

DOCUMENTATION NECESSARY FOR THE DETERMINATION AND ASSIGNMENT OF PIN (OIB)

FOREIGN NATURAL PERSON

1. Application for the determination and assignment of PIN (OIB)
2. Passport – the original is to be presented for inspection, and a copy thereof should be attached to the Application

In exceptional cases, if the foreign natural person does not hold a passport, they shall attach to the Application the following documents:

- European Identity Card (citizens of the European Union) or
- Identification document issued by their state of citizenship with proof of citizenship

FOREIGN LEGAL ENTITY

1. Application for the determination and assignment of PIN (OIB)
2. Deed of Establishment (decision or registry extract from the competent court, in the Croatian language or translated into the Croatian language by a certified court interpreter)

If the Application is submitted by an **AGENT** acting in the name of a foreign entity (natural or legal), besides the above mentioned documents (document copies), they shall also submit a **power of attorney**.

THE POWER OF ATTORNEY shall be issued for the procedure of determination and assignment of PIN. Since Croatian is the official language of the Republic of Croatia, the power of attorney shall be drawn up in the Croatian language or translated into the Croatian language. The Power of attorney will be kept at the competent Tax Administration office and shall be certified by a notary public only in exceptional cases, if there is doubt of its credibility. If the power of attorney was issued to a notary public, attorney, body established under public law, or bank, the certification of the power of attorney is not necessary. If the Application is submitted by a natural person for a foreign person, the certification of the power of attorney is necessary.

**APPLICATION FOR THE DETERMINATION AND ASSIGNMENT
OF THE PERSONAL IDENTIFICATION NUMBER (OIB)**

1. NATURAL PERSON

MASTER _____

**CITIZEN NUMBER
(MBG)**

1.1. General data			
Name		Surname	
Sex		Maiden surname	
Date of birth		Place of birth	
State of birth		Citizenship	
Residential address			

1.2. Identification document data					
ID card number		Valid until			
Passport number		Valid until		Country of issue	
European ID card no.		Valid until		Country of issue	
ID document of the state of citizenship		Valid until		Country of issue	

1.3. Parent's data		
	Father	Mother
OIB (PIN)		
MBG (Master citizen number)		
Name		
Surname		
Maiden surname		

2. LEGAL ENTITY

Registration _____

number (MB)

2.1. General data	
Name	
Short name	
Translation	
Type of legal entity	
Legal form	
Registered office address	
Place and state of establishment	
Registration date	

3. List of documents attached	

Date of certificate submission _____

Applicant's signature

Official's signature

INSTRUCTIONS FOR FILLING OUT THE APPLICATION FORM

1. This form is submitted for the determination and assignment of the personal identification number.
2. The form shall be submitted to the competent local Tax Administration office. The competent local Tax Administration office is the office of the Tax Administration competent according to the residential address of the Croatian citizen or according to the registered office address of the legal entity in the Republic of Croatia. The competent local Tax Administration office for foreign persons or Croatian citizens not residing in the Republic of Croatia, shall be the Tax Administration office competent according to the location where the reasons for monitoring first arose. If local competence cannot be established, the form shall be submitted to the Tax Administration – Branch office in Zagreb.
3. The form shall be submitted by the applicant or their legal representative, who is requesting the determination and assignment of the personal identification number, and shall be personally signed (the Applicant's signature).
4. Natural persons - Croatian citizens and foreign natural persons fill out items 1 and 3 of the form, whereas legal entities with registered office on and outside the territory of the Republic of Croatia fill out items 2 and 3 of the form.
5. Under item **1. Natural person**, please enter the Master Citizen Number (MBG).
6. Under item **1.1. General data**, please enter the following: name, surname, sex (male/female), maiden surname, date of birth (day, month, year), place of birth, state of birth, citizenship, residential address (state, city/municipality, town, street and number).
7. Under item **1.2. Identification document data**, please enter:
 - for Croatian citizens: ID card number, valid until
 - for foreign natural persons: passport number, valid until, and country of issue; if the person holds no passport, they shall enter their European Identity Card number, valid until and country of issue or the number of the identification document issued by their state of citizenship, valid until, country of issue and proof of citizenship
8. Under item **1.3. Parent's data**, please enter: OIB (PIN), MBG (Master Citizen Number), name and surname, maiden surname.
9. Information under items 5. - 8. are entered providing that such information is available for the applicant.
10. Under item **2. Legal entity**, please enter the registration number (MB).
11. Under item **2.1. General data**, please enter: legal entity name and short name, translation, type of legal entity, legal form – if applicable (company - limited liability company, joint stock company, limited partnership, general partnership), registered office address (state, city/municipality, town, street and number), place and state of establishment, registration date.
12. Under item **3. List of documents attached**, please list all copies of the documents which are attached to the form.
13. The official shall fill in the date on which the Certificate was submitted and sign the form.