

Pursuant to Article 7, paragraph 2, point 7, Article 9, paragraph 1, point 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 28 February 2018, adopted the following:

**RULEBOOK**  
**ON THE PROCEDURE OF ISSUING AUTHORIZATION AND LICENSE FOR**  
**REPRESENTATION AND MEDIATION IN INSURANCE AND ENTRY INTO THE REGISTER**  
**OF THE INSURANCE AGENCY OF THE REPUBLIC OF SRPSKA**

Article 1

This Rulebook specifies, in more detail, the implementation of the provisions of the Law on Representation in Insurance and Mediation in Insurance and Reinsurance (hereinafter referred to as: Law) on the basis of which the Insurance Agency of the Republic of Srpska (hereinafter referred to as: Agency):

- 1) issues authorization for representation, that is, the mediation of the natural person and stipulates evidence, that is, the documents and the information provided with the request for issuing the authorisation,
- 2) performs entry of natural person of the agents and brokers from the Republic of Srpska (hereinafter referred to as the RS) into the Register of the Agency.
- 3) issues a permit for performing activities of insurance representation, that is, insurance mediation and prescribes evidence, i.e. documents and information submitted upon the request for the issuance of the permit,
- 4) performs entry into the Register of the Agency for the Company for Representation and Brokerage Company from RS.
- 5) performs entry into the Register of the Agency of the insurance agent, i.e. broker, for the insurance of natural persons from the Federation of Bosnia and Herzegovina (hereinafter referred to as FBiH),
- 6) performs entry into the Register of the Agency for the Company for representation in insurance, i.e. brokerage insurance company from FBiH,
- 7) performs removal from the Agency's Register after termination, that is, withdrawal of license for representation in insurance, i.e. insurance mediation.
- 8) performs removal from the Agency's Register after termination, that is, withdrawal of license for representation in insurance and insurance mediation.

Authorization to perform tasks of representation in insurance

Article 2

(1) The authorization to perform the tasks of representation in insurance shall be issued by the natural person that fulfils the conditions provided in Article 5, paragraph 1 of the Law.

(2) When submitting a request for obtaining authorization, natural person is required to submit the following documentation to the Agency:

- 1) duly completed and signed (full name) request for authorization to perform tasks of representation in insurance and entry into the register of agents in insurance which is an integral part of this Rulebook, form ZP-1,

2) certified copy of identification document, showing personal name, place of residence and PIN of that person, number of document, date of issuance, validity date and issuing body,

3) certified copy of certificate on passed professional exam for performing insurance representation tasks, in case that the exam is passed in FBiH, or certified copy of the Decision of the Agency on the recognition of the professional exam passed abroad.

4) certified copy of certificate or diploma on qualification (education),

5) certificate from criminal records of the Ministry of Interior that natural person has not been convicted and

6) copy of payment slip on paid compensation on the Agency's account.

(3) Certified copies of the original documents, referred to in paragraph 2 of this Article, and documents referred to in point 5, paragraph 2 of this Article shall not be older than 6 (six) months from the date of submission of the request.

(4) When it is determined that the requirements stipulated by law have been fulfilled, the Agency shall adopt a Decision issuing authorization to carry out the insurance representations, determine the registration number and determine the period of registration, and it shall perform enrolment into the Agency's Register with basic data.

#### Authorization to perform tasks of mediation in insurance

##### Article 3

(1) The authorization to perform insurance mediation activities will be issued to a natural person who meets the conditions prescribed in Article 16, paragraph 1 of the Law.

(2) When submitting an application for authorization to mediate in insurance, a natural person is required to submit the following documentation to the Agency:

1) properly completed and signed with full name, request for authorization to perform insurance mediation activities and registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-2,

2) a certified copy of the identification document, which shows the person's name, place of residence and unique citizen's identification number, document number, date of issue and validity and issuer of the document,

3) a certified copy of the certificate of passing the professional exam for the performance of insurance mediation, in case the exam was passed in the FBiH, or a certified copy of the Agency's Decision on the recognition of the professional exam passed abroad,

4) a certified copy of the diploma on the level of education obtained,

5) certificate of work experience of at least one year in the field of insurance,

6) confirmation, or certificate from the criminal records of the Ministry of Interior, that the natural person has not been convicted and

7) a copy of the payment slip on the fee paid to the Agency's account.

