Pursuant to Article 66 paragraph 3, Article 68 paragraph 11 and Article 74 paragraph 5 of the Law on Safety in Railway Traffic („Official Gazette of the RSˮ, No 41/2018),

 the director of the Directorate for Railways has adopted

RULEBOOK

ON THE MODEL OF TRAIN DRIVING LICENCE, COMPLEMENTARY CERTIFICATES AND LICENCES FOR RAIL TRAFFIC REGULATION

Article 1

This rulebook sets out the procedure of issuing a train driving licence, application forms for train driving licences, necessary documentation to be provided together with the application form for train driving licence, model of train driving licence, format and content of the complementary certificate, format and content of the certified copy of a complementary certificate and content of licence form for rail traffic regulation.

Article 2

Train driving licence shall be issued to a person fulfilling the requirements set out by the law regulating safety and interoperability of railways who has submitted an application for a train driving licence on a prescribed application form with the necessary documentation.

Article 3

 The application form for train driving licences is given in Annex 1 which is attached to this rulebook and forms its integral part.

Article 4

The necessary documentation to be submitted with the application for train driving licences is given in Annex 2, which is attached to this rulebook and forms its integral part.

Article 5

 The model of train driving licence is given in Annex 3, which is attached to this rulebook and forms its integral part.

Article 6

The model and content of the complementary certificate are given in Annex 4, which is attached to this rulebook and forms its integral part.

Model of the certified copy of complementary certificates

Article 7

The format and content of a certified copy of complementary certificate are given in Annex 5, which is attached to this rulebook and forms its integral part.

From of the licence for rail traffic regulation

Article 8

 The model and content of the licence for rail traffic regulation are given in Annex 6, which is attached to this rulebook and forms its integral part.

End of validity of the rulebook

Article 9

 On the day of entry into force of this rulebook the Rulebook on model of train driving licence, complementary certificate and form of the licence for rail traffic regulation (”Official Gazette of the RS”, No. 71/99 and 27/01) shall be repealed.

The replacement of the existing complementary certificates

Article 10

 Complementary certificates issued according to the Rulebook on model of train driving licence, complementary certificate and model of the licence for rail traffic regulation (”Official Gazette of the RS”, No. 71/99 and 27/01) will be replaced by the model of complementary certificates set out by this rulebook within one year from the entry into force of this rulebook.

Entry into force

Article 11

 This rulebook shall enter into force on the eighth day from the day of its publication in the ”Official Gazette of the Republic of Serbia“.

No: 340-108/2020

In Belgrade, 15 January 2020

 DIRECTOR

 Petar Odorović, MSc

ANNEX 1{0>ANNEX IV<}75{>Прилог 4П

APPLICATION FORM FOR TRAIN DRIVING LICENCES

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**{0>HARMONISED APPLICATION FORM FOR TRAIN DRIVING LICENCES<}85{>**

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**APPLICATION FORM FOR TRAIN DRIVING LICENCES**

 **1. Issuing authority**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Authority applied to |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.2 | Address(street and number, post code, city and country) |  |  |

 **2.** **Licence and applicant’s details**

|  |  |
| --- | --- |
| 2.1 | **This application is for** *(check the appropriate box)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2.2 | First issue □ | 2.3 Update/Amendment □ |

|  |
| --- |
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| --- | --- | --- | --- | --- |
| 2.4 | Renewal □ | 2.5 Duplicate □ |

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|  |  |  |
| --- | --- | --- |
| 2.6 | Number of licence(not required for first issue) |  |

|  |  |  |
| --- | --- | --- |
| 2.7 | Date of first issue |  |

 2.8 - 2.13 (reserved)

|  |  |  |  |
| --- | --- | --- | --- |
| 2.14 | **Applicant’s details**  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.15 | Surname |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.16 | Name |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.17 | Sex |  | Male □ Female □ |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.18 | Date of birth*(YYY-ММ-DD)* |  |  |  |  |  | - |  |  | - |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.19 | Place of birth(country, post code and city) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Nationality |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Native language |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.20 | Reference number assigned to the employee by the employer (if assigned) |  |  |

