

Based on the article 27. paragraph 1. of the Law on microcredit organizations (“Official Gazette of the Federation of Bosnia and Herzegovina” numbered 24/2000), the federal minister of the social policy, displaced persons and the refugees, passes the

RULE BOOK

ON THE CONTENTS AND THE MANNER OF KEEPING THE REGISTER OF THE MICROCREDIT ORGANIZATIONS

I. BASIC PROVISION

Article 1.

With this rule book is stipulated the form and the contents of the application of the register of the microcredit organizations, entry registration applications in the register of the microcredit organizations, amendment entry application in the register of the microcredit organizations, enclosures to be enclosed with the application, keeping of the collection of documents, keeping of the register, issue of the excerpt from the register of the microcredit organizations, as well as the other important issues with a view to the entry into the register of the microcredit organizations which are established based on the Law on microcredit organizations (“Official Gazette of the Federation of Bosnia and Herzegovina” numbered 24/2000)

II. REGISTER OF THE MICROCREDIT ORGANIZATIONS

Article 2.

Federal ministry of the social policy, displaced persons and the refugees (hereinafter referred to as: Ministry) is registering the microcredit organizations at the Application numbered RIM-Registar mikrokreditnih organizacija (MOR – Microcredit Organization Register) (hereinafter referred to as: Register).

Article 3.

The Register is kept in the form of books of 350 x 250 milimetres hardback format of a durable material.

At the cover page of the Register there is a title “Bosnia and Herzegovina”, name “Bosnia and Herzegovina Federation”, title “Federal ministry of the social policy, displaced persons and the refugees”, title “Bosnia and Herzegovina Federation Microcredit Organization Register”, as well as the number of the Register inscribed with a Roman numeral.

The pages of the Register in addition to the cover pages and the first internal pages are numbered with Arabic ordinal number.

Prior to the first entry into the Register, the authorized person who authorizes the Register with his signature and the stamp of the Ministry, and in the first internal page of the Register he enters the number of pages of the Register.

Article 4.

At the application of the Register in the upper right-hand corner in the “Register number” field is entered the ordinal number under which the entry is made.

Every microcredit organization which is entered into the Register obtains a permanent registration number.

Article 5.

Filling in of the fields in the Register is carried out with the entry of the appropriate data which have been indicated in the extension of the number of the field.

The fields are filled in legibly, with ink or with ballpoint pen so that the entry is made since the beginning of the number of the field.

The entered text in the Register as a rule must not be deleted or altered.

Exceptionally, minor mistakes are corrected with strikethrough by means of a horizontal line and signature of the authorized person in charge for the keeping of the Register and the date of the correction. If major mistakes are in question, the whole entry is cancelled by means of strikethrough of the register page with a red slanted line and the entry is made on a first blank page.

Article 6.

The changes which have taken place after the first entry into the Register are entered into the field which is related to the changes of the appropriate data.

After the new data entry, the field containing the old data is strikethrough with a red slanted line.

In case when the fields pertaining to the change of the appropriate data are filled completely and in case when the microcredit organization is changing its name, the entry must be continued on a blank register page. On the occasion on a first blank page all the valid data are transferred from the appropriate fields from the register page from which the registration is transferred.

In the field of "Registration number" is entered the registration number under which the microcredit organization has been registered, and in the field "Registration transfer from the page numbered" is entered the number of the previous page from which the registration is transferred.

On the destination registration page into the field: "Registration transfer to the page numbered" is entered the page number to which the registration has been transferred, after which that former page is stricken through with a red slanted line.

III. REQUEST FOR ENTRY INTO THE MICROCREDIT ORGANIZATION REGISTER

Article 7.

Request for entry into the microcredit organization register is applied on the application numbered 2 - Request for entry into the microcredit organization register of Federation of Bosnia and Herzegovina.

Request for entry into the microcredit organization register is signed by a person authorized by the microcredit organization founder, and in conformity with the statute of the microcredit organization (hereinafter referred to as: statute).

Article 8.

In addition to the Register entry request one submits:

1. Decision of foundation or establishment contract;
2. Information about the founder;
3. Information about the founder deposit or a proof on securing of the means for the running of the activity financed by the micro credit;
4. Statute;

5. A list of the members of the management body of the microcredit organization;

The enclosures are submitted in the original or as a copy.

The information about the founder, the founder deposit or the provision of the means and the list of the members of the management body are submitted in the application numbered 3 - Information about the founder.

Information about the founder deposit or the provision of the means for the running of the activity financed by the micro credit are submitted in the application numbered 4 - Information about the founder deposit or means provided for the running of the activity financed by the micro credit.

Application numbered 4 contains the following data:

- The total amount of the means of the founder(s);
- The total amount of the means provided for the running of the activity financed by the micro credit in addition to the founder deposit;
- Information on increase or decrease of these means.
- Information on the members of the management body are submitted on the application numbered 5 – List of the members of management body of the microcredit organization;

Application numbered 5 contains the following data:

- Name and surname;
- Day, month and year of birth;
- Place of birth;
- Residential address;
- Personal ID number or passport number;
- His/her own signature

IV. APPLICATIONS FOR THE CHANGE REPORT IN THE REGISTER

Article 9.

