Pursuant to Art. 8а, para. 3 of the Law on Planning and Construction (RS Official Gazette No 72/09, 81/09 – correction, 24/11, 121/12, 42/13 – Constitutional Court (CC), 50/13 – CC, 98/13 – CC, 132/14 and 145/14),

the Minister of Construction, Traffic and Infrastructure hereby passes this

**RULEBOOK**

**on the procedure for the electronic exchange of documents and submissions and the format in which acts related to the integrated procedure are submitted**

Article 1

This Rulebook regulates the procedure for the electronic exchange of documents and submissions and the format in which acts related to the integrated procedure are submitted.

Article 2

All acts related to the integrated procedure passed by the competent authorities and holders of public authority, as well as the submissions and documents submitted within the integrated procedure, including technical documentation, are submitted in the form of electronic documents in PDF format, which shall be recognizable regardless of the platform of operative system used.

An electronic document in the integrated procedure shall be endowed with authenticity, reliability, integrity and usability.

An electronic document in the integrated procedure shall be handled in accordance with the law regulating the electronic document and electronic signature and regulations on office operations.

Article 3

Authorized persons handling electronic documents in the information system in the integrated procedure are required to handle these in a way that will ensure compliance with the laws governing protection of personal data and intellectual property rights, pursuant to the law.

Electronic documents designated as confidential, i.e. as classified, are delivered and stored outside the Central Information System, pursuant to the law governing the protection of confidential data.

Article 4

The Serbian Business Registers Agency shall keep a Central Register of Integrated Procedures (hereinafter: Central Register), by means of the Central Information System, facilitating the exercise of rights to construction of facilities and their use.

Article 5

The Central Register shall be kept in accordance with regulations on office operation.

Article 6

Submissions, including technical documentation, shall be received through the Central Information System.

A submission shall be in the form of an electronic document, drawn up in accordance with the law governing electronic documents and the rulebook governing the implementation of the integrated procedure.

The submission shall be signed with a qualified electronic certificate.

The receipt of the submission shall be made in accordance with the law in a way that shall guarantee integrity, immutability and non-repudiation of the received document, protection from unauthorized access, the processing and destruction of the document.

Article 7

A legal act passed by a competent authority and holder of public authority in the integrated procedure shall be passed in accordance with the law governing planning and construction.

A legal act shall be signed by an authorized person with a qualified electronic certificate.

The authorized person shall enter the legal act in the Central Information System, unless it is stipulated in a by-law that it should be delivered to the authority responsible for issuing construction permits.

Article 8

The competent authority and the holders of public authority shall exchange submissions and acts in the integrated procedure through authorized access to the Central Information System.

A document that was originally not drawn up in electronic format shall be digitalized before being delivered through the Central Information System, pursuant to the law governing electronic documents, and shall bear the qualified signature of the person delivering the documents confirming that the electronic document is true to the original, and or the qualified signature of the person responsible for the certification of the documents if so stipulated by the by-law governing the implementation of the integrated procedure.

Article 9

The legal act passed by the competent authority and holder of public office, shall be delivered through the Central Information system, in the form of an electronic document, pursuant to the law governing the implementation of the integrated procedure.

The same legal assumption of data integrity and the reliability of the date and time of sending or receiving shall also apply for electronic documents delivered through the Central Information System.

Article 10

The electronic documents shall be kept in a way that ensures, regardless of the platform or operative system used, that:

1) the entire content of the electronic document can always be reproduced at any given time and so that the time of origin of the document can be established;

2) it can be delivered in digital or printed format without delay, and within two working days at the latest;

3) it is preserved while in storage, and migrates, i.e. transfers, to new carriers in the prescribed formats and established retention times.

Submissions, acts and attachments that are received or drawn up in the form of electronic documents in connection with the integrated procedure, shall be stored in the Central Register of Integrated Procedures for the period of time prescribed by law for the retention of these documents.

Submissions, acts and attachments received or drawn up in the form of electronic documents shall be stored in the information system.

Electronic copies of submissions, acts and attachments that were digitalized shall be kept in the information system.

Article 11

The electronic archives are a part of the information system in which submissions, acts and attachment are kept in electronic format, so as to ensure the long-term storage of the electronic archival materials, its maintenance, migration, i.e. transfer to new carriers in the prescribed formats, pursuant to the retention times.

Article 12

The funds for the functioning of the Central Register, and of the Central Information System for the implementation of the integrated procedure shall be provided from the fees for services provided in accordance with this Rulebook, and may also be provided from other sources.

The funds for the establishment and management of the Central Information System for the implementation of the integrated procedure and the management of the Central Register shall be provided from donations and fees for the services provided by the Serbian Business Registers Agency pursuant to the law and this Rulebook.

For the tasks discharged by the Serbian Business Registers Agency, this Agency shall be entitled to collect charges in accordance with the fee tariff established by the Management Board of the Serbian Business Registers Agency.

The government shall approve the fee tariff referred to in paragraph 1 herein.

Article 13

All issues related to the integrated procedure that are not regulated in this Rulebook, shall be subject to the provisions of the law governing planning and construction, the law governing electronic documents and signatures, and the by-laws governing office operations of state administration bodies and electronic office operations and the process of implementation of the integrated procedure.

Article 14

This Rulebook shall enter into force on 1 January 2016.