(3) Certified copies of the original documents specified in paragraph 2 of this Article and documents from t. 5 and 6 of paragraph 2 of this Article cannot be older than 6 (six) months from the date of submission of the request.

(4) When it is established that the conditions prescribed by the Law are met, the Agency issues a decision with the authorization to carry out insurance mediation activities, determines the registration number and determines the time period for registration, and makes an entry in the Agency's registers with basic data.

## Procedure for issuing a license to an insurance representation company

### Article 4

(1) The license for insurance representation is issued to an insurance representation company, an insurance entrepreneur, a bank, a microcredit company and the Preduzeće za poštanski saobraćaj Republike Srpeke a.d. Banja Luka (hereinafter referred to as the Pošte Srpske).

(2) The persons referred to in paragraph 1 of this Article act in legal transactions in their own name and on their own account and on behalf of insurance companies, which they enter in the Articles of Association or declaration of entrepreneurial activity.

(3) The persons referred to in paragraph 1 of this Article perform the activity, in accordance with the act regulating the classification of the activities of the Republic of Srpska, as the activity of an insurance agent, limited exclusively to the activity of representation in insurance, which is entered in the Memorandum of Association, that is, the Articles of Association or the declaration of entrepreneurial activity, with the exception of the bank, microcredit company and "Pošta Srpske", which perform the activity of insurance representation as an additional activity.

(4) Words: "insurance representation company", i.e. words: "independent entrepreneur for insurance representation" or "entrepreneurial store for representation in insurance" shall be entered in the name and may be used in legal transactions only by a registered company for insurance representation or a registered entrepreneur for insurance representation.

### Article 5

(1) A license to perform insurance representation activities is issued to a company in the process of being established, in the form of a limited liability company or a joint-stock company, which is founded as an insurance representation company.

(2) The founder shall submit the following documentation to the Agency in order to obtain a license to perform insurance representation activities:

- 1) properly completed and signed application for obtaining a license to perform insurance representation activities and registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-3,
- 2) information on whether it is founded and organized as a limited liability company or a joint-stock company, with headquarters in the Republic of Srpska,
- 3) notarized Memorandum of Association or Articles of Association, signed by all founders,
- 4) confirmation from the bank on the deposit of the founding share of the founder in a temporary deposit account in the amount required for the establishment of the company,
- 5) proof of the appointment of the director, i.e. the person authorized to represent the company, from the list of authorized and registered insurance agents, with his personal information and information on registration with the Agency,
- 6) certified statement of the founder that upon receipt of the Decision on the issuance of a work permit and entry in the register of business entities, he will conclude a full-time employment contract with a person authorized to represent the company for representation.
- 7) business plan and financial plan of the company for representation, for the first two years of business,
- 8) a document on the business premises of the company's headquarters, i.e. proof of ownership of the premises or of another legal basis for holding and using the same premises,
- 9) certified written statement of the founder on the existence of related parties with proof of connection through ownership of the capital or in another way with: insurance company, insurance representation company or insurance brokerage company and the list of persons with a personal interest in accordance with the provisions of the law regulating the establishment and operation of companies and

10) a copy of the payment slip for the fee paid for the issuance of a license to perform insurance representation activities and registration in the register in accordance with the Decision on Tariffs and Fees of the Agency.

(3) If all conditions prescribed by law are met, the Agency shall issue a decision granting a license to perform insurance representation activities.

#### Bank, Microcredit Company and "Pošte Srpske"

##### Article 6

(1) The Agency issues a license for the performance of insurance representation activities to a bank, a microcredit company and "Pošte Srpske", which, in addition to the documents from Article 5, paragraph 2, items 7, 8, 9 and 10 of this Rulebook, submit the following documents:

1) properly completed and signed application for obtaining a license to perform insurance representation activities and registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-4,

2) the Decision on the establishment of an organizational unit for the performance of insurance representation activities,

3) notarized amendments to the Memorandum of Association, i.e. the Articles of Association on the registration of insurance representation activities,

4) the Decision on the appointment of the head of the organizational unit for the performance of insurance representation activities from among the authorized insurance agents and

5) current extract from the register of business entities of the applicant.

