

-COMPANY REGISTRATION PROCEDURE (DOO)-

When registering d.o.o. the following must be attached to the Central Register of Economic Entities:

- ☒ **Step 1.** Do the Company Statute, depending on whether it is a single or multiple company.
- ☒ **Step 2.** Make a Decision on Founding a Company (if Founded by one Founder), or the Contract on Founding a Company (if the company is established by more than one founder).
- ☒ **Step 3.** Pay 10,00 € on Tax Administration account, account number: 832-3161017-60, purpose of payment: registration of d.o.o.
- ☒ **Step 4.** Pay 12,00 € on The Official Gazette of Montenegro account , account number: 520-941100-57, purpose of payment: registration of d.o.o.
- ☒ **Step 5.** To verify the Decision / Contract in the Court or in the Notary.
- ☒ **Step 6.** Excerpt from the Central Depository Agency. When picking up an excerpt, it is necessary to enclose a copy of the ID card of the founder or copy of the passport if the founder is a foreigner and a deposit slip of 6.05 € paid into one of the CDA accounts: 510-8092-14 or 550-3143-63, the purpose of the payment: excerpt tax.
- ☒ **Step 7.** Copy of the ID card (if the founder is a Montenegrin citizen) or a copy of the passport (if the founder is a foreign citizen).
- ☒ **Step 8.** Fill in the company's application to start registration.
- ☒ **Step 9.0.** If the company wishes to register for value added tax (VAT) taxpayer registration, the VAT PR form is filled in and submitted together with other documentation required for the establishment of the company.
- ☒ **Step 9.1.** If the company wishes to register for registration in the register of excise taxpayers, the form AKC - P is filled out and submitted together with other documentation necessary for the establishment of the company.



Step 10. Submit the collected and certified documentation (Statute, Certified Decision / Contract, CDA decision, Copy of ID Card or Passport, Payments and Registration Application, Form 1 / akc-p) to the Central Registry of Tax Administration, Vaka Đurovića 20 , 81000 Podgorica, Tel: +382 (0) 20 230 858, e-mail: crps@t-com.me, working hours with clients 08:00 -12:30.

When submitting your documentation, you will receive a confirmation with number of your Decision with which, together with identification document, you will be issued a registration certificate one week after submission. Also, with the number from confirmation you can check if the registration is complete at www.crps.me .

Upon receipt of the company registration certificate it is necessary to do the following:

- Seal designing (make sure that the appearance of the seal corresponds to the description in the Statute).
- Opening of Bank Account in the bank.
- Registration of workers in Tax administration.

NOTE: All necessary applications and forms can be found at: www.crps.me.