

**GUIDELINES
FOR THE IMPLEMENTATION OF THE
AGREEMENT BETWEEN THE EUROPEAN COMMUNITY
AND THE RUSSIAN FEDERATION
ON THE FACILITATION OF THE ISSUANCE OF VISAS
TO THE CITIZENS OF THE EUROPEAN UNION
AND THE RUSSIAN FEDERATION**

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The Agreement between the European Community and the Russian Federation on the facilitation of the issuance of visas to the citizens of the European Union and the Russian Federation¹, which entered into force on 1st June 2007, is the first agreement on visa facilitation issues negotiated by the European Community with a third country.

The purpose of the Agreement is to facilitate, on the basis of reciprocity, the procedures for issuing visas for an intended stay of no more than 90 days per period of 180 days to the citizens of the European Union and the Russian Federation.

The Agreement establishes, on the basis of reciprocity, **legally binding rights and obligations** for the purpose of simplifying the visa issuing procedures for Russian and EU citizens.

These Guidelines are adopted by the Joint Committee established by the Agreement, as the facilitations provided by the Agreement shall also apply reciprocally to EU citizens travelling to the Russian Federation. The Guidelines are aimed at ensuring a correct and harmonised implementation of the provisions of the Agreement by the diplomatic missions and consular posts of the Member States. They are not part of the Agreement and therefore they are not legally binding. However, it is highly recommended that diplomatic and consular staff consistently follow them when implementing the provisions of the Agreement.

The Guidelines are conceived as a living document, to be updated in the light of the experience on the implementation of the Agreement under the responsibility of the Joint Committee set up by Article 13 of the Agreement.

I. GENERAL ISSUES.

1.1. Purpose and scope of application.

Article 1 of the Agreement stipulates that: "The purpose of this Agreement is to facilitate, on the basis of reciprocity, the issuance of visas for an intended stay of no more than 90 days per period of 180 days to the citizens of the European Union and the Russian Federation".

The Agreement applies to all citizens of the Russian Federation and of the Member States of the European Union (with the exception of Denmark, Ireland and the United Kingdom) who apply for a short-stay visa, whatever the country in which they reside.

¹ OJ L129 of 17.5.2007, p.27.

1.2. Scope of the Agreement.

Article 2 of the Agreement stipulates that:

- 1. "The visa facilitations provided in this Agreement shall apply to citizens of the European Union and of the Russian Federation only insofar as they are not exempted from the visa requirement by the laws and regulations of the Russian Federation, of the Community or the Member States, the present agreement or other international agreements.*
- 2. The national law of the Russian Federation, or of the Member States or Community law shall apply to issues not covered by the provisions of this Agreement, such as the refusal to issue a visa, recognition of travel documents, proof of sufficient means of subsistence and the refusal of entry and expulsion measures".*

Without prejudice to Article 11 (which provides for the exemption from the visa requirement for both holders of Russian diplomatic passports and holders of EU diplomatic passports), the Agreement does not affect the existing rules on visa obligations and visa exemptions. For instance, Article 4 of Council Regulation N°539/2001² allows Member States to exempt from the visa requirement civilian air and sea crews among other categories.

In accordance with Decision N°896/2006 of 14 June 2006³, the Council ruled that the Member States fully implementing the Schengen acquis shall unilaterally recognise the residence permits issued by Switzerland and Liechtenstein. That Decision provides that Russian citizens who legally reside in Switzerland or Liechtenstein do not need a transit visa for transiting through the Schengen area.

Should a Member State have concluded an agreement with the Russian Federation or taken a unilateral decision providing for the exemption from the visa obligation for holders of Russian service passports, this exemption would continue to apply after the entry into force of the Community visa facilitation Agreement (cfr. infra I.1.6).

Schengen rules and, where appropriate, national law continue to apply to all issues not covered by the Agreement such as the refusal to issue a visa, recognition of travel documents, proof of sufficient means of subsistence, the refusal of entry, expulsion measures or the general rule of the personal interview with the applicant. This also applies to the Schengen rules determining the Schengen Member State responsible for processing a visa application. Therefore, a Russian citizen should continue to apply for a visa to the consulate of the Member State of the main destination of his/her travelling; if there is no main destination, (s)he should apply to the consulate of the Member State of first entry into the Schengen area.

² OJ L81 of 21.3.2001, modified by Regulation N°1932/2006/EC, OJ L29 of 29.3.2007.

³ OJ L167 of 20.6.2006, p. 8.

Even if the conditions foreseen in the Agreement are met, for example, proof of documentary evidence regarding the purpose of the journey for the categories foreseen in Article 4 is provided by the visa applicant, the issuance of the visa still can be refused if the conditions laid down in Article 5 of the Schengen Borders Code⁴ are not fulfilled, i.e. the person is not in possession of a valid travel document, an alert in the SIS has been issued, the person is considered a threat for public policy, internal security, etc. See also part V on the examination of the applications and decisions taken of the Common Consular Instructions (CCI).

Other possibilities for flexibility in the issuing of visas allowed in the CCI continue to apply. For instance, multiple-entry visas for a long period of validity- up to five years- can be issued to categories of persons other than those mentioned in Article 5, if the conditions foreseen in the Common Consular Instructions⁵(CCI) are met (cfr. V.2.2.1). In the same way, the provisions contained in the CCI allowing waiver or reduction of the visa fee will continue to apply (cfr. infra II.2.1.1.).

1.3. Types of visas falling within the scope of the Agreement.

Article 3 (d) of the Agreement defines "visa" as " an authorisation/permission issued or a decision taken by a Member State or by the Russian Federation which is required with a view to:

- *entry for an intended stay of no more than 90 days in total in that Member State or in several Member States or in the Russian Federation,*
- *entry for transit through the territory of that Member State or several Member States or of the Russian Federation."*

The following types of visas are covered by the Agreement:

- "B" visas (transit visas)
- "C" visas (short-stay visas).

The facilitations provided by the Agreement also apply to visas with limited territorial validity (LTV) issued for transit or short-stay.

⁴ OJ L 105 of 13.4.2006, p.1.

⁵ OJ C 326 of 22.12.2005, p.1

Types of Russian visas and used code in letters:

Diplomatic (ДП);

Official (СЛ);

Ordinary (О);

Private (Ч);

Business (Д);

Tourist (Т), including Tourist Groups (ТГ);

Educational (У);

Working (Р);

Humanitarian (Г);

Asylum (А);

Transit (ТР1 or ТР2);

Temporary Resident Visa (ВР).

1.4. Calculation of the length of stay authorised by a visa and in particular the question on how to determine the six months period

"Three months within a six months period"

The first period of six months starts with the date of the very first entry. The next period of six months starts from the next entry following the expiry of a period of six months from the very first entry. This means in practice that the short stay of a person is also legal in the following example: a person enters on 1.1. and stays one day. He exits and comes back on 2.4. and stays until 29.6. He exits on 29.6. and enters again on 1.7. On 1.7. the next period of six months starts and the person can stay legally until 30.9.

1.5. Situation regarding the Member States that joined the European Union in 2004 and 2007, Member States that do not participate in the EU Common Visa Policy and associated countries.