(2) When the prescribed conditions are met, the Agency shall issue a Decision granting a license to perform insurance representation activities to a bank, microcredit company, or "Pošte Srpske".

#### Issuing a license for an insurance entrepreneur

##### Article 7

(1) The Agency shall issue a license for insurance representation in the capacity of an entrepreneur, a natural person, an authorized insurance agent, who submits the following documentation to the Agency:

1) properly completed and signed application for obtaining a license to perform insurance representation activities and registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-5,

2) a certified copy of the identification document, which shows the person's name, place of residence and unique citizen's identification number, document number, date of issue and validity and issuer of the document ,

3) a document on the business premises of the entrepreneur's headquarters, i.e. proof of ownership of the business premises or other legal basis for holding and using the business premises and

4) a copy of the payment slip for the fee paid for the issuance of a license to perform insurance representation activities and registration in the register in accordance with the Decision on Tariffs and Fees of the Agency.

(2) When the prescribed conditions are met, the Agency issues a decision by which it issues a license for the performance of insurance representation activities in the capacity of an entrepreneur.

(3) As an exception to paragraph 1 of this Article, a natural person may simultaneously submit an application for the issuance of an authorization for insurance representation from Article 2, paragraph 2 of this Rulebook, and an application for the issuance of a license for the performance of insurance representation activities as an entrepreneur.

(4) In the case referred to in paragraph 3 of this Article, the Agency simultaneously issues a decision granting authorization for insurance representation and a decision granting permission for insurance representation as an entrepreneur.

#### Article 8

(1) Obtaining a license to perform insurance representation activities in the form of a Decision referred to in Article 5, paragraph 3, Article 6, paragraph 2, and Article 7, paragraph 2 of this Rulebook, shall be a condition for registration of:

- 1) establishment and registration of insurance representation activities, for an insurance representation company in the register of business entities,
- 2) addition of insurance representation activities at the bank, microcredit company and "Pošte Srpske", to the register of business entities and
- 3) entrepreneurs for insurance representation in the register of entrepreneurs with the competent body of the local self-government unit.

(2) The persons referred to in Articles 5, 6 and 7 of this Rulebook are required to submit to the Agency, within 7 (seven) days from the date of receipt of the Decision on registration with the competent court, i.e. the body of the local self-government unit:

- 1) Decision of the competent court on registration in the register of business entities establishing or supplementing insurance representation activities, for an insurance representation company, i.e. for a bank, a microcredit company and "Pošte Srpske",
- 2) the Decision of the competent body of the local self-government unit on the entry of the entrepreneur, i.e. the entrepreneurial activity in the register of entrepreneurs and the statement on the method of keeping the accounting of the entrepreneurial activity.
- 3) full-time employment contract with a person authorized to represent the agency, i.e. the head of the organizational unit for the performance of insurance representation activities and
- 4) book of shareholders, i.e. book of shares (founders) for an established insurance representation company.

#### The procedure for issuing a license to an insurance brokerage company

#### Article 9

(1) A license to carry out insurance mediation activities is issued to a company in the process of being established, in the form of a limited liability company or a joint stock company, which is founded as an insurance brokerage company.

(2) The person referred to in paragraph 1 of this Article performs the activity, in accordance with the act regulating the classification of the activities of the Republic of Srpska, as the activity of an insurance intermediary, limited exclusively to the activity of an insurance intermediary (broker), which is included in the founding act, i.e. the Articles of Association.

(3) The person referred to in paragraph 1 of this Article cannot make a decision on reorganization and voluntary liquidation without the prior consent of the Agency.

(4) The words: "brokerage company for insurance" are included in the name and may be used in legal transactions only by insurance brokerage companies that have been issued a work permit by the Agency and which are registered in the Agency's registers.

