

5 LEGAL AND ORGANISATIONAL FORM _____

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6 TYPE OF OWNERSHIP _____

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7 GENDER OF THE FOUNDER/MEMBERS OF THE COMPANY _____

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8 ORIGIN OF CAPITAL _____

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9 PRINCIPAL ACTIVITY

a) business entity's proposal _____

_____ (activity sub-class)

b) activity determined by the CBS _____

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_____ (activity sub-class)

c) explanation _____

_____ (activity sub-class)

10 DATA ON THE CHANGE (filled in by the CBS)

a) type of the change _____

b) date of reporting the change to the CBS _____

c) change is related to the company number _____

INSTRUCTIONS FOR FILLING OUT THE RPS-1 FORM

The **RPS-1 form** is filled out by legal entities, public government bodies (state administration bodies, other government bodies, bodies of local and regional self-government units, legal entities and other public authorities, legal entities established by the Republic of Croatia or local and regional self-government units, legal entities performing public service, legal entities financed mostly or completely from the state or local and regional self-government units' budgets, that is, 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: legal entities) after being entered in the register with the competent body or upon establishment based on acts and other regulations (registration of establishment and all other changes, e.g. compliance with legal regulations, change of the name, company, headquarters or address, legal and organisational form, status, principal activity, etc.).

If the business entity is registering for the first time, the entire RPS-1 should be filled out, except for the company number and financial performance indicators.

If the business entity is reporting a change, in addition to the other required data, the company number and OIB should also be entered.

COMPANY NUMBER is the permanent identification code of each business entity. It is used in all official statistics activities, and it is also applied when exchanging data outside the area of official statistics.

- 1 DATA ON SPECIAL REGISTER are those entered by the business entity from the documentation at its disposal.
 - a) **Registration body** is the body that issued the decision on entry in the register (e.g. commercial courts, competent municipal, city or county authority, etc.).
 - b) **Registration number** is the number under which a business entity is entered in a court or other special register.
 - c) **Date of entry in the register** is the date of entry of a business entity in a court or other special register.
- 2 OIB is the personal identification number of Croatian citizens and legal entities, which is used in official records, in everyday activities and in data exchange.
- 3 NAME/COMPANY
 - a) **Full name/company** is the name under which a business entity operates and under which it is entered in a court or other special register or is established by an act or other regulation.
 - b) **Abbreviated name/company** is the name of a business entity that is derived from the full name if the entity does not have a registered abbreviated company; if there is one, the registered abbreviated company is entered.
- 4 ADDRESS OF HEADQUARTERS AND GENERAL DATA ON THE BUSINESS ENTITY contain the place and address where the business entity operates, which is identical to the headquarters specified in the decision of the competent registration body or the regulation on establishment, as well as other data on the business entity; data on the phone number and e-mail address are mandatory to be entered.
- 5 LEGAL AND ORGANISATIONAL FORM is defined by the decision of the competent registration body or a regulation on establishment, for example, a public company, a limited liability company, a simple limited liability company, a joint-stock company, a limited partnership, an institution, an association, a fund, etc.
- 6 TYPE OF OWNERSHIP refers to the ownership of funds, that is, the initial capital of a business entity. The following answers are possible: private, state-owned, mixed and cooperative.
- 7 GENDER OF THE FOUNDER/MEMBERS OF THE COMPANY has the following possible answers: female (if the only founder is female or if the business entity has several founders/members of the company and all of them are female), male (if the only founder is male or if the business entity has several founders/members of the company and all of them are male), other (if the business entity has several founders/members of the company who are of different genders or in case the founder is a legal entity).
- 8 ORIGIN OF CAPITAL refers to assets owned by the business entity. The following answers are possible: domestic, foreign and mixed (domestic and foreign).
- 9 PRINCIPAL ACTIVITY is the one predominantly performed by the business entity. For business entities that perform an activity for the purpose of making profit by the production, sale of goods or provision of services on the market, the principal activity is determined according to the largest share in the total value added, while for business entities that do not make profit by the production, sale of goods or provision of services on the market, it is determined according to the largest share of the number of employees according to the payroll and their gross earnings.
 - a) **Business entity's proposal** is the activity proposed by the business entity as the principal one.

- b) **Activity determined by the CBS** is the principal activity determined by the CBS based on financial performance indicators. For new business entities that do not have financial performance indicators, the principal activity is determined on the basis of the activities entered in the decision on entry in the register with the competent body or in the regulation on establishment (e.g. act, regulation, etc.), at the proposal of the business entity.
- c) **Explanation** is entered by the CBS to explain the reason for the change of the numerical code of the activity class or the numerical code of the legal and organisational form or other change due to which a new notification on the classification is issued.

10 DATA ON THE CHANGE

- a) **Type of change** is the information that the business entity must provide, such as the change of the name/company, headquarters, initiating of liquidation or bankruptcy, change of legal and organisational form, form of ownership, origin of capital, status, activity, or change of other data that are kept in the register.
- b) **Date of reporting the change** is the date of reporting the change to the CBS.
- c) **Change is related to the company number** is the information that is entered when creating a business entity by separation, division, acquisition or merger.

11 FINANCIAL PERFORMANCE INDICATORS FOR THE PREVIOUS CALENDAR YEAR BY REGISTERED ACTIVITIES PERFORMED BY THE BUSINESS ENTITY The table is filled out by the business entity only when submitting a request for the change of the principal activity. Based on the data given in the table, the validity of the request for the change of the principal activity is assessed.

FILLED OUT BY OF OFFICIALS OF THE CROATIAN BUREAU OF STATISTICS	
The completeness of the mandatory data and the delivery of the necessary documentation for inspection confirmed by an official of the Croatian Bureau of Statistics:	
NAME AND SURNAME OF THE OFFICIAL FROM THE CBS WHO RECEIVED THE APPLICATION:	
DATE OF RECEIPT:	
COMMENTS:	