

Pursuant to Article 8 paragraph 1 item 5a and Article 23 paragraph 1 of the Law on Electronic Communications (*Official Gazette of RS*, nos. 44/10, 60/13-CC, 62/14 and 95/18 - other law), Article 6 paragraph 3 item 1 and Article 68 paragraph 1 of the Law on Postal Services (*Official Gazette of RS*, no. 77/19), Article 12 paragraph 1 items 1 and 6 and Article 16 paragraph 1 items 4 and 5 of the Regulatory Agency for Electronic Communications and Postal Services Statute (*Official Gazette of RS*, nos. 125/14 and 30/16),

The Managing Board of the Regulatory Agency for Electronic Communications and Postal Services, at the 47th session of the third convocation, held on 11 February 2020, has adopted the following

RULEBOOK
on the application forms for the issuance of
postal service licences

I. Introductory provisions

Article 1

This rulebook lays down the following application forms for the issuance of postal service licences:

- 1) ZDPL form - Special licence application form;
- 2) ZDL form - Licence application form;
- 3) ZDO form - Authorisation application form;
- 4) ZID form - Modified postal service licence (special licence/licence/approval) application form.

The forms listed in paragraph 1 of this Article shall be printed with this rulebook and shall form its integral part.

II. The content of postal service
licence application forms

Article 2

ZDPL form - Special licence application form - Universal postal service, shall contain the following:

- 1) applicant information: company name, registered office, mailing address, tax identification number (TIN), registration number, current account number and bank identification number, telephone/fax number, customer service contact details, email, website;
- 2) special licence information:
 - (1) specification of postal services for which special licence is required;
 - (2) territory where postal services will be provided;

- (3) special licence validity period;
- (4) commencement date for provision of postal services;
- 3) legal representative/power of attorney information: first name and last name, position/job title, unique master citizen number (JMBG), address, telephone/fax number, email;
- 4) a list of mandatory documents to be submitted with the application form:
 - (1) proof that the conditions for providing the universal postal service on the entire territory of the Republic of Serbia are met;
 - (2) general conditions for the provision of postal services;
 - (3) price list of postal services;
 - (4) decision on the applicant's identification mark;
 - (5) written authorisation to sign the application.

Article 3

ZDL form - Licence application form - Universal postal service excluding reserved postal services, shall contain the following:

- 1) applicant information: company name, registered office, mailing address, tax identification number (TIN), company registration number, current account number and bank identification number, telephone/fax number, customer service contact details, email, website;
- 2) licence information:
 - (1) specification of postal services for which special licence is required;
 - (2) territory where postal services will be provided;
 - (3) licence validity period;
 - (4) commencement date for provision of postal services;
- 3) legal representative/power of attorney information: first name and last name, position/job title, unique master citizen number (JMBG), address, telephone/fax number, email;
- 4) a list of mandatory documents to be submitted with the application form:
 - (1) proof that the conditions for providing the universal postal service are met;
 - (2) general conditions for the provision of postal services;
 - (3) price list of postal services;
 - (4) decision on/declaration of the applicant's identification mark;
 - (5) written authorisation to sign the application.

Article 4

ZDO form - Authorisation application form - Other postal services, shall contain the following:

- 1) applicant information: company name, registered office, mailing address, tax identification number (TIN), company registration number, current account number and bank identification number, telephone/fax number, customer service contact details, email, website;
- 2) authorisation information:
 - (1) specification of postal services for which the authorisation is required;
 - (2) territory where postal services will be provided;

- (3) authorisation validity period;
- (4) commencement date for provision of postal services;
- 3) legal representative/power of attorney information: first name and last name, position/job title, unique master citizen number (JMBG), address, telephone/fax number, email;
- 4) a list of mandatory supporting documents to be submitted with the application form:
 - (1) proof that the conditions for providing postal services on the entire territory of the Republic of Serbia are met;
 - (2) general conditions for the provision of postal services;
 - (3) price list of postal services;
 - (4) decision on/declaration of the applicant's identification mark;
 - (5) written authorisation to sign the application.

Article 5

ZID form - Modified postal service licence (special licence/licence/approval) application form, shall contain the following:

- 1) applicant information: company name, registered office, mailing address, licence number and type, and mailing address;
- 2) information concerning licence modification: the reason for licence modification, the date of licence modification and a comment box;
- 3) legal representative/power of attorney information: full name, position/job title, unique master citizen number (JMBG), address, telephone/fax number, email;
- 4) a list of mandatory supporting documents to be submitted with the application form: written authorisation to sign the application.

III. Final provisions

Article 6

The Rulebook on the application forms for the issuance of postal service licences (*Official Gazette of RS*, no. 65/15) shall be repealed with effect from the date of entry into force of this Rulebook.

Article 7

This Rulebook shall come into effect on the eighth day of its publication in the *Official Gazette of the Republic of Serbia*.