#### Article 10

(1) The founder of a brokerage company shall submit the following documentation to the Agency in order to obtain a license to carry out insurance mediation activities:

1) properly completed and signed application for obtaining a license to carry out insurance mediation activities and registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-6,

2) information on whether it is established and organized as a limited liability company or a joint-stock company, with headquarters in the RS,

3) notarized Memorandum of Association or Articles of Association, signed by all founders,

4) confirmation of the bank on the deposit of the founding share of the founder in a temporary deposit account in the amount determined by Article 18, paragraph 2, point 2 of the Law, for the establishment of a brokerage company,

5) proof of the appointment of the director, i.e. the person authorized to represent the brokerage company, from the list of authorized and registered insurance brokers, with his personal information and information on registration with the Agency,

6) certified statement of the founder that upon receipt of the Decision on the issuance of a work permit and entry in the register of business entities, he will conclude a full-time employment contract with a person authorized to represent the company for representation,

7) business plan and financial plan of the brokerage company, for the first two years of business,

8) documents about the business premises of the company's headquarters, i.e. proof of ownership of the premises or other legal basis for holding and using the premises,

9) certified statement of the founder that the brokerage company will take out a liability insurance policy from the activity of insurance mediation after registration in the competent registers of business entities,

10) certified written statement of the founder on the existence of related parties with proof of connection through ownership of the capital or in another way with: insurance company, insurance representation company or insurance brokerage company and the list of persons with a personal interest in accordance with the provisions of the law regulating the establishment and operation of companies and

11) a copy of the payment slip for the fee paid for the issuance of a license to perform insurance representation activities and registration in the register in accordance with the Decision on Tariffs and Fees of the Agency.

(2) If all conditions prescribed by law are met, the Agency shall issue a decision granting a license to perform insurance representation activities.

#### Article 11

(1) Obtaining a license to carry out insurance mediation activities in the form of a decision from Article 10, paragraph 2 of this Rulebook, is a condition for registration of the establishment and registration of insurance mediation activities, for an insurance brokerage company in the register of business entities with the competent court.

(2) The insurance brokerage company is required to submit to the Agency, within 7 (seven) days from the date of receipt of the Decision on registration in the register of business entities at the competent court:

- 1) the Decision of the competent court on registration in the register of business entities establishing insurance mediation activities,
- 2) full-time employment contract with a person authorized to represent the brokerage company in insurance,
- 3) concluded contract on insurance against liability from mediation activities, in accordance with Article 18, paragraph 2, point 4 of the Law and
- 4) book of shareholders, i.e. book of shares (founders) for the brokerage company.

#### Registration into the Agency's registers

##### Article 12

(1) Upon submission of the documents referred to in Article 8, paragraph 2 and Article 11, paragraph 2 of this Rulebook, the Agency shall issue a Decision on entry into the Agency's registers, which:

- 1) makes an entry in the Agency's registers, with the prescribed data, determines the registration number and determines the period of validity of the entry, which begins on the day the Agency's Decision on the entry is issued and
- 2) enters data on the legal representative of the insurance representation company and insurance brokerage company, i.e. data on the head of the organizational unit of the bank, microcredit company and "Pošte Srpske".

(2) Notwithstanding the provision of paragraph 1 of this Article, for an entrepreneur for insurance representation, the Agency issues a decision by which, in the Agency's registers of natural persons, it enters data on the acquisition of the status of an entrepreneur.

(3) Legal entities referred to in Articles 5, 6, 7 and 10 of this Rulebook shall start performing insurance representation activities, i.e. insurance mediation activities, after passing the resolution referred to in paragraph 1 of this Article.

#### Establishment of an organizational unit - a branch office of a representation company and a brokerage company

##### Article 13

(1) An insurance representation company, i.e. an insurance brokerage company with headquarters in the RS, registered in the Agency's register, which intends to establish an organizational unit (branch office) in the FBiH, is required to submit a notification of this intention and the following documentation to the Agency:

- 1) notarized Decision on the establishment of a branch office in the FBiH,
- 2) the Decision on the appointment of the director of the branch office in FBiH and
- 3) lease agreement for business premises, i.e. proof of ownership as proof of business premises for the headquarters of the branch office in FBiH.

