

**MUNICIPALITY BUDVA**  
**Secretariat for urban infrastructure and ambient**

**SUBJECT: Request for issuance of license for providing service of public transport in urban and sub-urban transport**

Along with the request for issuance of a license signed and stamped by the entrepreneur or director/responsible person of a legal person , that contains

- name of company/entrepreneur, or legal person

\_\_\_\_\_

- address of residence/ office address

\_\_\_\_\_

- telephone and fax number

\_\_\_\_\_

- e-mail address:

\_\_\_\_\_

- giro account number

\_\_\_\_\_

- registration no. from CRPS

Identification no. \_\_\_\_\_

- TIN: \_\_\_\_\_

- Name and surname of the director or responsible person of a legal person

\_\_\_\_\_

- telephone number \_\_\_\_\_

- name and surname of a person responsible for transport

\_\_\_\_\_

- telephone number \_\_\_\_\_

- number of vehicles for providing the service of public transport of passengers in urban and suburban transport \_\_\_\_\_

- number of employed drivers \_\_\_\_\_

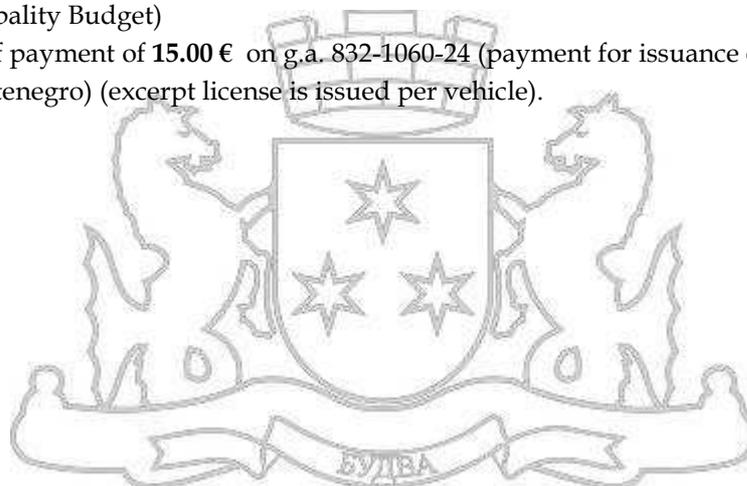
**Following documentation is submitted:**

1. Request for issuance of a license for performance of services of public transport of passengers in urban and sub-urban transport
2. Certified copy of **Certification on inclusion in Commercial court Central register** Podgorica (st. Marka Miljanova 54, 81000 Podgorica)
3. Certificate from a relevant court that natural person /legal person, or responsible person of a legal person:
  - a. was not sentenced for criminal offense on property, official duty, general safety of people and property, labor rights, payments and commercial operations, public transport safety, environment (**issued by Commercial court Podgorica**)
  - b. was not delivered a protective measure of ban on providing service of public transport of passengers in road transport (**issued by Misdemeanor court Budva**)
  - c. was not sentenced for other criminal offenses by prison time longer than one year (**issued by Civil court in Kotor**)

ANNOTATION: It is necessary to submit all of the three certificates
4. Proof of financial capability (the proof that legal or natural person owns property with value of 9000.00 euros for the first vehicle and 5000.00 for every next vehicle) – it is necessary to submit **one of the following documents:**
  - a. Certificate from registration act from Commercial court on the amount of founding capital;
  - b. Copy of accounting sheet for pervious year that has been submitted to the taxation body;
  - c. Inventory of base finances, including supply or vehicle costs, office space, device and equipment;
  - d. Certificate of ownership of not already burdened real estate that are used for applicant to be responsible for their services (Property certificate);
  - e. Bank or other financial institution guarantee.
5. Two tax certifications (that the tax obligations are fulfilled): **tax certificate from the Tax authority PJ Budva** (side part of the building of SO Budva, next to the official parking) and **tax confirmation from municipal taxation body – Sector for organizing and recovery of local public revenue** Secretariat for economy and finance Municipality Budva (confirmation is acquired, filled in and submitted at **window no. 10**)
6. Certified copy of diploma on completion of high school education (for drivers) ANNOTATION: for drivers that were employed on 05/08/2005 do not need a diploma.
7. Certified copies of work cards (for drivers)
8. Certified copy of M-2 form (for drivers)
9. Certified copy of driver's license for use of motor vehicle with specified category (for drivers) – C,D, CE and DE categories
10. **Certificate of Center for professional education** on completed exam for professional capability to perform service of public road transport (not applicable for natural persons that have associate or bachelor degree in road transport) – **for responsible person of a legal person**, issued by Center for professional education (st. Vaka Djurovica bb, 81000 Podgorica, Tel: +382 20 664 713)
11. Certified copy of **registration certificate**, and for rented or leased vehicles also **lease contract** certified by Court and Taxation body.

ANNOTATION: Vehicles owned, rented or leased have to be registered in Montenegro.
12. Certificate on satisfying specific conditions and requirements regarding the sign for the vehicle used for transport – issued by Center for motorcycles and vehicles of Mechanical engineering faculty in Podgorica (st. Dzordza Vasingtona bb, 81000 Podgorica, Telephone: +382 20 245 003, 020/234 -019)

13. Report on completed technical exam of a vehicle – issued by Secretariat for urban infrastructure and ambient.
14. Proof of ownership of parking space that meets the minimal technical traffic requirements (**Property certificate** or **Lease contract certified by notary** (in case the space is rented) and **Decision on location**)
15. Proof that the applicant owns space, devices, equipment and employed personnel with mechanical or traffic educational background for vehicle maintenance and performing daily prevention technical service - **Decision on registration** or **Contract on technical collaboration** (not certified) in case these services are entrusted 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.
16. Proof of passengers' insurance from effects of accident for each vehicle that is used to provide taxi service - Insurance policy (issued by any insurance company) – certified copy of the contract
17. Proof of payment of **5.00 €** on g.a. 510-8176777-39 (administrative tax)
18. Proof of payment of **400.00 €** on g.a. 510-8176121-67 (payment for issuance of a license – Municipality Budget)
19. Proof of payment of **15.00 €** on g.a. 832-1060-24 (payment for issuance of a excerpt license – Budget of Montenegro) (excerpt license is issued per vehicle).



\_\_\_\_\_  
(name of a legal person)

\_\_\_\_\_  
(responsible person of a legal person)

\_\_\_\_\_  
(TIN)

\_\_\_\_\_  
(office address)

\_\_\_\_\_  
(contact telephone)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(responsible person's signature)