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| **SLUŽBA PRIHVATA I OTPREME PUTNIKA**  PASSENGER HANDLING DEPARTMENT | | Tel. +387 33 289 309; Fax.+387 33 289 407  Tel. +387 33 289 120; Fax.+387 33 289 408  **E-mail:** [**opc@sarajevo-airport.ba**](mailto:opc@sarajevo-airport.ba)  [**lounge@sarajevo-airport.ba**](mailto:lounge@sarajevo-airport.ba) | |
| **Puno ime korisnika/organizacija koji će snositi troškove tražene usluge**  *Full name of customer/organization requesting the service that will be invoiced*  KORISNIK USLUGE/CARRIER:  Adresa / Address\*:  VAT No. / PDV broj\*:  ID No. / JIB-PIB\*:  E-mail:      Fax:      Tel**:** | | | |
|  | **DOLAZAK / ARRIVAL** | | **ODLAZAK / DEPARTURE** |
| **BROJ LETA / FLIGHT NO.** |  | |  |
| **VRIJEME / TIME** |  | |  |
| **DATUM / DATE** |  | |  |
| **VIP TRETMAN / VIP TREATMENT** |  | |  |
| **VIP SALON / VIP LOUNGE** |  | |  |
| **Puno ime i funkcija dolazećeg/odlazećeg putnika**  *Full name and position of the arriving/departing passenger* |  | | |
| **Puno ime osobe koji dočekuje/ispraća putnike i broj telefona kontakt osobe\*\***  *Full name of the person seeing off/meeting the passengers and phone number of contact person \*\** |  | | |
| ***Zahtjev je potrebno dostaviti najkasnije 24 sata prije leta (odlazak/dolazak), za svaku delegaciju***  *The request form must be submitted at least 24 hours prior to the flight (departure/arrival), for each delegation.*  ***NAPOMENE:*** *Zahtjev za zakup VIP salona podnosi se najkasnije 48h, a otkaz 24h prije korištenja. U slučaju otkaza u periodu kraćem od 24h ili nekorištenje bez otkaza, usluga će se fakturisati u iznosu od 30% od pune cijene zakupa.*  ***REMARKS:*** *The request for VIP lounge reservation needs to be submitted no later than 48 hours, and cancellation 24 hours prior to use. 30% of the full cost will be charged for cancellation received with less than 24h notice or for nonuse without prior cancellation.*  ***\*\* Osoba na ispraćaju/dočeku putnika kojoj je potreban ulaz u restriktivne zone***  *\*\* Person seeing off/meeting passengers that will need access to restricted areas*  **MOLIMO DA POPUNJENI OBRAZAC FAKSIRATE NA NIŽE NAVEDENE BROJEVE TELEFONA:**  ***PLEASE SEND COMPLETED REQUEST FORM TO THE FOLLOWING FAX NUMBERS:***   1. **MEĐUNARODNI AERODROM SARAJEVO** / *SARAJEVO INTERNATIONAL AIRPORT*: **+ 387 33 289 407/8** 2. **CARINSKA ISPOSTAVA AERODROM** / *AIRPORT CUSTOMS SERVICE*: **+ 387 33 450 216** 3. **GRANIČNA POLICIJA** / *BORDER POLICE*: **+ 387 33 755 360** | | | |
| Za sve informacije u vezi za plaćanjem VIP usluga, molimo Vas da kontaktirate Sektor komercijale:  Regarding applicable charges for VIP services please contact Commercial Department:  Tel: +387 33 289 207; E-mail: [**aademovic@sarajevo-airport.ba**](mailto:aademovic@sarajevo-airport.ba) | | | |

\*Obavezno popuniti podatke u tabeli označene zvjezdicom u skladu sa Članom 120.-126. Pravilnika o primjeni Zakona o porezu na dodanu vrijednost ( Službeni glasnik BiH br. 93/05, 21/06, 60/06, 06/07, 100/07, 35/08 i 65/10) i Uputstva o dostavljanju podataka iz knjigovodstvenih evidencija elektronskim putem ( Službeni glasnik BiH br. 83/19 ).

\*Please make sure to fill in the information in the starred table in accordance with Article 120-126. Rulebook on Implementation of the Law on Value Added Tax (Official Gazette of BiH nos. 93/05, 21/06, 60/06, 06/07, 100/07, 35/08 and 65/10) and Instructions on the submission of bookkeeping data records electronically (BiH Official Gazette 83/19).