

GUIDELINES

These Guidelines constitute the framework under which the Applicant can more easily understand and apply the provisions of the Regulation on the Type and Amount of Subsidies ("Official Gazette of the RM" no. 53/13, 147/14, 50/15, and 32/16).

The purpose of these Guidelines is to facilitate the procedure and help overcome the obstacles to obtaining subsidies for organized foreign tourism.

I. General Application Documents Required

Basic Forms: SU1, SU2, SU5, SU6

Documents shall be either in Macedonian or English.

Cooperation/Authorization Agreement (between the tour operator and partner, if any) with clearly defined items in terms of who, on whose behalf and for whose account can collect documents, submit such documents and receive funds based on subsidies approved.

License A / a document for tour-operating activity under activity code 79.12 for the tour operator.

Itinerary - either in English or Macedonian, relating to the entire period of the trip, starting from the time of commencement and up to completion of the trip.

Contracts with accommodation facilities valid for the period of stay.

Valid Decision for Categorization of Accommodation Facilities issued by the Government of the Republic of Macedonia, the Ministry of Economy or the Municipality. Regarding accommodation facilities having a Categorization Decision issued by the Municipality, a Hospitality Services Contract with a registered hospitality facility (Decision of the Central Registry indicating the activity) shall also be provided; Invoice for hospitality services specifying the service type, quantity, price, and period to which such service (request) relates and proof of payment of the invoice for hospitality services.

Accommodation Invoices including elements such as the period of accommodation, quantity, price, tourist tax calculated.

Proof of payment - a copy of the bank statement including the number of Invoice to which the payment refers.

Rooming List or Specification of Guests for each accommodation facility.

CU4 Forms completed and verified by accommodation facilities.

Proof of payment of tourist tax for all accommodation facilities – a completed payment order or a bank statement specifying the month to which the payment refers.

Transportation Invoice specifying the period to which the service and the full route relate.

Proof of payment of the Transportation Invoice - a copy of the bank statement including the number of Invoice to which the payment refers.

Any individual documents for each specific type of application (bus, airplane, charter, railway, round or combined tour).

II. Types of Applications and Forms SU1, SU2, SU5, and SU6 - Information and Supporting Documents

1. Bus SU1

- Minimum 10 persons per group;
- Bus transportation from the place of program commencement to the place of program completion;
- Evidence of accommodation realized for the entire period of stay in Macedonia (minimum 3 nights)

Contract with Carrier

Inter-bus List by the carrier - a readable copy including legible data on the period, route, and passengers. Very often, the data on routes and passengers are vaguely specified, incomplete... there is no visible stamp of entry/exit in/from Macedonia.

2. Regular Airline SU2

- Minimum 10 persons per group;
- Air transportation from the place of program commencement to the place of program completion - regular airline or charter airline;
- Evidence of accommodation realized for the entire period of stay in Macedonia (minimum 3 nights)

Airline tickets for all passengers for whom the application is made, which shall be on the name of the organizer or an invoice for airline tickets containing data on the number of persons, flight departure and arrival dates,

Proof of payment of invoice for airline tickets: a foreign account bank statement including the number to which the payment refers.

3. Charter Airline SU2

Contract between the organizer and the air carrier specifying the period to which the charter transportation refers and including the flights for the period agreed

Air Transportation Invoice and Payment

Report of TAV Flights

Air Carrier's Passengers Manifest

Organizer's Transfer List containing data on passengers, their period of stay and the accommodation facility where they are staying

4. Railway Transportation SU5

- Minimum 10 persons per group;

- Railway transportation from the place of program commencement to the place of program completion;
- Evidence of accommodation realized for the entire period of stay in Macedonia (minimum 3 nights)

A copy of the Contract with the railway regarding lease of a carriage or photocopy of the railway transport bill, including visible data on: the place of departure and arrival of the group, number of seats in the car, and the date of transportation provided;

List and data on foreign tourists for whom the application is made; and

Proof of payment of the invoice for the transportation realized

5. Circular Tour SU6

- Minimum 10 persons per group;
- Proof of minimum 2 nights spent in Macedonia;
- Proof of accommodation realized outside Macedonia, minimum 1 night.

Contract with foreign/domestic partner

Confirmation of and data about the group (name and surname of persons) and the period to which the program refers

6. Combined Tour SU6

- Minimum 10 persons per group;
- Evidence of accommodation realized for the entire period of stay in Macedonia (minimum 3 nights);
- The group uses one form of transportation to come to Macedonia, and another form of transportation to leave the country

Proof of payment of transportation from the place of program commencement to the place of program completion

Airline Tickets Invoice

Proof of payment of airline tickets

Bus Transportation Invoice

Proof of payment of bus transportation

Confirmation of a group

III. Delivery of Initial Documents: Timeline, Manner, and Address

Deadline for delivery:

- 60 days after the departure of the group for the period from 01 January to 30 September in the current year

- 30 days after the departure of the group for the period from 01 October to 31 December in the current year

Delivery of documents: by mail, express mail, in person at the office/archive in Struga, with a receipt note signed off (by an authorized person, with the Authorization itself also delivered)

Applications shall be submitted to the following address:

Agency for Promotion and Support of Tourism

Commission for Subsidizing of Organized Foreign Tourism

Str. Boro Hadzhieski No. 1/1

P.O. Box 26 6330, Struga, or

in person at the Archive.

Documents or applications for subsidies filed to the Commission for Subsidizing of Organized Foreign Tourism and additional documents submitted in person or via a courier service to Struga Office shall be accepted until 2:30 pm every working day.

Documents submitted after 2:30 pm shall be archived with the date of the next business day, from which the periods shall start expiring.

Acting on a Call for Correction: Period, Manner

All requirements contained in the items of the Call for Correction shall be observed. The Commission may be addressed for clarification of any unclear items.

The deadline for submission of documents regarding the Call shall be 15 days as from the date of receipt of the Call. The delivery shall be made either via mail or in person at the Archive.

IV. Legal Advice

The Decision may be appealed with the State Commission Deciding in an Administrative Procedure and Second-Instance Employment Procedure within 15 days.

- The Appeal shall be submitted to

“State Commission Deciding in an Administrative Procedure and Second-Instance Employment Procedure”, to the following address

“Kej Dimitar Vlahov” No. 4, 1000 Skopje

Commission for Subsidizing Organized Foreign Tourism