Member States that joined the EU in 2004 (Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia and the Czech Republic) and 2007 (Bulgaria and Romania) are bound by the Agreement as from its entry into force.

As Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia and the Czech Republic fully implement the Schengen acquis as from 21 December 2007⁶, only Cyprus, Bulgaria and Romania, which do not yet fully implement yet the Schengen *acquis*, will continue issuing national visas with a validity limited to their own national territory. Once these Member States fully implement the Schengen acquis, they will continue to apply the Agreement.

⁶ By Council Decision N°2007/801/EC it is decided that Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia and the Czech Republic will fully implement the Schengen acquis as from 21 December 2007.

National law continues to apply to all issues not covered by the Agreement until the date of full implementation of the Schengen *acquis* by these Member States. As from that date, Schengen rules/national law shall apply to issues not regulated by the Agreement.

As from the full implementation from 21 December 2007 of the Schengen *acquis* by Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia and the Czech Republic, only Cyprus still implements Decision N°895/2006 of 14 June 2006⁷, which authorises Member States to unilaterally recognise the visas and residence permits issued by Schengen States as equivalent to national visas. This equivalence is valid only for transit which does not exceed five days. The Commission has presented the appropriate legislative measures to extend the scope of the above mentioned Council Decision to Bulgaria and Romania⁸.

In Council Decision N°2007/801/EC⁹ it was decided that national visas issued by the nine Member States fully implementing the Schengen *acquis* as from 21 December 2007 will still be valid for the purpose of transit through the territories of these nine Member States for a transitional period of six months.

In addition, according to the European Parliament and Council Decision N°896/2006, Schengen States as well as Member States that also apply Decision N°895/2006 of 14 June 2006 could recognise residence permits issued by Switzerland and Liechtenstein as equivalent to national transit visas. This equivalence is valid only for transit, for a period not exceeding five days. All Member States applying Decision N°895/2006 also apply Decision N°896/2006. The Commission has presented the appropriate legislative measures to extend the scope of the above mentioned Council Decision to Bulgaria and Romania¹⁰.

Practical example of the implementation of Decision N°895/2006: a Russian citizen holding a Schengen visa issued by Greece may transit via Cyprus without a Cypriot visa (for a period not exceeding five days) in order to travel to his or her final destination in Greece.

On the other hand, as from the entry into force of the Agreement, diplomatic missions and consular posts of the Member States that joined the EU in 2004 and 2007 must charge the fee provided in Article 6(1) for processing a visa application -i.e. 35 EUR- (except for the categories of persons for whom the visa fee may be waived or reduced in accordance with the Agreement or Community law), even if these Member States do not fully implement the Schengen *acquis* and have bilateral agreements in force with the Russian Federation providing for the waiving of the fee for Russian nationals (cfr infra I.1.6).

The Agreement does not apply to the UK, Ireland and Denmark but comprises joint declarations about the desirability of those Member States to conclude bilateral agreements on visa facilitation with Russia. Denmark and the Russian Federation have concluded negotiations on a visa facilitation agreement; it is hoped that that agreement will be signed by the summer of 2008.

⁷ OJ L167 of 20.6.2006, p. 1.

⁸ COM(2007) 508 final.

⁹ OJ L323 of 8.12.2007, p. 34.

¹⁰ COM(2007) 508 final.

Although associated to Schengen, Norway and Iceland are not covered by the Agreement. However, they are in the process of concluding similar agreements, on a bilateral basis, with the Russian Federation. The visa facilitation Agreement between Norway and the Russian Federation was signed on 8 June 2007.

1.6. Community Agreement/Bilateral agreements.

Article 14 of the Agreement stipulates that "As from its entry into force, this Agreement shall take precedence over provisions of any bilateral or multilateral agreements or arrangements concluded between Member States and the Russian Federation, insofar as the provisions of the latter agreements or arrangements cover issues that are dealt with by the present Agreement."

As from the date of entry into force of the Agreement, provisions in the bilateral agreements in force between Member States and the Russian Federation on issues dealt with by the visa facilitation agreement ceased to apply. For instance, if a Member State has concluded a bilateral agreement with the Russian Federation providing for the waiving of the fee for all¹¹ Russian visa applicants, this type of provision shall cease to apply as from the entry into force of the Community Agreement. In accordance with Community law, Member States have to take the necessary measures to eliminate the incompatibilities between their bilateral agreements and the Community Agreement.

Should a Member State have concluded a bilateral agreement with the Russian Federation on issues not covered by the Community Agreement, for instance, providing for the exemption from the visa obligation for holders of service passports, this exemption would continue to apply after the entry into force of the Community visa facilitation Agreement.

The following Member States have a bilateral agreement with the Russian Federation providing for the exemption from the visa obligation for holders of service passports: Bulgaria, Cyprus, Hungary, Romania and Slovakia.

The visa exemption for service passport holders granted by a Member State only applies for travelling on the territory of this Member State and not for travelling to the other Schengen Member States.

1.7. Joint Declaration on the harmonisation of information on procedures for issuing short-stay visas and documents to be submitted when applying for short-stay visas.

In accordance with this Joint Declaration annexed to the Agreement, common basic information for applicants on the procedures and conditions for applying for visas and on the validity of visas issued has been drafted to ensure that applicants are given coherent and uniform information. This information is available at website of the EC Delegation to Russia: http://www.delrus.ec.europa.eu/en/cis_11.htm

Diplomatic missions and consular posts are requested to disseminate widely this information (on the information boards, in leaflets, on websites, etc).

¹¹ It has to be noted that the visa facilitation Agreement and the Schengen *acquis* provide for the waiving of the visa fee for certain categories of visa applicants (cfr II.2.1.1.).

II. GUIDELINES ON SPECIFIC PROVISIONS.

2.1. New rules that apply to all visa applicants

Important: It is recalled that the facilitations mentioned below regarding the visa handling fee, the length of procedures for processing visa applications and the extension of visa in exceptional circumstances apply to all visa applicants, including **tourists**.

2.1.1. Visa handling fee.

Article 6 of the Agreement stipulates that:

1. *"The fee for processing visa applications shall amount to EUR 35.*

The aforementioned amount may be reviewed in accordance with the procedure provided for in Article 15(4).

In accordance with Article 6(1), the fee for processing a visa application is **35 EUR**. This fee will apply to all EU and Russian visa applicants (including tourists) and concerns transit and short-stay visas, irrespective of the number of entries.

2. *The Parties shall charge a fee of EUR 70 for processing visas in cases where the visa application and the supporting documents have been submitted by the visa applicant within three days before his/her envisaged date of departure. This will not apply to cases pursuant to Article 6(3), (b), (e) and (f) and Article 7(3).*

A **70 EUR** fee shall be charged for processing visa applications in cases where the visa application and the supporting documents have been submitted by the visa applicant within three working days before his/her envisaged date of departure and the diplomatic mission or consular post has agreed to take a decision on the visa application within three days¹². Evidence regarding the date of departure is provided in the visa application form.