(2) Within 30 days from the date of receipt of the notification referred to in paragraph 1 of this Article, the Agency shall submit a notification to the Agency for Insurance Supervision of the Federation of Bosnia and Herzegovina (hereinafter: the FBiH Agency), for the purpose of registering the company referred to in Article 26, paragraph 1 of the Law, in the appropriate register kept by the FBiH Agency.

(3) Along with the notification from paragraph 2 of this Article, the Agency shall submit the documentation from paragraph 1 of this Article with the Agency's Decision on issuing a license to perform the activities of representation, i.e. insurance mediation and the Agency's Decision on granting authorization to perform the activities of representation, i.e. insurance mediation, to the natural person.

#### Article 14

(1) The Agency registers an insurance representation company, i.e. an insurance brokerage company, based in the FBiH, which operates in the RS through a branch office, if it submits the following documentation:

- 1) request of the company for representation, i.e. mediation in insurance from the FBiH for registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-7,
- 2) notarized decision on the establishment of a branch office in the Republic of Srpska,
- 3) the Decision of the FBiH Agency on the issuance of a license to perform representation activities, i.e. insurance mediation activities,
- 4) the Decision on the appointment of a person authorized to represent the branch office in the RS,
- 5) the Agency's Decision on the issuance of authorization for the performance of insurance representation, i.e. insurance mediation and registration in the register with the Agency for the director of the branch office in the RS,
- 6) lease agreement for office space, i.e. proof of ownership as proof of business space for the headquarters of the branch office in RS,
- 7) a copy of the payment slip, on the paid compensation, in accordance with the Decision on Tariffs and Fees of the Agency.

(2) The registration referred to in paragraph 1 of this Article is performed after the submission of the above-mentioned documents and the receipt of the FBiH Agency's notification of the intention to perform insurance representation activities, that is, mediation in insurance through a branch office of the applicant in the Republic of Srpska and is valid until the expiration of the license to perform the activity of representation, i.e. the activity of mediation in insurance, issued by the FBiH Agency, i.e. until the expiration of the registration in the registers with the FBiH Agency.

(3) If for the person appointed as the legal representative of the branch office from paragraph 1 of this Article, the authorization for representation or mediation was issued by the FBiH Agency, the document from paragraph 1, point 5) of this Article shall not be submitted with the request, but it shall be submitted:

- 1) the Decision on the issuance, i.e. remaining in force, of the authorization for the performance of insurance representation, i.e. insurance mediation and registration in the register with the FBiH Agency for the Director of the branch office in the RS and
- 2) 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 insurance agents - natural persons, sub-register of agents - natural persons from FBiH, i.e. in the Register of insurance intermediaries - natural persons, sub-register of intermediaries - natural persons from FBiH, with the Agency.

#### Article 15

(1) A natural person who performs insurance representation, i.e. insurance mediation, in the capacity of a person authorized to represent a branch office of an insurance representation company or brokerage company, from the FBiH, and to whom the authorization for representation was issued by the FBiH Agency, is required to submit the following documentation to the Agency:

- 1) duly completed and with full name, signed application for registration in the Agency's registers, which forms an integral part of this Rulebook, form ZP-8,
- 2) a certified copy of the identification document, which shows the person's name, place of residence and unique citizen's identity number, document number, date of issue and validity and issuer of the document,
- 3) a certified copy of the Decision of the FBiH Agency on the issuance of authorization for the performance of insurance representation, i.e. insurance mediation,



4) a certified copy of the employment contract or other legal act proving that the person shall perform representation, i.e. mediation for the branches of the insurance representation company, i.e. the insurance brokerage company from the FBiH and

5) a copy of the payment slip, on the paid compensation, in accordance with the Decision on Tariffs and Fees of the Agency.

(2) After it is established that the documents referred to in paragraph 1 of this article have been submitted, the Agency issues a decision on the registration of insurance agents, i.e. insurance brokers from FBiH in the Agency's registers, determines the registration number and determines the time period of the authorization, which is equal to the time period of the authorization specified in the decision of the FBiH Agency.

Termination of validity and revocation of authorization to perform representation work, i.e. brokerage work in insurance

#### Article 16

(1) Authorizations to perform representation work, i.e. brokerage work in insurance and registration in the Agency's registers, are valid for four years, from the date of adoption of the Agency's decision from Article 12 of this Rulebook.

(2) The authorization to perform the work of an insurance agent, i.e. an insurance intermediary for natural persons, ceases to be valid in the cases prescribed in Article 5, paragraph 3 and Article 16, paragraph 3 of the Law.

(3) The Agency issues a decision determining the reason for the termination of the authorization for insurance representation and mediation and deletes it from the Agency's register.

#### Article 17

(1) The Agency shall revoke the authority to perform representation work, i.e. brokerage work in insurance, in accordance with Article 38 of the Law.

(2) With the decision revoking authorizations for the performance of representation, i.e. brokering in insurance, the Agency also decides on the deletion of agents, i.e. insurance brokers from the Agency's register, from the day of issuing the Decision on revocation of authorization.

Termination of validity and revocation of the license to perform the activity of insurance representation, i.e. insurance mediation

#### Article 18

(1) Registration in the Agency's register for a representation company, a bank, a microcredit company, Pošte Srpske and an insurance brokerage company is valid for four years from the date of the Agency's Decision on entry into the Agency's registers.

(2) Licenses for the performance of insurance representation activities, i.e. the activities of insurance brokers cease to be valid according to the law itself, in accordance with Article 7, paragraph 6, or Article 18, paragraph 5 of the Law.

(3) In cases of termination of the license prescribed in Article 7, paragraph 6, points 1, 2, 3 and 4, or in Article 18, paragraph 5, points 1, 2, 3 and 4 of the Law, the Agency determines the reasons for the termination by decision and deletes it from the register of the Agency, and determines that a legal entity cannot act in legal transactions as an insurance representation company, i.e. an insurance brokerage company.

(4) The Agency informs the competent registration court about the circumstances referred to in paragraph 3 of this Article.

#### Article 19

(1) The registration of an independent entrepreneur for insurance representation is valid at the same time as the registration of insurance representation and registration in the Agency's registers, which was obtained by a natural person, i.e. it is valid for four years from the date of the Agency's Decision on registration in the Agency's registers.

(2) The license to perform insurance representation activities, in the capacity of an entrepreneur, ceases to be valid according to the Law itself in accordance with Article 7, paragraph 6, points 1, 2 and 3 of the Law, that is, by deleting the entrepreneur from the register of entrepreneurs.

(3) The Agency shall inform the competent authority of the local self-government unit about the circumstances referred to in paragraph 2 of this Article.

(4) Regardless of paragraph 2 of this Article, a natural person, an independent entrepreneur, has the right to a personal request to stop performing insurance representation activities as an entrepreneur, in which case the Agency shall be notified of the termination of the entrepreneurial activity and the decision of the competent local self-government body on the termination of the activity of insurance representation.

(5) Upon submission of the acts referred to in paragraph 4 of this Article, the Agency shall issue a decision determining that the entrepreneur's work permit from paragraph 3 of this Article has expired on the date of issuance of the Decision of the competent local self-government body on the termination of insurance representation activities, and shall delete it from the register of entrepreneurs at the Agency.

#### Article 20

(1) The Agency shall revoke the license to perform activities of representation in insurance, i.e. mediation in insurance, in accordance with Article 39 of the Law.

(2) With the Decision revoking the license to perform the activity of insurance representation, i.e. insurance mediation, the Agency also deletes it from the Agency's registers.

(3) After issuing the Decision referred to in paragraph 2 of this Article, the Agency shall submit to the competent court or body of the local self-government unit, an application for the entry of the ban on the performance of activities in the court register, i.e. the register of entrepreneurs.

#### The Agency's handling of irregular or incomplete requests

##### Article 21

(1) If all the prescribed documents are not submitted along with the request for the authorization to perform representation or mediation activities in insurance, i.e. for the issuance of a license to perform representation or mediation activities in insurance, the Agency shall issue a conclusion ordering the submission of these documents or their arrangement, and shall set a deadline, which is not shorter than 10 and longer than 30 days, for their delivery or supplement.

