

PROCEDURE FOR CONCLUDING POSTPAID  
CONTRACT WITH PE “ROADS OF SERBIA”

(Only for national legal entities)

Dear all,

Depending on the securities of contract obligations, there are two types of postpaid contracts:

- Postpaid contract with **bank guarantee** and
- Postpaid contract with **retention money**.

After filling in the selected draft Contract, which is sent to each interested user by e-mail, it is necessary to return in the same manner the filled in sample to be checked in order to timely eliminate potential mistakes and omissions. After receiving the information from the responsible person employed at the PE “Roads of Serbia” that both the Contract and the specification are properly filled in, it is necessary to submit SEVEN copies of the Contract together with SEVEN copies of the specifications for ETC devices, sealed and signed by the authorized person and with the accompanying attached documents.

All documents shall be submitted to the following address: **JP „Putevi Srbije“**, Odeljenje za zajedničke poslove, **ul. Ustanička 64/5. sprat, 11010 Beograd, with the note: Dokumentacija za postpejd.**

**RETENTION MONEY:** After the PE “Roads of Serbia” signs the Contract, the User shall effect the payment of the retention money.

- Retention money is the security for performing the obligations pursuant to the Contract.
- It shall be paid to the current account of the PE “Roads of Serbia”: 840-0000714581843-92, while the reference number shall be assigned from the control number database depending on the municipality in which the legal entity is registered. Based on the obtained *excel* table, the User can calculate its own reference number, as follows: *Enter Tax Identification Number of the legal entity in the field “B1” and after that find adequate municipality in which the legal entity is registered. In the column “I” under the adequate municipality, there is the requested reference number for the payment of the retention money.*
- The amount of the retention money shall be double the amount of monthly consumption stated in Article 1 of the Contract.
- After the payment of the retention money is recorded, ETC device is configured pursuant to the accompanying specification of the ETC device.
- In case the User owned ETC devices in the PREPAID system the User shall physically submit the devices for reconfiguration at the premises of PE “Roads of Serbia” in order to be reconfigured into the POSTPAID system, after all the conditions for Contract signing have been complied with. It is necessary to use all the funds from the device or all the remaining funds shall be transferred onto one device, according to the User’s choice, which will remain in the PREPAID system until they are spent.

**BANK GUARANTEE:** After the PE “Roads of Serbia” signs the Contract, the User, with its Contract copies, initiates the procedure for obtaining bank guarantee at a bank.

- Bank guarantee is the security for performing the obligations pursuant to the Contract and it has to be linked to the registration number of the signed Contract.
- Draft bank guarantee shall be obtained from the PE “Roads of Serbia”.
- The amount of the bank guarantee shall be double the amount of monthly consumption stated in Article 1 of the Contract.
- Period of validity of the bank guarantee shall be 14 months from the date of its issuing.

### **Invoicing, payment deadline and discounts**

User of the POSTPAID service shall pay the toll next month for passing with the ETC device realized in the current month.

After the accounting period of one month, the PE “Roads of Serbia” will issue the invoice for toll payment to the User, which the user shall pay until the end of the current month for the previous month.

If the payment is made until the 22<sup>nd</sup> of the current month, the User shall earn a 5% discount. In that case, the user shall reduce the amount by the approved discount of 5% (reduced amount is already stated on the invoice) and the credit note will be retrospectively submitted to the User.

Current account of the PE “Roads of Serbia”: **840-0000714581843-92.**

Yours faithfully,



SECTOR FOR TOLL COLLECTION  
DEPARTMENT FOR ELECTRONIC TOLL COLLECTION  
DIVISION FOR SALE AND DISTRIBUTION OF ETC

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