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| --- | --- | --- | --- |
| 2.21 | Аddress where the licence should be sent |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.22 | Permanent address of the holder: |  |  |

|  |  |  |
| --- | --- | --- |
| *(photo)*2.23 |  Street and number |  |
|  |  |
|  Postcode |  |
|  |  |
|  Town/country |  |
|  |  |
|  telephone |  |
|  |  |
|  e-mail |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.24 | National identification number |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.25 | (reserved for additional data) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2.26 | (reserved for additional data) |  |  |

|  |  |
| --- | --- |
|  2.27 | I declare under penalty of pejury that all the information given by me on this application form is true. I understand that my application may be rejected and/or my licence withdrawn if it is subsequently found that I have given false information or withheld relevant details. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.282.292.302.31 |

|  |
| --- |
| Date  |
|  |

|  |
| --- |
| Applicant’s signature |
|  |

|  |
| --- |
| Internal reference number |
|  |

|  |
| --- |
| Date application received |
|  |

 |  | *(space reserved for the authority applied to)* |

**Guidance on the filling in of the application form for train driving licence <0}**

1. **{0>The first section deals with the issuing organisation<}0{>The first section deals with the issuing organisation<0}**

**{0>**1.1. To be customised by the issuing organisation (National Safety Authorities, Railway Undertakings, or other contacting entities).**<}0{>**1.1. Fill in the name of the authority issuing the train driving licence.**<0}**

**{0>**1.2. Fill in information on the issuing organisation.**<}0{>**1.2. Fill in the address of the authority issuing the train driving licence.**<0}**

2. **{0>The second section deals with the state of the licence<}63{>The second section deals with the state of the licence and applicant’s data<0}**

**{0>**2.1. Check one of the following four boxes to state the reason for the application.**<}0{>**2.1. Licence data – check one of four boxes to state the reason for the application. **<0}**

**{0>**2.2. Check this box if the application is submitted for a new licence, in which case the documents listed in Section 4.1 should be provided.**<}0{>**2.2. Check this box if the application is submitted for a new train driving licence.

**{0>**2.3. Check this box if the application is for an updated or amended licence, and fill in the text field giving a reason for the update or amendment.**<}0{>**2.3. Check this box if the application is for an updates or amended licence and fill in the text filed giving a reason for the update or amendment. **<0}**

**{0>**Update:**<}0{>** Update: the licence may need to be updated, for example, if there is a change in an item, such as the employee reference number.**<0}**

**{0>**Amendment:**<}0{>** Amendment: the licence may need to be amended if an item of additional information or a restriction needs to be changed after a medical check-up, or if a field contains a mistake and needs to be corrected.**<0}**

**{0>**2.4. Checked this box if the application is for a renewal of the licence.**<}0{>**2.4. Check this box if the application is for a renewal of the licence. The licence must be renewed every 10 years.**<0}**

**{0>**2.5. Check this box if the application is for a duplicate of the licence, and fill in the text field giving a reason for the request (e.g.:**<}77{>**2.5. Check this box if the application is for a duplicate of the licence, and fill in the text field giving a reason for the request (e.g.: loss, theft or accidental destruction). The competent authority shall check that the licence for which a duplicate is required is still valid and has not been suspended or withdrawn.**<0}**

**{0>**2.6. A European Identification Number is assigned when the licence is issued for the first time.**<}0{>**2.6. A European Identification Number is assigned when the licence is issued for the first time.**<0}** If the application is for a first licence, leave this box blank **{0>**If the application is for a first licence, leave this box blank.**<}0{>**.**<0}**

**{0>**Fill in the EIN number if you are applying for the licence to be amended, updated, renewed or replaced (issue of a duplicate).**<}0{>**Fill in the EIN number if you are applying for the licence to be amended, updated, renewed or replaced (issue of a duplicate).**<0}**

**{0>**2.7. Fill in this field if you are applying for the licence to be amended, updated, renewed or replaced (issue of a duplicate).**<}87{>**2.7. Fill in this field if you are applying for the licence to be amended, updated, renewed or replaced (issue of a duplicate).**<0}**

2.8 - 2.13. fields reserved for eventual data necessary in the future.

**{0>**2.14. Fill in the applicant's personal details in the next section (from 2.15 to 2.23) Fields 2.21 and 2.22 are optional.**<}0{>**2.14. Applicant’s data – in the fields 2.15 to 2.24 fill in the applicant’s personal details.

