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MINISTRY OF ECONOMY

Based on article 57 paragraph 2 from the Law on tourism ("Official Gazette of Republic of Macedonia" number 62/04, 89/08, 12/09, 17/11, 47/11, 53/11 and 123/12), the Minister of economy has brought a

RULEBOOK FOR THE METHOD, TYPE AND AMOUNT OF SUBVENTIONS

GENERAL PROVISIONS

Article 1

This Rulebook provides method, type and amount of the subventions of the foreign organized tourism market.

Article 2

(1) In order to encourage foreign organized tourism market, tour operators and travel agencies (hereinafter: organizers) can gain subventions on one part of the expenses for a stay of foreign tourists in Republic of Macedonia for the realized and organized touristic air travel, road and rail transport in the current year (hereinafter: subventions).

(2) In the group of tour operators and travel agencies from the paragraph (1) of this Article, entities from Article 6 from the Law on tourism are not considered.

Article 3

(1) Organizers of travel packages for foreign tourists (hereinafter: Program) can receive subventions for:

- Stay in Macedonia with at least three nights with breakfast, in all accommodation facilities where professional services are offered (hereinafter: graded and categorized accommodation facilities), except for accommodation for renting a room or apartment who did not register tourism activities and who do not have categorization of the accommodation;
- Organized group travel, with specially rented buses, airplanes or minimum ten seats in train from the place of departure of the group to the place of using the services in the accommodation facilities and returning of the group with the same relation (driving with bus, airplane and train during the stay in Macedonia are not considered);
- Organized group travel with the regular flights and regular railway and bus transport with arrival and returning of the group (at least ten people in a group);

- Combined tour - organized group transportation in combination with two means of transport as main means of transport (airplane, bus or train) where the mean of transport in arriving on the specific destination is considered as main mean of transport and the request should be submitted for that mean of transport.

- Round tours (with minimum one night in third country) which are organized in the countries of the region (at least ten people in a group) with organized transport on arrival and departure of the airplane, bus or train if at least two nights with service are offered, bed and breakfast, in Republic of Macedonia.

(2) If more organizers of the trip use the same mean of transport completely rented, demand for subvention can submit the organizer who rented it and he will submit complete documentation from all organizers.

(3) Exception from this paragraph (3) from this Article, demand for subvention can submit separately every organizer with written agreement of the organizer who completely rented the mean of transport.

DEMAND AND REQUIRED DOCUMENTATION FOR SUBVENTIONS FOR PARTICULAR TYPE OF TRANSPORTATION

Article 4

For receiving the subventions from the Article 2 of this Rulebook, organizers submit:

1) For bus transportation:

- Demand for subvention of the vacation program in the foreign bus tourist market in the Form CU-1 given in Annex 1 and integral part of the present Rulebook;

- Copy of the contract with the bus transporter, copy of the travel warrant for particular bus transportation or account or copy of the account of the transporter where in is visible the data about: place of departure and arrival of the group, number of seats in the bus, date of the transportation and the total kilometers and

- Interbus list with visible data for the foreign tourists and border crossing points.

2) For airplane transportation:

- Demand for subvention of the vacation program in the foreign airline tourist market in the Form CU -2 given in the Annex 2 and integral part of the present Rulebook;

- Copy of the contract with the air transporter for renting the plane where it is clearly visible: number of seats in the plane, place of departure and arrival of the plane, number of planned flights

- Copy of the daily report for the flights in the domestic airports as well as confirmation for arrival of charter flights;

- Copy of contract or offer for the air transporter or account or copy of the account from the air transporter or copy from the airplane ticket with regular airlines and

- List of flights with indicated and marked foreign tourists and precise determination of the accommodation facilities for which a demand for subvention is submitted.

3) For railway transportation:

- Demand for subvention of the vacation program in the foreign railway tourist market in the Form CU-5 given in Annex 5 and integral part of the present Rulebook, and

- Copy of the contract with a railway for renting a wagon.

4) For combined tours in Macedonia and round tours in the region:

- Demand for subvention for combined tours and round tours in the region, Form CU-6 given in Annex 6 and integral part of the present Rulebook;

- Copy of the group for which the demand is submitted;

- Copy of the contract with Macedonian travel agency or confirmation for a tour from a foreign travel agency with Macedonian travel agency where it is clearly visible if the Macedonian travel agency works in the name and for the account of a foreign travel agency or is an organizer who sells program to a foreign travel agency , and

- Interbus list with visible data for the foreign tourists and border crossing points.

Article 5

Organizers who demand to get subventions, to the Agency for promotion and support of tourism in Republic of Macedonia, besides the demand and the documentation for every particular type of transport according to the Article 4 of the present Rulebook, have to submit the following documentation:

- Copy of the contract for renting the accommodation facilities with the trading company that works as an accommodation facility object and who offer service on a minimum bed and breakfast basis;

- If the accommodation facilities are rented by Macedonian travel agencies, it is necessary to submit: copy of the contract between Macedonian travel agencies and the accommodation facility as well as contract between Macedonian travel agencies and hospitality facilities where they give services, bills from the indicated hospitality object for provided service: food, where the information about the date, amount and type of provided services is clearly visible.

- Certified list of foreign tourists and confirmation for the payment to the accommodation facility or Macedonian travel agencies who rented the accommodation facilities for the used services in the Form CU-3 given in Annex 3 and integral part of the present Rulebook;

- It is necessary to submit a proof for paid tourist tax for every group particularly (invoice or transfer order) certified by the hospitality objects, in Form CU-4 given in Annex 4 and integral part of the present Rulebook, and for the foreign tourists for whom the accommodation is rented by a Macedonian travel agency in hospitality objects like room or apartment from a physical entity , in the Form CU-4 that has to be certified from tourist office/ travel agency in the place where tourists are staying (if exist) ;
- In the bigger programs for air and land transport instead of certified list for foreign tourists , a list of flights or list from the hotel certified by the hospitality object or Macedonian travel agency have to be submitted, as well as proof that all obligation are regulated, certified transfer order and copy of a bank invoice, and
- Bank invoice for the foreign currency income for the foreign tour operators, agencies or organizers of the trip after the provided payment.

WAY OF SUBVENTION

Article 6

(1) Deadline for submitting the demands for subvention to the Agency for promotion and support of tourism in Republic of Macedonia is:

- 60 days from the departure of the group for all types of demands for the period from 01.01 to 30.09 in the current year, and
- 30 days from the departure of the group for all types of demands for the period from 01.10 to 31.12 in the current year.

(2) If the submitted demand has incomplete documentation, the body that is conducting the procedure, deliver a notification to the applicant with determinate deadline for completing the demand and if the applicant do not act according to the notification, the demand will be rejected.

(3) The demands submitted after the deadline of the paragraph (1) from this Article will be rejected.

SCOPE/ RANGE AND PERIOD OF SUBVENTIONS

Article 7

The subvention is applicable for all programs from the Article 3 of the present Rulebook and realized departures for:

- a) the entire period for performing the program , and
- b) round tours during the whole year

AMOUNT OF THE SUBVENTIONS FOR BUS TRANSPORTATION

Article 8

- (1) The subvention can be realized only for previously rented bus for realization of the program from Article 3 of this manual and it is for:
 - a) Albania, Bulgaria, Serbia, Kosovo, Greece, Montenegro, Bosnia and Herzegovina
 - 10 Euros in MKD denars per foreign tourist
 - b) Turkey, Romania, Hungary, Slovenia, Croatia:
 - 15 Euros in MKD denars per foreign tourist
 - c) All other countries:
 - 20 Euros in MKD denars per foreign tourist
- (2) For delivery transport, empty transport from the departure point of the group and the transportation during the stay in the particular destination, there are no subventions.
- (3) There are no subventions for bus transfer from airports to hospitality facilities.

AMOUNT OF SUBVENTIONS FOR AIR TRANSPORT

Article 9

- (1) The organizer can receive a subvention for air transportation per foreign tourist for renting the entire airplane, a part of the airplane or at least for ten foreign tourists who are using regular airline.
- (2) The amount of subvention for every arrived foreign tourist is:
 - a) From European destinations, except from the countries of Benelux, Finland, Norway, Denmark, Sweden, Russia and Ukraine, 25 Euros in MKD denars
 - b) Countries from Benelux (Belgium, Holland, Luxembourg) Finland, Norway, Denmark, Sweden, Russia, Ukraine, United Arab Emirates, and Japan, the amount of subventions is Euros in MKD denars and
 - c) From intercontinental destinations (North and South America, Australia and the Far East) 45 Euros in MKD denars.

AMOUNT OF SUBVENTIONS FOR CHARTER FLIGHTS

Article 10

- (1) For the programs of Article 3 of the present Rulebook, for charters, the subvention is 25 Euros in MKD denars per arrived foreign tourist for all airports in Republic of Macedonia.

- (2) Except the paragraph (1) from this Article, for countries of Benelux (Belgium, Holland, Luxembourg) Finland, Norway, Denmark, Sweden, Russia, Ukraine, United Arab Emirates, and Japan, the amount of subventions is Euros in MKD denars.
- (3) For the charter chain, except the paragraph (1) from this Article, can be approved the transportation of the first group on arrival and the last on departure, that the agency can organize with other transportation, in which case for this group there will be subvention of 15 Euros in MKD denars per arrived foreign tourist.
- (4) There is subvention for foreign tourists who have organized stay in accommodation facilities at least three overnights on a minimum bed and breakfast basis.
- (5) There is subvention only for those organizers who will organize the charter flight on their own risk. If the charter is organized by a foreign airline company on its own risk, and organizers buy only one part of the places in the plane, the subvention can be received only if there are minimum ten seats with packet program with at least three nights and breakfast, and cannot receive the airline company.
- (6) If more organizers use a same charter plane, a demand for subvention can submit the organizer who rented the plane with full documentation from all organizers.
- (7) Except the paragraph (5) from this Article, a demand for subvention can submit every organizer with written approval from the organizer who rented the entire charter plane.
- (8) A demand for subvention has to be submitted for every destination/airport and every flight. In case of inability to land the plane in the agreed airport from technical or other reasons, the landing on the closest airport will be accepted with given proof for the reasons of changing the airport. There is no subvention for the last empty flight.

AMOUNT OF SUBVENTIONS FOR RAILWAY TRANSPORTATION

Article 11

- (1) For the railway transportation, the amount of subventions is 15 Euros in MKD denars per arrived foreign tourist.
- (2) There is subvention for renting the entire train (charter), entire wagon or at least ten seats in the regular train route. A demand for subvention has to be submitted for every destination and every journey.
- (3) A subvention can be received for bus transfer from the railway station to the hospitality facilities if the city does not have railway station

AMOUNT OF SUBVENTIONS FOR COMBINED TRANSPORT

Article 12

- (1) For combined tours which include airline transportation for arriving in the destination, the amount of subvention is 15 Euros in MKD denars per arrived foreign tourist.
- (2) For combined tours which include bus transportation for arriving in the destination, the amount of subvention is 10 Euros in MKD denars per arrived foreign tourist.

AMOUNT OF SUBVENTIONS FOR ROUND TOURS IN THE REGION

Article 13

- (1) The organizer can receive subventions for organized round tours for groups in the region for foreign tourists (at least ten people in the group) who in Republic of Macedonia are arriving by bus or by plane, or who will have at least two nights with breakfast in Republic of Macedonia in the round tours with stay in Republic of Macedonia.
- (2) The amount of subvention from paragraph (1) of this Article is 15 Euros in MKD denars per arrived foreign tourist.
- (3) For the round tours the organizer cannot receive a subvention on other basis from this Rulebook.

PAYMENT OF SUBVENTIONS

Article 14

The subvention is calculated in MKD denars. After the deduction of bank charges, the Agency for promotion and support of tourism in Republic of Macedonia will pay the calculated amount in MKD denars of the subvention to the organizer on the bank account abroad in national currency of the country where the organizer has its office, by order of the organizer.

TRANSITIONAL AND FINAL PROVISIONS

Article 15

With the date of entry into force of this Rulebook, the Guidelines for subventions of foreign organized tourism market is no more valid ("Official Gazette of Republic of Macedonia" n: 21/10, 2/11 and 14/12).

Article 16

This Rulebook enters in force on the next day after the day of publishing in "Official Gazette of Republic of Macedonia".

Number 13-2083/3
5 April 2013
Skopje

Minister
Valjon Sarakini

FORM CU-1

**DEMAND FOR SUBVENTION FOR VACATION PROGRAM
IN FOREIGN BUS TOURISM MARKET**

Number _____

1. Name and address of the agency _____

2. Name and address of the hospitality facility where are organized all tourists _____

3. Place of departure of the group _____

4. Date a) departure of the group _____

b) Returning of the group _____

5. Duration of the stay of the group in the touristic place _____

6 Name and address of the transporter _____

7. Registration number of the bus _____

8. Total number of seats in the bus _____

9. Total number of tourists in the bus _____

10. Amount of the demanded subvention

From which country tourists are coming _____

Number of tourists _____ x _____ MKD denars = _____ MKD
denars

11. Name and address of the bank and account number of the agency

Annex: Copy of the contract with the bus transporter, copy of the travel warrant for particular bus transportation or account or copy of the account of the transporter where we can see the data about: place of departure and arrival of the group, number of seats in the bus, date of the transportation and the total kilometers and statement for paid invoice to the transporter.

PLACE AND DATE OF
DEMAND SUBMITION

STAMP AND
SIGNATURE OF THE APPLICANT

FORM CU-2

**DEMAND FOR SUBVENTION FOR VACATION PROGRAM
IN FOREIGN AIR TRAVEL TOURISM MARKET**

Number _____

1. Name and address of the agency _____

2. Name and address of the hospitality facility where are organized all tourists

3. Place of departure _____

4. Place of arrival _____

5. Flight number and date _____

a) Departure of the group _____

b) Returning of the group _____

6 Duration of the stay of the group in the touristic place _____

7. Name and office of the air travel transporter _____

8. Type of the plane and number of reserved seats _____

- charter flights _____

- regular lines _____

9. Total number of tourists in the plane _____

10. Amount of the demanded subvention

a) Number of arrived tourists in the air travel transportation by charter flights

_____ x _____ MKD denars = _____ MKD denars

b) Number of arrived tourists in the air travel transportation by regular airlines

_____ x _____ MKD denars = _____ MKD denars

11. Name and address of the bank and account number of the agency

Annex: For renting the entire plane: Copy of the contract with the air transporter for renting the plane where we can see: number of seats in the plane, place of departure and arrival of the plane, number of planned flights.

Copy of the daily report for the flights in the domestic airports and confirmation for arrival of charter flights.

For regular airlines: Copy of contract or offer from the air transporter or account or copy of the account from the air transporter or copy from the airplane ticket

PLACE AND DATE OF
DEMAND SUBMISSION

STAMP AND
SIGNATURE OF THE APPLICANT

Annex 3

FORM CU-3

CONFIRMATION

The travel agency _____ confirms that has completed the obligation to provide services from the Program based on _____ service, for the number of tourists _____ with the signature below, who stayed in the accommodation facilities

_____ in
the period from _____ 20____ to _____ 20_____.

Guests' signatures:

1. _____ 31.
 2. _____ 32.
 3. _____ 33.
 4. _____ 34
 5. _____ 35.
 6. _____ 36.
 7. _____ 37.
 8. _____ 38.
 9. _____ 39.
 10. _____ 40.
 11. _____ 41.
 12. _____ 42.
 13. _____ 43.
 14. _____ 44.
 15. _____ 45.
 16. _____ 46.
- _____

- 17. _____ 47.
- 18. _____ 48.
- 19. _____ 49.
- 20. _____ 50.
- 21. _____ 51.
- 22. _____ 52.
- 23. _____ 53.
- 24. _____ 54.
- 25. _____ 55.
- 26. _____ 56.
- 27. _____ 57.
- 28. _____ 58.
- 29. _____ 59.
- 30. _____ 60.

PLACE AND DATE

STAMP FROM THE ACCOMODATION FACILITY

OBJECT AND SIGNATURE OF THE RESPONSIBLE PERSON

Annex 4

FORM CU-4

CONFIRMATION

The tourist office (other institution) _____
confirms that the accommodation is registered and a tax for temporary stay is paid for the guests
accommodated in rooms or apartments.

Guests' signatures:

- 1. _____ 8.
- 2. _____ 9.
- 3. _____ 10.
- 4. _____ 11.
- 5. _____ 12.
- 6. _____ 13.
- 7. _____ 14.

PLACE AND DATE

ACCOMODATION

STAMP FROM TOURIST OFFICE OR FROM THE
FACILITY AND
SIGNATURE OF RESPONSIBLE PERSON

-
- Accommodation facilities are all accommodation facilities categorized and registered for commercial purposes.
 - If a renting of accommodation facilities is done through Macedonian travel agency, for at least one night with breakfast, the agency will certify the Form CY-4.
 - For tourists who rented an accommodation through Macedonian travel agency, in rooms or apartments, a certification of registered stay and payment of tourist tax for the guests of the list can make the tourist office from the place where guests are staying.

FORM CU-5

**DEMAND FOR SUBVENTION FOR VACATION PROGRAM
IN FOREIGN RAILWAY TOURISM MARKET**

Number _____

1. Name and address of the agency _____

2. Name and address of the hospitality facility where are organized all tourists _____

3. Place of departure of the group _____

4. Date and time of: a) Departure of the group

b) Returning of the group _____

5. Place of arrival of the group _____

6 Duration of the stay of the group in the touristic place _____

7. Total number of tourists in the group _____

8. Amount of the demanded subvention for railway transportation

a) Number of arrived tourists

_____ x _____ MKD denars = _____ MKD denars

9. Name and address of the bank and account number of the agency

Annex: Copy of the contract with railway for renting a wagon or copy of the account number of the railway transportation where we can clearly see the data about: place of departure and arrival of the group, total number of seats in the wagon and the date of realized transportation.

PLACE AND DATE OF DEMAND SUBMISSION

STAMP AND SIGNATURE OF THE APPLICANT

FORM CU-6

DEMAND FOR SUBVENTION FOR COMBINED TOURS AND ROUND TOURS IN THE REGION

Number _____

1. Name and address of the agency _____

2. Type of transportation used to come in R. Macedonia

3. Place of departure / arrival of the round tour

4. Date of Departure/ Arrival of the round tour

5. Name and address of the accommodation facilities where tourists will stay during the round tour:

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

6. Total duration of the tour (number of nights with breakfast)

7. Name and address of the bus transporter

8. Name and address of the airplane transporter

9. Amount of the demanded subvention

Number of arrived tourists

_____ x _____ MKD denars = _____ MKD denars

10. Name and address of the bank and account number of the agency

PLACE AND DATE OF DEMAND SUBMISSION

STAMP AND SIGNATURE OF THE APPLICANT

За веродостојноста и оригиналноста на преводот од македонски кон англиски јазик потврдува овластен судски преведувач од македонски кон англиски јазик и обратно.
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