

Pursuant to Article 6, paragraph 2, of the Law on Control of Foreign Trade of Goods and Services of Strategic Importance for the Security of Bosnia and Herzegovina ("The Official Gazette BiH" No: 103/09), the Minister of Security is promulgating the following:

## **RULEBOOK**

### **ON PROCESSING APPLICATIONS FOR THE ISSUANCE OF DOCUMENTS FOR TRANSIT OF GOODS SPECIFIED IN CONTROL LISTS**

#### **I – GENERAL PROVISIONS**

##### **Article 1 (The Scope of the Rulebook)**

This Rulebook regulates the manner and procedure of processing applications for the issuance of documents for the transit of goods specified in the Decision on taking over of Lists of Weapons and Military Equipment the movement of which requires a permit ("The Official Gazette BiH" No: 94/09 and 82/10), the contents of applications, and the authorities responsible for the issuance of transit documents.

#### **II. FILING OF APPLICATIONS FOR THE ISSUANCE OF DOCUMENTS FOR THE TRANSIT OF GOODS SPECIFIED IN CONTROL LISTS ACROSS THE TERRITORY OF BiH (TRANSIT)**

##### **Article 2 (Filing of applications)**

An applications for the issuance of documents for the transit of goods specified in the Decision on taking over of lists of weapons and military equipment (hereinafter: control lists) the movement of which requires a permit shall be submitted to the Ministry of Security of Bosnia and Herzegovina (hereinafter: the Ministry) in case of movement (transit) of goods across the territory of Bosnia and Herzegovina.

##### **Article 3 (Exemptions from application)**

- (1) The provisions of this Rulebook shall not apply to transit of goods not specified in the Decision on taking over of lists of weapons and military equipment whose movement requires a permit ("The Official Gazette of BiH" number: 94/09 and 82/10).

- (2) For the goods not specified in the Decision referred to in paragraph (1) of this Article, the following authorities shall be responsible: the Ministry of Interior of the Republika Srpska, cantonal Ministries of Interior and the Police of the Brčko District of Bosnia and Herzegovina.

#### **Article 4**

##### **(Contents of applications)**

- (1) An applications referred to in Article 2 of this Rulebook shall be filed on the form the contents and format has been prescribed by the Appendix No. 1 to this Rulebook and which constitute an integral part thereof.
- (2) Forms referred to paragraph (1) of this Article shall contain he following data:
  - 1) Name and address of the applicant;
  - 2) Name and address of the consigner;
  - 3) Name and address of the consignee;
  - 4) Specification of weapons (name, manufacturer, quantity, serial numbers and manner of packaging);
  - 5) Method of transport (road, rail, air, water);
  - 6) Data on means of transportation (type and make of means of transport, license plates data);
  - 7) Driver's name and surname personal identification number, identity card or passport number (in case of road transport);
  - 8) Point of departure (planned date and time of departure);
  - 9) Name of the entry border crossing point and planned time of arrival;
  - 10) Name of the exit border crossing point and planned time of arrival;
  - 11) Direction of movement;
  - 12) Final destination.

#### **Article 5**

##### **(Required documents)**

- (1) Along with the filled in application, an applicant shall submit the import or export permit of the competent Ministry, contract on delivery, or a purchase order and proof of payment of administrative fees.
- (2) An application for the issuance of documents for the transit of goods shall be filed within 60 days prior to the intended activity.
- (3) If more than one party is involved in foreign trade it is necessary to file documentation showing the sequence of foreign trade operations. For intermediaries in transit it is necessary to submit documents from the country of origin of the intermediary showing that the intermediary is duly registered and that the intermediary operation is registered.

- (4) All documents submitted along with the application shall be in one of the languages officially used in Bosnia and Herzegovina. If the document is in a foreign language, a translation by a certified court interpreter shall be attached to the original document.
- (5) If any documents or data are missing at the time of filing of the application pursuant to paragraph (1), (2), (3) or (4) of this Article, the Ministry shall set a deadline by which an applicant is required to complete the application.

**Article 6**  
**(Special security measures)**

In exceptional cases the Ministry may, in the decision approving the transit, order special security measures to be undertaken during the movement of goods across the territory of Bosnia and Herzegovina.

**Article 7**  
**(Issuance of Decision)**

If in the process it is determined that all requirements for the issuance of documents have been met with regard to transit across the territory of Bosnia and Herzegovina, the Ministry shall issue a special respective decision.

**Article 8**  
**(Notification on the issued decision)**

- (1) Having made the decision referred to in Article 5 of this Rulebook, the Ministry of Security of BiH shall submit the said decision to the applicant.
- (2) Upon making the decision referred to in paragraph (1) of this Article, the Ministry shall accordingly notify the entity Ministries of Interior and the Police of the Brčko district of BiH stating the reference number of the said transit permit.
- (3) After receiving the notification referred to paragraph (2) of this Article, the responsible entity Ministries of Interior and the Police of the Brčko district of BiH shall notify the relevant police authorities along the route of the transit of goods.

**Article 9**  
**(Rejection of applications)**

If it is determined in the process that the requirements for the transit across the territory of Bosnia and Herzegovina have not been met, a decision shall be made to reject the application.

**Article 10**

**(Verification through the Ministry of Foreign Affairs of Bosnia and Herzegovina)**

- (1) In exceptional cases, prior to the issuance of the decision, the Ministry may request from the Ministry of Foreign Affairs of BiH to verify, through diplomatic channels, the status of the legal entity, the applicant, the consigner or consignee of goods.
- (2) The Ministry of Foreign Affairs of BiH shall in due time initiate the procedure to ensure the requested information referred to in paragraph (1) of this Article and shall forward such information to the Ministry.

**III. TRANSITIONAL AND FINAL PROVISIONS**

**Article 11**

**(Form)**

Form number 1 shall be attached to this Rulebook and shall represent an integral part thereof.

**Article 12**

**(Coming into effect)**

This Rulebook shall enter into force on the date of its signature and shall be published in the "Official Gazette of BiH".

Number: \_\_\_\_\_/10  
Sarajevo: \_\_\_\_\_ 2010

**MINISTER**

\_\_\_\_\_

## ATTACHMENT 1 – APPLICATION FORM

|   |
|---|
| <b>APPLICANT</b><br>/name of the legal or natural person, registered office and address<br>Number and date/ |
| Competent authority to which the application is filed /registered office and address/                       |

### APPLICATION

For the issuance of a document for the transit of goods across the territory of Bosnia and Herzegovina relating to weapons and military equipment

|     |  |                         |              |          |               |           |
|-----|--|-------------------------|--------------|----------|---------------|-----------|
| 1.  | Name and address of applicant:<br>Contact person and telephone number:   |                         |              |          |               |           |
| 2.  | Name and address of consignor:<br>Contact person and telephone number:   |                         |              |          |               |           |
| 3.  | Name and address of consignee:<br>Contact person and telephone number:   |                         |              |          |               |           |
| 4.  | Specification of weapons   | name                    | manufacturer | quantity | serial number | packaging |
|     |  | 1.<br>2.<br>...<br>Etc. |              |          |               |           |
| 5.  | Means of transport:<br>(road, rail, air, water)  |                         |              |          |               |           |
| 6.  | Data on means of transport (type and make of means of transport and registration plates)                                       |                         |              |          |               |           |
| 7.  | Driver's name and surname:<br>Unique mater citizen number:<br>Identity card or passport number:<br>(in case of road transport) |                         |              |          |               |           |
| 8.  | Dispatch point:<br>Planned date and time of dispatch:  |                         |              |          |               |           |
| 9.  | Name of entry border crossing point and planned time of arrival<br>(in case of transit)  |                         |              |          |               |           |
| 10. | Name of outgoing border crossing and planned name of arrival<br>(in case of transit)   |                         |              |          |               |           |
| 11. | Direction of movement:   |                         |              |          |               |           |
| 12. | Final destination  |                         |              |          |               |           |

**Please attach to the application (the appendix is to be in original or certified copy):**

- Import or export permit issued by the competent Ministry (in case of transit),
- Contract on delivery or purchase order
- Proof of paid administrative fees

SEAL

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name and surname and signature of the responsible person