

CCE REPRESENTATIVE OFFICE IN BOSNIA AND HERZEGOVINA - Banja Luka Branch Office
NIKOLA GABELIĆ, Head
Masarykova 15, 78000 Banja Luka
Tel.: +387 51 318-181
Fax: +387 51 318-181
E-mail: hgkbl@hgk.hr

CCE REPRESENTATIVE OFFICE IN KOSOVO
ILIRIJANE SHEHU, Director
Fehmi Agani 69-B1/A, 10000 Prishtina
Tel.: +381 38 243-399
Fax: +381 38 243-398
E-mail: pkosovo@hgk.hr

CCE REPRESENTATIVE OFFICE IN MONTENEGRO
DAMIR PINJATIĆ, Director
Stari Grad 390, MNE-85330 Kotor
Tel.: +382 32 304-188, 304-189
Fax: +382 32 322-038
E-mail: hgkkotor@hgk.hr

CCE REPRESENTATIVE OFFICE IN RUSSIAN FEDERATION
ZRINKA ŠTEFANEK, Director
Ul. Neglinnaja 14, 107031 Moscow
Tel.: +7 495 2878-176
Fax: +7 499 2713-009
E-mail: hgkmoskva@hgk.hr

CCE REPRESENTATIVE OFFICE IN SERBIA
GORAN MASNEC, Director
Resavska 34, SRB-11000 Belgrade
Tel.: + 381 11 3226-101
Fax: + 381 11 3030-101
E-mail: hgkrs@hgk.hr