

Number: 1-04-3400-5/20-1

Date: 29 May 2020

Belgrade

Pursuant to Article 8, paragraph 1, items 1) and 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 of the Law on Postal Services ("Official Gazette of RS", No. 77/19), Rulebook on Methodology and Manner of Determining the Costs of Providing Public Services ("Official Gazette of RS", Nos. 77/19, 14/13, 25/13 - correction and 99/13), Article 12, paragraph 1, items 1) and 6) and 16 items 4) and 5) Statute of the Regulatory Agency for Electronic Communications and Postal Services ("Official Gazette of RS", Nos. 125/14 and 30/16), with the consent of the Ministry of Finance No. 110-00-110/2020, dated 17.3.2020,

The Management Board of the Regulatory Agency for Electronic Communications and Postal Services, at the 49th session of the third convocation, held on 29 May 2020, issues the following

RULEBOOK

on the amount and manner of payment of the license issuance fee and reimbursement of operating costs for the provision of postal services

I. Introductory provisions

Article 1

This Rulebook determines the amount and manner of payment of the license issuance fee, i.e. special license, license and approval (hereinafter: license), the amount and manner of payment of the fee for operating costs for the provision of postal services, deadlines for payment obligations and prescribes the content forms for submitting data of importance for determining the amount of compensation for operating costs for the provision of postal services.

II. Fee for issuing a license for performing postal services

Article 2

The amount of the fee for issuing a license for performing postal services referred to in Article 1 of this Rulebook is 18,200.00 dinars.

The postal operator is obliged to pay the funds referred to in paragraph 1 of this Article to the account of the Regulatory Agency for Electronic Communications and Postal Services (hereinafter: the Agency), as well as to submit proof of payment to the Agency when submitting the appropriate request for a license to perform postal services.

III. Reimbursement of operating costs for the provision of postal services

Article 3

The fee for operating costs for the provision of postal services is determined by the Agency in the amount of 0.4% of the realized income of the postal operator from the provision of postal services.

The realized income of the postal operator from the provision of postal services, for which a fee is paid on behalf of operating costs, represents the total income that the postal operator realizes from the provision of postal services in the previous calendar year.

Article 4

The fee on behalf of operating costs for the provision of postal services shall be paid by the postal operator, in the amount determined annually, by a decision issued by the Agency, in accordance with this Rulebook, based on the submitted annual financial report of the postal operator, as well as the data of importance for determination of the amount of compensation for operating costs for the provision of postal services.

Data of importance for determining the amount of the fee for the operating costs for the provision of postal services referred to in paragraph 1 of this Article shall be submitted by the postal operator on the form:

1) IFN JPO - Data for determining the amount of reimbursement of operating costs for the provision of universal service and other postal services of the public postal operator (hereinafter: IFN JPO Form);

2) IFN LPO - Data for determining the amount of reimbursement of operating costs for the provision of universal postal service other than reserved and the provision of other postal services (hereinafter: IFN LPO Form);

3) IFN OPO - Data for determining the amount of reimbursement of operating costs for the provision of other postal services (hereinafter: IFN OPO Form);

Forms IFN JPO, IFN LPO and IFN OPO are printed with this Rulebook and form an integral part thereof.

The postal operator is obliged to submit the data referred to in paragraph 2 of this Article and the annual financial report with notes to the Agency no later than eight days from the day set by the regulations governing accounting as the day for submitting financial reports to the Business Registers Agency.

The postal operator, which is obliged to perform an independent audit of financial statements, submits to the Agency the auditor's report for the previous business year, as well as

corrected financial statements no later than eight days from the date set by the regulations governing accounting as the day for their submission to the Business Registers Agency for public disclosure.

The postal operator who has no obligation to compile the annual financial report in accordance with the regulations governing accounting, submits the data referred to in paragraph 2 of this Article for the previous business year in the manner and within the time prescribed for submitting financial results to the competent organizational units of the Tax Administration of the Republic of Serbia.

A postal operator that starts performing postal services during the business year after the issued license is obliged to submit to the Agency, on the forms referred to in paragraph 2 of this Article, data on the estimated income from the provision of postal services for that business year, within 15 days on the day of issuing the said license, in order to determine the advance payment of the fee on behalf of the operating costs for the provision of postal services.

A postal operator that has the obligation to compile an annual financial report, in accordance with the regulations governing accounting, and which ceases to perform postal services during the business year, is obliged to submit the data referred to in para. 2-5 of this Article, no later than eight days from the day which is determined by the regulations governing accounting as the day for their submission to the Business Registers Agency for public disclosure.

A postal operator that has no obligation to compile an annual financial report, in accordance with the regulations governing accounting, and which ceases to perform postal services during the business year, is obliged to submit to the Agency the data referred to in paragraph 2 of this Article in the manner and within the prescribed time for submitting the financial results of operations to the competent organizational units of the Tax Administration of the Republic of Serbia.

Article 5

Based on the data referred to in Article 4 of this Rulebook, the Agency shall determine the amount of the annual fee for operating costs for the provision of postal services for the previous calendar year and the advance payment of the fee for the current year.

By a decision, the Agency determines the advance payment of the fee for the current year in the amount of the annual fee for the operating costs for the provision of postal services, which is established for the previous calendar year and determines the maturity date of the same.

Exceptionally, the advance payment of the fee for the current year is determined quarterly in the case when the annual fee for operating expenses for the previous calendar year is determined in the amount of 100,000.00 dinars and more.

The amount of the quarterly advance payment referred to in paragraph 3 of this Article shall be determined by the Agency by a decision in the amount equal to 1/4 of the determined annual fee for operating costs for the previous year, which the postal operator pays until the decision on determining the annual fee for the year for which quarterly advance payment of fees is made.

If the amount of the annual fee for the previous calendar year is higher than the sum of paid advance payments for that year, the postal operator is obliged to pay the difference within 15 days from the day of submitting the decision on determining the annual fee for operating costs.

If the amount of the annual fee for the previous calendar year is less than the sum of the advance payments paid for that year, the postal operator may request a refund of the higher fee paid.

IV. Final provisions

Article 6

On the day this Rulebook enters into force, the Rulebook on determining the amount of costs for issuing a license and the amount of the annual fee for the provision of postal services (Official Gazette of the RS, No. 89/16) shall cease to be valid.

Article 7

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

Number: 1-04-3400-5/20-1
In Belgrade, May 29, 2020

**CHAIRMAN
OF THE MANAGEMENT
BOARD**

Dragan Kovačević

IFN JPO Form
(Revision _____)
RATEL, JBRO:

**DATA FOR DETERMINING THE AMOUNT OF OPERATING
COSTS REIMBURSEMENT FOR THE PROVISION OF
UNIVERSAL SERVICE AND OTHER POSTAL SERVICES OF THE
PUBLIC POSTAL OPERATOR
FOR YEAR _____**

1.	OPERATOR DATA
	Company name
	Abbreviated company name
	Seat municipality
	Street and number of the seat
	Postal number and place of the seat
	Seat PAC
	Municipality of mail delivery address
	Street and number for mail delivery
	Postal number and place for mail delivery
	PAC for mail delivery
	Registration number
	TIN
	Telephone number
	Fax number
	Email address
	Website
	Owner/Authorized person (Name and surname, Personal ID Number)
	Contact person (Name and surname)
	Contact person's phone number
	Contact person's email address

2.	Types of postal services performed by the postal operator	Realized income from the activity of postal services performed by the postal operator *)
2.1.	Reserved postal services:	
2.1.1.	Letters	
2.1.2.	Postal money orders	
2.2.	Non-reserved universal postal service:	
2.2.1.	Letters	
2.2.2.	Parcels	
2.3.	Other postal services:	
	TOTAL (2.1+2.2.+2.3.)	

*) Enter only numeric data in the fields for the services for which the revenue was generated, and leave the other fields blank.

The correctness of the data on the presented income is guaranteed by the responsible person under criminal and material liability.

In _____ Date _____	_____ Authorized person
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IFN LPO Form (Revision ____) RATEL, JBRO:	DATA FOR DETERMINING THE AMOUNT OF OPERATING COSTS REIMBURSEMENT FOR PERFORMING UNIVERSAL POSTAL SERVICES OTHER THAN RESERVED AND PERFORMING OTHER POSTAL SERVICES FOR YEAR ____	
1.	OPERATOR DATA	
Company name		
Abbreviated company name		
Seat municipality		
Street and number of the seat		
Postal number and place of the seat		
Seat PAC		
Municipality of mail delivery address		
Street and number for mail delivery		
Postal number and place for mail delivery		
PAC for mail delivery		
Registration number		
TIN		
Telephone number		
Fax number		
Email address		
Website		
Owner/Authorized person (Name and surname, Personal ID Number)		
Contact person (Name and surname)		
Contact person's phone number		
Contact person's email address		

	Types of postal services performed by the postal operator	Realized income from the activity of postal services performed by the postal operator *)
2.1.	Universal postal service other than reserved services	
2.1.1.	Letters other than reserved	
2.1.2.	Parcels	
2.2.	Other postal services:	
	TOTAL (2.1+2.2.)	

***) Enter only numeric data in the fields for the services for which the revenue was generated, and leave the other fields blank.**

The correctness of the data on the presented income is guaranteed by the responsible person under criminal and material liability.

In _____ Date _____	_____ Authorized person
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IFN OPO Form (Revision _____) RATEL, JBRO:	DATA FOR DETERMINING THE AMOUNT OF OPERATING COSTS REIMBURSEMENT FOR PERFORMING OTHER POSTAL SERVICES FOR YEAR _____
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1.	OPERATOR DATA
Company name	
Abbreviated company name	
Seat municipality	
Street and number of the seat	
Postal number and place of the seat	
Seat PAC	
Municipality of mail delivery address	
Street and number for mail delivery	
Postal number and place for mail delivery	
PAC for mail delivery	
Registration number	
TIN	
Telephone number	
Fax number	
Email address	
Website	
Owner/Authorized person (Name and surname, Personal ID Number)	
Contact person (Name and surname)	
Contact person's phone number	
Contact person's email address	

2.	Types of postal services performed by the postal operator	Realized income from the activity of postal services performed by the postal operator *)
2.1.	Other postal services:	
2.1.1.	Receipt, processing, transport and delivery of parcels weighing more than 10 kg in domestic traffic	
2.1.2.	Receipt, processing and transport of international parcels departing from the Republic of Serbia, weighing more than 10 kg	
2.1.3.	Processing and delivery of international parcels weighing more than 20 kg on arrival in the Republic of Serbia	
2.1.4.	Express services (collection, sorting, transport and delivery of express items) in domestic traffic	
2.1.5.	Express services (collection, sorting, transport and delivery of express items) in international traffic	
2.1.6.	Courier services (collection, transport and delivery of recorded postal items directly from sender to recipient)	
2.1.7.	Other services	
	TOTAL (2.1.1.+2.1.2.+2.1.3.+2.1.4.+2.1.5.+ 2.1.6.+2.1.7.)	

*) Enter only numeric data in the fields for the services for which the revenue was generated and leave the other fields blank.

A postal operator who commences the provision of postal services for the first time during a business year shall enter data on the estimated revenue from the provision of postal services for that business year.

The correctness of the data on the presented income is guaranteed by the responsible person under criminal and material liability.

In _____ Date _____	_____ Authorized person
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