

Pursuant to provisions of Articles 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 30 and 32 of the Law on Lobbying (“Official Gazette of RS” no. 87/18) and Article 15 of the Law on Anti-Corruption Agency (“Official Gazette of RS” nos. 97/08, 53/10, 66/11 - CC decision, 67/13 - CC decision, 112/13 - authentic interpretation and 8/15 - CC decision), the director of the Anti-Corruption Agency issues hereby

**RULEBOOK
ON THE FORMAT AND CONTENT OF FORMS FOR REQUESTS, REPORTS,
NOTICES AND RECORDS AND THE MANNER OF KEEPING REGISTERS
AND SPECIAL RECORDS IN THE LOBBYING PROCESS**

Introductory provisions

Article 1

Rulebook on the format and content of forms for requests, reports, notices and records and the manner of keeping registers and special records in the lobbying process (hereinafter referred to as: Rulebook) defines:

1) the manner of keeping and content of the forms of the Register of lobbyists, the Register of legal entities engaged in lobbying (hereinafter referred to as: Register of legal entities) the Special records on foreign natural persons and legal entities engaged in lobbying in the territory of the Republic of Serbia (hereinafter referred to as: Special records);

2) the content, form and manner of submitting request forms on the basis of which data are entered into the Register of lobbyists, the Register of legal entities and the Special records, as well as their deletion from the said registers and the Special records;

3) the content, form and manner of submitting the form of the Notice of lobbied person on the first or unscheduled lobbying contacts;;

4) the content, form and manner of keeping the records of the authorities on lobbying contacts of the lobbied person, which is obliged to be kept by the authorities, and

5) the content, form and manner of submitting the form of the Report on the work of the lobbyist, that is, the legal entity engaged in lobbying.

Article 2

The Anti-Corruption Agency (hereinafter referred to as: Agency) shall keep in electronic form the Register of lobbyists, the Register of legal entities engaged in lobbying and the Special records in which entry, change and deletion of data is registered.

The Agency, ex officio, enters the data in the Register of lobbyists, the Register of legal entities and the Special records, immediately after the final decision on the entry or deletion from the registers or the Special records, as well as after submitting the notice of changes.

The Register of lobbyists, the Register of legal entities and the Special records consist of a case register, electronic data base and a collection of documents.

Integral parts of this Rulebook are the forms of the Register of lobbyists, the Register of legal entities and the Special records.

The Register of lobbyists, the Register of legal entities and the Special records are kept in the Serbian language and Cyrillic script which are in official use in the Republic of Serbia.

All terms used in this Rulebook are gender neutral.

Article 3

The integral part of this Rulebook are the forms of:

- 1) Request for entry in the Register of lobbyists, i.e. for deletion from the Register of lobbyists;
- 2) Request for entry in the Register of legal entities, i.e. for deletion from the Register of legal entities;
- 3) Request for entry of foreign natural persons in the Special records, i.e. deletion of foreign natural persons from the Special records;
- 4) Request for entry of foreign legal entities in the Special records, i.e. deletion of foreign legal entities from the Special records;
- 5) Notice of the lobbied person on the first lobbying contact or unscheduled notice on lobbying contacts;
- 6) Records of authorities on lobbying contacts of the lobbied person, and
- 7) Regular or unscheduled report on the work of the lobbyist or the legal entity engaged in lobbying.

All forms shall be drafted in the Serbian language and Cyrillic script.

The Register of lobbyists and the Request for entry in the Register of lobbyists i.e. deletion from the Register of lobbyists

Article 4

The form of the Request for entry in the Register of lobbyists i.e. the removal from the Register of lobbyists contains information about the applicant required for entry or deletion from the Register of lobbyists, date and place of filing and signature of the applicant.

The information from the Request from entry in the Register of lobbyists are: name and surname, PIN, address and place of residence, if any, information on higher education, occupation, certificate number and date of completion of lobbyist training, contact phone, email and area of lobbying.

In addition to the request referred to in paragraph 2 of this Article, the applicant shall submit the following:

- 1) certificate of citizenship of the Republic of Serbia;
- 2) evidence of higher education;
- 3) certificate that the applicant has not been convicted of an offense that makes him unworthy of lobbying;
- 4) certificate that the applicant is not imposed or has undergone a security measure or protective measure prohibiting the performance of activities.