**CHAIRMAN
OF THE MANAGING BOARD**

Ref. no: 1-04-3400-4/20
Belgrade, 11 February 2020

Dragan Kovačević

SPECIAL LICENCE APPLICATION FORM - UNIVERSAL POSTAL SERVICE_____
(date of application submission)

Ref. No. _____

1. APPLICANT INFORMATION		
1.1.	Company name	
1.2.	Registered office	
1.3.	Mailing address	
1.4.	Tax identification number (TIN)	
1.5.	Registration number	
1.6.	Current account number and bank identification number	
1.7.	Telephone/fax number	
1.8.	Customer service contact details	
1.9.	Email	
1.10.	Website	

2. SPECIAL LICENCE INFORMATION		
2.1.	Specification of postal services	
2.2.	The territory where postal services will be provided	
2.3.	Special licence validity period applied for	
2.4.	Postal service provision commencement date	
2.5.	Note	

3. LEGAL REPRESENTATIVE/POWER OF ATTORNEY INFORMATION		
3.1.	First name and last name	
3.2.	Position/job title	
3.3.	Unique master citizen number (JMBG)	
3.4.	Address of legal representative	
3.5.	Telephone/fax number	
3.6.	Email	

I declare under full criminal and substantive liability that the data, evidence and other information provided herein and all supporting documents are true, correct and complete, and they meet the conditions of the Law on Postal Services (*Official Gazette of RS*, no. 77/19).

(date)

(signature)

4. MANDATORY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM	
4.1.	Proof that the conditions for providing the universal postal service on the entire territory of the Republic of Serbia are met
4.2.	General conditions for the provision of postal services
4.3.	Price list of postal services
4.4.	Decision on the applicant's identification mark
4.5.	Written authorisation to sign the application

**LICENCE APPLICATION FORM - UNIVERSAL POSTAL SERVICE
EXCLUDING
RESERVED POSTAL SERVICES**

_____ (date of application submission)

Ref. No. _____

1. APPLICANT INFORMATION		
1.1.	Company name	
1.2.	Registered office	
1.3.	Mailing address	
1.4.	Tax identification number (TIN)	
1.5.	Registration number	
1.6.	Current account number and bank identification number	
1.7.	Telephone/fax number	
1.8.	Customer service contact details	
1.9.	Email	
1.10.	Website	

2. LICENCE INFORMATION		
2.1.	Specification of postal services	
2.2.	The territory where postal services will be provided	
2.3.	Licence validity period applied for	
2.4.	Postal service provision commencement date	
2.5.	Note	

3. LEGAL REPRESENTATIVE/POWER OF ATTORNEY INFORMATION		
3.1.	First name and last name	
3.2.	Position/job title	
3.3.	Unique master citizen number (JMBG)	
3.4.	Address of legal representative	
3.5.	Telephone/fax number	
3.6.	Email	

I declare under full criminal and substantive liability that the data, evidence and other information provided herein and all supporting documents are true, correct and complete, and they meet the conditions of the Law on Postal Services (*Official Gazette of RS*, no. 77/19).

(date)

(signature)

4. MANDATORY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

4.1.	Proof that the conditions for providing the universal postal service are met
4.2.	General conditions for the provision of postal services
4.3.	Price list of postal services
4.4.	Decision on/Declaration of the applicant's identification mark
4.5.	Written authorisation to sign the application

**AUTHORISATION APPLICATION FORM -
OTHER POSTAL SERVICES**

Ref. No. _____

(date of application submission)

1. APPLICANT INFORMATION		
1.1.	Company name	
1.2.	Registered office	
1.3.	Mailing address	
1.4.	Tax identification number (TIN)	
1.5.	Registration number	
1.6.	Current account number and bank identification number	
1.7.	Telephone/fax number	
1.8.	Customer service contact details	
1.9.	Email	
1.10.	Website	

2. AUTHORISATION INFORMATION		
2.1.	Specification and type of postal services	
2.2.	Postal traffic	domestic <input type="checkbox"/> international <input type="checkbox"/>
2.3.	The territory where postal services will be provided	
2.4.	Authorisation validity period applied for	
2.5.	Postal service provision commencement date	
2.6.	Note	

3. LEGAL REPRESENTATIVE/POWER OF ATTORNEY INFORMATION		
3.1.	First name and last name	
3.2.	Position/job title	
3.3.	Unique master citizen number (JMBG)	
3.4.	Address of legal representative	
3.5.	Telephone/fax number	
3.6.	Email	

I declare under full criminal and substantive liability that the data, evidence and other information provided herein and all supporting documents are true, correct and complete, and they meet the conditions of the Law on Postal Services (*Official Gazette of RS*, no. 77/19).

(date)

(signature)

4. MANDATORY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM	
4.1.	Proof that the conditions for providing the other postal service are met
4.2.	General conditions for the provision of postal services
4.3.	Price list of postal services
4.4.	Decision on/Declaration of the applicant's identification mark
4.5.	Written authorisation to sign the application

ZID form

MODIFIED POSTAL SERVICE LICENCE (SPECIAL LICENCE/LICENCE/APPROVAL) APPLICATION FORM

_____ (date of application submission)

Ref. No. _____

1. APPLICANT INFORMATION		
1.1.	Company name	
1.2.	Registered office	
1.3.	Licence number/type	
1.4.	Mailing address	

2. LICENCE MODIFICATION INFORMATION		
2.1.	Reason for licence modification	
2.2.	Licence modification date	
2.3.	NOTE	

3. LEGAL REPRESENTATIVE/POWER OF ATTORNEY INFORMATION

3.1.	First name and last name	
3.2.	Position	
3.3.	Unique master citizen number (JMBG)	
3.4.	Address of legal representative	
3.5.	Telephone/fax number	
3.6.	Email	

I declare under full criminal and substantive liability that the data, evidence and other information provided herein and all supporting documents are true, correct and complete, and they meet the conditions of the Law on Postal Services (*Official Gazette of RS*, no. 77/19).

(date)

(signature)

4. MANDATORY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM

4.1.	Written authorisation to sign the application
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