

# **GUIDELINES**

## **FOR THE BUSINESS COMMUNITIES OF BOSNIA AND HERZEGOVINA AND THE REPUBLIC OF SERBIA**

*on how to use assistance of the Turkish Commercial Counsellors and Attaches worldwide*

These guidelines are prepared to operationalize the conclusions of the ministers of trade and economy of Bosnia and Herzegovina, the Republic of Serbia and the Republic of Turkey as laid down in the “Declaration on Economic and Commercial Cooperation among Bosnia and Herzegovina, the Republic of Turkey and the Republic of Serbia”, the “2016-2018 Medium Term Program on Trade and Economic Cooperation” (Medium Term Program) and the corresponding activities set in the Action Plan.

Namely, the three countries agreed in the Medium Term Program to pay particular attention and provide institutional support to cooperation in third countries’ markets. To this end, corresponding activities were scheduled in the Action Plan (item 1.3. and sub-items 1.3.1 and 1.3.2).

The guidelines are intended to:

- provide necessary information to the stakeholders on what kind of assistance can be obtained from the Turkish Commercial Counsellors and Attaches worldwide;
- list the conditions needed to be met so as to be eligible for such assistance;
- set out clear procedural steps to be followed in seeking assistance.

### ***1. What kind of assistance can be requested?***

Below is the general list of assistance that can be requested:

#### ***Legal and Regulatory Issues:***

- Text or excerpt of the specific trade-related legislation or regulation;
- Requirements for establishment in the territory of the country concerned;
- Existence of import or export limitations;
- Taxes and charges;
- Currency and payment system;
- Public procurement procedure;

### *Documentation and Product Requirements*

- Required export/import documents;
- Product certification requirements;
- Labelling requirements;

### *Other information*

- Most appropriate institutional contact for a specific issue in the country concerned;
- Where to find industry-specific trade data and analysis;
- Country-specific tariff and trade agreement information;

## ***2. What conditions have to be met?***

In order to be eligible to ask for assistance of the specific Turkish Commercial Counsellor the following conditions have to be met:

- Requesting legal person has to be the one established in Bosnia and Herzegovina or the Republic of Serbia having its registered seat, central management or main place of business in the territory of Bosnia and Herzegovina or the Republic of Serbia;
- The home country of the legal person asking assistance does not have resident diplomatic representation in the country concerned (see the list provided in Annex I to these Guidelines).

Requests made by legal persons failing to meet the above conditions shall not be processed.

## ***3. Steps to be followed in asking for assistance***

Legal person eligible to ask for assistance of the Turkish Commercial Counsellors has to comply with following steps:

- Step 1. Fill-in the form provided in the Annex II
- Step 2. Send the form to the Turkish Commercial Representation Office of the desired country
- Step 3. Send the form to the designated contact in the Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina or the Ministry of Trade, Tourism and Telecommunications of the Republic of Serbia

Done on 25 October 2016 and adopted on 26 October 2016 both in Istanbul.

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## Annex I

### The list of diplomatic and/or trade representations per country

No.	Country (short name)	Bosnia and Herzegovina <sup>1</sup>	Republic of Serbia <sup>2</sup>	Republic of Turkey <sup>3</sup>
1.	Afghanistan	NR	NR	X
2.	Albania	X	X	X
3.	Algeria	NR	X	X
4.	Andorra	NR	NR	
5.	Angola		X	X
6.	Argentina		X	X
7.	Armenia	NR	NR	
8.	Australia	X	X	X
9.	Austria	X	X	X
10.	Azerbaijan	NR	X	X
11.	Bahrain	NR	NR	X
12.	Bangladesh		NR	X
13.	Belarus	NR	X	X
14.	Belgium	X	X	X
15.	Bosnia and Herzegovina		X	X
16.	Brazil		X	X
17.	Brunei Darussalam	NR	NR	
18.	Bulgaria	X	X	X
19.	Cameroon		NR	X
20.	Canada	X	X	X
21.	Chile		NR	X
22.	China	X	X	X
23.	Colombia		NR	X
24.	Cote d'Ivoire		NR	X
25.	Croatia	X	X	X
26.	Cuba		X	X
27.	Cyprus*	NR	X	
28.	Czech Republic	X	X	X
29.	Democratic Republic of Congo		X	X
30.	Denmark	X	X	X
31.	Ecuador			X

<sup>1</sup> List of Bosnia and Herzegovina diplomatic representations (as per Ministry of Foreign Affairs of Bosnia and Herzegovina)

<sup>2</sup> List of the Republic of Serbia diplomatic representations (as per Ministry of Foreign Affairs of the Republic of Serbia)

<sup>3</sup> List of the Turkish Commercial Representation Offices (as per Ministry of Economy of the Republic of Turkey)