Information from the Request for deletion from the Register of lobbyists are: name and surname, PIN, address and place of residence, if any, number and date of decision on the entry in the Register of lobbyists and the reasons for deletion.

Article 5

Form of the Register of lobbyists contains: information on the lobbyist from Article 4 paragraph 2 of the Rulebook, information on the entry in the register and information on the deletion from the register.

Information on the entry in the Register of lobbyists are: number and date of entry in the Register of lobbyists and number and date of the decision on the entry in the Register of Lobbyists.

Information on the deletion from the Register of lobbyists are: number and date of the decision on the deletion from the Register of lobbyists, information on the reasons for the deletion and date of the deletion from the Register of lobbyists.

Article 6

The Register of lobbyists is public.

Information published on the web address of the Agency are:

- 1) number and date of entry of the lobbyist in the Register of lobbyists;
- 2) name and surname of the lobbyist;
- 3) number and date of the decision on the entry of the lobbyist in the Register of lobbyists;
- 4) number and date of the decision on the deletion of the lobbyist from the Register of lobbyists and
- 5) date of deletion from the Register of lobbyists.

The Register of legal entities engaged in lobbying and the Request for entry in the Register of legal entities, i.e. for deletion from the Register of legal entities

Article 7

Form of the Request for entry in the Register of legal entities or deletion from the Register of legal entities contains information on the entry in and deletion from the Register of legal entities.

Information from the Request for entry are: information on the legal entity, information on the responsible person in the legal entity, information on the lobbyist employed in the legal entity, data and place of filing and signature of the responsible person in the legal entity.

Information on the legal entity are: name of legal entity, company identification number, TIN, headquarters, number and date of entry in the business entities register or the register of associations and the area of lobbying.

Information on the responsible person in the legal entity are: name and surname, PIN or ID number, address, place and country of residence, if any, contact phone and email.

Information on the lobbyist in the legal entity are: name and surname, PIN or ID number, address, place and country or residence, if any, number and date of decision on the entry in the Register of lobbyists or the Special records, contact phone, email and area of lobbying.

In addition to the request referred to in paragraph 2 of this Article, the legal entity shall submit the following:

- 1) decision on the entry in the business entities register or register of associations;
- 2) evidence of at least one employed lobbyist;
- 3) certificate that the legal entity and the responsible person in the legal entity have not been convicted of a criminal offense that makes them unworthy of lobbying;
- 4) certificate that the legal entity and the responsible person in the legal entity are not imposed or has undergone a security measure or protective measure prohibiting the performance of activities.

Information from the Request for deletion from the Register of legal entities are: name of legal entity, company identification number, TIN, headquarters, name and surname of the responsible person, PIN or ID number of the responsible person, number and date of the decision on the entry in the Register of legal entities and reasons for deletion, date, place and signature of the responsible person in the legal entity.

Article 8

Form of the Register of legal entities contains: number and date of entry in the Register of legal entities, information on the legal entity, information on the responsible person in the legal entity, information on the lobbyist employed in the legal entity from Article 7 paragraphs 3-5 of the Rulebook and information on the entry in and deletion from the Register of legal entities.

Information on the entry in the Register of legal entities are: number and date of the entry in the Register of legal entities and number and date of the decision on the entry in the Register of legal entities.

Information on the deletion from the Register of legal entities are: number and date of the decision on the deletion from the Register of legal entities, information on the reasons for the deletion and date of the deletion.

Article 9

The Register of legal entities is public.

Information published on the web address of the Agency are:

- 1) number and date of the entry of the legal entity in the Register of legal entities;
- 2) number and date of the decision on the entry of the legal entity in the Register of legal entities;
- 3) name and headquarters of the legal entity;
- 4) number and date of the decision on the entry of the legal entity in the business entities register or register of associations;
- 5) name and surname of the responsible person in the legal entity;
- 6) name and surname of the lobbyist employed in the legal entity;
- 7) number and date of the decision on the entry of the employed lobbyist in the Register of lobbyists or the Special records;
- 8) number and date of the decision on the deletion of the employed lobbyist from the Register of lobbyists or the Special records;
- 9) number and date of the decision on the deletion of the legal entity from the Register of legal entities;
- 10) date of deletion from the Register of legal entities.