In cases where the visa applicant applies for a visa more than three days before departure but is ready to pay the 70€ of the "urgent fee" in order to have the visa issued within 3 days - either because (s)he lives far away from the consulate or because (s)he is travelling somewhere before the envisaged trip to a Schengen Member State- 70 € will be charged if the Consulate agrees to do so.

This will not apply to the following categories of persons mentioned in Article 6(3)(b), (e) and (f) for whom the visa fee is also fully waived when they submit their visa application within three working days before his/her envisaged date of departure:

¹² In the light of the implementation of the Agreement, a solution has to be found to avoid visa shopping due to differing standard processing times of Schengen partners. Example: Schengen partner X has a standard processing time of 8 days. A fee of 35,- Euros can be charged. As a special service visas can be issued within three days for a fee of 70 Euros. Schengen partner Y has a standard processing time of less than 3 days and would also charge only 35,- Euros (see above). No "special service" is necessary as the processing time is already short. This means, that Schengen partner X can take advantage of the higher visa fee of 70 Euros, Schengen partner Y not, although Schengen partner Y does provide for a better service in general.

(b) members of official delegations who, following an official invitation addressed to the Russian Federation, shall participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of the Member States;

(e) disabled persons and the person -only one- accompanying them, if necessary;

(f) persons who have presented documents proving the necessity of their travel on humanitarian grounds, including to receive urgent medical treatment and the person -only one- accompanying such person or to attend a funeral of a close relative- spouse, children, parents, grandparents and grandchildren- or to visit a seriously ill close relative - spouse, children, parents, grandparents and grandchildren.

In the same way, the 70 EUR fee shall be fully waived for Russian visa applicants who are family members of EU citizens as defined in Article 5(2) of Directive 2004/38/EC if they submit the visa application and supporting documents within three days before his/her envisaged date of departure.

In principle, Article 6(2) aims at penalising the visa applicant who has been negligent and has applied for a visa at the last moment, thus disturbing the normal functioning of the diplomatic mission or consular post. Therefore, regarding the derogation from the 70 EUR fee foreseen in Article 6(2) for urgent cases falling under Article 7(3)-i.e. where a decision is taken in 3 working days or less- this derogation cannot apply when the visa applicant himself has been negligent and has delayed the submission of the visa application in order to fall within this category.

For the above mentioned reasons, in cases where the "standard" processing time for a visa application by a given diplomatic mission or consular post takes 3 days or less, the standard 35 EUR visa fee shall be charged.

For diplomatic missions and consular posts that have an appointment system, the period of time to get an appointment is not counted as part of the processing time.

For the following categories of persons mentioned in Article 6 (3) (a), (c), (d), (g), (h) and (i), although they are generally exempted from the visa fee, the 70 EUR fee shall be charged if they submit their visa application and supporting documents within three working days before his/her envisaged date of departure:

(a) for close relatives - spouses, children (including adopted) parents (including custodians), grandparents and grandchildren-of citizens of the European Union and of the Russian Federation legally residing in the territory of the Russian Federation or the Member States;

(c) members of national and regional Governments and Parliaments, Constitutional Courts and Supreme Courts, if they are not exempted from the visa requirement by the present Agreement;

(d) pupils, students, post-graduate students and accompanying teachers who undertake trips for the purpose of study or educational training; (N.B. this category is already exempted from the visa fee in accordance with the Council Decision 2006/440/EC¹³ of 1 June 2006).

(g) participants in youth international sports events and persons accompanying them; (N.B. accompanying persons are only covered that do so in professional capacity; supporters shall not be considered as accompanying persons.)

¹³ OJ L175 of 29.6.2006, p.77.

(h) persons participating in scientific, cultural and artistic activities including university and other exchange programmes;

(i) participants in official exchange programmes organised by twin cities.

In accordance with a Joint Declaration annexed to the Agreement, the implementation of Article 6(2) shall be assessed by the Joint Committee set up by the Agreement. For the purpose of this assessment, diplomatic missions and consular posts are requested to transmit information to the Commission, via their central authorities, regarding the implementation of this provision every three months during the first year of implementation of the Agreement and every six months as from the second year.

3. *Fees for processing the visa application are waived for the following categories of persons:*

(a) for close relatives – spouses, children (including adopted) parents (including custodians), grandparents and grandchildren-of citizens of the European Union and of the Russian Federation legally residing in the territory of the Russian Federation or the Member States;

This paragraph regulates the situation of Russian close relatives travelling to the Member States to visit Russian citizens legally residing in the Member States and reciprocally, i.e. EU citizens close relatives travelling to the Russian Federation to visit an EU citizen legally residing in the Russian Federation. Russian visa applicants who are family members of a Union citizen shall be issued visas free of charge, as soon as possible and on the basis of an accelerated procedure, in accordance with Article 5 (2) of Directive 2004/38/EC of 29 April 2004¹⁴.

(b) for members of official delegations who, following an official invitation addressed to the Member States, the European Union or the Russian Federation, shall participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of the Russian Federation or one of the Member States by intergovernmental organisations;

(c) members of national and regional Governments and Parliaments, Constitutional Courts and Supreme Courts, if they are not exempted from the visa requirement by the present Agreement;

(d) pupils, students, post-graduate students and accompanying teachers who undertake trips for the purpose of study or educational training;

(e) disabled persons and the person accompanying them, if necessary; (N.B. In order to benefit of the waiving of the fee, both visa applicants- the disabled and the accompanying person- have to present evidence proving that they fall under this category).

(f) persons who have presented documents proving the necessity of their travel on humanitarian grounds, including to receive urgent medical treatment and the person accompanying such person, or to attend a funeral of a close relative, or to visit a seriously ill close relative;

¹⁴ Directive 2004/38/EC on the rights of citizens of the Union and their family members to move and reside freely within the territory of the Member States, OJ L 158, 30.4.2004, p.77.

(g) *participants in youth international sports events and persons accompanying them;*

(h) *persons participating in scientific, cultural and artistic activities including university and other exchange programmes;*

(i) *participants in official exchange programmes organised by twin cities.*

The fee is fully waived for the above mentioned categories of persons. In addition, the fee is also waived, in accordance with Council Decision 2006/440/EC¹⁵ of 1st June 2006 amending Annex 12 to the CCI, for the following categories of persons:

- children under 6 years,
- pupils, students, post-graduate students and accompanying teachers who undertake trips for the purpose of study or educational training;
- researchers travelling within the Community for the purpose of carrying out scientific research as defined in Recommendation 2005/761/EC of the European Parliament and of the Council of 28 September 2005¹⁶.

Moreover, Russian visa applicants who are family members of a Union citizen in the sense of Article 5(2) of Directive 2004/38/EC of 29 April 2004, shall be issued visas free of charge, as soon as possible and on the basis of an accelerated procedure.

Finally, as stated in Rule II.I of Annex 12 to the CCI, as amended by the above mentioned Council Decision 2006/440/EC, "*in individual cases, the amount of the fee to be charged may be waived or reduced in accordance with national law when this measure serves to promote cultural interests as well as interests in the field of foreign policy, development policy, other areas of vital public interest or for humanitarian reasons.*" This rule can also be applied to waive or reduce the 70 EUR visa fee for processing visas in individual cases where the visa application and the supporting documents have been submitted by the visa applicant within three days before his/her envisaged date of departure.

2.1.2. Length of procedures for processing visa applications.

Article 7 of the Agreement stipulates that:

1. *Diplomatic missions and consular posts of the Member States and the Russian Federation shall take a decision on the request to issue a visa within 10 calendar days of the date of the receipt of the application and documents required for issuing the visa.*
2. *The period of time for taking a decision on a visa application may be extended up to 30 calendar days in individual cases, notably when further scrutiny of the application is needed.*
3. *The period of time for taking a decision on a visa application may be reduced to 3 working days or less in urgent cases.*

¹⁵ OJ L 175 of 29.6.2006, p.77.

¹⁶ OJ L 289 of 3.11.2005, p.23.

A decision on the visa application shall be taken, in principle, within 10 calendar days of the date of the receipt of the complete visa application and supporting documents.

This period may be extended up to 30 days when further scrutiny is needed- for example, for consultation of central authorities.

All these deadlines start running only when the application file is complete, i.e. as from the date of reception of the visa application and the supporting documents.

For diplomatic missions and consular posts that have an appointment system, the period of time to get an appointment is not counted as part of the processing time. When setting the appointment, it should be taken into account the eventual urgency claimed by the visa applicant in view of the implementation of Article 7(3). In general, appointments should be fixed within a reasonable period of time. The Joint Committee will monitor this issue carefully.

The decision about the reduced time for taking a decision on a visa application as defined in Article 7(3) is taken by the consular officer.

2.1.3. Extension of visa in exceptional circumstances.

Article 9 of the Agreement stipulates that:

"The citizens of the European Union and of the Russian Federation who do not have the possibility to leave the territory of the Russian Federation and of the Member States by the time stated in their visas for reasons of force majeure shall have the term of their visas extended free of charge in accordance with the legislation applied by the receiving State for the period required for their return to the State of their residence. "

Regarding the possibility of extending the validity of the visa in cases of *force majeure* - for instance, stay in a hospital- where the holder of the visa does not have the possibility to leave the territory of the Member State by the date stated in the visa, the provisions of the Decision of the Executive Committee of 14.12.1993 (SCH/Com-ex (93)21¹⁷) shall apply as long as they are compatible with the Agreement (for example, the extended visa shall remain a uniform visa, entitling entry to the territory of all the Schengen Member States for which this visa was valid at the time of issue). However, under the Agreement the extension of the visa is done for free in case of *force majeure*.

2.2. New rules that apply to certain categories of visa applicants.

2.2.1. Documentary evidence regarding the purpose of the journey.

For the categories of persons listed in Article 4(1) only the indicated documentary evidence will be required regarding the purpose of the journey. As stated in Article 4(3), no other justification, invitation or validation regarding the purpose of the journey will be required. However, this does not mean a waiver of the general requirement of personal appearance for the submission of the visa application and supporting documents (cf. CCI II.4), which remains unaffected.

¹⁷ OJ L239 of 22.9.2000, p.152.

If in individual cases doubts remain regarding the real purpose of the journey, the visa applicant shall be called for an additional in depth interview to the embassy/consulate where (s)he can be questioned regarding the actual purpose of the visit or the applicant's intention to return- cfr CCI, III.4. In such individual cases, additional documents can be provided by the visa applicant or exceptionally requested by the consular officer. The Joint Committee will closely monitor the issue.

For the categories of persons not mentioned in Article 4 (for example tourists), the current rules shall continue to apply regarding documentation proving the purpose of the journey. The same applies to documents regarding parents' consent for travel of children under 18 years old.

Schengen rules or national law shall apply to issues not covered by the provisions of this Agreement, such as recognition of travel documents, travel medical insurance and guarantees regarding return and sufficient means of subsistence (cfr supra I.1.2.).

In principle, the original request or certificate of the document required by Article 4(1) shall be submitted with the visa application. However, the consulate can start processing the visa application with facsimile or copies of the request or certificate of the document. Nevertheless, the consulate may ask for the original document in case of the first application and shall ask for it in individual cases where there are doubts.

Article 4- Documentary evidence regarding the purpose of the journey

1. For the following categories of citizens of the European Union and of the Russian Federation, the following documents are sufficient for justifying the purpose of the journey to the other Party:

- (a) for members of official delegations who, following an official invitation addressed to the Member States, the European Union or the Russian Federation, shall participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of the Russian Federation or one of the Member States by intergovernmental organisations:*
- a letter issued by a competent authority of a Member State or of the Russian Federation, or by a European institution confirming that the applicant is a member of its delegation travelling to the territory of the other Party to participate in the aforementioned events, accompanied by a copy of the official invitation;*

The applicant's name must be indicated in the letter issued by the competent authority confirming that the person is part of the delegation travelling to the territory of the other Party to participate in the official meeting. The name of the applicant must not necessarily also be indicated in the official invitation to participate in the meeting, although this might be the case when the official invitation is addressed to a specific person.

This provision applies to members of official delegations whatever the passport (service or ordinary passport) they hold.

- (b) *for business people and representatives of business organisations:*
- *a written request from a host legal person or company, organisation, or an office or their branches, state and local authorities of the Russian Federation and the Member States or organising committees of trade and industrial exhibitions, conferences and symposia held in the territories of the Russian Federation or one of the Member States;*
- (c) *for drivers conducting international cargo and passenger transportation services between the territories of the Russian Federation and the Member States in vehicles registered in the Member States or in the Russian Federation:*
- *a written request from the national association (union) of carriers of the Russian Federation or the national associations of carriers of the Member States¹⁸ providing for international road transportation, stating the purpose, duration and frequency of the trips;*

The association competent to issue the written request is the national association of the country of origin of the driver, e.g. the Russian national association for a Russian driver, the German national association for a German driver. Regional or other branches of national associations of the Member States can issue the written requests. For the Russian Federation, only national associations are competent to issue such requests (see Annex 1).

- (d) *for members of train, refrigerator and locomotive crews in international trains, travelling between the territories of the Member States and the Russian Federation:*
- *a written request from the competent railway company of the Russian Federation or the Member States¹⁹ stating the purpose, duration and frequency of the trips;*

The competent railway company to issue the written request is the railway company of the country of origin of the member of the crew, e.g. the Russian railway company for a Russian crew member; the German railway company for a German crew member (see Annex 1).

- (e) *for journalists:*
- *a certificate or other document issued by a professional organisation²⁰ proving that the person concerned is a qualified journalist and a document issued by his/her employer stating that the purpose of the journey is to carry out journalistic work;*

This category does not cover free-lance journalists.

¹⁸ Cfr Annex 1.

¹⁹ Cfr Annex 1.

²⁰ Cfr Annex 1.

(f) *for persons participating in scientific, cultural and artistic activities, including university and other exchange programmes:*

- *a written request from the host organisation to participate in those activities;*

(g) *for pupils, students, post-graduate students and accompanying teachers who undertake trips for the purposes of study or educational training, including in the framework of exchange programmes as well as other school related activities:*

- *a written request or a certificate of enrolment from the host university, academy, institute, college or school or student cards or certificates of the courses to be attended;*

A student card can only be accepted as justification of the purpose of the journey when it is issued by the host university, academy, institute, college or school where the studies or educational training is going to take place.

(h) *for participants in international sports events and persons accompanying them in a professional capacity:*

- *a written request from the host organisation: competent authorities, national sport Federations of the Member States or the Russian Federation and National Olympic Committee of the Russian Federation or National Olympic Committees of the Member States;*

The list of accompanying persons in case of international sports events will be limited to those accompanying the sportsman/woman in a professional capacity: coaches, masseurs, manager, medical staff, head of the sports club. Supporters shall not be considered as accompanying persons.

(i) *for participants in official exchange programmes organised by twin cities:*

- a written request of the Head of Administration/Mayor of these cities;*

The Head of Administration/Mayor of the city competent to issue the written request is the Head of Administration/Mayor of the host city where the twinning activity is going to take place. This category only covers official twinings.

(j) *for close relatives – spouses, children (including adopted), parents (including custodians), grandparents and grandchildren – visiting citizens of the European Union or the Russian Federation legally residing in the territory of the Russian Federation or the Member States:*

- *a written request from the host person;*

This paragraph regulates the situation of Russian close relatives travelling to the Member States to visit Russian citizens legally residing in the Member States and the converse situation, i.e. EU citizens close relatives travelling to the Russian Federation to visit an EU citizen legally residing there. This facilitation does not apply to Russian nationals living in Russia who invite EU relatives, nor to EU nationals living in the EU who invite Russian relatives.

The authenticity of the signature of the inviting person must be proved by the competent authority according to the national legislation of the country of residence. Under Russian legislation, the legalisation by a notary of the written request issued for close relatives is required.

It is also necessary to prove the legal residence of the inviting person and the family tie; for example providing together with the written request from the host person, copies of documents explaining his/her status, such as a photocopy of the residence permit and confirming the family ties.

This provision also applies to relatives of staff working in diplomatic missions and consulates travelling for a family visit of up to 90 days to the other Party except for the need to prove legal residence and family ties.

(k) *for visiting military and civil burial grounds:*

- *an official document confirming the existence and preservation of the grave as well as family or other relationship between the applicant and the buried.*

The Agreement does not specify whether the above mentioned official document should be issued by the authorities: of the country where the burial ground is located or those of the country in which the person who wants to visit the burial ground resides. It should be accepted that the competent authorities of both countries could issue such official document.

In accordance with a Declaration annexed to the Agreement, as a rule, short-stay visas for persons visiting military and civil burial grounds shall be issued for a period of up to 14 days.

It is important to note that the Agreement does not create any new liability rules for the physical or legal persons issuing the written requests. The respective EC/national law applies in case of false issuance of such requests.

2.2.2. Issuance of multiple-entry visas.

In cases where the visa applicant needs to travel frequently to the territory of the Member States, short-stay visas may be issued for several visits, provided that the total length if these visits does not exceed 90 days per period of 180 days.

Article 5 of the Agreement stipulates that:

1. Diplomatic missions and consular posts of the Member States and of the Russian Federation shall issue multiple-entry visas with the term of validity of up to five years to the following categories of citizens:

- (a) *members of national and regional Governments and Parliaments, Constitutional Courts and Supreme Courts, if they are not exempted from the visa requirement by the present Agreement, in the exercise of their duties, with a term of validity limited to their term of office if this is less than 5 years;*

- (b) *spouses and children (including adopted), who are under the age of 21 or are dependant, visiting citizens of the European Union and the Russian Federation legally residing in the territory of the Russian Federation or the Member States, with the term of validity limited to the duration of the validity of their authorisation for legal residence.*

For these categories of persons, taking into account their professional status or the family relationship with a citizen of the European Union or of the Russian Federation legally residing in the other party, it is justified to issue a multiple-entry visa with a validity of up to five years, or limited to the term of office or to the legal residence if these are less than 5 years.

For persons falling under Article 5(1)(a), proof must be presented regarding their professional status and the duration of their mandate. For persons falling under Article 5(1)(b), proof must be presented regarding the legal residence of the inviting person (cfr. supra II.2.2.1).

This provision will not apply to persons falling under Article 5(1)(a) if they are exempted from the visa requirement by the Agreement, i.e. if they are holders of a diplomatic passport.

2. *Diplomatic missions and consular posts of the Member States and of the Russian Federation shall issue multiple-entry visas with the term of validity of up to one year to the following categories of citizens, provided that during the previous year they have obtained at least one visa, have made use of it in accordance with the laws on entry and stay in the territory of the visited State and that there are reasons for requesting a multiple-entry visa:*

- (a) *for members of official delegations who, following an official invitation addressed to the Member States, the European Union or the Russian Federation, shall participate in official meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of the Russian Federation or one of the Member States by intergovernmental organisations;*
- (b) *business people and representatives of business organisations who regularly travel to the Russian Federation or the Member States;*
- (c) *drivers conducting international cargo and passenger transportation services between the territories of the Russian Federation and the Member States in vehicles registered in the Member States or the Russian Federation;*
- (d) *members of train, refrigerator and locomotive crews in international trains, travelling between the territories of the Russian Federation and the Member States;*
- (e) *persons participating in scientific, cultural and artistic activities, including university and other exchange programmes, who regularly travel to the Russian Federation or the Member States;*
- (f) *participants in international sports events and persons accompanying them in a professional capacity;*
- (g) *journalists;*
- (h) *participants in official exchange programmes organised by twin cities.*

3. *Diplomatic missions and consular posts of the Member States and of the Russian Federation shall issue multiple-entry visas with the term of validity of a minimum of 2 years and a maximum of 5 years to the categories of citizens referred to in paragraph 2 of this Article, provided that during the previous two years they have made use of the one year multiple-entry visas in accordance with the laws on entry and stay in the territory of the visited State and that the reasons for requesting a multiple-entry visa are still valid.*

4. *The total period of stay of persons referred to in paragraphs 1 to 3 of this Article shall not exceed 90 days per period of 180 days in the territory of the Member States or in the Russian Federation.*

In principle, multiple-entry visas valid for one year shall be issued to the above mentioned categories if during the previous year (12 months) the visa applicant has obtained at least one visa (i.e. a Schengen visa or a visa issued by a Member State that joined the EU in 2004 or in 2007) and has made use of it in conformity with the laws on entry and stay of the visited State(s) visited (for instance, the person has not overstayed) and if there are reasons for requesting a multiple entry visa. In cases where it is not justified to issue a visa valid for one year, (for instance, if the duration of the exchange programme is of less than one year or the person does not have to travel for a full year) the validity of the visa will be of less than one year, provided that the other requirements for issuing the visa are met.

Multiple-entry visas valid from 2 years up to 5 years shall be issued to the categories mentioned under Article 5(2), provided that during the previous two years (24 months) they have made use of the 1 year multi-entry visas (i.e. Schengen visa or a visa issued by a Member State that joined the EU in 2004 or 2007) in accordance with the laws on entry and stay in the territory(ies) of the visited State(s) and that the reasons for requesting a multi-entry visa are still valid. It has to be noted that a visa with a validity from 2 to 5 years, shall only be issued if the visa applicant has been issued two visas valid for one year -and not less- during the previous two years, and if (s)he has used these visas in accordance with the laws of entry and stay in the territory(ies) of the visited State(s). Diplomatic missions and consular posts shall decide, on the basis of the assessment of each visa application, the period of validity of these visas- i.e. from 2 to 5 years.

Regarding the definition of the criteria in Article 5(2): "provided that...there are reasons for requesting a multiple-entry visa", and Article 5(3): "provided that...the reasons for requesting a multiple-entry visa are still valid", the criteria set up in the CCI for issuing these type of visas shall apply: i.e. that the person needs to travel frequently to one or several Member States, for example on business.

There is no obligation to issue a multiple-entry visa if the applicant did not make use of a previous visa.

Cfr II.2.2.1. regarding documents justifying the purpose of the journey for issuing multiple-entry visas for the categories mentioned in Article 5.

2.2.3. Holders of diplomatic passports.

Article 11 of the Agreement stipulates that:

1. Citizens of the Russian Federation or the Member States, holders of valid diplomatic passports may enter, leave and transit through the territories of the Member States or the Russian Federation without visas.

2. Citizens mentioned in paragraph 1 of this Article may stay in the territories of the Russian Federation or the Member States for a period not exceeding 90 days per period of 180 days.

In accordance with a Joint Declaration annexed to the Agreement, each Party may invoke a partial suspension of Article 11, if the implementation of Article 11 is abused by the other Party or leads to a threat to public security. For the purpose of this assessment, central authorities are requested to transmit information to the Commission regarding the implementation of this provision every three months during the first year of implementation of the Agreement and every six months as from the second year.

The posting of diplomats in the Member States or in the Russian Federation is not regulated by the Agreement. The usual accreditation procedure applies.

III. STATISTICS

In order to allow the Joint Committee set up by the Agreement to monitor effectively the Agreement, diplomatic missions and consular posts of the Member States must submit statistics to the Commission, every three months during the first year of implementation of the Agreement and every six months as from the second year, regarding in particular where possible and specifying by month:

- types of visas and in particular multiple-entry visas issued to the different categories covered by the Agreement;
- percentages of applicants called for a personal interviews per categories of persons.

**COMPETENT CARRIER ASSOCIATIONS, RAILWAY COMPANIES AND
PROFESSIONAL ORGANISATIONS FOR ISSUING THE WRITTEN
REQUEST PROVIDED BY ARTICLES 4 (c) (d) AND (e).
OF THE EC-RUSSIAN VISA FACILITATION AGREEMENT**

RUSSIAN FEDERATION

Article 4(1)(c):

- The national association (union) of carriers of the Russian Federation competent for issuing the written request to professional drivers are: Assotsiatsiya Mezhdunarodnyh Avtomobilnyh Perevozhchikov – ASMAP (Association of International Road Carriers) and Rossisky Autotransportnyy Soyuz – RAS (Russian Road Transport Union).

Article 4(1)(d):

- The competent Russian railway company for issuing the written request to members of train, refrigerator and locomotive crews are: OAO “Rossiskie Zheleznye Dorogi” – RZD (public corporation “Russian railways”) and OAO “Refservice” (public corporation “Refservice”, which is a daughter enterprise of RZD).

Branches of OAO "RDZ":

- Federal Passenger Directorate (FPD)
- "Federalnaya Passazhirskaya Direktsiya"
- Northwestern Passenger Regional Directorate (branch of FPD)
- Kaliningrad Passenger Regional Directorate (branch of FPD)
- West Siberia Passenger Regional Directorate (branch of FPD)
- Oktabrskaya Railway
- Kaliningrad Railway

Article 4(1)(e):

As to journalists there is no professional organisation in Russia that issues ID cards or any other documents confirming journalist profession. Appropriate documents are being issued by the editors of Russian newspapers, magazines, TV and radio channels, electronic mass media and etc.

EU MEMBER STATES

BULGARIA

Article 4(1)(c):

Executive Agency “Automobile Administration” – Ministry of Transport

Address: Bulgaria, 1000 Sofia, 5 “Gourko” str.

Tel: 00359 2 930 88 40

00359 2 930 88 10

www.rta.government.bg

Association of the Bulgarian Enterprises for International Road Transport and the Roads

Address: Bulgaria, 1680 Sofia, 6 “Iskarski prolom” str.

Tel: 00359 2 958 14 75

www.aebtri.com

Article 4(1) (d):

Executive Agency “Railway Administration” – Ministry of Transport

Address: Bulgaria, 1000 Sofia, 9 "Diakon Ignatii" str.

Tel: 00359 2 9409 428

www.railbg.com

BDZ – “Bulgarian National Railways”

Address: Bulgaria, 1080 Sofia, 3 "Ivan Vazovi" str.

Tel: 00359 2 981 11 10 & 00359 2 932 43 10

www.bdz.bg

Article 4(1)(e):

Union of the Bulgarian Journalists

Address: Bulgaria, 1000 Sofia, 4 "Graf Ignatiev" str.

Tel: 00359 2 987 28 08

www.sbj-bg.org

CYPRUS

Article 4(1)(c):

Transport Development Association Ltd

Article 4(1)(d):

Not applicable.

Article 4(1)(e):

Union of Cyprus Journalists.

CZECH REPUBLIC

Article 4(1)(c):

Sdružení automobilových dopravců ČESMAD BOHEMIA (Association of Road Transport Operators ČESMAD BOHEMIA), www.prodopravce.cz.

Article 4(1)(d):

České dráhy, a.s. (Czech Railways, Corp.), www.cd.cz.

Article 4(1)(e):

Syndikát novinářů ČR (Syndicate of Journalists of the Czech Republic), www.syndikat-novinaru.cz.

ESTONIA

Article 4 (c):

Association of Estonian international road carriers.

Article 4 (d):

Estonian Railways.

Article 4 (e):

Estonian Journalists Union.

FINLAND

Article 4 (1)(c):

- Finnish Transport and Logistics SKAL
- Finnish Bus and Coach Association
- Employers' Federation of Road Transport

Article 4 (1)(d):

- VR Group Ltd

Article 4 (1)(e):

- Union of Journalists in Finland.

GERMANY

Article 4 (c):

Article 4 (d):

Article 4(1)(e):

- "Bundespresseausweis"
- "Jugendpresseausweis"
- "Fachpresseausweis"

HUNGARY

Article 4 (c):

Magyar Közúti Fuvarozók Egyesülete (MKFE) – Hungarian Road Transport Association

Article 4 (d):

Magyar Államvasutak (MÁV) – Hungarian State Railways

Article 4 (e):

Magyar Újságírók Országos Szövetsége, Sajtószakszervezet, Magyar Újságírók Közössége, Magyar Egyetemi és Főiskolai Sajtó Egyesület, Magyar Katolikus Újságírók Szövetsége, Protestáns Újságírók Szövetsége, Magyar Elektronikus Újságírók Szövetsége, Magyar Sportújságírók Szövetsége, Diák- és Ifjúsági Újságírók Országos Egyesülete, Magyar Fotóriporterek Társasága, Magyar Fotóművészek Szövetsége, Független Újságírók Szövetsége

LATVIA

Article 4 (c):

Association of road carriers “Latvijās Auto”

Article 4 (d):

State JSC “Latvijās dzelzceļš”(Latvian Railway)

Article 4 (e):

Union of journalists of Latvia.

LITHUANIA

Article 4(1)(c):

Lithuanian National Road Carriers' Association "Linava" (Lietuvos nacionalinė vežėjų automobiliais asociacija "Linava").

Article 4(1)(d):

JSC"Lietuvos geležinkeliai".

Article 4(1)(e):

Lietuvos žurnalistų sąjunga (Lithuanian Journalist Union);

Nacionalinė žurnalistų kūrėjų asociacija;

Viešoji įstaiga Lietuvos spaudos fotografų klubas;

Lietuvos sporto žurnalistų federacija;

Lietuvos žurnalistų draugija;

Lietuvos nepriklausomų žurnalistų sąjunga;

Lietuvos marinistikos žurnalistų klubas "Marinus";

Lietuvos jaunųjų žurnalistų organizacija.

LUXEMBOURG

Article 4 (c):

Ministry of Transport.

Article 4 (d):

Railway: Ministry of Transport, Chemin de fer luxembourgeois (CFL).

Article 4 (e):

Ministry of State, service information et presse (SIP).

NETHERLANDS

Article 4 (c):

Nationale en Internationale Wegvervoer Organisatie (NIWO)

Postbus 3004

2280 MB Rijswijk

Tel.: +31 70 399 20 11

Fax.: +31 70 390 87 04

Article 4 (d):

Article 4 (e):

The "Nederlandse Vereniging van Journalisten" (NVJ) issue press-cards for their members.

Note that membership of the NVJ is not obligatory for journalists, so there are professional Dutch journalists that do not have such a card.

POLAND

Article 4 (c):

1. Stowarzyszenie Przewoźników Podlasia

15-102 BIAŁYSTOK, ul. Kombatantów 4

tel.: + 48 85 664-31-43,

fax: + 48 85 664-31-44

2. Ogólnopolskie Stowarzyszenie na rzecz Obrony Przewoźników

21-500 BIAŁA PODLASKA, ul. Sidorska 59

tel./fax.: +48 83 342-59-50

3. Kujawsko-Pomorskie Stowarzyszenie Przewoźników Międzynarodowych

86-005 BIAŁE BŁOTA k/Bydgoszczy

tel. +48 52 381-49-94,

fax. +48 52 349-44-56

4. Okręgowe Stowarzyszenie Drogowych Przewoźników "Wybrzeże"

81-061 GDYNIA, ul. Hutnicza 16

tel./fax. +48 58 620-01-73

5. Pomorskie Stowarzyszenia Przewoźników Drogowych

81-212 GDYNIA ul. Hutnicza 1

tel./fax. +48 58 663-69-93

6. Lubuskie Stowarzyszenie Przewoźników Drogowych i Spedytorów

66-400 GORZÓW WIELKOPOLSKI, ul. Chopina 52

tel. +48 95 720-10-86,

fax. +48 95 720-39-10

7. Stowarzyszenie Przewoźników i Transportowców "Grodzisko"

05-825 GRODZISK MAZOWIECKI, ul. Traugutta 40 p. 119

tel./fax. +48 22 755-70-16

fax. +48 22 755-44-80

- 8. Stowarzyszenie Międzynarodowych Przewoźników Transportu Samochodowego**
40-048 KATOWICE, ul. Barbary 21
tel. +48 32 251-63-96,
fax. +48 32 251-69-48
- 9. Górnośląskie Stowarzyszenie Przewoźników Drogowych**
40-091 KATOWICE, ul. Dąbrówki 13
tel./fax. +48 32 253-00-81,
tel. +48 32 258-70-51 extension 131
- 10. Świętokrzyskie Stowarzyszenie Przewoźników Drogowych**
25-950 KIELCE ul. Zagnańska 84A
tel./fax. +48 41 331-52-01
- 11. Krakowskie Zrzeszenie Międzynarodowych Przewoźników Drogowych**
31-553 KRAKÓW, ul. Cystersów 15
tel./fax. +48 12 413-69-92
- 12. Ogólnopolskie Stowarzyszenie Przewoźników Drogowych "Galicja"**
33-312 Tęgoborze 160,
tel. +48 18 444-90-25
- 13. Stowarzyszenie Przedsiębiorców Branży Transportowej Powiatu Limanowskiego**
34-600 LIMANOWA ul. Łososińska 23
tel./fax. +48 18 337-19-80
- 14. Lubelskie Zrzeszenie Międzynarodowych Przewoźników Drogowych**
20-406 LUBLIN ul. Młyńska 11
tel. +48 81 746-18-88,
fax. +48 81 746-24-08
- 15. Łódzkie Stowarzyszenie Przewoźników Międzynarodowych i Spedytorów**
90-765 ŁÓDŹ, ul. Górnicza 18/36
tel./fax. +48 42 657-95-14
- 16. Małopolskie Zrzeszenie Przewoźników Drogowych**
33-300 NOWY SĄCZ, ul. Kościuszki 11
tel./fax. +48 18 446-00-34, +48 18 446-00-62
- 17. Sądecka Izba Gospodarcza**
33-330 NOWY SĄCZ, ul. Zielona 27
tel./fax. +48 18 449-91-64

18. Warmińsko Mazurskiego Zrzeszenia Przewoźników Drogowych

10-266 OLSZTYN, ul. Okrzei 19

tel. +48 89 535-71-11,

fax. +48 89526-07-84

19. Opolskie Zrzeszenie Międzynarodowych Przewoźników Drogowych

45-836 OPOLE, ul. Wrocławska 170

tel. +48 77 457-03-37,

fax. +48 77 470-00-15

20. Stowarzyszenie Przewoźników Krajowych i Międzynarodowych oraz Spedytorów Ziemi Ostrowskiej

07-300 OSTRÓW MAZOWOWIECKI, ul. Lubiejewska 63

tel./fax. +48 29 745-15-62

21. Wielkopolskie Stowarzyszenie Międzynarodowych Przewoźników Samochodowych

61-015 POZNAŃ, ul. Gnieźnieńska 69

tel./fax. +48 61 878-00-06

22. Ogólnopolskie Stowarzyszenie Międzynarodowych Przewoźników i Spedytorów "Podlasie"

08-110 SIEDLCE, ul. Brzeska 114

tel./fax. +48 25 633-35-00

23. Zachodniopomorskie Stowarzyszenie Międzynarodowych Przewoźników Drogowych

71-001 SZCZECIN, ul. Południowa 15

tel./fax. +48 91 482-22-67, +48 91 482-21-03

24. Zrzeszenie Międzynarodowych Przewoźników Drogowych

00-175 Warszawa, al. Jana Pawła II 78

tel. +48 22 536 10 00,

fax +48 22 536 10 35

25. Stowarzyszenie Prywatnych Przewoźników Międzynarodowych

00-682 WARSZAWA, ul. Hoża 86 lok. 304

tel./fax. +48 22 628-39-28

26. Polska Izba Gospodarcza Transportu Samochodowego i Spedycji

02-305 WARSZAWA, al. Jerozolimskie 144

tel./fax. +48 22 823-68-72

27. Polskie Stowarzyszenie Przewoźników Autokarowych

00-680 WARSZAWA, ul. Żurawia 47/49

tel. +48 22 628-92-09,

fax. +48 22 628-33-74

28. Centralne Stowarzyszenie Przewoźników Drogowych i Spedytorów

02-055 WARSZAWA ul. Filtrowa 62 lok. 113

tel. +48 22 659-47-23,

fax. +48 22 658-18-10

29. Dolnośląskie Stowarzyszenie Przewoźników Międzynarodowych

50-541 WROCŁAW, ul. Armii Krajowej 59

tel. +48 71 360-03-71,

tel./fax. +48 71 360-04-89

30. Stowarzyszenie Przewoźników Drogowych "Dolny Śląsk"

50-425 WROCŁAW, ul. Krakowska 50

tel./fax. +48 71 341-31-88, +48 71 342-29-18

Article 4 (d):

1. Przedsiębiorstwo Transportu Kolejowego i Gospodarki Kamieniem S.A.

(PTKiGK S.A. Rybnik)

Address: 44-251 Rybnik, ul. Kłokocińska 51

tel.: +48 32 739 49 01

fax: +48 32 422 06 92

e-mail: ptkigk@ptkigk.com.pl

2. Nadwiślański Zakład Transportu Kolejowego Sp.z o.o.

(NZTK SP.Z O. O.)

Address: 43-225 Wola, ul. Przemysłowa 6

tel.: +48 32 449 14 50

fax: +48 32 211 99 50

e-mail: nztok@nztok.pl

3. Przedsiębiorstwo Transportu Kolejowego Holding S.A.

Address: 41-800 Zabrze, ul. Wolności 337

tel.: +48 32 271 44 41

fax: +48 32 271 50 74

e-mail: holding@ptkholding.pl

4. PCC RAIL Spółka Akcyjna

Address: 43-602 Jaworzno, ul. Bukowska 12
tel.: +48 32 758 48 01, +48 32 758 47 11 (centrala)
fax: +48 32 617 74 70
e-mail: sekretariat@pccrail.pl

5. PCC SPEDKOL Spółka z o.o.

Address: 47-225 Kędzierzyn Koźle, ul. Szkolna 15
tel.: +48 77 488 65 81
e-mail: pccspedkol@pccrail.pl

6. PCC KOLCHEM Spółka z o.o.

Address: 56-120 Brzeg Dolny
tel.: +48 71 319 24 50
e-mail: pcckolchem@pcc.rail.pl

7. PCC Rail Coaltran Spółka z o.o.

Address: 03-216 Warszawa, ul. Modlińska 15
tel.: +48 22 587 14 60
e-mail: pcccoaltran@pccrail.pl

8. CTL Logistics S.A

Address: 00-609 Warszawa, al. Armii Ludowej 26
tel.: +48 22 549 32 00
fax: + 48 22 549 32 03
e-mail: info@ctl.pl

9. CTL Rail Sp. z o.o.

Address: 40-202 Katowice, al. W. Rozdzieńskiego 190b
tel: +48 32 606 80 00
fax: + 48 32 606 81 00
e-mail: ctrlrail@ctl.pl

10. X-Train Sp. z o.o.

Address: 00-609 Warszawa, al. Armii Ludowej 2
correspondence: 81-336 Gdynia, al. Solidarności 2
tel: +48 58 621 52 52 , +48 58 621 52 56
fax: + 48 58 621 52 53
e-mail : roman.jastrzebski@ctlhp.pl

12. Grupa PKP:

Polskie Koleje Państwowe S.A.

00-973 Warszawa, ul. Szczęśliwicka 62

PKP Przewozy Regionalne Sp. z o.o.

02-021 Warszawa, ul. Grójecka 17,

PKP Polskie Linie Kolejowe S.A.

03-734 Warszawa, ul. Targowa 74

PKP CARGO S.A.

02-021 Warszawa, ul. Grójecka 17

PKP Intercity Sp. z o.o.

02-021 Warszawa, ul. Grójecka 17,

Additional authority responsible for issuing written requests

Izba Gospodarcza Transportu Lądowego (Trade Chamber of Land Transport)

Address: 00-831 Warszawa, ul. Twarda 30

tel.: +48 /0-22/ 697-91-16

fax.: +48 /0-22/ 697-93-12

e-mail: igtl@igtl.pl

Article 4 (e):

There is no legal obligation in Poland for journalists to belong to a professional organisation. Both the certificate and the document stating the purpose of the journey will be issued by the employer/editorial office of the journalist.

PORTUGAL

Article 4 (c):

ANTRAM - Associação Nacional de Transportadores Públicos Rodoviários de Mercadorias

ANTROP - Associação Nacional dos Transportadores Rodoviários de Pesados de Passageiros

Article 4 (d):

Non applicable.

Article 4 (e):

Comissão da Carteira Profissional de Jornalista.

ROMANIA

Article 4(1)(c):

- THE ROMANIAN NATIONAL UNION OF ROAD TRANSPORTERS
60 Ienachita Vacarescu Street, 4th Department, zip code 040157, Bucharest
Phone: + 40 21 336 77 88, + 40 21 330 14 25
Fax no: + 40 21 335 48 25, + 40 21 337 48 53
- ARTRI – THE ROMANIAN ASSOCIATION FOR INTERNATIONAL ROAD TRANSPORT
25 Marasti Boulevard, 1st Department, zip code 011462, Bucharest
Phone: + 40 21 319 45 25
Fax no: + 40 21 319 48 07

Article 4(1)(d):

- THE NATIONAL RAILWAY COMPANY – “CFR” S.A.
38 Dinicu Golescu Boulevard, 1st Department, Bucharest
Phone: + 40 21 319 24 00
Fax no: + 40 21 319 24 01

- THE NATIONAL SOCIETY OF RAILWAY CARGO TRANSPORT, “CFR MARFA S.A.”
Phone: + 40 21 225 11 12
Fax no: + 40 21 225 11 13
- THE NATIONAL SOCIETY OF RAILWAY PASSENGER TRANSPORT, “CFR CALATORI S.A.”
63 A Nicolae Caramfil Street, 1st Department, Bucharest
Phone: + 40 21 319 03 22
Fax no: + 40 21 319 03 39
- THE ROMANIAN ASSOCIATION OF PRIVATE RAILWAY TRANSPORTERS
38 Dinicu Golescu Boulevard, 1st Department, Bucharest
Phone: + 40 21 232 98 87, + 40 21 233 33 28, + 40 21 233 33 29
Fax no: + 40 21 232 98 87, + 40 21 233 33 28, + 40 21 233 33 29

Article 4(1)(e):

THE ROMANIAN PRESS CLUB

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