**{0>**2.15. Fill in the surname (family name) or surnames shall be shown here, exactly as shown on the applicant's passport or national identity card or other recognised documents proving identity.**<}65{>**2.15. Fill in the applicant’s surname exactly as shown on the applicant’s identity card or passport. **<0}**

**{0>**2.16. Fill in the applicant's first name or names, exactly as shown on the applicant's passport or national identity card or other recognised documents proving identity.**<}84{>**2.16. Fill in the applicant’s first name exactly as shown on the applicant’s identity card or passport. **<0}**

**{0>**2.17. Check the relevant box giving the applicant's sex.**<}0{>**2.1.7. Check the relevant box giving the applicant’s sex.**<0}**

**{0>**2.18. Fill in the applicant's date of birth here.**<}0{>**2.18. Fill in the applicant’s date of birth.**<0}**

**{0>**2.19. Fill in the applicant's place of birth (town or village), as follows:**<}0{>**2.19. In this field fill in:

- the applicant’s place of birth as follows: distinguishing sign (two characters) of the Republic of Serbia (RS) – post code - place;**<0}{0>**distinguishing sign (two characters) of the country (see Annex I section 3) — post code — place.**<}0{>** **<0}**

**{0>**— the applicant's nationality or country of birth, depending on the national legal requirements for this information,**<}0{>**- applicant’s nationality;

**{0>**— the applicant's native language.**<}0{>**- applicant’s native language.**<0}**

**{0>**2.20. Fill in the reference number assigned to the employee by the employer shall be displayed (this information is optional, under Directive 2007/59/EC).**<}0{>**2.20. Fill in the reference number assigned to the applicant by the employee (if assigned). **<0}**

**{0>**2.21. State the postal address to which the licence should be sent (the address declared by the applicant or by the entity applying on his or her behalf) shown in the following order, if different to that in field 2.13 or field 2.22):**<}0{>**2.21. State the postal address to which the licence should be sent, if different to that in field 2.22, shown in the following order:**<0}**

- street and number;

- post code and town

- country **<0}**

**{0>**2.22. Permanent address of the applicant which may be displayed on the licence (this information is optional under Directive 2007/59/EC), in the following order:**<}0{>**2.22. Permanent address of the applicant displayed in the following order: **<0}**

- street and number;

- post code and town;

- country; **<0}**

**{0>**Additional fields may be added for further information, e.g. as telephone number or e-mail address.**<}0{>--**-- telephone number;**<0}**

- е-mail.

**{0>**2.23. Add a photograph of the applicant, preferably a digital photo (preferred format:**<}0{>**2.23. Add a photograph of the applicant, preferably a digital photo (preferred format:**<0}** **{0>**jpeg;.bmp;.tiff) which allows good definition for the small size.**<}0{>**jpeg, bmp, tiff, which allows good definition for the small size).**<0}** For renewal applications the photograph shall be updated. **{0>**For renewal applications, the photograph shall be updated.**<}0{><0}**

**{0>**While countries requirements on photo sizes for official documents may differ, there are specification for the quality of portraits, referred to in EU policy, in Appendix 11 to Section IV of the ICAO document 9303 'Machine Readable Travel Documents' (ed.2006). It contains detailed guidelines, that can be summarised as follows:**<}0{>**Requirements on the photo:

**{0>**— photo shall include a full face, front view and open eyes,**<}0{>**- photo shall include a full face, front view and open eyes;**<0}**

**{0>**— photo shall present full head from top of hair to shoulders,**<}0{>**- photo shall present full head from top of hair to shoulders;**<0}**

**{0>**— photo shall be taken against a plain white or off-white background,**<}0{>**- photo shall be taken against a plain white or off-white background;**<0}**

**{0>**— avoid shadows on the face or background,**<}0{>**- avoid shadows on the face or background;**<0}**

**{0>**— face in photo shall have a natural expression (closed mouth),**<}0{>**- face in photo shall have a natural expression (closed mouth); **<0}**