Request for entry of the foreign natural person in the Special records, i.e. deletion of the foreign natural person from the Special records;

Article 10

Form of the Request for entry of the foreign natural person in the Special records or the deletion from the Special records contains information for the entry in or the deletion from the Special records, date and place of filing and applicant's signature.

Information from the Request for the entry in the Special records are: name and surname, PIN or ID number, passport number, citizenship, address, place and country of residence, address and place of residence in the Republic of Serbia, name and surname of the attorney for receipt of communications in the Republic of Serbia, address and place of the attorney for receipt of communications in the Republic of Serbia, contact phone, email, area of lobbying, name and seat of the authority and the country of adoption of the registration act, number and date of the registration act by which the person performs lobbying in a foreign country.

In addition to the request referred to in paragraph 2 of this Article, the foreign natural person is obliged to submit, in hard copy, the registration act by which the person performs lobbying in a country of residence, with Apostille, as well as a certified translation thereof, if the language in which the document has been made is different from the language used officially in the Republic of Serbia.

In cases of reciprocity, where the legalization of the public document or Apostille certificate is not required, in addition to the request referred to in paragraph 2 of this Article, the foreign natural person is obliged to submit, in hard copy, the registration act by which the person performs lobbying in a country of residence, as well as a certified translation thereof, if the language in which the document has been made is different from the language used

officially in the Republic of Serbia.

Information from the Request for the deletion of the foreign natural person from the Special records are: name and surname, PIN or ID number, address, place and country of residence, address and place of residence in the Republic of Serbia, name and surname of the attorney for receipt of communications in the Republic of Serbia, address and place of the attorney for receipt of communications in the Republic of Serbia, number and date of the decision on the entry in the Special records and reasons for the deletion from the Special records.

Request for entry of the foreign legal entity in the Special records, i.e. deletion from the Special records;

Article 11

Form of the Request for entry of the foreign legal entity in the Special records or the deletion from the Special records contains information for the entry in or the deletion from the Special records, date and place of filing and signature of the responsible person.

Information from the Request for the entry in the Special records are: information on the foreign legal entity, and information on the responsible person in the legal entity.

Information on the foreign legal entity are: name of the legal entity, company identification number, address, place and country of headquarters of the legal entity, name and surname of the attorney for receipt of communications in the Republic of Serbia, address and place of the attorney for receipt of communications in the Republic of Serbia, name and seat of the authority of the foreign country which issued the registration act by which the legal entity performs lobbying in a country in which it is headquartered, number and date of the aforementioned registration act and the area of lobbying.

Information on the responsible person in the legal entity are: name and surname, PIN or ID number, citizenship, passport number, address, place and country of residence, contact phone and email.

In addition to the request referred to in paragraph 2 of this Article, the foreign legal entity is obliged to submit, in hard copy, the registration act by which the entity performs lobbying in a country in which it is headquartered, with Apostille, as well as a certified translation thereof, if the language in which the document has been made is different from the language used officially in the Republic of Serbia.

In cases of reciprocity, where the legalization of the public document or Apostille certificate is not required, in addition to the request referred to in paragraph 2 of this Article, the foreign legal entity is obliged to submit, in hard copy, the registration act by which the entity performs lobbying in a country where it is headquartered, as well as a certified translation thereof, if the language in which the document has been made is different from the language used officially in the Republic of Serbia.

Information from the Request for the deletion of the foreign legal entity from the Special records are: name of the foreign legal entity, company identification number, headquarters, name and surname of the attorney for receipt of communications in the Republic of Serbia, address and place of the attorney for receipt of communications in the Republic of Serbia, name and surname of the responsible person in the legal entity, PIN or ID number of the responsible person in the legal entity, number and date of the decision on the entry in the Special records and reasons for the deletion.

The Special records on foreign natural persons and legal entities which perform lobbying

Article 12

Form of the Special records contains information on foreign natural persons and information on foreign legal entities which perform lobbying in the territory of the Republic of Serbia, as well as the information on the entry or deletion of the foreign natural person or the foreign legal entity from the aforementioned records.

Information on the foreign natural person are information from Article 10 paragraph 2 of the Rulebook.

Information on the foreign legal entity are information on the foreign legal entity and information on the responsible person in the foreign legal entity from Article 11 paragraphs 3 and 4 of the Rulebook.

Information on the entry in the Special records are: number and date of the entry in the Special records, number and date of the decision on the entry in the Special records.

