

Instructions for submission of requests and other written submissions to the Commission for Protection of Competition

The purpose of this Instructions is to facilitate the work of the Clerk's Office and communication with the parties in proceedings which fall within the competence of the Commission for Protection of Competition, with a view to reaching more efficient procedure.

The Commission for Protection of Competition invites procuration holders, parties to the proceedings and other persons to take account of this Instructions when submitting letters to the Commission.

General information

The written submissions may be submitted to the Clerk's Office of the Commission for Protection of Competition during the working hours of the Clerk's Office. The working hours of the Clerk's Office are from 09:00 to 15:00 hours.

Number of copies required

The written submissions shall be submitted to the Commission in a single copy.

Format of the written submissions

Should the submission of given written submissions be regulated or ordered to be done electronically, they should be submitted on a compact disc (CD) or other digital recording media. The submission of other written submissions, addenda to the written submissions and annexes to the written submissions should be preferably submitted electronically as well, properly packaged and attached to the written submission.

Should a digital recording media be submitted, said data carrier should be presented with a written submission indicating (1) the number of a case file to which it relates, and (2) the name of the applicant, so that such letter could be enclosed to the case file.

All written submissions should be presented in a manner enabling their transfer without the risk of sheets of papers falling out of folder and securely binded together (whether arranged in a filing folder due to their volume, secured with clips or staples, arranged in binders or in some other manner attached), with an indication of annexes, if any.

When several written submissions are submitted to the Commission at the same time (for example, several requests for individual exemption), it is preferable to present them as a separate file each.

Compensations for activities of the Commission

The compensations for decisions and acts issued by the Commission for Protection of Competition based on requests of undertakings are stipulated under the Tariff on the level of compensations for activities within the competence of the Commission for Protection of Competition, available at <http://www.kzk.gov.rs/tarifnik-komisije>.

The submission of initiatives for investigation of suspected infringements of competition rules and the Commission's acting on initiatives are done free of charge.

Annexes to the written submissions

Should the previous practice of the Commission or acts available on the official website of the Commission be referenced in written submissions, said materials need not be provided in annexes to the written submissions.

Should a certified translation of a document written in a foreign language be provided with written submissions, it is preferable that such certified translations be also provided electronically when related written submissions are submitted in electronic format.

Power of attorney

Should the legal trainees, couriers or third parties that are not among those referred to in the power of attorney as part of the corresponding case file be designated to collect the acts of the Commission, it is necessary to submit a sub-power of attorney.

Special rules for submission of merger notifications

Pursuant to Article 4 of the Regulation on the content and means of submission of merger notifications (Official Gazette of the RS 5/2016), merger notifications shall also include all annexes to the notification, as well as all addenda to the notification, which include the information referred to in Article 2 and Article 3 therein. In that regard, when provided in the form of an annex or addenda to the notification, it is necessary that said information be also provided electronically with the merger notification and any addenda to the notification.

If a merger notification and any addenda to the notification are not submitted electronically, the notification shall be considered incomplete.