**Name of administrative procedure: Issuance of the license for export of sugar to EU countries**

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| --- | --- |
| **Larger organizational unit** | Sector for foreign trade policy and foreign investments |
| **Smaller organizational unit** | Department for foreign trade policy, control and safeguard measures |
| **Activity/ies** | Export of sugar in accordance with European Commission Regulation No. 891/2009 of 25.9.2009 |
| **Competent incumbents contact data** | |  | | --- | | Saša Džafić, Biljana Ždralić, Faris Godinjak | | Phone: 033 551 526 | | E-mail:  [sasa.dzafic@mvteo.gov.ba](mailto:sasa.dzafic@mvteo.gov.ba)  [biljana.zdralic@mvteo.gov.ba](mailto:biljana.zdralic@mvteo.gov.ba)  faris.godinjak@mvteo.gov.ba | |
| **Purpose of the administrative procedure** | Realization of the right to export sugar to EU countries |
| **Legal base for the administrative procedure** |  |
| **Fees** | |  |  |  |  | | --- | --- | --- | --- | | **Fee** | **Amount (BAM)** | **Account for payment** | **Reference number** | | Application fee | 5 | 3380002210018390 | 1 | | Licence issuance fee | 15 | 3380002210018390 | 3 | |
| **Required information for applying** | |  | | --- | | **Information** | | Place and date of application | | Applicant’s name | | Applicant’s residence | | Responsible person of the applicant | | Applicant’s phone number | | Name of the exporter | | Residence of the exporter | | Responsible person of the exporter | | Phone number of the exporter | | Importer | | End user | | Licence validity period | | Country of origin of goods | | Description | | Tariff Code | | Quantity | | Signature (applicant) | | Seal | |
| **Documentation** | |  |  |  |  | | --- | --- | --- | --- | | **Document** | **Institution issuing the documentation** | **Delivery form** | **Comment** | | Purchase agreement |  | Original |  | | Proof of fee payment |  |  |  | |
| **Deadline for resolving a complete case (days)** | 15 |
| **Note** |  |
| **Time validity of the resolution upon request (days)** |  |