Belgian-Macedonian Business Club

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Summary: Documents for Subsidy Application - Bus Transport (North Macedonia)

Overview

This document outlines the official requirements for applying to receive **subsidies for foreign passenger (bus) tourism programs** in the Republic of North Macedonia. The program is administered by the **Agency for Promotion and Support of Tourism of the Republic of North Macedonia** under the Government of North Macedonia.

Required Documents (13 Items)

#	Document	Description
1	**Form SU-1**	Official subsidy application form submitted by the applicant agency
2	**Tour Operator License**	License A under Macedonian law, or equivalent documentation showing activity code 79.12 for tour operator/packer arrangement organizer
3	**Tour Program**	Detailed itinerary including departure date/location, daily activities, accommodation info, and return date
4	**Accommodation Contract**	Agreement with lodging facility (valid for group stay period) specifying minimum service: overnight stay with breakfast
5	**Hotel Categorization Decision**	Official classification document issued by Government, Ministry of Economy, or Municipality (valid for stay period)
6	**Invoice from Accommodation**	Must include service period, type, quantity, and amount (with separate tourist tax breakdown)
7	**Rooming List/Guest Specification**	Hotel confirmation listing accommodation period and guest names
8	**Proof of Payment for Accommodation**	Copy of bank transfer slip or bank statement referencing the invoice number
9	**Proof of Paid Tourist Tax**	Bank transfer slip or statement indicating the month for which tourist tax was paid

#	Document	Description
10	**Form SU-4 (Certified by Accommodation)**	Confirmation form signed/stamped by lodging facility verifying guest registration and tax payment
11	**Transport Contract/Order/Invoice**	Contract with carrier specifying period, route, kilometers, and payment amount
12	**Proof of Paid Transport**	Bank transfer slip or statement referencing the transport invoice number
13	**Interbus List**	Carrier-verified list showing route, passengers, and border crossing stamps (according to program)

Form SU-1 Key Fields

The subsidy application form requires the following information:

1. **Applicant Agency:** Name and headquarters
2. **Accommodation Facility:** All facilities where the tourist group stays
3. **Departure Location:** City and country
4. **Dates:** (a) Departure date; (b) Return date
5. **Stay Duration:** Number of nights spent in Macedonia
6. **Carrier Details:** Name and headquarters
7. **Bus Registration Number**
8. **Total Bus Seats**
9. **Total Tourists** in the group
10. **Requested Subsidy Amount:** Calculated as (number of tourists × rate according to origin country × days = total amount in denars)
11. **Bank Details:** Bank name and account number for subsidy recipient

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Supporting Documentation Structure

I. General Documentation

- Tour program
- License A or proof of tour operator activity license
- Rental contract with accommodation facility AND categorization decision
- Rooming list certified by accommodation
- Submitted invoice AND paid invoice for accommodation
- Bank statement showing foreign exchange inflow for foreign tour operators after payment

II. Individual Documentation

- Copy of transport order for bus transport OR copy of carrier invoice (showing departure/arrival location and transport date)
- Proof of paid invoice for completed transport (bank transfer copy or statement)
- Interbus list showing foreign tourists and border crossings

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Form SU-4 (Confirmation Form)

This form must be completed and certified by the accommodation facility, confirming:

- Guest registration has been processed
- Temporary stay tax has been paid
- List of guests (up to 8 names can be listed per page)

Note: If the accommodation was rented through a Macedonian travel agency, that agency certifies the SU-4 form instead.

Important Requirements

1. **Contracts must be valid** for the entire group stay period
2. **Minimum accommodation service:** Overnight stay with breakfast required
3. **All payments must be proven** via official bank transfers or statements
4. **Border crossing stamps** required on interbus list for verification
5. **Official seals/signatures** mandatory from accommodation facilities and carriers

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Submission Requirements

- Place and date of submission
- Official stamp and signature of the applicant

Issued by: Agency for Promotion and Support of Tourism of the Republic of North Macedonia