(2) If the applicant does not act in accordance with the Agency's conclusion from paragraph 1 of this Article, the Agency shall make a conclusion rejecting the request as irregular or incomplete.

#### Rejection of the request

##### Article 22

(1) If the applicant submits the documents prescribed by the Law and this Rulebook, from which it is determined that all the conditions for obtaining the authorization to perform business, i.e. the license to

perform the activity of representation or mediation in insurance, have not been met, the Agency shall issue a decision rejecting the request.

#### Transitional and final provisions

##### Article 23

With the entry into force of this Rulebook, the Rulebook on the conditions for the performance of business and activities of insurance mediation ceases to be valid (Official Gazette of the Republic of Srpska, number: 10/11) and Decision on the form and content of the application forms submitted in accordance with the Rulebook on the conditions for the performance of business and insurance mediation activities (number: 1.01-116-1/17 of 20 June 2017).

##### Article 24

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 – 3/18  
28 February 2018  
Banja Luka

Chairman of the Board of  
Directors  
Goran Račić

APPLICATION  
for natural person

for issuing authorization for insurance representation and registration in the Register of Insurance Agents - natural persons

Information about the applicant:

Name (father's name) and Surname:	
Address (street, number and place):	
Professional qualification (completed school and degree of education):	
Telephone:	E-mail

Attachments:

1.	Certified copy of ID document (ID card or passport) <i>(not older than 6 months)</i>	<input type="checkbox"/>
2.	Certified copy of school certificate or diploma for, at least, secondary school qualification <i>(not older than 6 months)</i>	<input type="checkbox"/>
3.	Certified copy of the certificate of passing the professional exam for an insurance representative <i>(for persons who passed the professional exam in FBiH)</i> / a certified copy of the Agency's Decision on the recognition of a professional exam taken abroad <b>Note:</b> <i>the certificate is not submitted by the person who passed the exam at the Agency</i>	<input type="checkbox"/>
4.	Certificate of good conduct from the Criminal Records of the Ministry of Interior <i>(not older than 6 months)</i> .	<input type="checkbox"/>
5.	A copy of the payment slip for the fee paid to the Agency's account – Article 6, paragraph 1, tariff I., <b>tariff paragraph 13</b> 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).  <b>Note:</b> if an application on the form ZP-5 is submitted at the same time as this application, the total fee for both procedures is paid according to Article 6, paragraph 1, tariff I., <b>tariff paragraph 8</b> of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska.	<input type="checkbox"/>

Place and date of application submission:

Signature of the applicant:

**APPLICATION**  
**for natural person**

**for issuing authorization for insurance mediation and registration in the Register of Insurance Agents - natural persons**

**Information about the applicant:**

Name (father's name) and Surname:	
Address (street, number and place):	
Professional qualification:	
Telephone:	E-mail

**Attachments:**

1.	Certified copy of ID document (ID card or passport) <i>(not older than 6 months)</i>	<input type="checkbox"/>
2.	Certified copy diploma of at least completed first cycle of studies (180 ECTS credits) or equivalent <i>(not older than 6 months)</i>	<input type="checkbox"/>
3.	Certificate/s of at least one year of professional experience in insurance business <i>(not older than 6 months)</i>	
4.	Certified copy of the certificate of passing the professional exam for a insurance broker <i>(for persons who passed the professional exam in FBiH)</i> / a certified copy of the Agency's Decision on the recognition of a professional exam taken abroad <b>Note:</b> <i>the certificate is not submitted by the person who passed the exam at the Agency</i>	<input type="checkbox"/>
5.	Certificate of good conduct from the Criminal Records of the Ministry of Interior. <i>(not older than 6 months)</i>	<input type="checkbox"/>
6.	A copy of the payment slip for the fee paid to the Agency's account – Article 6, paragraph 1, tariff I., <b>tariff paragraph 13</b> 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).	

Place and date of application submission:

Signature of the applicant:

**APPLICATION**  
**for representation company**

**for issuing authorization for insurance representation and registration in the Register of Insurance Agencies - natural persons**

**Information about the Insurance Agencies:**

Name and seat of the company:		
Organisation form:	<input type="checkbox"/> Joint-stock company	<input type="checkbox"/> 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.	
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**Attachments:**

1.	Memorandum of Association / Articles of Association ( <i>notarised</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 ( <i>enter the registration number of the authorized representative _____</i> )	<input type="checkbox"/>
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"><li>– 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"/></li><li>– 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"/></li></ul>	
7.	a copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, <b>tariff paragraph 6</b> 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"/>
<b>First name and surname / Name of the applicant</b>		<b>Seal / signature</b>
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 - natural persons

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</i> ) - registered activity of representation in insurance	<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, <b>tariff paragraph 6</b> 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 entrepreneur for insurance representation**  
(submitted by an authorized and registered insurance representative)

**for issuing authorization for insurance representation and registration in the Register of Insurance Agencies - natural persons, entrepreneur**

**Information about the applicant:**

Business name of entrepreneur for insurance representation:

Seat of entrepreneur for insurance representation:

**Attachments:**

1.	Certified copy of ID document ( <i>ID card pr passport</i> )	<input type="checkbox"/>
2.	Documents on the business premises of the entrepreneur's headquarters ( <i>proof of ownership of business premises or other legal basis for holding and using business premises</i> )	<input type="checkbox"/>
3.	A copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, <b>tariff paragraph 6</b> 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"/>
	<b>Note</b> - if an application on form ZP-1 is submitted simultaneously with this application, the total fee for both procedures is paid according to Article 6, paragraph 1, tariff I, <b>tariff paragraph 8</b> of the Decision on Tariffs and Fees of the Insurance Agency of the Republic of Srpska	
4.	Decision on registration of an entrepreneur for insurance representation in the Register of Entrepreneurs with the competent authority - <i>attached after registration</i>	<input type="checkbox"/>

**Information about applicant:**

Name and surname:

Registration number of authorised representative:

Place and date of application submission:

Signature of 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*)

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**Attachments:**

1.	Memorandum of Association / Articles of Association ( <i>notarised</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"> <li>– 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"/></li> <li>– 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"/></li> </ul>	
8.	A copy of the payment slip for the fee paid to the Agency's account - Article 6, paragraph 1, tariff I, <b>tariff paragraph 10</b> 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"><li>– 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"/></li><li>– 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</li><li>– natural persons from FBiH, with the Agency</li></ul> <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, <b>tariff paragraph 12</b> 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)
<b>First name and surname / Name of the applicant</b>	
<b>Seal / signature</b>	
Place and date of application submission:	

**APPLICATION**  
**for natural persons from FBiH**

**of authorised agent, i.e. insurance intermediary for registration / remaining in force into the Register of insurance agents – natural persons – sub-register of agents**

**Information about the applicant:**

Name (father's name) and Surname:	
Address (street, number and place):	
Professional qualification:	
Telephone:	E-mail

**Attachments:**

1.	Certified copy of ID document (ID card or passport) <i>(not older than 6 months)</i>	<input type="checkbox"/>
2.	Certified copy diploma of at least completed first cycle of studies (180 ECTS credits) or equivalent <i>(not older than 6 months)</i>	<input type="checkbox"/>
3.	Certificate/s of at least one year of professional experience in insurance business <i>(not older than 6 months)</i>	
4.	Certified copy of the certificate of passing the professional exam for a insurance broker <i>(for persons who passed the professional exam in FBiH)</i> / a certified copy of the Agency's Decision on the recognition of a professional exam taken abroad <b>Note:</b> <i>the certificate is not submitted by the person who passed the exam at the Agency</i>	<input type="checkbox"/>
5.	Certificate of good conduct from the Criminal Records of the Ministry of Interior. <i>(not older than 6 months)</i>	<input type="checkbox"/>
6.	A copy of the payment slip for the fee paid to the Agency's account – Article 6, paragraph 1, tariff I., <b>tariff paragraph 14/15</b> 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).	

Place and date of application submission:
Signature of the applicant: