



REGISTER OF BUSINESS ENTITIES
APPLICATION

To be filled in by Croatian Bureau of Statistics

IDENTIFICATION NUMBER OF THE BUSINESS ENTITY _____

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1. INFORMATION ON SPECIFIC REGISTER

a) Register body _____

b) Register number _____

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c) Date of entry in the register _____

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2. PERSONAL IDENTIFICATION NUMBER OF THE BUSINESS ENTITY (OIB)

3. BUSINESS/COMPANY NAME OF THE BUSINESS ENTITY

a) Full business/company name _____

b) Short business/company name _____

4. SEAT ADDRESS AND GENERAL INFORMATION ON THE BUSINESS ENTITY

a) Municipality/Town _____
(for the City of Zagreb it is necessary to enter the branch office as well)

b) Settlement _____

c) Street _____

d) House number and extension _____

e) Postal code _____

f) P. O. box _____

g) Official telephone number _____

h) Official e-address _____

i) Official fax number _____

5. GIRO ACCOUNT NUMBER/IBAN _____

6. REGISTER NUMBER OF THE CROATIAN PENSION INSURANCE INSTITUTE _____

7. LEGAL ORGANISATIONAL FORM _____

8. TYPE OF OWNERSHIP _____

9. SEX OF FOUNDER/COMPANY MEMBERS _____

10. SOURCE OF BUSINESS CAPITAL _____

11. MAIN ACTIVITY

a) Proposition of a business entity _____

 (activity class)

b) Activity defined by the Croatian Bureau of Statistics _____

 (activity class)

c) Explanation _____

 (activity class)

12. DATA ON CHANGES (To be filled in by Croatian Bureau of Statistics)

a) Type of change _____

b) Date of change report to the Croatian Bureau of Statistics _____

c) The change refers to the identification number _____

INSTRUCTIONS FOR FILLING IN THE RPS-1 FORM

The **RPS-1 form** is filled in by legal entities, public government bodies (government administration bodies, other government bodies, local and regional self-government units, legal entities and other public authorities, legal entities established by the Republic of Croatia or by a local and regional self-government unit, legal entities performing public service, legal entities financed mostly or completely from the state or local and regional self-government units' budgets, i.e. from public funds (taxes, provisions etc.) on the basis of a special act as well as trade companies in which the Republic of Croatia or the local and regional self-government units hold individual or joint majority ownership), (hereinafter: business entities) after registering with a competent body or on establishing based on the law and other regulations (registration of founding and other changes, e.g. harmonisation with legal acts, change of business/company name, seat and address, legal organisational form, status, main activity etc.).

On registering for the first time, the business entity shall fill in the whole RPS-1 except the identification number and financial business indicators. On registering the change, it must state, in addition to other required information, the identification number and OIB.

IDENTIFICATION NUMBER is a constant identification code of every business entity. The identification number is used in all activities of the official statistics. It is also used in exchanging data outside the domains of the official statistics.

1. DATA ON SPECIFIC REGISTER is information from the available documentation entered by the business entity.
 - a) **Register body** is a body that issued the decision on registration (e.g. trade courts, competent municipal, town, county body or similar institutions).
 - b) **Register number** is the number under which the business entity has been entered into a court or another specific register.
 - c) **Date of registration** is the date on which the business entity has been entered into a court or another specific register.
2. PERSONAL IDENTIFICATION NUMBER (OIB) is a permanent identification code of a holder of the personal identification number used by OIB users in official records, in everyday life and when exchanging data.
3. BUSINESS/COMPANY NAME OF THE BUSINESS ENTITY
 - a) Full business/company name of the business entity is the one under which a business entity operates its business and under which it is entered in the court or another specific register or under which it was established on the basis of the law or another regulation.
 - b) Short business/company name of the business entity is the name of a business entity that has been derived from the full name if the entity did not register a short company name; if it did, the registered short company name is entered.
4. SEAT ADDRESS AND GENERAL INFORMATION ON THE BUSINESS ENTITY include a location and address at which a business entity performs its activity, providing that it is identical to the seat stated on the decision of a competent register body or a legal act on creation as well as other information on the business entity, having in mind that information on the phone number, e-address and fax number is optional.
5. GIROGIRO ACCOUNT NUMBER/IBAN is an optional information.
6. REGISTER NUMBER OF THE CROATIAN PENSION INSURANCE INSTITUTE is a register number of contribution payers of the Croatian Pension Insurance Institute.
7. LEGAL ORGANISATIONAL FORM is defined by a decision of a competent register body or by a legal act on establishment. It is, for example, a public trade company, a limited liability company, a joint stock company, limited partnership, simple limited liability company, institution, association, fund etc.
8. TYPE OF OWNERSHIP refers to the ownership of assets, i.e. to the initial capital of a business entity. They may be: private, state, mixed and cooperative.
9. SEX OF FOUNDER/COMPANY MEMBERS includes the following possible responses: female (if the only founder is a female or if a business entity has more than one founders/company members all of whom are females), male (if the only founder is a male or if a business entity has more than one founders/company members all of whom are males), other (if a business entity has more than one founders/company members of different sex or in case when the founder is a legal entity).

10. SOURCE OF BUSINESS CAPITAL is information that refers to assets owned by a business entity. They may be: national, foreign and mixed (national and foreign).
11. MAIN ACTIVITY is the dominant activity of a business entity. A main activity of business entities, who gain their profit by production, trading or rendering services, is determined according to the highest share in the total value added, while the main activity of business entities, who do not gain their profit by production, trading or rendering services, is determined according to the highest share of the number of persons employed based on the payroll and to paid off gross earnings.
- Proposition of a business entity is the activity proposed as a main one by a business entity.
 - Activity defined by the Croatian Bureau of Statistics is the main activity determined by the Croatian Bureau of Statistics on the basis of financial business indicators. The main activity of new business entities, who have no financial business indicators yet, is determined on the basis of activities registered in the decision on registration with a competent body or in legal act on creation (e.g. act, regulation etc.) on the proposition of the business entity.
 - The explanation is entered by the Croatian Bureau of Statistics for the argumentation of reasons for changing the numeral code of the activity class or the numeral code of the legal organisational form or any other changes that require a new notification on classification.
12. INFORMATION ON THE CHANGE
- The information on a type of the change is mandatory for a business entity. It may be, for example, a change of business/company name, seat, starting a liquidation procedure, change of a legal organisational form, type of ownership, source of capital, status, activity or change of other information kept in the register.
 - The date of change report is a date when the change is reported to the Croatian Bureau of Statistics.
 - The change that refers to the identification number is information entered on the creation of the business entity by separation, division, fusion or merger.
13. FINANCIAL BUSINESS INDICATORS FOR PREVIOUS CALENDAR YEAR BY REGISTERED ACTIVITIES DONE BY THE BUSINESS ENTITY. The table is to be filled in by the business entity only on submitting the request for changing the main activity. Data provided in the table are the basis for the assessment of the justification of the request for changing the main activity.

TO BE FILLED IN BY OFFICIALS OF THE CROATIAN BUREAU OF STATISTICS	
The completeness of entered mandatory information and submission for consideration confirmed by the official of the Croatian Bureau of Statistics	
NAME AND SURNAME OF THE EMPLOYEE OF THE CROATIAN BUREAU OF STATISTICS WHO RECEIVED THE APPLICATION	
DATE OF APPLICATION	
ADDITIONAL NOTICES	