\* Turkey does not recognize Cyprus

No.	Country (short name)	Bosnia and Herzegovina <sup>1</sup>	Republic of Serbia <sup>2</sup>	Republic of Turkey <sup>3</sup>
32.	Egypt	X	X	X
33.	Estonia	NR	NR	
34.	Ethiopia		X	X
35.	Finland	NR	X	X
36.	France	X	X	X
37.	Gabon			X
38.	Georgia	NR	NR	X
39.	Germany	X	X	X
40.	Ghana		NR	X
41.	Greece	X	X	X
42.	Hong Kong			X
43.	Hungary	X	X	X
44.	Iceland	NR	NR	
45.	India	X	X	X
46.	Indonesia	X	X	X
47.	Iran	X	X	X
48.	Iraq	NR	X	X
49.	Ireland	NR	NR	X
50.	Israel	X	X	X
51.	Italy	X	X	X
52.	Japan	X	X	X
53.	Jordan	X	NR	X
54.	Kazakhstan	NR	X	X
55.	Kenya	NR	X	X
56.	Kingdom of Saudi Arabia	X	X	X
57.	Korea	NR	X	X
58.	Kosovo*			X
59.	Kuwait	X	X	X
60.	Kyrgyzstan	NR	NR	X
61.	Latvia	NR	NR	
62.	Lebanon	NR	X	X
63.	Libya	X	X	X
64.	Liechtenstein	NR	NR	
65.	Lithuania	NR	NR	X
66.	Luxembourg	NR	NR	X
67.	Macedonia	X	X	X

\* This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo declaration of independence

No.	Country (short name)	Bosnia and Herzegovina <sup>1</sup>	Republic of Serbia <sup>2</sup>	Republic of Turkey <sup>3</sup>
68.	Madagascar		NR	X
69.	Malaysia	X	NR	X
70.	Mali		NR	X
71.	Malta	NR	NR	
72.	Mexico		X	X
73.	Moldova	NR	NR	X
74.	Monaco	NR	NR	
75.	Mongolia	NR	NR	X
76.	Montenegro	X	X	X
77.	Moritania			X
78.	Morocco	NR	X	X
79.	Mozambique		NR	X
80.	Netherlands	X	X	X
81.	New Zealand	NR	NR	X
82.	Nigeria		X	X
83.	Norway	X	X	X
84.	Oman		NR	X
85.	Pakistan	X	NR	X
86.	Palestine		NR	X
87.	Peru		NR	X
88.	Philippines		NR	X
89.	Poland	X	X	X
90.	Portugal	NR	X	X
91.	Qatar	X	X	X
92.	Republic of South Sudan			X
93.	Romania	X	X	X
94.	Russian Federation	X	X	X
95.	Senegal		NR	X
96.	Serbia	X		X
97.	Singapore	NR	NR	X
98.	Slovakia	NR	X	X
99.	Slovenia	X	X	X
100.	South Africa		X	X
101.	Spain	X	X	X
102.	Sudan	NR	NR	X
103.	Sweden	X	X	X
104.	Switzerland	X	X	X
105.	Syria	NR	X	X

No.	Country (short name)	Bosnia and Herzegovina <sup>1</sup>	Republic of Serbia <sup>2</sup>	Republic of Turkey <sup>3</sup>
106.	Tajikistan	NR	NR	X
107.	Tanzania		NR	X
108.	Thailand		NR	X
109.	Tunisia	NR	X	X
110.	Turkey	X	X	
111.	Turkish Republic of Northern Cyprus			X
112.	Turkmenistan	NR	NR	X
113.	UAE	X	X	X
114.	Uganda		NR	X
115.	Ukraine	NR	X	X
116.	United Kingdom	X	X	X
117.	USA	X	X	X
118.	Uzbekistan	NR	NR	X
119.	Vatican	X	X	
120.	Venezuela		NR	X
121.	Vietnam		NR	X
122.	Yemen		NR	X
123.	Zambia		X/NR	X

NR – non-residential

**Note:**

The list is verified by the Ministry of Foreign Affairs of Bosnia and Herzegovina, Ministry of Foreign Affairs of the Republic of Serbia and Ministry of Economy of Turkey.

It may be changes subject to changes made by the competent institutions of each country.

## Assistance Request Form

### INFORMATION ON COMPANY SEEKING ASSISTANCE

COMPANY NAME		WEBSITE	
ADDRESS		CONTACT PERSON	
		TEL./FAX.	(+xxx) xx xxx-xxx
COUNTRY OF REGISTRATION		E-MAIL	
TYPE OF BUSINESS			

### INFORMATION / ASSISTANCE REQUESTED

TYPE OF INFORMATION [please put "X" in the corresponding option]	• <i>Legal and Regulatory Issues</i>	<input type="checkbox"/>
	• <i>Documentation and Product Requirements</i>	<input type="checkbox"/>
	• <i>Other</i>	<input type="checkbox"/>

### BRIEF DESCRIPTION OF THE ASSISTANCE NEEDED

[please give brief description of the information / assistance that your need.] (max 700 characters):

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### STATEMENT OF AUTHENTICITY

I certify that all information provided in this form are true and correct to the best of my knowledge.

I also understand and agree that any misrepresentation, falsification or material omission of information may result in my failure to be provided with requested information or assistance.

Place and Date	Click here to enter a date.	Name and Signature [please type the name of responsible person and sign]	
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