

## **Instruction for filing a request for periodical access to data from the registers maintained by IDDEEA on behalf of the source authorities**

Access to data from the registers maintained by IDDEEA on behalf of the source authorities is done subject to the Rulebook on Register Access and Data Exchange (Official Gazette of BiH, 35/09 and 55/15).

The request is made using Form no. 1 of the Rulebook on Access to Registers and Data Exchange (Official Gazette of Bosnia and Herzegovina, 35/09 and 55/15).

If data is requested for several individuals, **each individual's request is filed on a separate form (one person, one form)**. When filing a request for periodical data access, please provide the following documentation:

1. Filled out form 1 of the Rulebook on Amendments to the Rulebook on Register Access and Data Exchange (Official Gazette of Bosnia and Herzegovina, 35/09 and 55/15).
2. Legal basis for periodical data access,
3. A copy of the payment slips as proof of payment of the administrative charge of BAM 5.00 per access. The administrative fee is paid to the BiH Treasury Single Account (JRT) to one of the following payment accounts:

- **JRT Trezor BiH Deposit account, account number: 3380002210018390 (UniCredit bank d.d. Mostar);**
- **JRT Trezor BiH Deposit account, account number: 5517902220404858 (Unicredit banka a.d. Banja Luka);**
- **JRT Treasury of BiH-Deposit account, account number: 5556000060067744 (Nova banka a.d.Banja Luka);**
- **JRT Treasury of BiH-Deposit account, account number: 1341021020000276 (Asa banka Naša i Snažna d.d. Sarajevo).**

The **payment must necessarily contain** the filled-in fields related to the payment of public revenues, as follows:

- Identification of the taxpayer's number (thirteen-digit ID number of the legal entity > if the payment is made by a legal entity or the JMB of a citizen > if the payment is made by a natural entity),
- Type of payment - zero (0),
- Type of income - 722580,
- Municipality - number of the municipality of the payer's seat, i.e. residence for natural entities,
- Tax period - should correspond to the date of payment,
- Budget organization - 0709999,
- Call number - zero (0).

At its 120<sup>th</sup> session on April 29, 2010, the BiH Council of Ministers issued a Decision on the amount of the fee for access to data from the registers kept by IDDEEA on behalf of the source authorities. It was published in the Official Gazette of Bosnia and Herzegovina, no. 43/10, on May 25, 2010, and went into effect on the eighth day after publication, on June 3, 2010. The stated Decision establishes the amount of fee paid by legal and natural entities for access to data from IDDEEA's registers, the mode of payment, and other matters that govern the relationship between the provider and the user of data.