

Based on Article 88 item 2 of the Constitution of the Republic of Montenegro I hereby promulgate the

## LAW ON ADMINISTRATIVE FEES

(Official Gazette of the Republic of Montenegro, 55/03 of 1 Oct 2003, 46/04 of 9 July 2004, 81/05 of 29 Dec 2005, 02/06 of 18 Jan 2006; Official Gazette of Montenegro, 22/08 of 2 Apr 2008, 77/08 of 16 Dec 2008, 03/09 of 21 Jan 2009, 40/10 of 22 July 2010, 20/11 of 15 Apr 2011)

### I GENERAL PROVISIONS

#### Article 1

This Law regulates the payment of administrative fees for documents and procedures before state administration bodies, diplomatic and consular representative offices of Montenegro abroad, local government bodies and other legal entities having public authorizations.

The fee referred to in paragraph 1 of this Article shall be established by the Tariff for Administrative Fees (hereinafter referred to as Fee Tariff) that makes an integrated part of this Law.

Fee Tariff for documents and procedures within the competence of local government shall be established by an authorized body of the local government.

The fee referred to in paragraph 3 of this Article may not exceed the amount of fees paid for similar documents and procedures undertaken before state administration bodies.

### II FEE TAXABLE PERSON

#### Article 2

A fee taxable person is a person at whose request a procedure is initiated, i.e. the activity specified by the Fee Tariff is carried out.

If there are several fee taxable persons for the same fee that is not dependent on the value of the subject of fee obligation, they shall be jointly liable.

If the request is submitted by several fee taxable persons and the amount of the fee depends on the subject value, the fee shall be determined proportionally to the subject value for each fee taxable person individually.

### III FEE OBLIGATION OCCURRENCE

#### Article 3

Unless otherwise prescribed by the Fee Tariff, the fee obligation shall arise with regard to:

- 1) submissions – at the moment they are submitted, and for requests regarding Minutes – at the moment the Minutes are made;
- 2) resolutions, licenses and other documents – at the moment the request for their issuance is submitted; and

- 3) administrative procedures - at the moment the request for such procedures is submitted.

#### Article 4

If it is prescribed by the Fee Tariff that the fee is to be paid according to the subject value, the value indicated in the submission or document shall be considered as the fee base.

A body that conducts the procedure may determine ex officio the subject value referred to in paragraph 1 of this Article by means of a decision, if it considers that the value indicated in the submission or document does not correspond to the real value.

### IV ESTABLISHMENT OF THE SUBJECT VALUE FOR CHARGING FEES

#### Article 5

When upon a request of a party a document is issued in multiple counterparts, for each subsequent counterpart the fee shall be paid as in the case of a transcript or transcript authentication.

The fee referred to in paragraph 1 of this Article may not exceed the fee paid for the first counterpart.

No fee shall be paid for counterparts of documents that are at request of the party kept for the needs of the body before which the procedure is conducted.

#### Article 9

If a non-taxed or insufficiently taxed submission or other document is filed by mail or e-mail, the body responsible for determining in respect of the request shall send a reminder to the fee taxable person to pay the regular fee and the fee for the reminder within three days upon receiving the reminder, and remind him of the consequences of non-payment of the fee.

#### Article 10

A fee taxable person, who files a request from abroad for initiation of the procedure before the competent body, i.e. for performance of actions envisaged by the Fee Tariff, shall pay a fee in the foreign currency at a diplomatic-consular representative office before the delivery of the resolution or other document, i.e. before the first notice on the completion of the procedure is issued to the fee taxable person, unless otherwise prescribed by the Law.

In the case of the situation referred to in paragraph 1 of this Article the body with which the request is filed shall be obliged to submit to the diplomatic-consular representative office two counterparts of the notice specifying the amount of the fee a fee taxable person is obliged to pay to a diplomatic-consular representative office.

#### Article 11



carried out by a body due to any reasons shall be entitled to refund of the fee he should have not paid.

A fee taxable person who has paid a fee for the appeal against the first instance decision made by the body referred to in Article 1 of this Law shall be entitled to fee refund, if the appeal is considered to be entirely or partially grounded.

The procedure for fee refund shall be initiated at the request of a fee taxable person.

The request for fee refund shall be determined by the body for whose work the fee has been paid.

## VIII ALLOCATION OF FEE REVENUES

Article 18a

Tariff Item 114a shall be applied by 31 December 2011.

Article 19

The Law on Administrative Fees (Official Gazette of the Republic of Montenegro, 41/94, 13/96 and 45/98) and the Decree on Administrative Fees (Official Gazette of the Republic of Montenegro, 44/2000) shall be repealed as of the day this Law enters into force.

Article 20

This Law shall enter into force on the eighth day after its publication in the Official Gazette of the Republic of Montenegro.

## ADMINISTRATIVE FEE TARIFF

### SECTION A: ADMINISTRATIVE FEES IN THE COUNTRY

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#### I SUBMISSIONS

##### Tariff Item 1

For a request, application and proposal, declaration and other submission, unless otherwise prescribed by this Law.....5.00

#### NOTE:

- 1) The fee under this Tariff Item shall not be paid for subsequent submissions by which a party only demands faster processing of the request submitted earlier.
- 2) The fee under this Tariff Item shall not be paid for requests related to exercising premium and recourse rights (incentives to agricultural production).

##### Tariff Item 2

For appeals against decisions adopted by the bodies referred to in Article 1 of this Law, unless otherwise prescribed by this Law.....5.00

#### II REMINDER

##### Tariff Item 3

For a reminder inviting the fee taxable person to pay a fee.....3.00

#### III DECISIONS/RESOLUTIONS

##### Tariff Item 4

For any decisions adopted by bodies referred to in Article 1 of this Law, unless otherwise prescribed by this Law.....5.00

#### NOTE:

If a single decision is to be made in respect of a request submitted by several persons, the fee under this Tariff Item shall be paid in the number of times that equals the number of persons to whom the decision is to be delivered.

##### Tariff Item 5

- 1) For an appeal against the decision of a tax authority adopted in the first-instance tax procedure.....8.00
- 2) For tax acts adopted by a tax authority in a tax procedure at request of a party.....10.00







- 20) for other permissions given to foreigners issued by bodies for which this Law does not prescribe otherwise (except for tourist passes)..... 50.00

NOTE:

- 1) For each new visa, an adequate fee is paid.
- 2) The fee for a new visa and permission for temporary stay is not to be paid by foreign citizens staying in Montenegro for the purpose of education and advanced training, and citizens of such a country that is a party to the contract on abolishing visas and fees for temporary stay.
- 3) The fee for a new exit visa is not to be paid by foreign citizens who are under the protection of the United Nations High Commission for Refugees and who do not have a national passport and who come to Montenegro through local official humanitarian organizations in an organized manner to provide humanitarian aid.
- 4) The fee under this Tariff Item, with the exception of the fee referred to in items 14 and 15, for requests submitted by foreign citizens married to citizens of Montenegro or having a family member married to a citizen of Montenegro shall be paid in the amount of 20% of the prescribed fee.

Tariff Item 13

- For decision on the change in physical person's name.....20.00

Tariff Item 14

- 1) For issuing license for the purchase of a bored barrel firearm .....100.00
- 2) For issuing license for the purchase of a non-bored barrel firearm .....60.00
- 3) For issuing license for the purchase of special weapons.....40.00
- 4) For issuing license for the purchase of combined weapons..... 60.00
- 5) For issuing license for the purchase of weapon parts.....30.00
- 6) For issuing license for the purchase of ammunition.....20.00
- 7) For issuing license for the trade in weapons and ammunition..... 2,000,00
- 8) For issuing license to companies and shops for repairing and remodelling of weapons..... 1,000.00
- 9) For issuing license for transport of weapons, weapon parts and ammunition.....200.00

NOTE:

The fee under this Tariff Item is not to be paid for issuing license for the purchase of weapons, weapon parts and ammunition required for the needs of a rifle organization.

Tariff Item 15

- 1) For issuing license for bored barrel firearms.....100.00

- 2) For issuing license for non-bored barrel firearms.....60.00
- 3) For issuing license for special weapons.....40.00
- 4) For issuing license for combined weapons.....70.00
- 5) For issuing license for possessing weapons for physical security jobs and protection of buildings.....60.00
- 6) For issuing license for possessing trophy arms .....40.00
- 7) For issuing the certificate for possessing old weapons .....40.00

NOTE:

- 1) The fee in the amount of 25% of the amount paid for the issuance of weapon license is to be paid for the issuance of the weapon license counterpart if it is lost, worn-out or damaged.
- 2) For extension of the weapon license, the fee shall be paid in the amount of 30% of the amount paid for the issuance of the weapon license.
- 3) The fee under this Tariff Item shall not be paid for weapons held by rifle organizations.

Tariff Item 16

- 1) For issuance, replacement and renewal of driving license.....10.00
- 2) For issuance of certificate of traffic regulation awareness.....8.00
- 3) For entering category in driving license.....10.00
- 4) For issuing a driving license counterpart.....15.00
- 5) For registration of a driver in the registry.....8.00
- 6) For the replacement of a foreign driving license by the driving license of Montenegro.....50.00
- 7) For issuing the certificate authorizing a driver to drive a vehicle in the case of loss, i.e. disappearance of driving license.....20.00
- 8) For the appeal against the first-instance decision on rejecting the request for issuing the document referred to in items 1), 2), 4) and 5) of this Tariff Item, as well as for the appeal against the decision on revoking a driving license of a driver who fails to have his medical examination, upon instruction .....10.00
- 9) For issuance, renewal, replacement and counterpart issuance of the driver-instructor license .....30.00

Tariff Item 17

- 1) For the registration request of a motor vehicle and trailer, except for tractor, trailer for tractor and rototiller with a trailer.....10.00



Tariff Item 19

- 1) For the request for obtaining license for carrying out technical examination of vehicles.....10.00
- 2) For issuance of the decision authorizing technical examination of vehicles.....850.00

Official Gazette of the Republic of Montenegro, 55/03, 46/04, 81/05, 2/06  
Official Gazette of Montenegro 22/08, 77/08,

Official Gazette of the Republic of Montenegro, 55/03, 46/04, 81/05, 2/06  
Official Gazette of Montenegro 22/08, 77/08, 03/09, 40/10, 20/11

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- 2) For other watercrafts, except for boats and floating facilities used for sports and recreation purposes.....150.00
  - 3) For boats and floating facilities used for sports and recreational purposes...20.00
- 2) For the decision approving the transfer of ownership, the change in the purpose of the watercraft in the registry of watercrafts, as follows:
- 1) For any ship and watercraft with engines exceeding 150 KW, as well as for ships and watercrafts without engines having capacity over 300 ton.....130.00
  - 2) For other watercrafts, except for boats and floating facilities used for sports and recreational purposes.....80.00
  - 3) For boats and floating facilities used for sports and recreational purposes .....10.00
- 3) For issuing approvals for carrying out activities on a fairway that can affect the navigation regime.....20.00
- 4) For issuing approval for organizing sports competitions or entertainment events on a fairway .....20.00
- 5) For issuing approval of the Port Authority for the issuance of the license to construct locks of canals, navigable canals, ports, piers and other hydraulic facilities affecting the navigation safety.....25.00
- 6) For the decision on deleting a ship from the registry.....65.00
- 7) For the decision on deleting a boat from the registry.....10.00
- 8) For the decision on raising of sunken things in the coastal area by an authorised legal entity or physical person.....100.00
- 9) For the decision determining the name and call sign of the ship, or mark and call sign of a technical watercraft.....50.00
- 10) For the decision determining the call sign of a boat.....30.00

## V CERTIFICATES

### Tariff Item 26

For certificates issued by authorities, unless otherwise prescribed by this Law.....5,00

### Tariff Item 27

For a counterpart or new public document issued by an institution in the area of education.....10.00

## Authentication, Transcripts and Translations

### Tariff Item 28

- 1) For authentication of signature, transcript or handwriting authenticity (of each tablet of the original)..... 2.00



- 2) For authentication of translation, 30% of the fee referred to in item 1) of this Tariff Item shall be paid.

NOTE:

- 1) Under this Law, a tablet shall mean a sheet of paper consisting of two pages of the normal office size or smaller format.
- 2) If the manuscript or transcript that is to be authenticated is written in a foreign language, a double fee under this Tariff Item shall be paid.

### Tariff Item 36

1) For the authentication of the copy plan of the size:

- |            |       |
|------------|-------|
| 1) A0..... | 50.00 |
| 2) A3..... | 20.00 |
| 3) A4..... | 10.00 |

**NOTE:**

The authentication of the copy plan of a size exceeding one tablet shall be subject not only to the basic fee for one tablet, but also to the payment of 0.50 euro per each tablet by which the counterpart exceeds one tablet.

2) For the authentication of a transcript and extract from the cadastre registry records and terrain survey study, a fee shall be paid according to the number of tablets of the form used for the transcript, as follows:

- |   |      |
|---|------|
| 1) for the first tablet (cadastral form)..... | 4.00 |
| 2) for each subsequent tablet.....            | 2.00 |

**NOTE:**

The started tablet of the copy plan or the started tablet (cadastral form) of the survey study shall be counted as the whole one.

3) For approving plans prepared by legal entities and physical persons authorized for carrying out geodetic works, the fee referred to in paragraph 1 of this Tariff Item shall be paid.

**NOTE:**

For the authentication of the plan under this Tariff Item, the fee under Tariff Item 33 shall be paid.

## VII MISCELLANEOUS

### Tariff Item 37

For technical inspection of machines, electrical machines, gas and other installations, as well as radio-stations that according to the existing regulations, are subject to the obligatory inspection for obtaining the use approval, the payment shall be made per working hour.....10.00

**NOTE:**

The fee under this Tariff Item shall be counted for each whole or started working hour of each worker participating in such technical inspection.

### Tariff Item 38

For approvals for changes in the cadastre registry records according to documents, without on-site investigation:

- |                                     |      |
|-------------------------------------|------|
| 1) in the real estate registry..... | 8.00 |
| 2) in the land registry.....        | 6.00 |

**NOTE:**

The fee shall be paid by a request submitter when submitting the request to the body competent for geodetic activities.

#### Tariff Item 39

For adoption of the decision on changes in the cadastre registry records requiring on-site inspection:

- 1) in the real estate registry.....10.00
- 2) in the land registry.....8.00

#### NOTE:

The fee shall be paid by a request submitter when submitting the request to the body competent for geodetic activities.

#### Tariff Item 40

For the decision on approving exploration related to mineral raw materials and land for construction of buildings.....150.00

#### Tariff Item 41

For the decision on approving exploitation of mineral raw materials on the exploiting

Tariff Item 46

Deleted. (OGM 22/08)

Tariff Item 46a

Deleted. (OGM 22/08)

Tariff Item 47

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 48

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 49

For the first inspection of the producer and for all subsequent inspections of users of steam installations (steam and hot-water boilers, water heaters and steam over-heaters, steam vessels and pressurized vessels) and pressurized tankers, carried out at the request of a user.....20.00

Tariff Item 50

1) For issuing the decision determining compliance with requirements for business premises regarding the technical equipment and other prescribed requirements, at the request of a party, as follows:

- 1) up to 50 square meters.....30.00
- 2) from 50 to 200 square meters.....50.00
- 3) over 200 square meters.....75.00

2) For the decision on construction of telecommunication facilities, 0,3% of the estimated value and the maximum of.....100.00

Tariff Item 51

For the decision on issuing veterinary and sanitary approval for technical documentation, i.e. for built facilities subject to veterinary and sanitary control:

- 1) facilities for production and keeping of animals – farms.....30.00
- 2) facilities for slaughter of animals, processing and packing of meat, milk, eggs, fish and other products of animal origin and facilities for cooling, freezing and storing products of animal origin:
  - industrial.....300.00
  - crafts.....100.00
  - facilities (rooms) in a household.....30.00
- 3) for legal entities dealing with health protection of animals.....100.00
- 4) for stock yards.....200.00
- 5) for fairs, exhibitions and driving of cattle to markets.....20.00
- 6) for veterinary centre for reproduction and artificial insemination of livestock .....50.00
- 7) for production and transactions with medicines from funds for disinfection, extermination of insects and rat poisoning.....100.00

Official Gazette of the Republic of Montenegro, 55/03, 46/04, 81/05, 2/06  
Official Gazette of Montenegro 22/08, 77/08, 03/09, 40/10, 20/11

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#### Tariff Item 55

- 1) For issuing the license for:
  - 1) amateur radio-station.....10.00
  - 2) radio-station used by a citizen.....5.00
- 2) For entering a starting date of the radio station operations in the license.....3.00

#### Tariff Item 56

- 1) For the decision determining veterinary-sanitary requirements for the import of packages of animals and products, raw materials and by-products of animal origin.....60.00
- 2) For the decision determining veterinary-sanitary requirements for transport of packages of animals and products, raw materials and by-products of animal origin.....60.00
- 3) For the decision determining veterinary-sanitary requirements for temporary import, export or transport of animals intended for sports competitions, fairs, exhibitions (horses, dogs, cats, birds, fish, etc).....60.00

#### Tariff Item 57

For issuing the approval for temporary import of breeding animals and seeds and other plant organs for reproduction.....15.00

#### Tariff Item 58

- 1) For the decision approving the import of nursery plant seeds and planting material and determining health conditions and type of seed, nursery plant and planting material to be imported.....50.00
- 2) For the decision on determining conditions of a producer of seeds and planting material.....50.00

#### Tariff Item 59

For the decision on determining conditions under which plants considered to be contaminated with harmful organisms or pesticides can be used for other purposes.....60.00

#### Tariff Item 60

- 1) For issuing phyto-certificate for the export and re-export of plant packages.....50.00
- 2) For the certificate of phyto-sanitary regularity of nursery plant and planting material being internally traded.....50.00







### Tariff Item 72

For the decision determining that that a legal entity, entrepreneur and physical person meet prescribed requirements for implementing measures

Tariff Item 78

Deleted. (Official Gazette of Montenegro, No 77/08)

Tariff Item 79

Deleted. (Official Gazette of Montenegro, No 77/08)

Tariff Item 80

Deleted. (Official Gazette of Montenegro, No 77/08)

Tariff Item 81

Deleted. (Official Gazette of Montenegro, No 77/08)

Tariff Item 82

1) For the decision determining legal entities and entrepreneurs for the production and circulation of poisons, or legal entities for performing control over poisons.....170.00

2) For the decision on determining a legal entity that meets requirements prescribed for the Centre for Eco-Toxicological Researches.....125.00

Tariff Item 83

1) For the request for classification of poison into groups .....40.00

2) For the request for approving release for circulation of poisons for the purpose of maintaining public hygiene .....40.00

Tariff Item 84

1) For the request approving import, export, or transit of poisonous matters through the territory of Montenegro .....100.00

2) For the decision authorizing legal entities that make toxic evaluation of poisons.....100.00

3) For the decision authorizing legal entities that determine the efficiency of poisons.....100.00

4) For the certificate of applying best production and control-over-poison-practices.....100.00

Tariff Item 85

2) For the license to import matters damaging the ozone layer.....50.00

- 2) For the decision approving the transport of radioactive matters across the border-lines of Montenegro .....200.00
- 3) Deleted (Official Gazette of Montenegro, No 40/10).

- 2) For the decision on registration in the timetable registry for intercity and international road transport.....30.00

#### Tariff Item 90

- 1) For a bilateral license to a domestic transporter for international public transportation of passengers on established routes for the part of the route through the territory of Montenegro .....100.00
- 2) For each subsequent counterpart of the license .....50.00

#### Tariff Item 91

- 1) For bilateral and transit license to a foreign carrier for international public transportation of passengers on established routes across the territory of Montenegro.....100.00
- 2) For each subsequent counterpart of the license .....50.00

#### NOTE:

- 1) If otherwise determined under an international treaty, a fee shall be paid for writs and actions referred to in this tariff item in line with such treaty.
- 2) A foreign natural person or legal entity shall be exempt from fee payment under this tariff item in the case of reciprocity.

#### Tariff Item 92

For approving timetable, pricelist and itinerary in the international transportation of passengers, and so as follows:

- 1) for the first counterpart.....15.00
- 2) for each subsequent counterpart.....5.00

#### Tariff Item 93

Deleted (Official Gazette of Montenegro, No 22/08)

#### Tariff Item 94

Deleted (Official Gazette of Montenegro, No 22/08)

#### Tariff Item 95

For the license for occasional transportation services, as well as the license for alternating transportation of passengers in the international public transportation of passengers on non-established routes, and so as follows:

- bilateral transportation.....50.00
- transit transportation.....50.00

#### NOTE:

- 1) If otherwise determined under an international treaty, a fee shall be paid for writs and actions referred to in this tariff item in line with such treaty.
- 2) A foreign natural person or legal entity shall be exempt from fee payment under this tariff item in the case of reciprocity.

#### Tariff Item 96

For the license to carry out international transportation for one's own needs.....12.00

#### Tariff Item 97

- 1) For a special license to a foreign carrier for bilateral transportation of goods in the international road transportation.....100.00
- 2) For a special license to a foreign carrier for transit transportation of goods in the international road transportation.....30.00

#### NOTE:

- 1) The fee shall be paid for writs and actions referred to in this tariff item, unless otherwise determined by an international treaty.
- 2) A foreign natural person or legal entity shall be exempt from fee payment under this tariff item in the case of reciprocity.

#### Tariff Item 98

For the decision on issuing a foreign license for international public transportation of goods to a domestic carrier, and so as follows:

for individual licenses.....	12.00
for time-limited licenses.....	120.00
for short term CEMT licenses.....	50.00
for annual CEMT licenses.....	400.00

#### Tariff Item 99

For the license to a foreign carrier for international non-standardized transportation of goods on the territory of Montenegro, and so as follows:

- 1) in bilateral transportation for the transportation with tractive vehicles.....10.00
- 2) for each subsequent tractive vehicle under the same license.....5.00
- 3) in transit transportation for the transportation with tractive vehicle.....15.00
- 4) for each subsequent tractive vehicle.....10.00

#### Tariff Item 100

For issuing the license to a foreign carrier for cabotage.....250.00

#### Tariff Item 100a

For issuing the license and certificates in the railroad transport, and so as follows:



Records of aerodromes.....	15.00
Register of airports.....	30.00
Register of aerodromes.....	30.00
Registry of authorized staff of the airplane.....	8.50

8) For certificate of:

for airplane product where the type is established outside of an airplane.....10.00

6) For certificate of acknowledging documents on the special category type, and so as follows:

for airplane.....10.00  
for engine.....5.00  
for propeller.....5.00  
for airplane product where the type is established outside of an airplane.....5.00

7) For a certificate of compliance with requirements on production, testing for the purpose of determining type and maintenance, as follows:

transportation category airplanes.....40.00  
engine and propeller.....25.00  
twin-engine airplane of general category.....25.00  
single-engine airplane of general category.....20.00  
special category airplane .....7.00  
parachute.....7.00

8) For a certificate on acknowledging a foreign document confirming the capacity to



1) For the request for issuing the certificate of quality of agricultural and food products being imported or exported.....5.00

2) For the decision determining the quality of products referred to in the previous paragraph.....50.00

Tariff Item 105

1) For the permit to export and import and intermediation services for commodities under controlled regime.....100.00

2) For the permit to export and import non-military lethal devices.....50.00

Tariff Item 106

Delete (Official Gazette of Montenegro 22/08)

Tariff Item 107

Delete (Official Gazette of Montenegro 22/08)

Tariff Item 108

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 109

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 110

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 111

Delete (Official Gazette of Montenegro 77/08)

Tariff Item 112

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 113

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 114

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 114a

For actions undertaken by a customs authority in a procedure of supervising free customs

Tariff Item 118

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 119

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 120

Delete (Official Gazette of Montenegro 20/11)

Tariff Item 121

For issuing:

- 1) a permit for conducting an extraordinary transport on a state road.....5.00,
- 2) an approval for placing a sign and advertisement on a state road, or alongside of such roads.....30.00,
- 3) a consent for connection of access road to a state road.....30.00,
- 4) a consent for lease of land of state roads.....30.00,
- 5) a consent for placing pipelines, water pipelines, sewage systems, electrical, telephone and telegraphic lines on a state road.....30.00,
- 6) a consent for construction of commercial structures enabled to be accessed from a state road.....100.00.

Tariff Item 122

For a decision on meeting conditions for:

- 1) tobacco processors .....20.00,
- 2) carrying out production of tobacco products.....500.00,
- 3) carrying out wholesale trade of tobacco products.....150.00,
- 4) carrying out retail trade of tobacco products.....5.00.

NOTE:

Fee referred to in item 4 of this Tariff Item shall be paid per structure.

Tariff Item 123

- 1) For entering records in the register kept with the Tobacco Agency.....10.00,
- 2) For recording changes in the register referred to in item 1 of this Tariff Item .....5.00,
- 3) For deletion from the register referred to in item 1 of this Tariff Item.....5.00.

Tariff Item 124

- 1) For issuing a certificate on compliance with technical and functional characteristics of fiscal cash registers.....40.00.
- 2) For issuing a certificate on compliance with technical and functional characteristics of fiscal terminals.....10.00.

#### Tariff Item 125

- 1) For determining compliance with spatial and technical requirements for organising games of chance.....25.00.
- 2) For granting a concession contract for organising games of chance in automat clubs.....25.00.
- 3) For issuing approval for organising betting games.....25.00.
- 4) For issuing approval for organising TV tombola or close-type tombola.....25.00.
- 5) For issuing approval for organising games of chance in casinos.....300.00.

#### Tariff Item 126

- 1) For application for patent recognition:  
for 10 patent applications.....20.00,  
for each following patent application in excess of 10 patent applications.....2.00,
- 2) For application for protection of topography.....20.00.
- 3) For application for design recognition:  
if application contains one design.....15.00,  
if application contains two or more designs, for second and each following.12.00,
- 4) For application for trademark recognition:  
if list of goods and services includes up to three classes of the International Classification of Goods and Services.....60.00,  
if list of goods and services includes more than three classes of the International Classification of Goods and Services, for each subsequent class.....8.00,  
for figurative element or verbal trademark with graphic presentation.....8.00,
- 5) For application for collective trademark recognition:  
if list of goods and services includes up to three classes of the International Classification of Goods and Services.....125.00  
if list of goods and services includes more than three classes of the International Classification of Goods and Services, for each subsequent class.....30.00,  
for figurative element or verbal trademark with graphic presentation.....15.00,
- 6) For a request for international registration of trademark, design, designation of geographic origin.....20.00.
- 7) For application for determining designation of geographic origin.....32.00.
- 8) For application for recognition of a status of authorised users of designation of geographic origin.....100.00.
- 9) For international patent application:  
up to 10 patent applications.....40.00,  
for each subsequent patent application in excess of 10 patent applications...2.00,

- 10) For request to separate application for trademark recognition.....20.00.
- 11) For a separate application for recognition of trademark or separate applications for recognition of trademark, for each individual application, and so as follows:  
up to three classes of the International Classification of Goods and Services.....120.00,  
more than three classes of the International Classification of Goods and Services, for each subsequent class.....25.00,  
for figurative element or verbal mark with graphic presentation.....25.00,
- 12) For request for separation of a multiple design application into several individual or multiple design applications, for each individual or multiple application.....20.00.
- 13) For separated individual or multiple design application, or separated individual or multiple design applications, for each application.....20.00.

NOTE:

- 1) Fee referred to in items 1) and 2) of this Tariff Item shall be reduced by 10% if applicant submits, at the event of application, translation of the name of an invention and abstract into English language.
- 2) Fee referred to in item 9) of this Tariff Item shall be increased by 50% if an international patent application is submitted within an extended period of 30 days, following the expiry of the deadline for commencing the national phase of application examination.

Tariff Item 127

For a reply to examination results of applicants for recognition of patents, topography, trademark, collective trademark, design, designation of geographic origin, international patent application, international trademark application, and application for depositing and recording of related phiC2i objct .....2.....2700.

Tariff Item 1278

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Tariff Item 1279

For eleventh year and each subsequent year, until patent ceases to be valid, counting from the day of application submission, the fee referred to in indent 8 of this

### Tariff Item 133

- 1) For acquisition and extension of trademark validity, for a period of up to 10 years:  
If list of goods and services includes up to three classes of the International Classification of Goods and Services.....80.00,  
If list of goods and services includes more than three classes of the International Classification of Goods and Services, for each subsequent class.....13.00,  
for figurative element or verbal trademark with graphic presentation.....13.00,
- 2) For acquisition and extension of collective trademark validity, for a period of 10 years:  
If list of goods and services includes up to three classes of the International Classification of Goods and Services.....230.00,  
If list of goods and services includes more than three classes of the International Classification of Goods and Services, for each subsequent class.....13.00,  
for figurative element or verbal trademark with graphic presentation.....13.00,
- 3) For acquisition and extension of right to use designation of geographic origin:  
for a period of up to five years from the day of registration of recognised status of an authorised user in the Register of authorised users of designations of geographic origin.....100.00  
for each extension of right to use designation of geographic origin.....100.00
- 4) For a request for separation of a trademark .....20.00
- 5) For separate trademark or trademarks, for each trademark and so as follows:  
for up to three classes of the International Classification of Goods and Services.....250.00,  
for more than three classes of the International Classification of Goods and Services, for each subsequent class.....20.00,  
for figurative element or verbal trademark with graphic presentation.....20.00,

#### NOTE:

- 1) Fee for extension of rights referred to in this Tariff Item shall be paid before the beginning of the year for which the subsequent protection period begins, and no later than within six months before the expiry of the period for which the fee is paid for the previous period.
- 2) If annual fee is not paid within the deadline referred to in item 1) of this Note, it can be paid within six months from the day of expiry of such deadline increased by 50%.

### Tariff Item 134

- 1) For registration in the register of authorised representatives:  
For legal entities.....50.00,  
For natural persons.....25.00.
- 2) An annual fee shall be paid for renewal of registration in the register of authorised representatives:  
For legal entities.....40.00,  
For natural persons.....20.00.

#### Tariff Item 135

- 1) For certificates about data concerning rights the official records are kept about ...6.00
- 2) For certificates on internationally registered trademarks or designs the official records are kept about .....12.00

#### Tariff Item 136

For certificates on pre-emption rights in registration of intellectual property:

- For first certificate.....5.00
- For each subsequent certificate.....2.50

#### Tariff Item 137

- 1) For a request for reinstatement in the procedure before an authority competent for intellectual property rights related activities .....12.00
- 2) For a proposal for reinstatement of rights from the patent or recognised patent application .....15.00
- 3) For a request for reinstatement of pre-emption right in the procedure for international registration of patents.....15.00
- 4) For a request for continuation of the procedure.....15.00

#### Tariff Item 138

For a request for extension of the deadline set by the authority in charge of intellectual property related activities:

- For first request of up to 30 days .....5.00
- For each following request for each started month for the extension of the deadline.....8.00

#### Tariff Item 139

- 1) For issuing a document on recognised intellectual property right .....6.00
- 2) For issuing a counterpart of the document on recognised intellectual property right .5.00
- 3) For a decision on trademark registration .....20.00
- 4) For a decision on design registration .....20.00
- 5) For an appeal to the decision on trademark registration .....10.00
- 6) For an appeal to the decision on design registration .....10.00







- For delivery in non-European countries .....15.00

NOTE:

- 1) If the DCRO makes delivery using airmail, the fee taxable person shall also pay costs of postage for delivery and reply.
- 2) Delivery of summons of foreign authorities shall be carried out free of fee.

Tariff Item 150

For servicing decision on:

- Acquiring the Montenegrin citizenship .....100.00
- Cessation of the Montenegrin citizenship .....300.00

NOTE:

One fee shall be paid if a decision covers at the same time acquisition or cessation of citizenship of family members (spouse, unemployed children).

Tariff Item 151

For travel documents issued by a DCRO:

- For issuing a passport .....50.00
- For registration of a child in the passport of one of the parents or another legal representative .....10.00
- For issuing a Laissez-passer for return to Montenegro .....20.00

NOTE:

- 1) Authority issuing a laissez-passer for return to Montenegro can exempt an applicant from fee payment considering his/her financial standing and other circumstances.
- 2) Fee referred to in indent 1 of this Tariff Item, when concerning children, shall be paid in the amount reduced by 80%.
- 3) No fee shall be paid for application requesting actions referred to in this Tariff Item to be undertaken.

Tariff Item 152

For travel documents issued by DCROs to foreign persons:

- For extension of validity of the travel document for refugees .....20.00

- 2) For visas issued by a DCRO to foreign citizens:
- For recording a single-entry visa in the travel document, for stay in Montenegro or single transit .....20.00
  - For recording a two-entry visa in the travel document, for stay in Montenegro or two transits .....50.00
  - For recording a multiple-entry visa in the travel document, for stay in Montenegro or multiple transits .....60.00
  - For recording a visa in a collective travel document, for each person .....6.00
  - For business visa in a travel document .....80.00

NOTE:

- 1) No fee shall be paid for an application requesting a visa to be issued.
- 2) Fee under this Tariff Item for issuing visas to children up to 14 years of age inclusive, having their own passport, shall be paid as fee reduced by 50%.



#### Tariff Item 162

- 1) For a translation from the Montenegrin language and other languages in official use in Montenegro into a foreign language or vice versa, made and authenticated in the DCRO:
  - Up to 100 words .....40.00
  - For each subsequent word, each .....0.10
- 2) For authentication of the translation from foreign language into the Montenegrin language and other languages in official use in Montenegro or vice versa:
  - Up to 100 words .....15.00
  - For each subsequent word, each .....0.05

**NOTE:**

No fee shall be paid for application requesting services under this Tariff Item.

#### Tariff Item 163

For depositing a notary signature and seal with the DCRO .....100.00

#### Tariff Item 164

For actions pertaining to probate matters:

- 1) For making minutes in premises of the DCRO:
  - For first page of the minutes .....50.00
  - For each subsequent page of the minutes .....5.00
- 2) For official actions outside of the DCRO premises (representation before local authorities, participation in their official matters, and other), for each day .....150.00
- 3) For inventory of inheritance estate, including appraisal of value of property, for each appraisal or for each expert statement, for each working day .....150.00

- For inheritance in excess of USD 500 equivalent in national currency of the receiving country .....3%

NOTE:

- 1) Fee under this Tariff Item shall not be paid in case when as a result of a shipwreck or some other accident money and other valuables are delivered for sailors and families thereof to the DCRO.
- 2) No fee shall be paid for an application requesting delivery of services under this Tariff Item.

Tariff Item 166

For safekeeping a deposit:

- 1) For a document confirming a receipt of deposits for safekeeping .....20.00
- 2) For safekeeping and issuing money, securities, savings account books, and other valuable objects (valuables):
  - For the first year or part of such year, 5% of value thereof,
  - For each subsequent year or part of such year, 4% of value thereof;
- 3) For safekeeping a will or other documents for the account of natural persons or legal entities .....60.00

NOTE:

Fee under this Tariff Item shall not be paid for the following deposits:

- 1) Monetary deposits serving as an advance to cover fees, costs and similar duties of the DCRO.
- 2) Wages and movable property (cash of citizens of Montenegro, money deposited – received for compensation of Montenegrin citizens on various grounds and in case of illness, apprehension, and other).

Tariff Item 167

For recording in a crew list and recording data on boarding or landing of crew members .8.00

Tariff Item 168

For approval on boarding of a foreign citizen as a crew member of a Montenegrin Merchant Navy ship .....10.00

Tariff Item 169

For authentication of a ship's logbook and other ship's logs and documents and for any registration in such logso-0001 Tw [(For recordin)5.2(g in9: boardiFor 9: be2.....20.)5.85e5 -1.1421 TD 0 T

Tariff Item 171

- 1) For intermediation of a DCRO for ship to be issued with or extended a validity of any document concerning the safety of navigation, in addition to actual costs .....150.00
- 2) For any other intermediation before foreign authorities upon a request of ship, in cases when no particular fee is stipulated .....100.00



Note of the Publisher:

The consolidated text of the Law on Administrative Fees does not include provisions of following Amendments to and Corrigendum of the Law on Administrative Fees:

Provisions of the Law on Amendments to the Law on Administrative Fees (Official Gazette of the Republic of Montenegro 81/05) not included in the consolidated text of the Law

Article 25

For writs and actions falling within competency of the Republic, subject to a fee obligation under this Law, no administrative fee shall be paid under provision of the Law on Federal Administrative Fees (Official Gazette of the Federal Republic of Yugoslavia, 81/94, 85/94, 61/95, 63/96, 29/97, 12/98, 59/98, 17/99, 44/99, 74/99, 73700, 21/01 and 71/01) except for administrative fees referred to in Tariff Item 112 and Tariff Item 114 item 2) Section BE of the Tariff on Federal Administrative Fees.

Article 26

~~Official Gazette of the Republic of Montenegro, 81/05~~ Article 26 Official  
the Law

slavia, o1451.153 I

Provisions of the Law on Amendments to the Law on Administrative Fees (Official Gazette of Montenegro 20/11) not included in the consolidated text of the Law

Article 21

This Law shall enter into force on the eighth day following the day of its publication in the Official Gazette of Montenegro.

SU-SK No 01-262/6  
Podgorica, 18 March 2008

Parliament of Montenegro  
The Speaker  
Ranko Krivokapi ü m.p.