

**PORUČIVANJE VAZDUHOPLOVNIH PUBLIKACIJA
SUBSCRIPTION FOR AERONAUTICAL PUBLICATIONS**

Elektronske vazduhoplovne publikacije su dostupne za **besplatno** preuzimanje na internet stranici <https://ais.smatsa.rs>.

Za preuzimanje elektronskih vazduhoplovnih publikacija, potrebno je kreirati nalog. Popunjen Prilog 1 dostaviti putem elektronske pošte na:

To: ais@smatsa.rs

Cc: olivera.djordjevic@smatsa.rs

Korisnici sa postojećim nalogima nisu u obavezi da obnavljaju narudžbinu. Neophodno je da ponovo pošalju popunjen Prilog 1, samo ako je došlo do promene u korisničkim podacima. U slučaju da više ne žele da preuzimaju elektronske vazduhoplovne publikacije, otkazivanje se vrši u slobodnoj formi elektronskom poštom.

Svi korisnici koji primaju vazduhoplovne publikacije u **papirnom obliku**, dužni su da **obnove narudžbenicu na početku svake kalendarske godine**. U protivnom će biti uklonjeni sa liste distribucije. Narudžbenice (Prilog 2 i/ili 3) treba da budu popunjene i dostavljene **do kraja marta** na e-mail:

To: ais@smatsa.rs

Cc: olivera.djordjevic@smatsa.rs

Vazduhoplovne publikacije u **papirnom obliku** se **dostavljaju besplatno** samo međunarodnim organizacijama (ICAO, IATA, EUROCONTROL i slično), nacionalnim vazduhoplovnim vlastima i službama u skladu sa međunarodnim sporazumima i preporukama ICAO, a na bazi reciprociteta – službama vazduhoplovnog informisanja (AIS) i inostranim komercijalnim izdavačima vazduhoplovnih publikacija.

Ostalim korisnicima, vazduhoplovne publikacije u **papirnom obliku** se dostavljaju **uz naplatu**.

Za korisnike iz Republike Srbije, kojima se vazduhoplovne publikacije u **papirnom obliku** dostavljaju **uz naplatu**, cena se uvećava za iznos poreza na dodatu vrednost (PDV) po stopi od 20% i naplaćuje se u dinarima (RSD) obračunatim po srednjem kursu Narodne banke Srbije na dan izdavanja fakture.

Za korisnike iz inostranstva, kojima se vazduhoplovne publikacije u **papirnom obliku** dostavljaju **uz naplatu**, ukoliko se radi o fizičkom licu, cena se uvećava za iznos poreza na dodatu vrednost (PDV) po stopi od 20%, a ukoliko je korisnik pravno lice izuzet je od plaćanja PDV u Republici Srbiji u skladu sa članom 12. Zakona o PDV.

Electronic aeronautical publications are available for free download on the website <https://ais.smatsa.rs>.

To download electronic aeronautical publications, you need to create an account. Send the completed Appendix 1 via email to:

To: ais@smatsa.rs

Cc: olivera.djordjevic@smatsa.rs

Users with existing accounts are not required to renew their subscription. They only need to resend refilled Appendix 1 if have changes to contact details. If they no longer want to receive electronic aeronautical publications, cancellation can be done in a free form via email.

All users who receive aeronautical publications in **paper form** are required to **renew their order form at the beginning of the calendar year**. Otherwise, they will be removed from the distribution list. Order forms (Annex 2 and/or 3) should be filled out and submitted **by the end of March** via email:

To: ais@smatsa.rs

Cc: olivera.djordjevic@smatsa.rs

Aeronautical publications in **paper form** are delivered for **free** only to international organizations (ICAO, IATA, EUROCONTROL, etc.), national aeronautical authorities and services according to the international agreements and ICAO recommendations and on reciprocal basis to the aeronautical information services (AIS) and foreign commercial publishers of the aeronautical publications.

To other users, aeronautical publications in **paper form** are delivered **for a fee**.

For users from the Republic of Serbia, who are receiving aeronautical publications in **paper form with payment**, the price is subject to a 20% value-added tax (VAT) increase and will be charged in Serbian dinars (RSD) calculated at the middle exchange rate of the National Bank of Serbia on the day the invoice is issued.

For users located abroad, who are receiving aeronautical publications in **paper form with payment**, if the user is an individual, the price is subject to a 20% increase value-added tax (VAT) rate. However, if the user is a legal entity, they are exempt from paying VAT in the Republic of Serbia according to Article 12 of the VAT Law.

Obaveštenje o obradi podataka o ličnosti

Vaše lične podatke obrađujemo u svrhu pružanja usluga vazduhoplovnog informisanja, odnosno dostavljanja vazduhoplovnih publikacija. U zavisnosti od toga kojoj vrsti korisnika pripadate, obrađujemo ih:

- na osnovu pravnih obaveza iz propisa iz oblasti vazdušnog saobraćaja; ili
- kako bismo sa Vama zaključili odnosno izvršili ugovor o prodaji publikacije.

Lični podaci tretiraju se kao poverljive informacije i čuvaju se u Republici Srbiji 2 godine, uz primenu odgovarajućih tehničkih, organizacionih i kadrovskih mera koje osiguravaju njihovu bezbednost, a pristup podacima imaće samo ovlašćena lica.

U cilju zaštite Vašeg prava na privatnost obaveštavamo Vas da imate pravo na uvid u Vaše podatke, pravo da od nas tražite ispravku ili dopunu Vaših podataka, pravo da od nas tražite da izbrišemo Vaše podatke, pravo na prenosivost Vaših podataka, pravo da ograničite obradu Vaših podataka, pravo da uložite prigovor ukoliko smatrate da je Vaše pravo na privatnost povređeno i pravo da podnesete pritužbu Povereniku za informacije od javnog značaja i zaštitu podataka o ličnosti.

Zahtev za ostvarivanje Vašeg prava možete podneti licu za zaštitu podataka na e-mail: dpo@smatsa.rs.

Napominjemo da je davanje Vaših tačnih i potpunih podataka uslov za zaključenje ugovora i da u suprotnom nećemo biti u mogućnosti da Vam pružimo našu uslugu.

Personal data processing notice

We process your personal data for the purpose of providing Aeronautical Information Services, i.e. Aeronautical Information Publications delivery. Depending on which type of user you belong to, we process it in the following manners:

- on the basis of legal obligations from regulations in the field of air traffic; or
- in order to conclude and implement a contract for sale of the publication.

Personal data is treated as confidential information and are stored in the Republic of Serbia for 2 years, with the application of appropriate technical, organizational and personnel measures that ensure their security, and only authorized persons will have access to data.

In order to protect your right to privacy, we inform you that you have the right to access your data, to ask for rectification your data, you have the right to ask for erasure of your data, right to portability of your data, right to restriction of processing of your data, right to object if you believe that your right to privacy has been violated and the right to lodge a complaint with the Commissioner for Information of Public Importance and Personal Data Protection.

You can submit a request to exercise your right to the data protection officer at e-mail: dpo@smatsa.rs.

Please note that providing your correct and complete data is a condition for concluding the contract and that otherwise we will not be able to provide you with our service.

Prilog 1: Narudžbenica –
elektronske vazduhoplovne publikacije

Prilog 2: Narudžbenica –
AIP u papirnom obliku

Prilog 3: Narudžbenica –
VFR AIP u papirnom obliku

Appendix 1: Order form –
electronic aeronautical publications

Appendix 2: Order form –
AIP in paper form

Appendix 3: Order form –
VFR AIP in paper form

CNL: AIC A7/26

**KONTROLA LETENJA SRBIJE I CRNE GORE SMATSA doo BEOGRAD /
SERBIA AND MONTENEGRO AIR TRAFFIC SERVICES SMATSA llc**

AIS

Trg Nikole Pašića 10, P.B. 640

11000 Beograd

Serbia

TEL: + 381 11 321 8051

e-mail: ais@smatsa.rs

cc: olivera.djordjevic@smatsa.rs

**NARUDŽBENICA –
ELEKTRONSKE VAZDUHOPLOVNE PUBLIKACIJE /
ORDER FORM –
ELECTRONIC AERONAUTICAL PUBLICATIONS**

NR	Elektronske vazduhoplovne publikacije dostupne za besplatno preuzimanje na internet stranici https://ais.smatsa.rs/ / Electronic aeronautical publications available for free download on website https://ais.smatsa.rs	
1.	eAIP eAIP Srbija / Crna Gora (AIP, AIP AMDT, AIP SUP, AIC u .html/.pdf), sve naredne izmene eAIP / eAIP Serbia / Montenegro (AIP, AIP AMDT, AIP SUP, AIC in .html/.pdf), all future changes to eAIP	☐
2.	VFR AIP-el VFR AIP-el Srbija / Crna Gora (VFR AIP, VFR AIP AMDT, VFR AIP SUP, AIC u .pdf), sve naredne izmene VFR AIP-el / VFR AIP-el Serbia / Montenegro (VFR AIP, VFR AIP AMDT, VFR AIP SUP, AIC in .pdf), all future changes to VFR AIP-el	☐
3.	Vazduhoplovna karta – ICAO 1:500000, Deo 1, Deo 2 i Deo 3 (.pdf), sve naredne izmene/ Aeronautical Chart – ICAO 1:500000, Part 1, Part 2 and Part 3 (.pdf), all future changes	☐

E-mail adresa(e) za kreiranje naloga (preuzimanje elektronskih vazduhoplovnih publikacija): /

E-mail address(es) for login (electronic aeronautical publications download)

--

Kontakt detalji: /

Contact details:

Ime/Name:	
Adresa/Address:	
e-mail:	
TEL:	

NAMERNO OSTAVLJENA PRAZNA STRANA
INTENTIONALLY LEFT BLANK

**KONTROLA LETENJA SRBIJE I CRNE GORE SMATSA doo BEOGRAD /
SERBIA AND MONTENEGRO AIR TRAFFIC SERVICES SMATSA llc**

AIS

Trg Nikole Pašića 10, P.B. 640

11000 Beograd

Serbia

TEL: + 381 11 321 8051

e-mail: ais@smatsa.rs

cc: olivera.djordjevic@smatsa.rs

**NARUDŽBENICA –
AIP U PAPIRNOM OBLIKU /
ORDER FORM –
AIP IN PAPER FORM**

NR	PUBLIKACIJA / PUBLICATION	Cena/Price* EUR	Broj traženih primeraka / Number of requested copies	
			Uz naplatu / To be paid	Besplatno [#] / Free of charge [#]
1.	Početna narudžbina AIP Srbija / Crna Gora (uključujući korice i pregradne kartone), kao i sve AIP AMDT, AIP SUP i AIC za tekuću godinu / Initial subscription AIP Serbia / Montenegro (ring binders and plastic index sheets set are included), as well as all AIP AMDT, AIP SUP and AIC for current year	157		
2.	Godišnja narudžbina Sve izmene AIP iz tačke 1 za kalendarsku godinu / Annual subscription All changes to AIP referred to item 1 per calender year	105		
3.	Korice za AIP i korice za AIC – po komadu / Single ring binders for AIP and single ring binders for AIC – per piece	12		

* Cene su izražene bez PDV-a. Plaćanje se vrši po dobijanju fakture krajem godine. /
Prices are given without VAT. Payments have to be made upon receipt of the invoice at the end of the year.

[#] samo za: međunarodne organizacije (ICAO, IATA, EUROCONTROL i slično), nacionalne vazduhoplovne vlasti i službe u skladu sa međunarodnim sporazumima i preporukama ICAO i na bazi reciprociteta – službama vazduhoplovnog informisanja (AIS) i inostranim komercijalnim izdavačima vazduhoplovnih publikacija /
only for: international organisations (ICAO, IATA, EUROCONTROL, etc.), national aeronautical authorities and services according to the international agreements and ICAO recommendations, and on reciprocal basis to the aeronautical information services (AIS) and foreign commercial publishers of the aeronautical publications

Kontakt detalji za **dostavljanje vazduhoplovnih publikacija**: /
Contact details for **delivery of aeronautical publications**:

Ime/Name:	
Adresa/Address:	
e-mail:	
TEL:	

Kontakt detalji za **dostavljanje fakture** (ako se razlikuju od kontakt detalja za dostavljanje publikacija): /
Contact details **for invoicing** (if different from contact details for delivery of publications):

Ime/Name:	
Adresa/Address:	
e-mail:	
TEL:	

Datum / Date

Potpis / Signature

**KONTROLA LETENJA SRBIJE I CRNE GORE SMATSA doo BEOGRAD /
SERBIA AND MONTENEGRO AIR TRAFFIC SERVICES SMATSA llc**

AIS

Trg Nikole Pašića 10, P.B. 640

11000 Beograd

Serbia

TEL: + 381 11 321 8051

e-mail: ais@smatsa.rs

cc: olivera.djordjevic@smatsa.rs

**NARUDŽBENICA –
VFR AIP U PAPIRNOM OBLIKU /
ORDER FORM –
VFR AIP IN PAPER FORM**

NR	PUBLIKACIJA / PUBLICATION	Cena/Price* EUR	Broj traženih primeraka / Number of requested copies	
			Uz naplatu / To be paid	Besplatno [#] / Free of charge [#]
1.	Početna narudžbina VFR AIP Srbija / Crna Gora (uključujući korice i pregradne kartone), kao i sve VFR AIP AMDT, VFR AIP SUP i AIC za tekuću godinu / Initial subscription VFR AIP Serbia / Montenegro (ring binders and plastic index sheets set are included), as well as all VFR AIP AMDT, VFR AIP SUP and AIC for current year	105		
2.	Godišnja narudžbina Sve izmene VFR AIP iz tačke 1 za kalendarsku godinu / Annual subscription All changes to VFR AIP referred to item 1 per calender year	70		
3.	Korice za VFR AIP – po komadu / Single ring binders for VFR AIP – per piece	12		

* Cene su izražene bez PDV-a. Plaćanje se vrši po dobijanju fakture krajem godine. /

Prices are given without VAT. Payments have to be made upon receipt of the invoice at the end of the year.

[#] samo za: međunarodne organizacije (ICAO, IATA, EUROCONTROL i slično), nacionalne vazduhoplovne vlasti i službe u skladu sa međunarodnim sporazumima i preporukama ICAO i na bazi reciprociteta – službama vazduhoplovnog informisanja (AIS) i inostranim komercijalnim izdavačima vazduhoplovnih publikacija /

only for: international organisations (ICAO, IATA, EUROCONTROL, etc.), national aeronautical authorities and services according to the international agreements and ICAO recommendations, and on reciprocal basis to the aeronautical information services (AIS) and foreign commercial publishers of the aeronautical publications

Kontakt detalji za **dostavljanje vazduhoplovnih publikacija**: /
Contact details for **delivery of aeronautical publications**:

Ime/Name:	
Adresa/Address:	
e-mail:	
TEL:	

Kontakt detalji za **dostavljanje fakture** (ako se razlikuju od kontakt detalja za dostavljanje publikacija): /
Contact details **for invoicing** (if different from contact details for delivery of publications):

Ime/Name:	
Adresa/Address:	
e-mail:	
TEL:	

Datum / Date

Potpis / Signature