

## Procedures for VAT/Customs exemptions for TEMPUS projects in BiH

Before starting with the VAT/Customs exemption procedure explained below, please note that you should submit the following information to the Delegation of the European Union to BiH (EUDEL) at: [delegation-bih-vat@ec.europa.eu](mailto:delegation-bih-vat@ec.europa.eu) (cc grant-holder<sup>1</sup>): 1) **Number of grant contract**, 2) **Date of signature of the contract**, 3) **Exact title of project**, 4) **Value of the contract**. EUDEL will use this information to partially fill in Prilog 1 or Prilog 2 for you, depending on the nature of the transaction (e.g. Prilog 1 for imports and Prilog 2 for internal purchases), and return it to you. After your request is approved, you will need to complete the missing parts of Prilog 1 or Prilog 2, print it, and submit the original, together with all other requested documents indicated in the enclosed Instructions (see Annex 1), to EUDEL for processing. If you have any question regarding how to complete/submit the required documents, please contact EUDEL at the e-mail address indicated above;

### STEP 1:

Tempus partner institution from BiH sends by e-mail to National Tempus Office in BiH (NTO) at: [tempus@tempusbih.com](mailto:tempus@tempusbih.com) (cc: **grant-holder**) the following documents: 1) **scanned invoice or pro-forma invoice**, for which an exemption is requested, and 2) **Unofficial Translation Form**, in English, (see Annex 4). Please note that both forms (e.g. invoice or pro-forma invoice) will be accepted and it should be clearly addressed to the beneficiary institution indicated in Tempus Grant Agreement (e.g. Grant-holder or Partner, depending on who takes the title of ownership of goods. (Example 1: the University of XX, Faculty of YY, is a Grant-holder/beneficiary: invoice should be addressed to: The University of XX, Faculty of YY, Address...(with note) "**within the framework of Tempus project XX**"; Example 2: The University of XX, Faculty of YY, is a Partner/beneficiary: invoice should be addressed to: The University of XX, Faculty of YY, Address...(with note) "**within the framework of Tempus project No. xxx coordinated by the University of GG, Faculty of ZZ, Address**". Please note that VAT amount should **NOT** be stated on invoice/pro-forma invoice (please insert 0.00 KM in the VAT amount section). However, the VAT amount **SHOULD** be indicated on the Unofficial Translation Form (as well as on Prilog 1 or Prilog 2). All invoices/pro-forma invoices **MUST** include the clause "**Oslobodjeno od placanja PDV-a u skladu sa clanom 29. stav 2. Zakona o porezu na dodanu vrijednost**" (please refer to Article 5 of the attached Instructions);

### STEP 2:

NTO checks the completeness of the file and forwards the request to an operational verifier at the Education, Audiovisual and Culture Executive Agency (EACEA), (cc: [delegation-bih-vat@ec.europa.eu](mailto:delegation-bih-vat@ec.europa.eu)). **Please NOTE that Tempus partner institutions are not allowed to contact EACEA for this purpose directly;**

### STEP 3:

EACEA replies to EUDEL and NTO, confirming that the presented invoices/costs are project related (otherwise it would be rejected). Please note that this procedure is completely independent from the EACEA's approval of technical implementation and financial reports at the end of the project. Eligibility and acceptance of expenses is a separate process based on final evaluation of financial report and it has nothing to do with the EACEA's confirmation, explained within this procedure, that the presented invoices/costs are project related. Therefore, it doesn't mean that the expenses will be necessarily considered eligible at the end of the project.

### STEP 4:

If the request is approved, NTO informs relevant Tempus institution to proceed by submitting the original invoice, together with all other required documents indicated in the enclosed Instructions (see Annex 1), to EUDEL<sup>2</sup> for processing. If you have any questions related to completing/submitting the required documents, please contact EUDEL at the e-mail indicated above;

### STEP 5:

EUDEL will finalize the procedure (e.g. issue a certificate on VAT exemption, keep one original certificate and a copy of invoice for the file, and report the issued control number to the Indirect Taxation Authority of BiH (ITA)<sup>3</sup>;

### STEP 6 (only in case of import):

Tempus partner institution from BiH submits the original invoice to the Ministry of Civil Affairs BiH (MCP) for approval<sup>4</sup>;

### STEP 7:

Follow all other procedures indicated in the enclosed Instructions (see Annex 1)

**Please note that all correspondence with NTOBiH/EUDEL for this purpose must be in English**

<sup>1</sup> it is obligatory to copy (cc) grant-holder if the request is submitted by project partners

<sup>2</sup> To be sent to the following address: The Delegation of the EU to BiH, Skenderija 3A, 71000 Sarajevo, BiH (with note for VAT/PDV)

<sup>3</sup> Uprava za indirektno oporezivanje Bosne i Hercegovine

<sup>4</sup> to be sent to the following address: Ministarstvo civilnih poslova BiH, kabinet ministra, Trg BiH 1, 71000 Sarajevo