

# CONSOLIDATED RULEBOOK

## ON THE MANNER OF GRANTING, TYPE AND AMOUNT OF SUBSIDIES

Rulebook on the Manner of Granting, Type, and Amount of Subsidies (Official Gazette of the Republic of Macedonia no. 53/13, 147/14, 50/15, and 32/16)

### GENERAL PROVISIONS

#### Article 1

This Rulebook regulates the manner of granting, type, and amount of subsidies for organized foreign tourist traffic.

#### Article 2

(1) For the purpose of encouraging organized foreign tourist traffic, tour operators and travel agencies (hereinafter: organizers) may obtain subsidies for stay of foreign tourists in the Republic of Macedonia for a portion of the costs for organized air, road, and railroad transportation of tourists realized in the ongoing year (hereinafter: subsidies).

(2) The tour operators and travel agencies of paragraph (1) of this Article shall not include the entities of Article 6 of the Law on Tourism.

#### Article 3

(1) Subsidies may be obtained by organizers of package arrangements for foreign tourists (hereinafter: Program), which shall include:

- Stay in Macedonia for at least three nights, breakfast included, in accommodation facilities with a valid categorization decision (hereinafter: categorized accommodation facilities);

- Organized group transportation in specially booked coaches, planes, and trains or at least ten booked seats in such transportation means, from the place of departure of the group to the place of use of the service in the accommodation facility and return of the group via the same route (the time spent while being transported by coach, plane or train during the stay in Macedonia shall not be included);

- Organized group transportation by regular airlines or regular railroad or coach traffic, including arrival and return of the group (at least ten persons in a group);

- Combined tours – organized group transportation by a combination of two means of transportation as the main ones (plane, coach or train) with the means of transportation used for arrival at the defined destination being regarded as the main one, for which applications are submitted; and

- Round tours (including a minimum of one night spent in a third country) organized in the countries in the region (at least ten persons in a group) including organized transportation upon arrival and departure by plane, coach or train, provided that at least two bed-and-breakfast services are used in the Republic of Macedonia.

(2) In case more than one organizers use the same and fully booked means of transportation, applications for subsidies may be submitted by the organizer who has booked the means of transportation, enclosing complete documentation about all the organizers.

(3) Under exception of paragraph (2) of this Article, applications for subsidies may be submitted separately by each of the organizers, with a written consent of the organizer who has fully booked the means of transportation.

## APPLICATION AND DOCUMENTATION REQUIRED FOR SUBSIDIES FOR INDIVIDUAL TYPE OF TRANSPORTATION

### Article 4

To obtain the subsidies of Article 2 of this Rulebook, organizers shall submit the following:

1) For transportation by coach:

- Application for subsidy for a holiday program including coach transportation of foreign tourists, submitted on a SU – 1 Form, enclosed as Appendix 1 and constituting an integral part of this Rulebook;

- A copy of a coach transportation travel order, a copy of the carrier's invoice containing evident data regarding the place of departure and arrival of the group and the date of the transportation realized;

- Evidence of payment against the invoice for the transportation realized (a copy of a payment slip or bank statement)

2) For air transportation:

- Application for subsidy for a holiday program including air transportation of foreign tourists, submitted on a SU – 2 Form, enclosed as Appendix 2 and constituting an integral part of this Rulebook;

- A copy of the agreement with the air carrier for booking a plane, containing evident data on: the number of seats on the plane, place of departure and landing of the plane, number of flights planned;

- A copy of the daily report on the flights on domestic airports, as well as a confirmation of the arrival of charter flights;

- A copy of the agreement with or offer by the air carrier or an invoice or a photocopy of the invoice by the air carrier or a copy of the plane ticket for the regular lines;

- A flight list containing designated foreign tourists and precise identification of the accommodation facility for which the subsidy application is submitted;

- Evidence of payment against the invoice for the transportation realized; and

- An invoice containing evident data on the period and the travel route of the group with a domestic carrier, as well as evidence of payment against such invoice, in case the package program includes traveling through different places in Macedonia

3) For railroad transportation:

- Application for subsidy for a holiday program including railroad transportation of foreign tourists, submitted on a SU – 5 Form, enclosed as Appendix 5 and constituting an integral part of this Rulebook; and

- A copy of the agreement with the railroad for booking a train car;

- A list of data on the foreign tourists for which the application is submitted; and

- Evidence of payment against the invoice for the transportation realized.

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

- Application for subsidy for combined tours and round tours in the region, submitted on a SU-6 Form, enclosed as Appendix 6 and constituting an integral part of this Rulebook;

- A confirmation of the group for which an application is submitted, containing evident data on the passengers and the period of their stay, verified by the foreign partner;

- A copy of the contract with a Macedonian travel agency or a confirmation of a foreign agency tour realized with a Macedonian travel agency, demonstrating whether the Macedonian travel agency operates on behalf and for the account of the foreign one or is an organizer selling the foreign travel agency's program;

- An interbus list containing evident data about the foreign tourists and border crossings; and

- An invoice containing evident data about the period and travel route of the group, along with evidence of payment against such an invoice.

#### Article 5

In addition to the application and the documentation for each individual type of transportation in accordance with Article 4 hereof, organizers applying for subsidies shall also submit the following documentation to the Agency for Promotion and Support of Tourism in the Republic of Macedonia:

- Program for the specific arrangement for which the subsidy application is submitted;

- License of the applicant or license for the activity of a tour operator;

- A copy of the agreement on booking with the categorized accommodation facility, entered into prior to or at the time of commencement of the foreign tourists, as well as a copy of the categorization decision, valid throughout the period of accommodation of the group;

- A verified rooming list of foreign tourists or specification of guests;

- A copy of the invoices of all accommodation facilities in the country in which the guests have stayed throughout the entire subsidized program realized, including evidence of payment against the invoices (a copy of the payment slip or bank statement);

- An additional agreement with a facility registered for rendering hospitality services (in case the bed-and-breakfast service is separate), a copy of the invoice containing evident data about the period, quantity, and type of service provided, as well as evidence of payment against the invoice issued by the hospitality facility (a copy of the payment slip or bank statement);

- For each individual group, applicants shall also enclose evidence of payment of tourist fees (a copy of the payment slip or bank statement) verified by the accommodation facility, on a SU-4 Form enclosed as Appendix 4 and constituting an integral part of this Rulebook, while in case of foreign tourists whose accommodation has been booked by a Macedonian travel agency in accommodation facilities of the type of rooms and apartments rented by physical persons, on the SU-4 Form that is to be verified by the tourist bureau/travel agency (if any) in the place of accommodation of the tourists;

- In case of larger programs including air and road transportation, instead of a verified list of foreign tourists, applicants shall submit a passenger list or a hotel list verified by the accommodation facility or a Macedonian travel agency, along with evidence of payment of all liabilities, a verified payment slip and a copy of a bank statement; and

- A bank statement of the foreign currency inflow for foreign tour operators, agencies or trip organizers following the executed payment.

## MANNER OF GRANTING SUBSIDIES

### Article 6

(1) The deadlines for submission of applications for subsidies to be filed with the Agency for Promotion and Support of Tourism in the Republic of Macedonia are as follows:

- 60 days following the departure of the group for all types of applications for the period between January 1 and September 30 in the current year; and
- 30 days following the departure of the group for all types of applications for the period between October 1 and December 30 in the current year.

(2) For applications submitted with incomplete documentation, the authority in charge of the procedure shall submit a notification to the applicant, identifying the deadline for completion of the application and, in case the applicant fails to act in accordance with the notification, the application shall be rejected.

(3) Applications submitted after the deadlines of paragraph (1) of this Article shall be rejected.

## SUBSIDY SCOPE AND PERIOD

### Article 7

Subsidies shall be granted for all programs of Article 3 of this Rulebook and realized departures for:

- a) the entire period of implementation of the program, and
- b) round tours in the course of the entire year.

## AMOUNT OF SUBSIDIES FOR COACH TRANSPORTATION

### Article 8

(1) Subsidies may only be obtained for a coach booked in advance or for at least ten seats booked on regular lines for realization of the program of Article 3 of this Rulebook, as follows:

a) For Albania, Bulgaria, Serbia, Kosovo, Greece, Montenegro, and Bosnia and Herzegovina:

- 10 Euros in a denar counter value per foreign tourist

b) For Turkey, Romania, Hungary, Slovenia, and Croatia:

- 15 Euros in a denar counter value per foreign tourist

c) For all other countries:

- 20 Euros in a denar counter value per foreign tourist

(2) No subsidies shall be granted for delivery trips, empty trips from the place of departure of the group and trips during the stay at the place of destination.

(3) Subsidies may not be obtained for coach transfers from airports to the accommodation facilities.

## AMOUNT OF SUBSIDIES FOR AIR TRANSPORTATION

### Article 9

(1) Organizers may obtain subsidies for air transport per foreign tourist based on a plane booked in full, partially booked plane or at least ten foreign tourists travelling by a regular airline.

(2) The amount of subsidy per foreign tourist arrived is as follows:

a) from European destinations, except from the Benelux countries, Finland, Norway, Denmark, Sweden, England, Germany, Russia, Ukraine, Israel, Austria, Italy, France, Spain, the Czech Republic, Slovakia, Hungary, Poland and Romania – 25 Euros in a denar counter value.

b) for the Benelux countries (Belgium, Holland, Luxemburg), Finland, Norway, Denmark, Sweden, Russia, Ukraine, United Arab Emirates, China, India, Germany, England, Kazakhstan, Azerbaijan, Qatar, United States of America, Japan, Israel, Austria, Malesia, South Korea, Italy, France, and Spain, the subsidy amount is 65 Euros in a denar counter value, and

c) for the Czech Republic, Slovakia, Hungary, Poland and Romania – 35 Euros in a denar counter value, and

d) from intercontinental destinations – 45 Euros in a denar counter value.

(3) The amount of subsidy per foreign tourist arrived from Bosnia and Herzegovina, Serbia, Albania, Kosovo, and Bulgaria is 35 Euros in a denar counter value, provided that they have stayed a minimum of four nights (breakfast included).

## AMOUNT OF SUBSIDY FOR CHARTER FLIGHTS

### Article 10

(1) For arrangements as part of the programs of Article 3 of this Rulebook, subsidies for charter flights shall be in the amount of 25 Euros in a denar counter value per foreign tourist brought into the country, applicable for all airports in the Republic of Macedonia.

(2) Under exception from paragraph (1) of this Article, the subsidy for the Benelux countries (Belgium, Holland, Luxemburg), Finland, Norway, Denmark, Sweden, Russia, Ukraine, United Arab Emirates, China, India, Germany, England, Kazakhstan, Azerbaijan, Qatar, United States of America, Japan, Israel, Austria, Malesia, South Korea, Italy, France, and Spain, the Czech Republic, Slovakia, Hungary, Poland and Romania shall be 65 Euros in a denar counter value.

(3) Under exception from paragraph (1) of this Article, the amount of subsidy per foreign tourist arrived from the Czech Republic, Slovakia, Hungary, Poland and Romania shall be 35 Euros in a denar counter value, provided that they have stayed at least three nights (breakfast included).

(4) Under exception from paragraph (1) of this Article, the amount of subsidy per foreign tourist arrived from Bosnia and Herzegovina, Serbia, and Bulgaria shall be 35

Euros in a denar counter value, provided that they have stayed at least four nights (breakfast included).

(5) Under exception from paragraph (1) of this Article, it may be approved in case of charter flights that the agency organizes the transportation of the first group upon arrival or the last group upon departure with another means of transportation; for such groups, subsidies shall be granted in the amount of 15 Euros in a denar counter value per foreign tourist realized.

(6) Subsidies for charter transportation shall also be granted for foreign tourists with organized stay in accommodation facilities of duration of at least three days and using a bed-and-breakfast service.

(7) Subsidies for charter transportation may only be obtained by organizers who organize the charter at their own risk. In case of charters organized by a foreign airline at its own risk and the organizers book a portion of the charter, subsidies may only be obtained if the minimum of ten seats booked are accompanied by an arrangement including a minimum stay of three days and a bad-and-breakfast service; airlines are not eligible for subsidies.

(8) In case more than one organizers use the same charter flight, applications for subsidies may be submitted by the organizer who has booked the plane, enclosing complete documentation about all of the organizers.

(9) Under exception of paragraph (7) of this Article, applications for subsidies may be submitted by each organizer individually, with the written consent of the organized that has booked the charter in full.

(10) Applications for subsidies shall be submitted for each destination/airport and each flight. In case landing is impossible at the agreed airport for technical or other justified reasons, landing on the nearest airport shall be accepted upon presentation of evidence of the reasons for changing the airport. No subsidies shall be granted for final empty flights.

## AMOUNT OF SUBSIDIES FOR RAILROAD TRANSPORTATION

### Article 11

(1) The amount of subsidy for railroad transportation shall be 15 Euros in a denar counter value per foreign tourist brought into the country.

(2) Subsidies may be obtained for a train booked in full (charter), booked train car or a minimum of ten seats booked on the regular train line. Applications for subsidies shall be submitted for each destination and each trip.

(3) Subsidies may also be obtained for coach transfers from the railroad station to the accommodation facility, provided that the accommodation facility is in a city with no railroad station.

## AMOUNT OF SUBSIDIES FOR COMBINED TRANSPORTATION

### Article 12

(1) For combined tours including air transportation upon arrival at the destination, the amount of subsidy shall be 15 Euros in a denar counter value per foreign tourist brought into the country.

(2) For combined tours including coach transportation upon arrival at the destination, the amount of subsidy shall be 10 Euros in a denar counter value per foreign tourist brought into the country.

## AMOUNT OF SUBSIDIES FOR ROUND TOURS IN THE REGION

### Article 13

(1) Organizers may obtain subsidies for organized group (at least ten persons in a group) round tours in the region for foreign tourists arriving into the Republic of Macedonia by coach or plane, provided that such tourists stay at least two nights (breakfast included) in the Republic of Macedonia during such round tours. The round tours in the region should include at least a night spent in another country in the region.

(2) The amount of the subsidy of paragraph (1) of this Article shall be 15 Euros in a denar counter value per foreign tourist brought into the country.

(3) Organizers may not be granted subsidies for round tours on other grounds under this Rulebook.

## PAYMENT OF SUBSIDIES

### Article 14

Subsidies shall be calculated in denars. Following the deduction of banking costs, the Agency for Promotion and Support of Tourism in the Republic of Macedonia shall pay the calculated denar amount of the subsidy into the organizer's account abroad in the national currency of the country in which the organizer has registered offices or as otherwise instructed by the organizer.