

Pursuant to Article 39, paragraph 12 of the Law on Foreign Exchange Operations (RS Official Gazette, Nos 62/2006, 31/2011, 119/2012, 139/2014 and 30/2018) and Article 18, paragraph 1, item 3) of the Law on the National Bank of Serbia (RS Official Gazette, Nos 72/2003, 55/2004, 85/2005 – other law, 44/2010, 76/2012, 106/2012, 14/2015, 40/2015 – CC decision and 44/2018), the Governor of the National Bank of Serbia hereby issues

DECISION
ON THE PROCEDURE AND CONDITIONS FOR OBTAINING A
CERTIFICATE FOR THE PERFORMANCE OF EXCHANGE OPERATIONS,
SINGLE TRAINING PROGRAMME FOR THE PERFORMANCE OF
EXCHANGE OPERATIONS AND ELIGIBILITY REQUIREMENTS FOR
TRAINERS

1. This Decision prescribes a detailed procedure and conditions for acquiring certificates for performing exchange operations, single training programme for performing exchange operations and eligibility requirements for trainers.

2. The NBS shall issue a certificate for performing exchange operations to a natural person (hereinafter: the applicant) who meets the following requirements:

- 1) has acquired at least secondary education;
- 2) has completed training for performing exchange operations and successfully passed examination for obtaining a certificate for performing exchange operations;
- 3) has not been convicted by a final judgement of criminal offences against economy, property, life and body, public order, official duty and legal transactions, criminal offences of money laundering or terrorism financing and/or other criminal offence and/or economic offence which would make the person ineligible for performing exchange operations.

3. The applicant shall submit the application for training in the performance of exchange operations (hereinafter: the training) and acquisition of certificate for the performance of exchange operations (hereinafter: the certificate) to the NBS by the 25th in a month for the following month.

The application from paragraph 1 of this Section shall be submitted on the form Application for training and acquisition of certificate for the

performance of exchange operations (Annex 1), printed herewith and integral hereto.

The applicant shall enclose the following documents to the application from paragraph 2 of this Section:

- 1) copy of ID or a scan reading of ID card with a chip;
- 2) certified copy of evidence on acquired secondary education in accordance with Section 2, indent 1) hereof;
- 3) certificate, not older than six months, issued by the competent authority in accordance with Section 2, indent 3) hereof;
- 4) evidence of paid costs of training attendance and award of certificate in accordance with the decision on uniform fees charged for services provided by the National Bank of Serbia.

4. This is a one-day training, as a rule, organised on a monthly basis, in Belgrade, in the NBS business premises.

The training may be attended by maximum two hundred applicants (200) in a month.

The information on timing and place of training delivery and the list of applicants who submitted duly completed applications from Section 3, paragraph 1 hereof shall be published on the NBS website at least three days before the training delivery.

An applicant who did not attend the training for justified reasons (illness, etc.) may submit to the NBS a reasoned request in writing and ask for the paid fee to be valid for the next examination term, delivering the appropriate evidence, three (3) days following the training delivery date at the latest.

5. The single training programme delivered by the NBS trainers, with the minimum duration of four school classes, shall cover:

- 1) regulations governing detailed conditions and manner of performing exchange operations;
- 2) regulations governing detailed conditions and manner of performing supervision of exchange operations;
- 3) regulations governing the prevention of money laundering and terrorism financing in the area of exchange operations.

The single training programme from paragraph 1 of this Section shall be published on the website of the National Bank of Serbia.

Trainers from paragraph 1 of this Section shall be appointed by the decision of the NBS governor and selected from NBS organisational units in charge of the implementation of regulations from that paragraph. The trainers shall have at least five (5) years of work experience.

6. The knowledge acquired in the training shall be tested by the examination board (hereinafter: Board), established by the NBS governor for a period of one year.

The Board shall comprise a president and two members with alternates.

The president of the Board and the members, including their alternates, shall be appointed by the decision of the governor.

7. The Board shall prepare a list of questions for the certification exam, which shall be taken in writing on the training day, upon training completion.

The list from paragraph 1 of this Section shall contain twenty-five (25) questions and every correct answer shall score one point. It shall be considered that an applicant can be awarded a certificate if he/she scored at least fifteen (15) points in the exam.

8. The Board shall prepare minutes on the performed testing of applicants (hereinafter: Minutes)

The Minutes shall contain: names and surnames of applicants, number of points each applicant scored in the exam, date, names and surnames of the Board president and members, and their signatures.

Exam results of each applicant shall be enclosed with the minutes.

9. A report on exam results shall be published on the NBS website within ten (10) days from the exam.

An applicant who passed the exam shall be awarded the certificate by the NBS within thirty (30) days from the release of the report from paragraph 1 of this Section. The certificate shall contain: certificate ID number, name, surname and personal identification number of the awarded applicant, and date and place of certificate award.

The NBS shall keep a register of awarded certificates.

An applicant who did not pass the exam may apply once more to attend the training in order to acquire certificate without the need to pay again the fee from Section 3, paragraph 3, indent 4) hereof within one hundred and eighty (180) days from the day of the release of the exam results.

10. This Decision shall enter into force on the eighth day following its publication in the RS Official Gazette and shall apply as of 1 January 2019.

D. No 13
29 October 2018
B e l g r a d e

G o v e r n o r
of the National Bank of Serbia

Dr Jorgovanka Tabaković