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MUNICIPALITY PRNJAVOR

## INVESTPRNJAVOR

# CATALOGUE OF SERVICES PROVIDED TO SMEs AND INVESTORS

SERVICE	Description of service provided to SMEs and investors
<p><b>Support in identifying suitable location for investment</b></p>	<ul style="list-style-type: none"> <li>• Providing information on land plots for construction and starting an investment - availability, ownership, characteristics of the land, framework costs and method of purchase, state of infrastructure, benefits at purchase, etc.</li> <li>• Providing information on available brownfield (used) facilities for rent or purchase.</li> <li>• Mediation in contact with relevant institutions and organisational units of the Municipality of Prnjavor regarding identifying suitable location.</li> <li>• Organising a tour of locations and mediation in negotiations with private owners (if facilities or land are private-owned).</li> </ul>
<p><b>Support in registering a company</b></p>	<ul style="list-style-type: none"> <li>• Providing information on conditions, procedure and costs of founding a company (LLC or joint-stock company).</li> <li>• Connecting with competent institutions and mediators (one-stop-shop of APIF, notaries, Tax Administration, etc.).</li> <li>• Information on necessary documents, seal making, fiscalisation, registering in VAT system, obtaining customs number and all other aspects of registration in terms of administration and costs.</li> <li>• Support in specific steps of the process upon request of the investor.</li> </ul>

SERVICE	Description of service provided to SMEs and investors
<b>Support in the promotion of local economy</b>	<ul style="list-style-type: none"> <li>• Providing information to entrepreneurs and traders about events of importance for their business (trade fairs, business meetings etc.)</li> <li>• Promotion of local companies and entrepreneurs using different channels (Internet/web, guides, advertising, FB, ppt).</li> </ul>
<b>Business networking and mediation</b>	<ul style="list-style-type: none"> <li>• Mediation in presenting local entrepreneurs at targeted fairs and B2B meetings.</li> <li>• Mediation and connecting companies which do not make business in the municipality with local companies for the purpose of establishing cooperation.</li> <li>• Mediation in identifying adequate consultants for completing application forms for grants provided by donors, drafting business plans and investment studies.</li> <li>• Providing information on suppliers of raw material and reproduction material at local level which support industrial producers.</li> <li>• Connecting with institutions of interest for business – local Employment Service, RS Chamber of Commerce, RS representations all over the world, FIPA – Foreign Investment Promotion Agency, representations of trade departments of embassies in BiH, educational institutions, design companies, accounting offices and legal and notary offices in the territory of the Municipality of Prnjavor.</li> </ul>
<b>Providing information and representation in the process of issuing location approval, construction permit and certificate of occupancy</b>	<ul style="list-style-type: none"> <li>• Providing information on the process and costs of issuing location approval and conditions of construction on the location, method of determining amount of costs of developing urban construction land.</li> <li>• Providing information and representation in the process of submitting application for location approval, construction permit, method of determining the amount of costs of rent and issuing construction permit, environmental permit, fire prevention approval, water approval, agricultural approval, electricity and telecommunication approvals.</li> <li>• Providing information and support in the process of submitting application for certificate of occupancy</li> </ul>
<b>Providing information in the field of labour market</b>	<ul style="list-style-type: none"> <li>• Providing information to interested investors on labour force available in the territory of the Municipality of Prnjavor.</li> <li>• Providing information on the costs of work in the territory of the Municipality.</li> <li>• Providing information on educational institutions in the territory of the Municipality and surrounding area.</li> <li>• Providing information on labour legislation</li> </ul>
<b>Consultation regarding access to incentives and grants</b>	<ul style="list-style-type: none"> <li>• Providing information on available incentives or grants for the development of business activities.</li> <li>• Consultation and support in applying for incentives or grants.</li> </ul>

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