Microcredit organization reports the change of the name, of its seat and the termination of the work of the microcredit organization in the application numbered 6 – Request for entry of changes into the microcredit organization register.

The applicant is obliged to submit the following documents:

- Changes and the amendments of the statute or a new statute;
- Decision of the competent administrative institution regarding the change;
- Decision about termination of the work of the microcredit organization with the plan of the allocation of the means;
- Minutes about the work of the management body of the microcredit organization.

Article 10.

Microcredit organization reports the change or amendment of the activity, the change in the statute and the members of the management body in the application numbered 7 – Registration of the change or the amendment of the activity, the change of statute or the members of the management body.

The applicant is obliged to submit the following evidence:

- Changes and the amendments of the statute or a new statute where the new activity or the amendment of the activity has been formalized;
- A list of the new members of the management body
- Minutes about the work of the management body

Article 11.

Statute of the microcredit organization is certified by the Ministry in such a way that the pages of the statute are sewn through with a ¹ (a band), and both of the sides of the ² at the last page of the ³ with a self-adhesive label where the seal of the Ministry is affixed.

At the last page is entered the text of the certification which runs:

“Certified by the Federal ministry of the social policy, displaced persons and refugees”.

Decision number _____
Sarajevo _____
(date)

Signature of the authorized person

(name and surname)

V. TERMINATION OF THE ENTRY INTO THE REGISTER OF MICROCREDIT ORGANIZATIONS

Article 12.

The termination of the entry is entered into the appropriate field of the Application numbered RIM-Register. The registration page which relates to the microcredit organization is struck through with two slanted red lines.

VI. MANNER OF KEEPING OF THE COLLECTION OF THE DOCUMENTS

Article 13.

The collection of the documents is kept for every microcredit organization registered into the Register.

On the cover of the collection of the documents under the title “Collection of documents” is entered the name of the microcredit organization and the registration number under which the entry has been made.

In the collection of the documents are deposited:

- One copy of the request for the entry into the Register;
- Decision of foundation or establishment contract;
- Statute;
- Changes and the amendments of the statute;
- And all the enclosures with the request constituting the grounds for the entry to be made, namely the change of the information into the Register and one copy of the decision about the entry.

VII. KEEPING OF THE REGISTRY AND THE COLLECTION OF THE DOCUMENTS, INSIGHT INTO THE REGISTER AND THE COLLECTION OF THE DOCUMENTS

Article 14.

Register and the collection of the documents stipulated with this rule book are considered to be the books, namely the documents having a permanent value.

¹ jemstvenikom

² jemstvenika

³ jemstvenika

Authorized person in charge of the keeping of the Registry is obliged to keep the Register and the collection of the documents in such a way that they are protected against the abuse, destruction or damage.

Persons having legal interest are entitled to have insight to the information registered into the Registry and the collection of the documents stipulated with this rule book.

The insight into the Registry and the collection of the documents is implemented with the compulsory presence of the authorized person for the keeping of the Register.

VIII. ISSUE OF THE EXCERPT FROM THE REGISTER

Article 15.

At the written request of the person who has a legal interest the Ministry provides the issue of the excerpt from the Register in the application numbered 8 – Excerpt from the Register of microcredit organizations of Federation of Bosnia and Herzegovina.

The excerpt from the Register contains the latest data entered into the Register and they correspond to the most up-to-date condition.

If the excerpt from the Register is issued with the obsolete information, it is necessary to state it expressly in the field “Notes”.

IX. MANNER OF FILLING IN THE APPLICATION

Article 16.

The request from the article 7. and the registration from the articles 9. and 10. of this rule book are submitted into two copies.

The applications are filled in with a typewriter or with block letters in ink or ballpoint pen.

The data which are filled in the fields of the applications must be identical to the provisions of the statute and the decisions of the management bodies to which they are related.

Article 17.

The applications numbered R1M, 2, 3, 4, 5, 6, 7 and 8 are printed with this rule book and they constitute its integral part.

X. INTERIM AND FINAL PROVISIONS

Article 18.

This rule book enters into force on the eighth day since the day of its issue in the “Official Gazette of the Federation of Bosnia and Herzegovina”.

Number 01-2166/00

12th September 2000

Sarajevo

Minister

Sulejman Garib, with his own hand

By a decree of Higher Court in Mostar, number SU 74/95 dated 10.03.1995 I was appointed authorized court interpreter for English language.

I hereby certify that the translation is a true copy of the original.

Dekretom Višeg suda u Mostaru broj SU 74/95 od 10.03.1995 ja sam imenovan za ovlaštenog sudskog tumača za engleski jezik.
Ja ovim potvrđujem da je prevod vjerna kopija originala.

Dragi Pavlović

In Mostar, 11th October 2000
U Mostaru, 11.10.2000.