

**REVISED TEXT OF  
THE RULEBOOK ON EVIDENCE FOR FULFILLMENT OF THE REQUIREMENTS FOR  
ISSUANCE OF AUTHORIZATION FOR REPRESENTATION ACTIVITIES PERFORMANCE IN  
CUSTOMS PROCEDURES AND REQUIREMENTS FOR ISSUANCE OF LICENSE FOR  
REPRESENTATION ACTIVITIES PERFORMANCE IN CUSTOMS PROCEDURES, FORM AND  
CONTENT OF THE REQUEST FOR ISSUANCE OF AUTHORIZATION FOR  
REPRESENTATION ACTIVITIES PERFORMANCE IN CUSTOMS PROCEDURES, REQUEST  
FOR ISSUANCE OF LICENSE FOR REPRESENTATION ACTIVITIES PERFORMANCE IN  
CUSTOMS PROCEDURES, REQUEST FOR ISSUANCE OF LICENSED REPRESENTATIVE  
IDENTIFICATION DOCUMENT, AND FORM AND CONTENT OF LICENSED  
REPRESENTATIVE ID, AS WELL AS THE AMOUNT OF FEES FOR ISSUANCE OF LICENSE  
FOR REPRESENTATION ACTIVITIES PERFORMANCE IN CUSTOMS PROCEDURES AND  
FOR ISSUANCE OF LICENSED REPRESENTATIVE ID - UNOFFICIAL VERSION<sup>1</sup>,**

**Article 1**

This Rulebook stipulates the evidence for fulfillment of requirements for issuance of an Authorization for representation activities performance in customs procedures and the evidence for fulfillment of requirements for issuance of a License for representation activities performance in customs procedures, then, the form and content of the Request for issuance of an Authorization for representation activities performance in customs procedures, the form and content of the Request for issuance of a License for representation activities performance in customs procedures, the form and content of the Request for Issuance of a Licensed Representative ID, the form and content of a Licensed Representative ID and the fees for issuance of a License for representation in customs procedures and for issuance of a Licensed Representative ID.

**Article 2**

- (1) An Authorization for representation activities performance in customs procedures shall be issued on the basis of a written Request submitted by a trade company or sole proprietor registered in the Republic of Macedonia (hereinafter: the Applicant).
- (2) The Request referred to in paragraph (1) hereof shall be submitted on a white A4 format paper.
- (3) The Request referred to in paragraph (1) hereof shall contain as follows:
  - Applicant's data (name, registered office, TIN, address, postal code, telephone and e-mail);
  - Data on the persons holding a License for representation in customs procedures (name and surname, function, PIN, license number, telephone and e-mail);
  - Documents attached to the Request;
  - Applicant's Statement;
  - Date; and
  - Name, surname and signature of the Applicant.
- (4) The form and content of the Request referred to in paragraph (1) hereof are given in Appendix 1, which is an integral part of this Rulebook.

**Article 3**

To the Request referred to in Article 2 of this Rulebook, the Applicant shall submit the following evidence for fulfillment of requirements for issuance of an Authorization for representation activities in customs procedures:

- Decision and Current Status issued by the Central Registry of the Republic of Macedonia;
- Employment Contract signed for an indefinite period of time or an adequate employment document with at least one person holding a License for representation in customs procedures;

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<sup>1</sup> The revised text of this Rulebook was prepared based on the text of the Rulebook published in the Official Gazette of the Republic of Macedonia No. 207/2015 and its amendment published in the Official Gazette of the Republic of Macedonia No. 66/2016. This revised text has no legal effect. For legal purposes in customs procedures, only the texts published in the said Official Gazettes of the Republic of Macedonia shall be valid.