Information on the deletion from the Special records are: number and date of the decision on the deletion from the Special records, information on the reasons for the deletion and date of the deletion from the Special records.

Article 13

The Special records are public.

The Special records are published on the web address of the Agency.

Information on foreign natural persons which are published are:

- 1) number and date of the entry in the Special records;
- 2) name and surname of the foreign natural person;
- 3) number and date of the decision on the entry in the Special records;
- 4) number and date of the decision on the deletion from the Special records;
- 5) date of the deletion from the Special records;
- 6) name and seat of the authority of the foreign country which issued the registration act by which the foreign natural person performs lobbying in the country of residence.

Information on foreign legal entities which are published are:

- 1) number and date of the entry in the Special records;
- 2) number and date of the decision on the entry in the Special records;
- 3) name and headquarters of the foreign legal entity which performs lobbying;
- 4) name and surname of the responsible person;
- 5) number and date of the decision on the deletion from the Special records;
- 6) date of the deletion from the Special records;
- 7) name and seat of the authority of a foreign country which issued the registration act by which the foreign legal entity performs lobbying in a country in which it is headquartered.

Article 14

Upon entry in the Special records, the foreign natural person and the foreign legal entity engaged in lobbying in the territory of the Republic of Serbia shall be considered as a lobbyist and a legal entity engaged in lobbying.

Obligation to report on changes

Article 15

Lobbyist and a legal entity performing the lobbying are obliged to inform the Agency in writing about the change of data kept by the Register of lobbyists, the Register of legal

entities and the Special records, with the obligatory indication of the PIN, ID number, or company identification number, within 15 days of the change.

Notice of the lobbied person on the first lobbying contact or unscheduled notice on lobbying contacts

Article 16

Form for the Notice of the lobbied person on the first lobbying contact contains: information on the lobbied person, information on the lobbyist, unregistered lobbyist or legal entity engaged in lobbying, information on the receipt of the letter on the start of lobbying, information on the subject of lobbying, date and place of submission of the notice and applicant's signature.

Information on the lobbied person are: name and surname, PIN, public function or employment, date of taking up public office or date of employment and name of the authority.

Information on the lobbyist, the unregistered lobbyist or the legal entity engaged in lobbying are: name and surname, address and place of residence, or name and headquarters of the legal entity, number and date of the entry in the Register of lobbyists, the Register of legal entities or the Special records.

Information on the receipt of the letter on the start of lobbying are: date and place of the receipt of the letter on the start of lobbying.

Information on the subject of lobbying are: description of the subject of lobbying, aim of lobbying, number and date of the lobbying agreement, name and surname or name of the lobbying client.

Information prescribed in paragraphs 1-5 of this Article shall also apply to the provision of unscheduled notice of the lobbied person about lobbying contacts.

Records of authorities on lobbying contacts of the lobbied person

Article 17

Form of the Records of authorities on lobbying contacts of the lobbied person contains: information on the authority and the lobbied person, information on the lobbyist, the unregistered lobbyist or the legal entity engaged in lobbying, information on the receipt of a written letter about the start of lobbying, information on the subject of lobbying, information on notifying the Agency about the lobbying contact, information on notifying the authority by the lobbied person on the lobbying contact, date and place of filing the Record, stamp of the authority and signature of the responsible person.

Information on the lobbied person are: name of the authority, name and surname, PIN, public function or employment, date of taking up public office or date of employment.

Information on the lobbyist, the unregistered lobbyist or the legal entity engaged in lobbying are: name and surname, address and place of residence, name and headquarters of the legal entity, number and date of the entry in the Register of lobbyists, the Register of legal entities or the Special records.

Information on the receipt of the letter on the start of lobbying are: date and place of the receipt of the letter.

Information on the subject of lobbying are: description of the subject of lobbying, aim of lobbying, number and date of the lobbying agreement, name and surname or name of the lobbying client.

Information on notifying the Agency about the lobbying contact are: date and place of filing the notice to the Agency by the lobbied person.

Information on notifying the authority by the lobbied person about the lobbying contact are: date and place of filing the notice to the authority by the lobbied person.

The authority shall be obliged to keep the Records of authorities on lobbying contacts of the lobbied person in electronic form.

Regular or unscheduled report on the work of the lobbyist or the legal entity engaged in lobbying

Article 18

Form of the regular or unscheduled report on the work of the lobbyist or the legal entity engaged in lobbying contains: information on the lobbyist or the legal entity engaged in lobbying, information on the number and date of the decision on the entry in the Register of lobbyists, the Register of legal entities engaged in lobbying or the Special records, information on the lobbying client, information on the subject of lobbying, information on the lobbied person and the lobbied authority, date and place of the filing of the report and signature.

Information on the lobbyist or the legal entity engaged in lobbying are: name and surname, PIN or ID number, address, place and country of residence of the lobbyist, name of the legal entity, company identification number, TIN, address, place and country where the legal entity is headquartered.

Information on the lobbying client are: number and date of the lobbying agreement, name and surname or name and headquarters of the legal entity lobbying client, PIN or ID number, company information number.

Information on the subject of lobbying are: description of the subject of lobbying and the aim of lobbying.

Information on the lobbied person are: name and surname, PIN, public function or employment, date of taking up public office or date of employment and name of the authority.

Manner of submitting requests, notices, records and reports

Article 19

Forms of requests, notices and reports from Article 3 paragraph 1 of the Rulebook, shall be submitted to the Agency in electronic and printed form, within the deadlines specified by the Law on Lobbying, except for the records of authorities on lobbying contacts of the lobbied person, which shall be submitted in the same manner at the request of the Agency.

Upon receipt of a program-generated code confirming electronic registration, printed and signed forms, and stamped when provided for in this Rulebook, shall be submitted to the Agency, directly or by registered mail, immediately and not later than three days from the receipt of the program-generated code.

If the forms of requests, notices, records and reports have not been submitted in the manner provided for in paragraphs 1 and 2 of this Article, they shall be deemed not to have been submitted.

The Agency shall act upon requests for entry or deletion of information from the Register of lobbyists, the Register of legal entities and the Special records after receiving the above requests in hard copy.

Article 20

When publishing data from the Register of lobbyists, the Register of legal entities and Special records on the web address, the Agency shall comply with the regulations governing the protection of personal data.

Article 21

The Code shall enter into force eight days after its publication in the "Official Gazette

of the Republic of Serbia”, and shall apply from August 14, 2019.

Number: 014-110-00-0009/19-01

In Belgrade, on July 11, 2019

DIRECTOR

Dragan Sikimić



**Republic of Serbia
The Anti-Corruption Agency**

**REQUEST FOR ENTRY IN/DELETION FROM THE REGISTER OF
LOBBYISTS**

- entry
- deletion

Information on the applicant:

Name

Surname

PIN

Residence and address

Place:

Address:

**Residence and address
(if any)**

Place:

Address:

Higher education

Occupation

**Number and date of the certificate
of completion of lobbyist training**

Number:

Date:

**Contact phone
(landline, mobile)**

Email

***Area of lobbying**

Deletion from the Register of lobbyists:

Information from the Register

Number of the Decision on
the entry

Date of the Decision on the
entry

**Reasons for the deletion from the
Register**

Date:

Place:

Signature:

Note:

- *All evidence on the fulfilment of conditions must be submitted in the original or a certified copy*
- *The Request for the deletion from the Register of lobbyists shall be submitted in accordance with Article 16 paragraph 1 item 1 of the Law on Lobbying (“Official Gazette of RS” no. 87/18)*
- *Pursuant to Article 23 of the Law on Lobbying the Agency ex officio enter data in the Register of lobbyists, the Register of legal entities and the Special records*



**Republic of Serbia
The Anti-Corruption Agency**

**REQUEST
FOR ENTRY/DELETION OF LEGAL ENTITY
FROM THE REGISTER OF LEGAL ENTITIES ENGAGED IN LOBBYING**

- entry
- deletion

Information on the legal entity:

Name of the legal entity

Company identification number

TIN

Place:

Headquarters

Address:

Number of the decision on the entry in the business entities register or register of associations

Date of the decision on the entry in the business entities register or register of associations

**Area of lobbying*

Information on the responsible person in the legal entity:

Name

Surname

PIN

ID number

Country:

Residence and address

Place:

Address:

*Residence and address
(if any)*

Place:

Address:

*Contact phone
(landline, mobile)*

Email

Information on the employed lobbyist in the legal entity:

Name

Surname

PIN

ID number

Residence and address

Country:

Place:

Address:

**Residence and address
(if any)**

Place:

Address:

**Decision on the entry in the
Register of lobbyists or the Special
records**

Number of the Decision on the entry:

Date of Decision on the entry:

**Contact phone
(landline, mobile)**

Email

***Area of lobbying**

Deletion from the Register of legal entities:

Information from the Register

Number of the Decision on
the entry

Date of the Decision on the
entry

**Reasons for the deletion from the
Register**

Date:

Place:

Signature of responsible person

Note:

- **All evidence on the fulfilment of conditions must be submitted in the original or a certified copy**
- **The Request for the deletion from the Register of lobbyists shall be submitted in accordance with Article 17 paragraph 1 item 1 of the Law on Lobbying ("Official Gazette of RS" no. 87/18)**
- **Pursuant to Article 23 of the Law on Lobbying the Agency ex officio enter data in the Register of lobbyists, the Register of legal entities and the Special records**



**Republic of Serbia
The Anti-Corruption Agency**

**REQUEST
FOR ENTRY/DELETION OF THE FOREIGN NATURAL PERSON IN THE
SPECIAL RECORDS ON FOREIGN NATURAL PERSONS AND LEGAL ENTITIES
ENGAGED IN LOBBYING IN THE TERRITORY OF THE REPUBLIC OF SERBIA**

- entry
- deletion

Information on the applicant:

Name

Surname

PIN

ID number

Citizenship

*Passport
number*

Residence and address

Country:

Place:

Address:

*Residence in the Republic of
Serbia (if any)*

Place:

Address:

*Attorney (natural person or legal
entity) for receipt of
communications in the Republic
of Serbia (if any)*

Name

Surname

Name

Place:

Address:

*Contact phone
(landline, mobile)*

Email

*Name of the authority of a
foreign country which issued the
registration act*

Seat of the authority

Country:

Place:

Address:

Registration act

Number:

Date:

***Area of lobbying**

**Information on the entry in the
Special records**

Number of the Decision
on the entry

Date of the Decision on
the entry

**Reasons for the deletion from the
Special records**

Date:

Place:

Signature:

Note:

- **All evidence on the fulfilment of conditions must be submitted in the original or a certified copy**
- **The Request for the deletion from the Register of lobbyists shall be submitted in accordance with Article 16 paragraph 1 item 1 of the Law on Lobbying (“Official Gazette of RS” no. 87/18)**
- **Pursuant to Article 23 of the Law on Lobbying the Agency ex officio enter data in the Register of lobbyists, the Register of legal entities and the Special records**



**Republic of Serbia
The Anti-Corruption Agency**

**REQUEST
FOR ENTRY/DELETION OF A FOREIGN LEGAL ENTITY
IN THE SPECIAL RECORDS ON FOREIGN NATURAL PERSONS AND LEGAL
ENTITIES ENGAGED IN LOBBYING IN THE TERRITORY OF THE REPUBLIC
OF SERBIA**

- entry
- deletion

Information on the foreign legal entity:

Name of the legal entity

*Company identification
number*

ID number

Headquarters:

Country:

Place:

Address:

Name

Surname

*Attorney (natural person
or legal entity) for receipt
of communications in the
Republic of Serbia (if any)*

Name

Place:

Address:

*Name of the authority of a
foreign country which
issued the registration act*

Country:

Seat of the authority

Place:

Address:

Registration act

Number:

Date:

**Area of lobbying*

Information on the responsible person in the legal entity:

Name

Surname

PIN

ID number

Citizenship

**Passport
number**

**Residence
and address,**

Country:

Place:

Address:

**Contact phone
(landline, mobile)**

Email

Deletion from the Special records:

**Information on the entry
in the Special records**

Number of the Decision on the entry

Date of the Decision on the entry

**Reasons for the deletion
from the Special records**

Date:

Place:

Signature of responsible person

Note:

- **All evidence on the fulfilment of conditions must be submitted in the original or a certified copy**
- **The Request for the deletion from the Register of lobbyists shall be submitted in accordance with Article 17 paragraph 1 item 1 of the Law on Lobbying ("Official Gazette of RS" no. 87/18)**
- **Pursuant to Article 23 of the Law on Lobbying the Agency ex officio enter data in the Register of lobbyists, the Register of legal entities and the Special records**



**Republic of Serbia
The Anti-Corruption Agency**

**NOTICE OF LOBBIED PERSON ON THE FIRST/UNSCHEDULED LOBBYING
CONTACT**

- notice on the first lobbying contact
- unscheduled notice on the lobbying contact

Information on the lobbied person:

Name

Surname

PIN

*Public function / occupation /
public work*

*Date of taking up public office or
start of employment*

Name of the authority

Information on the lobbyist, unregistered lobbyist or legal entity engaged in lobbying:

Name

Surname

Residence of the lobbyist

Country:

Place:

Address:

Name of the legal entity

Country:

Place:

Address:

*Number and date of the decision on
the entry of the employed lobbyist in
the Register of lobbyists or the
Special records*

Number:

Date:

Information on the receipt of the letter on the start of lobbying:

Date

Place

Information on the subject of lobbying:

Description of the subject of lobbying:

Aim of lobbying

Agreement number

*Date of
Agreement*

*Lobbying
clients*

*Name
Name of the legal
entity*

Surname

Date:

Place:

Signature:



**Republic of Serbia
The Anti-Corruption Agency**

**RECORDS OF AUTHORITIES ON LOBBYING CONTACTS OF THE LOBBIED
PERSON**

Information on the authority and the lobbied person:

Name of the authority

Name

Surname

PIN

*Public function / occupation /
public work*

*Date of taking up public office or
start of employment*

Information on the lobbyist, unregistered lobbyist or legal entity engaged in lobbying:

Name

Surname

Residence of the lobbyist

Country:

Place:

Address:

Name of the legal entity

Headquarters of the legal entity

Country:

Place:

Address:

*Number and date of the decision on
the entry of the employed lobbyist in
the Register of lobbyists or the
Special records*

Number:

Date:

Information on the receipt of the letter on the start of lobbying:

Date

Place

Information on the subject of lobbying:

Description of the subject of lobbying

Aim of lobbying

Agreement number

Date

Lobbying Name

Surname



**Republic of Serbia
The Anti-Corruption Agency**

**REGULAR/UNSCHEDULED REPORT ON THE WORK OF THE LOBBYIST
OR
THE LEGAL ENTITY ENGAGED IN LOBBYING**

- **Regular report**
- **Unscheduled report**

Information on the lobbyist or legal entity engaged in lobbying:

Name of the lobbyist *Surname of the lobbyist*
PIN *ID number*

Residence of the lobbyist Country:
Place:
Address:

Name of the legal entity
Company identification number *ID number* *TIN*

Headquarters of the legal entity Country:
Place:
Address:

Information on the entry in the Register of lobbyists, the Register of legal entities engaged in lobbying or the Special records

Information on the entry in the Register of lobbyists, the Register of legal entities engaged in lobbying or the Special records Number of the Decision on the entry
Date of the Decision on the entry

Information on the lobbying client:

Lobbying agreement number *Date of Agreement*
Name of the lobbying client *Surname of the lobbying client*
PIN *ID number*

Name of the legal entity lobbying

client

Company identification number

ID number

Headquarters of the legal entity

Country:

Place:

Address:

Information on the subject of lobbying:

Description of the subject of lobbying

Aim of lobbying

Information on the lobbied person in the authority

Name

Surname

PIN

*Public function / occupation /
public work*

*Date of taking up public office or
start of employment*

Name of the authority

Date:

Place:

Signature:



**Republic of Serbia
The Anti-Corruption Agency**

FORM OF THE REGISTER OF LOBBYISTS

- **entry**
- **deletion**

The Register of lobbyists.

Entry number

Date of entry

Information on the lobbyist:

Name

Surname

PIN

Residence and address

Place:

Address:

***Residence and address
(if any)***

Place:

Address:

Higher education

Occupation

***Number and date of the certificate
of completion of lobbyist training***

Number:

Date:

***Contact phone
(landline, mobile)***

Email

****Area of lobbying***

Information on the entry:

***Decision on the entry in the
Register***

Number of the Decision on the
entry

Date of the Decision on the entry

Deletion from the Register of lobbyists:

***Reasons for the deletion from
the Register***

***Decision on the deletion from
the Register***

Number of the Decision on the
deletion:

Date of the Decision on the
deletion:

Date of
deletion:



**Republic of Serbia
The Anti-Corruption Agency**

FORM OF THE REGISTER OF LEGAL ENTITIES ENGAGED IN LOBBYING

- entry
- deletion

Register of legal entities engaged in lobbying:

Entry number

Date of entry

Information on the legal entity:

Name of the legal entity

***Company identification
number***

TIN

Headquarters

Place:

Address:

***Number of the decision on the entry in the business entities register or
register of associations***

***Date of the decision on the entry in the business entities register or
register of associations***

****Area of lobbying***

Information on the responsible person in the legal entity:

Name

Surname

PIN

ID number

Residence and address

Country:

Place:

Address:

***Residence and address
(if any)***

Place:

Address:

***Contact phone
(landline, mobile)***

Email

Information on the employed lobbyist in the legal entity:

Name

Surname

PIN

ID number

Residence and address

Country:

Place:
Address:
Place:
Address:

***Residence and address
(if any)***

***Decision on the entry in the
Register of lobbyists or the
Special records***

Number of the Decision on the entry: Date of Decision on the entry: Note:

***Contact phone
(landline, mobile)***

Email

****Area of lobbying***

Information on the entry of the legal entity:

***Decision on the entry in the
Register***

Number of the Decision on the entry
Date of the Decision on the entry

Deletion from the Register of legal entities:

***Reasons for the deletion from
the Register of legal entities***

***Decision on the deletion of
the lobbyist from the Register
of lobbyists or the Special
records***

Number of the Decision on the deletion: Date of the Decision on the deletion:

***Decision on the deletion from
the Register of legal entities***

Number of the Decision on the deletion: Date of the Decision on the deletion: Date of deletion:



**Republic of Serbia
The Anti-Corruption Agency**

**FORM OF THE SPECIAL RECORDS ON FOREIGN NATURAL PERSONS AND
AND LEGAL ENTITIES ENGAGED IN LOBBYING IN THE
TERRITORY OF THE REPUBLIC OF SERBIA**

- Foreign natural person -

- entry
- deletion

Special records for the foreign natural person which engages in lobbying in the territory of the Republic of Serbia:

Entry number

Date of entry

Information on the applicant:

Name

Surname

PIN

ID number

Citizenship

***Passport
number***

Residence and address

Country:

Place:

Address:

***Residence in the Republic of
Serbia
(if any)***

Place:

Address:

***Attorney (natural person or legal
entity) for receipt of
communications in the Republic
of Serbia (if any)***

Name

Surname

Name

Place:

Address:

***Contact phone
(landline, mobile)***

Email

***Name of the authority of a
foreign country which issued the
registration act***

Country:

Seat of the authority

Place:

Address:

Registration act

Number:

Date:

***Area of lobbying**

Information on the entry:

**Decision on the entry in the
Special records**

Number of the Decision on the
entry

Date of the Decision on the entry

Deletion from the Special records:

**Reasons for the deletion from the
Special records**

**Decision on the deletion from the
Special records**

Number of the Decision on the
deletion:

Date of the Decision
on the deletion:

Date of deletion:



**Republic of Serbia
The Anti-Corruption Agency**

**FORM OF THE SPECIAL RECORDS ON FOREIGN NATURAL PERSONS AND
AND LEGAL ENTITIES ENGAGED IN LOBBYING IN THE
TERRITORY OF THE REPUBLIC OF SERBIA**

- Foreign legal entity -

- entry
- deletion

Special records for the foreign legal entity engaged in lobbying in the territory of the Republic of Serbia:

Entry number

Date of entry

Information on the foreign legal entity:

Name of the legal entity

***Company identification
number***

ID number

Headquarters:

Country:

Place:

Address:

***Attorney (natural person
or legal entity) for receipt
of communications in the
Republic of Serbia (if any)***

Name

Surname

Name

Place:

Address:

***Name of the authority of a
foreign country which
issued the registration act***

Seat of the authority

Country:

Place:

Address:

Registration act

Number:

Date:

****Area of lobbying***

Information on the responsible person in the legal entity:

Name

Surname

PIN

ID number

Citizenship

Passport number

**Residence
and address,**

Country:

Place:

Address:

**Contact phone
(landline, mobile)**

Email

Information on the entry of the legal entity:

**Decision on the entry in the
Special records**

Number of the Decision on the
entry

Date of the Decision on the entry

Deletion from the Special records:

**Reasons for the deletion from
the Special records**

**Decision on the deletion from
the Special records**

Number of the Decision on the
deletion:

Date of the Decision on the
deletion:

Date of
deletion: