

(RS Official Gazette No 68/2012 of 18 July 2012)

Pursuant to Article 8, para. 3, item 1) of the Law on the Serbian Business Registers Agency (RS Official Gazette No 55/2004, 111/2009 and 99/2011) and Article 70 of the Decision on fees for registration and other services provided by the Serbian Business Registers Agency (RS Official Gazette No 5/2012), the Management Board of the Serbian Business Registers Agency, at its session held on 11 July 2012, hereby adopts this

METHODOLOGY

for the provision of data in electronic format

Basic provisions

Article 1

The Methodology for the provision of data in electronic format (hereinafter: the Methodology) shall regulate the manner in which basic data shall be categorized into groups of data in the Register of Business Entities, Register of Associations, Register of Foreign Associations, Register of Endowments and Foundations, Register of Representative Offices of Foreign Endowments and Foundations, records and other databases kept by the Serbian Business Registers Agency (hereinafter: the SBRA), and groups of data into datasets, determining the fees per dataset, the procedure for submitting a request for the provision of data in electronic format, specifying the conditions for performing data searches according to specific parameters with the aim of providing data, the method of developing compound arrangements, the procedure for submitting a request and downloading data in electronic format.

This Methodology shall also regulate the content and form of the request for the provision of data in electronic format (hereinafter: the Request), printed as Annex 4 and constituting an integral part of this Methodology.

The data from the Media Register, Bankruptcy Estate Register, Tourism Register and Register of Sport Associations, Societies and Federations shall be provided on the basis of Article 69, para. 1, item 2) of the Decision on fees for registration and other services provided by the Serbian Business Registers Agency (hereinafter: the Decision) and shall include the broadest possible current set of data from each of the registers listed herein, while the procedure for submitting the request, as well as the conditions for performing searches by specific parameters designed to provide data shall be specified in the Methodology.

The data from the Register of Pledges on Movable Property and Rights, the Financial Leasing Register and Register of Injunctions shall be provided on the basis of Article 69, para. 1, items 3) and 4) of the Decision, while the procedure for submitting the request, as well as the conditions for performing searches by specific criteria for the purpose of supplying data shall be specified in the Methodology.

Definition of terms

Article 2

The following definitions used in this Methodology shall apply:

- 1) "**basic data**" are original data subject to statutory registration or record-keeping or other data contained in the register or records that can be sorted into a specific data group or directly into the appropriate report;
- 2) "**data group**" is a structured group of one or several basic data;
- 3) "**dataset**" is a structured set of data as defined in this Methodology;
- 4) "**compound arrangement**" is a dataset consisting of data that are derived from several registers, records and databases kept by the SBRA.

The sorting of basic data

Article 3

Basic data from the Register of Business Entities, Register of Associations, Register of Foreign Associations, Register of Endowment and Foundations, Register of Representative Offices of Endowments and Foundations, records and other databases kept by the SBRA shall be sorted into data groups as in Annex 1, printed herewith and constituting an integral part of this Methodology, in the following manner:

- 1) Register of Business Entities - Business Companies (RPS-PD) - Table 1-1 that consists of data groups with codes 1001-1040 and 1066;
- 2) Register of Business Entities - Sole Proprietors (RPS-PR) - Table 1-2 that consists of data groups with codes 1041-1065;
- 3) Register of Associations and Register of Foreign Associations (RUDR) - Table 1-3 that consists of data groups with codes 49-71;
- 4) Register of Endowments and Foundations and Register of Representative Offices of Foreign Endowments and Foundations (RZIF) - Table 1-4 that consists of data groups with codes 72-101 and 1067.

The data group with code 124 "Categorization according to the size of the legal entity" is taken from the Register of Financial Statements and Data on the Solvency of Companies and Sole Proprietors.

Categorizing groups of data into datasets

Article 4

Groups of data shall be categorized into datasets as specified in Annex 2, which is printed and constitutes an integral part of the Methodology, as follows:

Name of dataset	Code of dataset, joint and by register	Description of datasets
Dataset 1	SP1 SP1-D, SP1-P, SP1-U, SP1-F	Basic dataset, for registers RPS-PD, RPS-PR, RUDR and RZIF
Dataset 2	SP2 SP2-D, SP2-P, SP2-U, SP2-F	Extended basic dataset (SP2) which also contains dataset 1, for registers RPS-PD, RPS-PR, RUDR and RZIF
Dataset 3	DS3 DS3-D, DS3-P, DS3-U, DS3-F	Additional dataset 3, Basic dataset, for registers RPS-PD, RPS-PR, RUDR and RZIF
Dataset 4	SP4 SP4-D, SP4-P	Supplementary dataset 4, along with mandatory dataset 2, for the RPS-PD and RPS-PR registers
Dataset 5	SP5 SP5-D, SP5-P	Supplementary dataset 5, along with mandatory dataset 2, for the RPS-PD and RPS-PR registers
Dataset 6	SP6 SP6-D, SP6-P	Supplementary dataset 6, along with mandatory dataset 2, for the RPS-PD and RPS-PR registers

Compiling data into reports with basic data

Article 5

Basic data from the Register of Pledges on Movable Property and Rights shall be compiled into reports:

- 1) on the total number of pledge rights (IRZP-1);
- 2) on the number of pledge rights per pledge type (contractual, judicial, statutory pledge) (IRZP-2);
- 3) on the structure of pledgees (creditors) (IRZP-3);
- 4) on the structure of pledgors (debtors) (IRZP-4);
- 5) on the structure of pledged assets (IRZP-5);
- 6) with basic data on pledge rights (IRZP-6).

Basic data from the Financial Leasing Register shall be compiled into:

- 1) reports on the total number of financial leasing contracts (IRFL-1);
- 2) reports on the structure of lessors (IRFL-2);
- 3) reports on the structure of lessees (IRFL-3);

- 4) reports on the structure of leased assets(IRFL-4);
- 5) reports with original data on financial leasing contracts (IRFL-5);
- 6) standardized reports (IRFL-6).

Basic data from the Injunctions Register shall be compiled into reports:

- 1) on the number of temporary remedies (IRSZ-1);
- 2) on the number of temporary remedies by type of proceedings in which they were issued (IRSZ-2);
- 3) on the structure of enforcement debtors (IRSZ-4);
- 4) on the structure of the assets with respect to which an injunction was issued (IRSZ-4);
- 5) with original data on temporary remedies (IRSZ-5); The detailed contents of the report referred to in paras 1, 2 and 3 of this Article is provided in Annex 3, which is printed and constitutes an integral part of the Methodology.

Aggregate (statistical) data

Article 6

Aggregate (statistical) data for the registers included in Article 1 of the Methodology shall be formed on the basis of parameters defined under Article 7 of the Methodology and shall be delivered to the user in the form of a report.

Content and procedure for the submission of the request

Article 7

For the registers covered by Article 1 of the Methodology, the users shall receive data based on the requests they submitted on the following forms:

- for the Register of Business Entities - Companies - Form DP-RPSD;
- for the Register of Business Entities - Sole Proprietors - Form DP-RPSP;
- for the Register of Associations and Register of Foreign Associations - Form DP-RUDR;
- for the Register of Endowments and Foundations and the Register of Representative Offices of Foreign Endowments and Foundations - Form DP-RZF;
- for the Media Register - Form DP-RJG;
- for the Bankruptcy Estate Register - Form DP-RSM;
- for the Tourism Register - Form DP-RTUR;
- for the Register of Sport Associations, Societies and Federations - Form DP-RSPO;
- for the Register of Pledge Rights on Movable Assets and Rights - Form DP-RZP;

- for the Financial Leasing Register - Form DP-RFL;
- for the Injunction Register - Form DP-RSZ;

The request shall contain:

1) a definition of the data content, in accordance with Article 1, 3, 4 and 5 of the Methodology;

2) a definition of the search parameters in the selected register, in accordance with Article 7 and 8 of the Methodology.

The request shall be submitted to the Agency either in paper or in electronic form, in one of the following manners:

- 1) to SBRA's e-mail address podaci@apr.gov.rs;
- 2) through other electronic services provided by the SBRA.

Data search criteria

Article 8

The following are data search parameters for the retrieval of a determined number of registered entities with selected datasets for the registers referred to in Article 1, paras 1 and 3 of the Methodology, or a determined number of registered contracts or temporary remedies, for the registers referred to in Article 1, para. 4 of the Methodology:

- 1) mandatory data search parameters;
- 2) supplementary data search parameters;
- 3) other data search parameters.

Mandatory and supplementary data search parameters shall be defined in the appropriate Request form, while other parameters are any basic data from a single or several registers on the basis of which an accurate and feasible user request for data search can be defined.

Under each search parameter a single value can be defined, or, if possible, an accurate list of several values for the selected single basic data item that will be used to carry out the search.

The data search according to the parameters listed in the Request, the calculation of the price and the issuing of a corresponding pro-forma invoice shall not be charged, except in cases of multiple searches, when the user's request shall be considered as a Request for the Delivery of Aggregate (Statistical) Data, under the conditions defined in Article 13 of the Methodology.

Multiple searches under Article 4 herein shall be understood to mean searches based on more than three processed request for delivery of data by a single user in the current year, which did not result in the payment of the pro-forma invoice and the delivery of corresponding data.

Compound arrangements according to parameters derived from several registers

Article 9

Users may submit a Request defining several parameters for searching data from different registers using the field "Other search parameters" in the request form.

Data delivery format

Article 10

Based on user requests, the SBRA shall compile and deliver selected datasets in electronic format, specifically, in one of the following formats:

- 1) MDB format (MS Access file);
- 2) XLS/XSLX format (MS Excel file).

Based on user requests, the SBRA shall compile and deliver reports on aggregate (statistical) data in electronic format, specifically, in one of the following formats:

- 1) DOC/DOCX format (MS Word file);
- 2) PDF format.

Users shall collect the selected data and reports on aggregate (statistical) data in electronic format in one of the following manners:

- 1) on electronic storage devices - media (DVD/CD);
- 2) by electronic mail (e-mail);
- 3) through other electronic services provided by the SBRA.

Determining the fees by dataset for the Register of Business Entities

Article 11

In the Data Categorization Tables in Annex 2, the fees for data from the Register of Business Entities shall be determined at the level of the datasets defined under Article 4 of the Methodology, separately for companies (Table 1-1), and separately for sole proprietors (Table 1-2), in the following manner:

Name of dataset	Description of dataset	Fee per registered entity (RSD)
Dataset 1	SP1-D, SP1-P	10.00
Dataset 2	SP1-D, SP1-P	15.00
Dataset 3	SP1-D, SP1-P	5.00
Dataset 4	SP1-D, SP1-P	5.00
Dataset 5	SP1-D, SP1-P	5.00
Dataset 6	SP1-D, SP1-P	5.00

For the selected number of registered entities, specified in the data search parameters defined in the Request, pursuant to Article 8 of the Methodology, the users may commission the following datasets for companies and sole proprietors:

- 1) Dataset 1 (basic dataset);
- 2) Dataset 2 (extended basic dataset), which includes dataset 1;
- 3) A combined dataset which must always contain dataset 2 and any combination of 1, 2, 3 or all 4 datasets from the series (SP3, SP4, SP5, SP6).

The fee for the combined dataset shall be calculated by adding up the fee for dataset 2 and the fees for each of the chosen datasets, which amounts to a minimum of RSD 20, up to a maximum of RSD 35 per registered entity.

Determining the fees by dataset for the Register of Associations and Register of Foreign Associations, Register of Endowments and Foundations and Register of Representative Offices of Endowments and Foundations

Article 12

In the Data Categorization Tables in Annex 2, the fees for data from the Register of Business Entities (Table 1-3) and the Register of Endowments and Foundations (Table 1-4) shall be determined at the level of the datasets defined under Article 4 of the Methodology, in the following manner:

Name of dataset	Description of dataset	Fee per registered entity (RSD)
Dataset 1	SP1-U, SP1-F	10.00
Dataset 2	SP2-U, SP2-F	20.00
Dataset 3	SP3-U, SP3-F	15.00

For the selected number of registered entities, determined by the data search parameters defined in the user request, pursuant to Article 7 of the Methodology, the users may order the following sets of data for the Register of Associations and Register of Foreign Associations, Register of Endowments and Foundations and Register of Representative Offices of Endowments and Foundations:

- 1) Dataset 1 (basic dataset);

- 2) Dataset 2 (extended basic dataset) that includes dataset 1;
- 3) A combined dataset that must always include dataset 2 and dataset 3.

The fee for the combined dataset is calculated by adding up the fee for dataset 2 (extended basic dataset) and the fee for dataset 3, which is, in total, RSD 35 per registered entity.

Determining the fee for reports on aggregate (statistical) data

Article 13

The fee for issuing a report on aggregate (statistical) data shall be determined based on the number of given search parameters, by increasing the RSD 500 fee for mandatory data search parameters by RSD 50 per parameter, for each additional search parameter.

Transitional and final provisions

Article 14

Upon approval by the Government, this Methodology shall be published in the Official Gazette of the Republic of Serbia and shall enter into force on the eighth day from the date of publication thereof.

Number 10-5-20/12

In Belgrade, on 11 July 2012.

CHAIRMAN OF THE
MANAGEMENT BOARD

Bojan Bajčeta