- Authorization (Power of Attorney) to sign customs declarations for the person holding a License for representation;
- A written statement that the Applicant shall guarantee the fulfillment of obligations that may arise from representation performance in customs procedures;
- A written statement that, within 30 days of receiving the Authorization for representation activities performance in customs procedures, an Agreement for access to the computer system processing customs documents shall be signed with the Customs Administration;
- A Title Deed issued by the Agency for Real Estate Cadaster regarding the possession of business premises or a Business Premises Lease Contract;
- Specification of the equipment used for representation performance in customs procedures and description and specification of the system for access to the Customs Administration's system for processing of customs declarations and other documents;
- Information from the competent misdemeanor authority that in the last two years, the Applicant and the responsible person of the Applicant have not been found guilty of committing a customs offense by one or more legally effective decisions of a competent misdemeanor body or court, and that they have not been fined with a total amount exceeding EUR 20,000 in MKD equivalent;
- A certificate from a competent court that in the last two years, the Applicant and the responsible person of the applicant have not been found guilty by a legally effective decision of a competent court for a felony against public finances, payment operations and the economy, a felony against official duty, a felony against legal traffic or a felony determined by the Law on Excises;
- A certificate issued by the Public Revenue Office that the Applicant has no unsettled obligations to the state; and
- A document on administrative fee payment effected.

#### **Article 4**

- (1) The License for representation performance in customs procedures shall be issued based on a Request submitted by a natural person (hereinafter: the Applicant).
- (2) The Request referred to in paragraph (1) hereof shall be submitted on a white A4 format paper.
- (3) The Request referred to in paragraph (1) hereof shall contain as follows:
  - Applicant's data (name, one of the parents' name, surname, PIN, place and date of birth, address of permanent place of residence, postal code, telephone and e-mail);
  - Data on the exam passed (date when the exam was passed in full, passed exam certificate number);
  - Applicant's employment data (employee of a trade company, TIN, place, address and postal code);
  - Documents attached to the Request;
  - Applicant's Statement;
  - Date; and
  - Applicant's name, surname and signature.
- (4) The form and content of the Request referred to in paragraph (1) hereof are given in Appendix 2, which is an integral part of this Rulebook.

#### **Article 5**

Along with the Request referred to in Article 4 of this Rulebook, the Applicant shall submit the following evidence of fulfillment of the requirements for issuance of a License for representation performance in customs procedures:

- A certificate of completion of at least secondary education, a certificate from an authorized customs representative or holder of authorization for simplified customs procedures with whom the Applicant has acquired at least two years of work experience in the field of customs operations, and a certificate for licensed representative professional exam passed;
- Evidence of meeting the requirement of Article 7, paragraph 3, item b) of the Law on Representation Activities Performance in Customs Procedures, i.e. of possessing an internationally recognized Certificate issued by an official European Tester, a member of the ALTE Association of European Testers, or a certificate from an international institution regarding CEFR A1 level, or FCE, BULATS or TOEFEL PBT with at least 310 points, TOEFEL CBT with at least 35 points or TOEFEL IBT with at least 10 points, or DELF, TCF, TEF or Goethe Certificate;
- Information by a competent misdemeanor authority that, in the last two years, the Applicant has not been found guilty of committing a customs offense by one or more legally effective decisions of a competent misdemeanor body, i.e. court, and that they have not been imposed a fine of a total amount exceeding 2,000 Euro in Denar equivalence;

- A certificate by a competent court that in the last two years, the Applicant has not been found guilty by a competent court's legally effective decision for a felony against public finances, payment operations and the economy, a felony against official duty, a felony against legal traffic or a felony determined by the Law on Excises;
- Evidence of the fee paid for the issuance of a License for representation performance in customs procedures;
- A document on administrative fee payment effected.

#### **Article 6**

A 1800 Denar fee shall be paid for the issuance of a License for representation performance in customs procedures.

#### **Article 7**

(1) A Licensed Representative ID Card shall be issued based on a Request submitted for the issuance of a Licensed Representative ID Card on a white A4 format paper.

(2) The Request referred to in paragraph (1) hereof shall contain as follows:

- Applicant's data (name, name of one parent, surname, PIN, place and date of birth, address of permanent place of residence, e-mail, telephone and postal code);
- Data on the Representation License issued (Representation License number and date of issue);
- Employment data (authorized customs representative's name, and number and date of Authorization for representation activities performance);
- Documents attached to the Request;
- Applicant's Statement;
- Date;
- Applicant's name, surname and signature; and
- Data to be filled out by the Customs Administration when issuing the Identification Card (ID Card number, date, name, surname and signature of the person to whom the Identity Card is issued and of the Customs Administration's authorized person).

(3) The form and content of the Request referred to in paragraph (1) hereof are given in Appendix 3, which is an integral part of this Rulebook.

#### **Article 7-a**

Along with the Request referred to in Article 7 of this Rulebook, the applicant shall submit:

- A copy of their Employment Contract or a copy of the M1/M2 Form;
- Two photos with dimensions 2x3 cm;
- A document for payment of the fee prescribed for issuance of a Licensed Representative ID; and
- A document for payment of an administrative fee.

#### **Article 8**

(1) Licensed Representative Identification Card shall be made on a plasticized card with dimensions 85 x 55 mm, in ochre color, including protective codes.

(2) The front of the identification document shall contain:

- the text: "Without public authorization - for private use only" translated into English;
- the text: "LICENSED REPRESENTATIVE IDENTIFICATION CARD";
- name of authorized customs representative;

- name and surname;
- photograph place; and
- Licensed Representative ID Card number, which shall be identical with the license number referred to in Article 4 of this Rulebook, and the date of its issue.

(3) The following text shall be written on the back side of the Identification Card: “The holder of this identification document shall act before the Customs Administration and its organizational units only in the capacity of a licensed representative and within the powers granted to him/her by the authorized customs representative specified.”

(4) The form and content of a Licensed Representative Identification Card is provided in Appendix 4, which is an integral part of this Rulebook.

#### **Article 9**

A fee of 300 Denar shall be paid for the issuance of an identification document to a licensed representative.

#### **Article 10**

This Rulebook shall become effective as at the day of its publication in the “Official Gazette of the Republic of Macedonia”.

No. 20-694/6  
28 March 2016  
Skopje

Minister of Finance,  
**Zoran Stavreski, MA**, in his own handwriting

**REQUEST**  
**FOR ISSUANCE OF AUTHORIZATION FOR REPRESENTATION ACTIVITIES**  
**PERFORMANCE IN CUSTOMS PROCEDURES**

**1. Applicant's data:**Name: Registered Office: TIN: Address: Telephone: E-mail: **2. Data on persons holding a license for representation in customs procedures:**First and last name: Function: PIN: License number: Telephone: E-mail: **3. Documents attached to the Request:**

- A Decision and Current Status issued by the Central Registry of the Republic of Macedonia
- Employment Contract for an indefinite period of time or a relevant employment act with at least one person who holds a license for representation performance in customs procedures
- Authorization (Power of Attorney) to sign customs declarations for the person holding a representation performance license
- A written statement guaranteeing the fulfillment of obligations that may arise from representation in customs procedures
- A written statement that within 30 days of receiving the authorization for performing representation activities in customs procedures, a contract for access to the computerized system for customs documents processing will be signed with the Customs Administration
- A Title Deed for possession of business premises or a Business Premises Lease Contract
- Specification of the equipment used for representation in customs procedures and a description and specification of the system for access to the Customs Administration's system for processing of customs declarations and other documents
- A certificate by a competent court that in the last two years, the Applicant and the responsible person of the Applicant have not been found guilty by a legally effective decision of a competent court for a felony against public finances, payment operations and the economy, a felony against official duty, a felony against legal traffic or a felony determined by the Law on Excises
- A certificate issued by the Public Revenue Office for obligations settled to the state
- A document for an administrative fee payment effected

**By filling in and signing this Request, under full material and criminal responsibility, I declare that:**

- The data specified herein is true and accurate;
- I am fully acquainted, I accept and will act in accordance with the provisions stipulated in Article 5 of the Law on Representation Activities Performance in Customs Procedures;
- Within 8 days at the latest, I will notify the Customs Administration in writing about any changes related to the data provided in this Request and in the appendices hereto, particularly with regard to any change related to the employees holding a representation license.

Date: Name and surname: 

Signature: \_\_\_\_\_

**REQUEST  
FOR ISSUANCE OF A LICENCE FOR REPRESENTATION PERFORMANCE IN CUSTOMS  
PROCEDURES**

**1. Applicant's data:**

<u>Name:</u>		Name of one parent:	
<u>Surname:</u>		Place of birth:	
<u>PIN:</u>		Date of birth:	
<u>Address of permanent residence:</u>			
<u>Place:</u>		Postal code:	
<u>E-mail:</u>		Telephone:	

**2. Data on the exam passed:**

Date on which the exam was fully passed:  
Number of Certificate for Exam Passed:

**3. Applicant's employment data:**

Employee of Trading Company:			
TIN:		Address:	
Place:		Postal code:	

**4. Documents attached to the Request:**

- A certificate of at least secondary education completed, issued by a secondary school
- Certificate from an authorized customs representative or holder of authorization for simplified customs procedures with whom the Applicant has acquired at least two years of work experience in the field of customs operations
- A certificate for licensed representative professional exam passed;
- Evidence of being a holder of an internationally recognized Certificate issued by an official European Tester, a member of the ALTE Association of European Testers, or a certificate from an international institution regarding the CEFR A1 level, or FCE, BULATS or TOEFEL PBT with at least 310 points, TOEFEL CBT with at least 35 points or TOEFEL IBT with at least 10 points, or DELF, TCF, TEF or Goethe Certificate;
- A certificate from a competent court that in the last two years, the Applicant has not been found guilty by a legally effective decision of a competent court, for a felony against public finances, payment operations and the economy, a felony against official duty, a felony against legal traffic or a felony determined by the Law on Excises;
- Evidence of a fee paid for issuance of a license for representation performance in customs procedures;
- A document for an administrative fee payment effected.

By filling in and signing this Request, under full material and criminal responsibility, I declare that:

- The data specified herein is true and accurate;
- I am fully acquainted, I accept and will act in accordance with the provisions stipulated in Article 7 of the Law on Representation Activities Performance in Customs Procedures;
- Within 8 days at the latest, I will notify the Customs Administration in writing about any changes related to the data provided in this Request and in the appendices hereto.

Date: \_\_\_\_\_ Name and surname: \_\_\_\_\_  
Signature: \_\_\_\_\_

**REQUEST  
FOR ISSUANCE OF A LICENSED REPRESENTATIVE IDENTIFICATION  
DOCUMENT**

**1. Applicant's data:**

Name:  Name of one parent:   
 Surname:  Place of birth:   
 PIN:  Date of birth:   
 Address of permanent residence:   
 E-mail:  Telephone:   
 Postal code:

**2. Data on the Representation License issued:**

Representation License number:   
 Date of issuance:

**3. Employment data:**

Name of authorized customs representative:  
 Number and date of representation activities authorization:

**4. The following shall be attached to the Request:**

1. A copy of the Employment Contract or a copy of M1/M2 Form
2. Two photos with dimensions 2x3 cm
3. A document for payment of the fee prescribed for issuance of Licensed Representative Identification Card
4. A document for an administrative fee payment effected

By filling in and signing this Request, under full material and criminal responsibility, I declare that:

- The data specified herein is true and accurate;
- Within 8 days at the latest, I will notify the Customs Administration in writing about any changes related to the data provided in this Request and in the appendices hereto, and I will return the Identification Card issued.

Date:  Name and surname:   
 Signature: \_\_\_\_\_

**To be filled out by the Customs Administration when issuing the identification document**

Identification document number	<input type="text"/>
Date	<input type="text"/>
Name, surname and signature of person that has been issued the identification document	<input type="text"/>
Customs Administration's authorized person	<input type="text"/>

**Front**

<b>WITHOUT PUBLIC AUTHORISATION - FOR PRIVATE USE ONLY!</b>	
<b>LICENSED REPRESENTATIVE IDENTIFICATION DOCUMENT</b>	
_____	Photograph place
(name of authorized customs representative)	
_____	
(name and surname)	
Number: _____	
Date: _____	Signature _____

**Back**

**THE HOLDER OF THIS IDENTIFICATION DOCUMENT SHALL  
ACT BEFORE THE CUSTOMS ADMINISTRATION AND ITS  
ORGANISATIONAL UNITS ONLY IN THE CAPACITY OF A  
LICENSED REPRESENTATIVE AND WITHIN THE POWERS  
GRANTED TO HIM/HER BY THE AUTHORIZED CUSTOMS  
REPRESENTATIVE SPECIFIED**