

LIMITED LIABILITY COMPANY INCORPORATION SERBIA

> From € 3,600 (20% VAT included) <



The most suitable legal form for setting up business in Serbia is a limited liability company (d.o.o.) which corresponds to the form of limited liability partnership (LLP) by its structure. It can have one or more founders whereas the liability is limited to the founding capital of the company.

NEW LLC INCORPORATION PROCESS

PENA DOO business support concept is designed to include everything you need to successfully set up a company. We provide necessary consulting to create all required documents, lead all processes according to regulations and we successfully organize all company activation and development steps in a timely manner. You can rely on our professional experience in business consulting, transparent cost plans and effective communication throughout the process.

Limited Liability Company will be registered within 5 days from submitting the required documents. The registrar's usual processing time is 3 working days after summing up of all the needed paperwork,

LIMITED LIABILITY COMPANY INCORPORATION PACK EUR 3,600

The incorporation process includes

- Reservation of Limited Liability Company's business name at the Serbian Business Registers Agency,
- Drafting of Limited Liability Company's Article of Association and its certification by a Serbian notary,
- Incorporation / registration of the new Limited Liability Company's at the SBRA,
 - Virtual office service (keeping of original documentation, archiving, scanning of incoming post, coordination with accountant up to 5 email/calls per month and with tax authorities, government institutions, banks,
- Assistance to open bank account with a selected bank in Serbia,
- Obtaining of one qualified electronic certificate for the new Limited Liability Company's director(s),
- Registration of the new Limited Liability Company's beneficial owners at the SBRA,
- Corporate Company Secretary basic service,
- Business Concierge basic service,
- Residency permit assistance for one director if foreigner (+EUR 530/physical additional person),
- Work permit assistance for one director if foreigner (+EUR 400/physical additional person).

+ Accounting fees

Usually from 900 - 2400 euro/year, depending on the size of your business and on the workload, but can also significantly surpass that amount if you intend to run a medium or a large size company, or a company with a lot of invoicing and taxation.

+ Physical office if needed

Search fee EUR 600 + office renting fee depending on size and location (from EUR 2,160/year)

Corporate Company Secretary basic service

- keeping of company legal documents,
- representation during different inspections and in the process of answering any requirements.

Business Concierge basic service

The Business Concierge Service includes practically all business services that ensure legal and efficient operation of your company in Serbia making sure you have the right and efficient solution:

- organization of the company information and documentary flow, including electronic invoicing,
- communication and the exchange of documents with state institutions and third parties, etc,
- maintenance of business premises and virtual addresses, processing business mail and every related matter,
- organization and management of administrative affairs,
- consulting services related to the purchase of all other professional services at your request for your personal and business needs (lawyers, consultants, specialists...).

We create and prepare all necessary documentation in accordance with Serbian regulations, organize certification with the notary, conduct the entire process of registering the company, provide adequate tax consulting, obtain company stamp, assist you to open bank account, and provide basic bookkeeping if necessary, we keep your books in line with the best bookkeeping practices.

Information / documents needed for the incorporation

- 1) Shareholder(s) and Director(s) details
- 2) New Company's business name,
- 3) New Company's capital (value, money and/or in-kind) {minimal capital is RSD 100, less than one EUR, but we advice you to incorporate your company with a minimum RSD 60,000 that is EUR 500),
- 4) New Company's core business activity(ies),
- 5) New Company's official registered business address in Serbia (virtual office),
- 6) New Company's email address (has to be registered with the Serbian Business Registers Agency),
- 7) Information (diagram) showing New Company's ownership structure ultimate shareholders (needed for opening bank account and registration of beneficial owners)

Process shortly described

- > Assistance to buy a qualified electronic signature for each authorized person
- (Note: As of 2015, the financial statements of the companies are submitted to the Agency for Business Registers in electronic form provided with a qualified electronic signature of the legal representative.)
- > Preparation and notarization of documents
 - > Assistance to open personal and corporate bank account
 - > Company registration in the Business Registry Agency
 - > Submission of initial applications to the Tax Administration and Local Tax Administration
 - > Finding your company a favorably accounting services
 - > Assistance in the procedure of acquiring residence permit

Upon approval, you will receive your temporary residency permit to live abroad in Serbia for up to one year.