**Name of administrative procedure: Issue of the decision on the use of forms of export of goods (artefacts) based on License D**

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| **Larger organizational unit** | Sector for foreign trade policy and foreign investments |
| **Smaller organizational unit** | Department for foreign trade policy, control and safeguard measures |
| **Activity/ies** | Export of artefacts that are in accordance with the Law on Foreign Trade Policy of Bosnia and Herzegovina and the Decision on classification of goods on export and import regimes classified in regime "D" |
| **Competent incumbents contact data** | |  | | --- | | Saša Džafić, Faris Godinjak | | Phone: 033 551 526 | | E-mail:  [sasa.dzafic@mvteo.gov.ba](mailto:sasa.dzafic@mvteo.gov.ba)  faris.godinjak@mvteo.gov.ba | |
| **Purpose of the administrative procedure** | Exercise the right to export goods (artefacts) that are on licencing regime |
| **Legal base for the administrative procedure** | The Law on Foreign Trade Policy of Bosnia and Herzegovina ("Official Gazette of BiH" No. 7/98 and 35/04) and the Decision on Classification of Goods on Export and Import Regimes ("Official Gazette of BiH", No. 22/98, 30/02 , 40/02, 20/05, 16/08, 54/08 and 4/13) |
| **Fees** | |  |  |  |  | | --- | --- | --- | --- | | **Fee** | **Amount (BAM)** | **Account for payment** | **Reference number** | | Application fee | 5 | 3380002210018390 | 1 | | Licence issuance fee | 15 | 3380002210018390 | 3 | | Income: |  |  |  | | for fee of 5 BAM: | 722101 | Budget organization: | 0801999 | | for fee of 15 KM: | 722103 |  |  | |
| **Required information for applying** | |  | | --- | | **Information** | | Place and date of application  Applicant’s name  Applicant’s residence  Responsible person of the applicant  Applicant’s phone number  Name of the exporter  Residence of the exporter  Responsible person of the exporter  Phone number of the exporter  Importer  End user  Licence validity period  Country of origin of goods  Description  Tariff Code  Quantity  Signature (applicant)  Seal | |
| **Documentation** | |  |  |  |  | | --- | --- | --- | --- | | **Document** | **Institution issuing the documentation** | **Delivery form** | **Comment** | | Consent of the entity authority | Federal Ministry of Culture and Sport  Ministry of Education and Culture of RS | Original |  | | Specification of artefacts that are permanently or temporarily exported, certified by the line entity authority  Proof of payment of fee | Federal Ministry of Culture and Sports Ministry of Education and Culture of RS | Original |  | |
| **Deadline for resolving a complete case (days)** | 15 |
| **Note** |  |
| **Time validity of the resolution upon request (days)** | For an applicant from the Entity of the Federation of Bosnia and Herzegovina, the validity period of the decision is 6 months from the day of issuance, if it concerns permanent export. In case of issuing the temporary export decision, the validity period shall be determined in accordance with the validity period of the Federal Ministry of Culture and Sports.  For an applicant from the Entity Republika Srpska, if it concerns permanent export, the term of validity of the decision shall be harmonized with the validity period from the export license issued by the Ministry of Education and Culture of RS (60 days from the date of issuing the approval). In case of issuance of a temporary export decision, the validity period shall be determined in accordance with the validity period from the export license issued by the Ministry of Education and Culture of the Republic of Srpska. |
| **Download form request** | [Download](http://rap.mvteo.gov.ba/obrasci/MOFTER-KZM-03.docx) request form |