

Pursuant to Article 7, paragraph 2, indent 7, Article 9, paragraph 1, indent 2 of the Law on Insurance Companies (Official Gazette of the Republic of Srpska, number: 17/05, 01/06, 64/06, 74/10 and 47/17), Article 5, paragraph 5, Article 8, paragraph 3, Article 16, paragraph 5, Article 18, paragraph 8 and Article 27 of the Law on Representation in Insurance and Mediation in Insurance and Reinsurance (Official Gazette of the Republic of Srpska, number: 47/17) and Article 18, paragraph 1, point 2 of the Articles of Association of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, number: 2/15 and 76/16), Board of Directors of the Insurance Agency of the Republic of Srpska, at the session held on 07 June 2022, adopted the following:

RULEBOOK

ON AMENDMENTS TO THE RULEBOOK ON THE PROCEDURE FOR ISSUING AUTHORIZATIONS AND LICENSES FOR REPRESENTATION AND MEDIATION IN INSURANCE AND REGISTRATION IN THE REGISTERS OF THE INSURANCE AGENCY OF THE REPUBLIC OF SRPSKA

Article 1

In Article 4, paragraph 4 of the Rulebook on the Procedure for Issuing Authorizations and Licenses for Representation and Mediation in Insurance and Registration in the Registers of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, No. 23/18 - hereinafter: Rulebook), it shall change and read as follows:

“(4) representation company and insurance representation entrepreneur enter the word "insurance representation" in the business name, as a description of the activity, which is used in legal transactions only by the registered insurance representation company or registered insurance representation entrepreneur.”

Article 2

In Article 5, paragraph 2, point 3, after the words: "notarized", the words: "or confirmed" are added.

In the same paragraph in point 5, the word: "evidence" is replaced by the words: "decision of the founder".

Article 3

In Article 6, paragraph 1, point 3, the word: "processed" is replaced by the words: "confirmed or authenticated".

Article 4

In Article 8, paragraph 2, point 2, after the word: "entrepreneur", the words: "and a statement on the method of bookkeeping of the entrepreneurial activity" are deleted.

In the same paragraph in point 3, the words: "that is, the head of the organizational unit for the performance of insurance representation activities" are deleted.

Article 5

In Article 10, paragraph 1, point 3, after the words: "notarized", the words: "or confirmed" are added.

In the same paragraph in point 5, the word: "evidence" is replaced by the words: "decision of the founder".

Article 6

In Article 13, paragraph 1, point 1, the words: "notarized" are replaced by the word: "certified".

Article 7

In Article 14, paragraph 1, point 2, the words: "notarized" are replaced by the word: "certified".

Article 8

The content of Forms ZP-3, ZP-4, ZP-6 and ZP-7, which form an integral part of this Rulebook, shall be amended.

Article 9

This Rulebook shall enter into force on the eighth day from the day of its publication in the Official Gazette of the Republic of Srpska.

Number: UO – 17/22
07 June 2022
Banja Luka

Chairman of the
Board of Directors
Goran Račić

APPLICATION
for representation company

for issuing authorization for insurance representation and registration in the Register of Insurance Agencies

Information about the Insurance Agencies:

Name and seat of the company:

Organisation form:

Joint-stock company

Limited Liability Company

Information on natural / legal persons – founders (*information about the name or first and last name, and the seat or address of residence of the founder - the applicant is entered, request for identification by attaching a certified extract from the court register with the balance that precedes the submission of the application, for legal persons, or certified copy of ID document for natural persons*)

1.	
2.	
3.	

Attachments:

1.	Memorandum of Association / Articles of Association (<i>notarised or certified</i>) <input type="checkbox"/>
2.	Confirmation from the bank on the deposit of the founding share(s) of the founder in the temporary deposit account(s) in the amount necessary for the establishment of the company <input type="checkbox"/>
3.	Proof of the appointment of a director/person authorized to represent the company from the list of authorized and registered insurance representatives <input type="checkbox"/> (<i>enter the registration number of the authorized representative _____</i>)
4.	Business plan and financial plan for the first two years of the company's operations <input type="checkbox"/>
5.	Documents on the business premises of the company's seat (<i>proof of ownership of business premises or other legal basis for holding and using business premises</i>) <input type="checkbox"/>
6.	<ul style="list-style-type: none">– certified statement of the founder that after obtaining the permit, he will conclude a full-time employment contract with a person authorized to represent the company <input type="checkbox"/>– certified statement of related parties with proof of connection through ownership of capital or in another way with: an insurance company, an insurance representation company or an insurance brokerage company and a list of persons with a personal interest in accordance with Article 34 of the Law on Companies or a certified statement that there are no related parties or persons with a personal interest <input type="checkbox"/>
7.	a copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, tariff paragraph 6 of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, number: 56/10) <input type="checkbox"/>
8.	extract from the register of business entities - <i>attached after registration</i> <input type="checkbox"/>

First name and surname / Name of the applicant

Seal / signature

Place and date of application submission:

APPLICATION
for banks / microcredit company / “Pošte Srpske”

for issuing authorization for insurance representation and registration in the Register of Insurance Agencies

Information about the applicant: bank / microcredit company / “Pošte Srpske”

Business name:	
Seat:	
Registered at:	Reg. file no.:
Legal representative:	

Name and seat of the organizational unit for representation in insurance:

Attachments:

1.	Current extract from the register of business entities for the applicant	<input type="checkbox"/>
2.	Amendments to the Memorandum of Association / Articles of Association (<i>notarised or certified</i>) - <i>registered activity of representation in insurance</i>	<input type="checkbox"/>
3.	The Decision to establish an organizational unit for representation in insurance	<input type="checkbox"/>
4.	Proof of the appointment of the head of the organizational unit for insurance representation from the list of authorized and registered insurance representatives (<i>enter the registration number of the authorized representative _____</i>)	<input type="checkbox"/>
5.	Business and financial plan for the first two years of operation	<input type="checkbox"/>
6.	Documents on the business premises of the seat of the organizational unit (<i>proof of ownership of business premises or other legal basis for holding and using business premises</i>)	<input type="checkbox"/>
7.	certified statement of related parties with proof of connection through ownership of capital or in another way with: an insurance company, an insurance representation company or an insurance brokerage company and a list of persons with a personal interest in accordance with Article 34 of the Law on Companies or a certified statement that there are no related parties or persons with a personal interest	<input type="checkbox"/>
8.	a copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, tariff paragraph 6 of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, number: 56/10)	<input type="checkbox"/>
9.	extract from the register of business entities (registered supplementary activities) - <i>attached after registration</i>	<input type="checkbox"/>
Place and date of application submission:		
Signature of the applicant:		

APPLICATION
for insurance brokerage company

for issuing authorization for insurance representation and registration in the Register of Insurance Brokerage Companies

Information about the insurance brokerage company:

Name and seat of the company:

Organisation form:

Joint-stock company

Limited Liability Company

Information on natural / legal persons – founders (*information about the name or first and last name, and the seat or address of residence of the founder - the applicant is entered, request for identification by attaching a certified extract from the court register with the balance that precedes the submission of the application, for legal persons, or certified copy of ID document for natural persons*)

1.	
2.	
3.	

Attachments:

1.	Memorandum of Association / Articles of Association (<i>notarised or certified</i>)	<input type="checkbox"/>
2.	Confirmation from the bank on the deposit of the founding share(s) of the founder in the temporary deposit account(s) in the amount necessary for the establishment of the company	<input type="checkbox"/>
3.	Proof of the appointment of a director/person authorized to represent the company from the list of authorized and registered insurance brokers (<i>enter the registration number of the authorized insurance broker _____</i>)	<input type="checkbox"/>
4.	certified statement of the founder that the brokerage company will conclude a liability insurance policy from the activity of insurance mediation after registration in the competent registers of business entities	<input type="checkbox"/>
5.	Business plan and financial plan for the first two years of the company's operations	<input type="checkbox"/>
6.	Documents on the business premises of the company's seat (<i>proof of ownership of business premises or other legal basis for holding and using business premises</i>)	<input type="checkbox"/>
7.	<ul style="list-style-type: none"> – certified statement of the founder that after obtaining the permit, he will conclude a full-time employment contract with a person authorized to represent the company <input type="checkbox"/> – certified statement of related parties with proof of connection through ownership of capital or in another way with: an insurance company, an insurance representation company or an insurance brokerage company and a list of persons with a personal interest in accordance with Article 34 of the Law on Companies or a certified statement that there are no related parties or persons with a personal interest <input type="checkbox"/> 	
8.	A copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, tariff paragraph 10 of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, number: 56/10)	<input type="checkbox"/>
9.	extract from the register of business entities - <i>attached after registration</i>	<input type="checkbox"/>

First name and surname / Name of the applicant

Seal / signature

Place and date of application submission:

APPLICATION
for representation company / brokerage company

in insurance from FBiH for registration into the Register of insurance agencies / brokerage companies in insurance - sub-register of insurance agencies / brokerage companies from FBiH
(underline the appropriate application)

Information about the insurance brokerage company:

Name and seat of the company:

Organisation form:

Joint-stock company

Limited Liability Company

Attachments:

1.	Notarized Decision on the establishment of a branch office in the Republic of Srpska <input type="checkbox"/>
2.	Decision of the FBiH Agency on the issuance of a license for the performance of insurance representation activities / insurance mediation activities <input type="checkbox"/>
3.	Decision on the appointment of a person authorized to represent the branch office in the RS <input type="checkbox"/>
4.	The Agency's Decision on the issuance of authorization for the performance of representation / mediation in insurance and registration in the register with the Agency, for the director of the branch office in the RS <i>(it is submitted for a person to whom authorization for representation / mediation has been issued by the Agency)</i> <input type="checkbox"/>
5.	<ul style="list-style-type: none">– The Decision on the issuance, i.e. remaining in force, of the authorization for the performance of representation / mediation in insurance and registration in the register of representatives / mediation in insurance at the FBiH Agency, for the director of the branch office in the RS <input type="checkbox"/>– The Decision on the registration, i.e. the remaining in force of the registration of the director of the branch office in the RS, in the Register of agents / intermediaries in the insurance of natural persons, sub-register of agents / intermediaries– natural persons from FBiH, with the Agency <i>(it is submitted for a person to whom authorization for representation / mediation was issued by the FBiH Agency)</i>
6.	Documents on the business premises of the branch office's seat <i>(proof of ownership of business premises or other legal basis for holding and using business premises)</i> <input type="checkbox"/>
7.	A copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, tariff paragraph 12 of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska (Official Gazette of the Republic of Srpska, number: 56/10)

Note: Registration is made after the submission of the above documents and the Notification of the FBiH Agency on the intention to perform insurance representation activities, i.e. insurance mediation through a branch offices in the Republic of Srpska.

First name and surname / Name of the applicant

Seal / signature

Place and date of application submission: