

**MUNICIPALITY BUDVA**  
**Secretariat for economy and finance**

**SUBJECT: Request for issuance of license for providing services of  
public transport of goods in road transport  
- NATURAL PERSON**

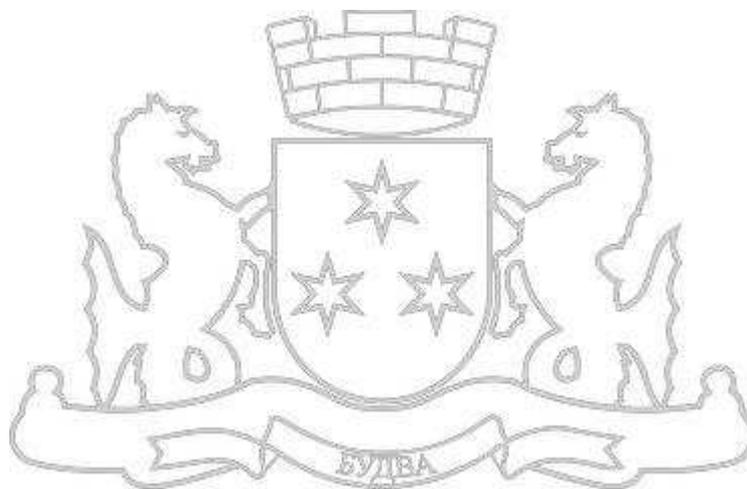
**Following documentation is submitted with the request:**

1. Certificate of incorporation into the Commercial Court Central Register
2. Copy of an employee's driving license category "C"
3. Copy of certificate on completion of secondary school
4. **Two** confirmation of good reputation:
  - Confirmation that the person has not been convicted for criminal activity to a prison punishment longer than one year (**Confirmation issues Civil court Kotor**);
  - Confirmation that the person was not issued a ban for practice of service of public passenger transport or road transport (**Confirmation issues Misdemeanor court in Budva**);
5. Certificate of a competent education center on completed exam for professional capability to provide service of public road transport (not applicable for persons that have associate or bachelor degree in road transport) - Issued by Center for professional education - Podgorica
6. Copy of identification card (for employees) or Decision on temporary residence - it is necessary that the applicant has a certificate on permanent or temporary residence in Budva (to have an identification card issued by FL Budva or Decision on temporary residence)
7. Proof of ownership or lease of corresponding parking space for vehicles used for transport service, that satisfies minimum technical traffic and environmental conditions for safe parking - issued by Secretariat for spatial planning and sustainable development.
8. Decision on registration or Contract on technical collaboration - proof that the person owns space, devices, equipment and employed personnel with mechanical or traffic educational background for vehicle maintenance and performing daily prevention technical service, or to entrust these services through a contract to an authorized person that will be obliged to confirm technical functionality on the travel request and to keep track of these services.
9. Financial capability - proven using one of the following certificated:
  - Inventory of base finances, including supply or vehicle costs, office space, device and equipment;
  - Certificate of ownership of not already burdened real estate that are used for applicant to be responsible for their services (Property certificate), or
  - Bank or other financial institution guarantee
10. Tax confirmation from Tax authority PJ Budva (side part of building SO Budva, next to officials' parking - office no. 29)
11. Proof of payment of:
  - **20.00 €** on g.a. 510-8176777-39 (local administrative tax)
  - **300.00 €** on g.a. 510-8176121-67 (payment for issuance of a license - Municipality Budget)

**ANNOTATION 1:** License can not be issued if applicant did not fulfill their tax obligation and contributions for pension and medical insurance for more than 3 months.

**ANNOTATION 2:** All copies of documents must be certified. Certification is done at the certification window of Civil bureau.

**ANNOTATION 3:** Authorized body checks fulfillment of tax obligations of the applicant based on official duties.



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(name and surname of the applicant – capital letters)

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(UIN)

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(address of residence)

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(contact telephone)

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(e-mail address)

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(applicant's signature)