**{0>**— face in photo shall not include sunglasses with coloured lenses or glasses with a thick frame, no light shall be reflected on the lenses,**<}0{>**- face in photo shall not include glasses with coloured lenses or glasses with a thick frame, no light

 shall be reflected on the lenses;**<0}**

**{0>**— the subject shall not wear a hat, except those who are accepted by the State authorities,**<}0{>**- the subject shall not wear a hat or other covers for the head; **<0}**

**{0>**— the contrast and lighting in the photo shall be normal.**<}0{>**- the contrast and lighting in the photo shall be normal.**<0}**

**{0>**2.24. 2.25. 2.26. *(reserved for additional data to be collected on the basis of national legislation)***<}91{>**2.24. Fill in the national identification number of the applicant.

2.25 and 2.26 are reserved for additional data eventually needed in the future.

**{0>**2.27. Applicants shall provide a signed declaration, either on paper or in electronic version, that the information given is true. by the candidate/train driver.**<}0{>**2.27. This field shall contain a declaration of the applicant that the information given is true and correct.

**{0>**2.28. Fill in the date the application is signed.**<}0{>**2.28. Fill in the date the application is signed.**<0}**

**{0>**2.29. Add the applicant's signature here, in original, in copy or in accordance with Directive 1999/93/EC (1).**<}0{>**2.29. Add the applicant’s signature in this field.

**{0>**2.30. The Competent Authority may add an internal file reference number here (a incoming mail counter, for instance).**<}0{>**2.30. Fill in the internal reference number of the issuing authority. **<0}**

**{0>**2.31. The date of receipt of the application form shall be added here, to check that the licence is issued within the deadline laid down in Article 14(4) of Directive 2007/59/EC.**<}0{>**2.31. Add the date of receipt of the application form in this field (to check that the licence is issued within the prescribe deadline).**<0}**

**{0>**2.32. This space is reserved for the receiving authority (for a stamp or any indication needed for filing, for instance).**<}0{>**2.32. This space is reserved for the receiving authority (for a stamp or any indication necessary for filing).**<0}**

ANNEX 2

{0>DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR<}0{>DOCUMENTS TO BE APPENDED TO THE APPLICATION FOR:<0}

*(check the appropriate box and submit documents listed in that field)*

**{0>**Arrival date**<}66{>**Date of receipt**<0}**

□ **{0>**1 **NEW LICENCE<}0{>**1. **New train driving licence** **<0}**

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**{0>**1.1 Signed application form**<}75{>**1.1. Signed application form

**<0}**

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**{0>**1.2 Authorisation to process personal data (Directive 95/46/EC)**<}68{>**1.2. Authorisation to process personal data

**<0}**

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|  |

**{0>**1.3 Evidence of highest level of education**<}0{>**1.3. Evidence of highest level of education

 **<0}**

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**{0>**1.4 Certificate of physical fitness**<}0{>**1.4. Certificate of phychophysical fitness

 **<0}**

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**{0>**1.6 Certificate of general professional competence**<}0{>**1.5. Certificate of occupational psychological fitness

**<0}**

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**{0>**1.7 Copy of passport/national identity card/other recognised document proving identity I**<}0{>**1.6. Copy of identity card or passport

 **<0}**

□ **{0>**2 **UPDATE<}86{>**2. **Update**

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|  |

**{0>**2.1 Current licence**<}0{>**2.1. Current licence

**<0}**

|  |
| --- |
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**{0>**2.2 Justification for change in order to update data**<}0{>**2.2. Justification for change in order to update data

**<0}**

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|  |

2.3. Other

□ **{0>**3 **AMENDMENT<}81{>**3. **Amendment <0}**

|  |
| --- |
|  |

**{0>**3.1 Current licence**<}100{>**3.1. Current licence

**<0}**

|  |
| --- |
|  |

**{0>**3.2 Certificate of physical fitness**<}100{>**3.2. Certificate of phychophysical fitness **<0}**

|  |
| --- |
|  |

**{0>**3.3 Justification for change in order to correct data**<}85{>**3.3. Justification for change in order to correct data

**<0}**

□ **{0>**4 **DUPLICATE<}100{>**4. **Duplicate<0}**

|  |
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|  |

**{0>**4.1 Declaration of the reason why a duplicate is required (destroyed/stolen/reported lost/data altered)**<}0{>**4.1. Declaration of the reason why a duplicate is required

 (destroyed/stolen/lost/data altered)**<0}**

|  |
| --- |
|  |

**{0>**4.2 Licence, only in case the duplicate is requested because the licence has been altered/damaged**<}0{>**4.2. Licence, only in case the duplicate is requested because the original has been damaged **<0}**

□ **{0>**5 **RENEWAL<}100{>**5. **Renewal**

|  |
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|  |

**{0>**5.1 Certificate of physical fitness**<}100{>**5.1. Certificate of psychophysical fitness

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| --- |
|  |

**{0>**5.2 Copy of the last licence**<}0{>**5.2. Copy of the last licence

**<0}**

|  |  |  |
| --- | --- | --- |
| Internal reference number | Date application completed | *SPACE RESERVED FOR STAMP OF THE ADDRESSED AUTHORITY* |
|  |  |
|  |  |

**{0>**3.2. **Authorisation to process personal data (example)<}0{>Authorisation to process personal data (example)<0}**

The applicant has been informed of the purpose and procedure of personal data processing and authorises the processing of personal data related to the issue of train driving licences and the recording of data in the National Register of train driving licences in accordance with the provisions of the law regulating safety and interoprability of railways.

**{0>**Date**<}100{>**Date**<0}** ................................................................................

**{0>**Applicant's Signature**<}92{>**Applicant’s signature**<0}** ................................................................................

ANNEX 3

TRAIN DRIVING LICENCE

I. PHYSICAL CHARACTERISTICS OF THE TRAIN DRIVING LICENCE

The train driving licence shall follow the format ID-1 set out in international standard SRPS ISO/IEC 7810 Identification cards — Physical characteristics

Methods for verifying the characteristics of the train driving licences, to ensure that they are consistent with the standard, shall comply with standard SRPS ISO/IEC 10373-1 Identification cards — Test methods — Part 1: General characteristics

II. ANTI-FORGERY MEASURES

а) The material used for train driving licences shall be made secure against forgery by using the following techniques (mandatory security features):

- card bodies shall be UV dull;

- a security background pattern shall be designed to be resistant to counterfeit by scanning, printing or copying, using rainbow printing with multicolour security inks and positive and negative guilloche printing; the pattern shall not be composed of the primary colours (CMYK), shall contain complex pattern designs in a minimum of two special colours and shall include micro lettering;

- optical variable elements shall provide adequate protection against copying and tampering with the photograph;

- in the area of the photograph the security design background and photograph shall overlap on at least the border of the photograph (weakening pattern.

б) In addition, the material used for train driving licences shall be made secure against forgery by using at least one of the following techniques (additional security features):

- colour-shifting inks;

- thermochromic ink;

- custom holograms;

- variable laser images;

- tactile characters, symbols or patterns.

The techniques used should enable the competent authorities to check the validity of the card without any special equipment.

Non-technical measures to prevent forgeries shall be related to the monitoring of the safety management system put in place by railway undertakings and infrastructure managers in accordance with the law regulating safety and interoperability of railways.

III. СONTENT OF THE TRAIN DRIVING LICENCE

The train driving licence shall follow the model, reference colours (*Pantone Reflex Blue* and *Pantone Yellow*) and patterns given in chapter VI of this annex.

The train driving licence shall have information displayed on two sides.

Recto shall contain:

а) the words "TRAIN DRIVING LICENCE", on the top;

b) distinguishing sign of the Republic of Serbia (RS) according to the standard SRPS EN ISO 3166-1 The codes for the names of countries and their administrative units – Part 1: Country codes – alpha code-2, white, printed in a blue rectangle in the left upper corner.

c) information specific to the licence issued, to be numbered as follows:

1. the surname of the holder, which must match that displayed on the identity card or passport;

2. the name of the holder, which must match that displayed on the identity card or passport;

3. the date and place of birth of the holder;

4а the date of issue of the licence;

4b the date of expiry of the licence;

4c the name of the issuing authority;

4d the reference number assigned to the employee by the employer (if assigned);

5. the number of the licence based on the European Identification Number (EIN).

Example of the number of the licence: RS 71 2019 0025

where:

RS – letter code of the Republic of Serbia;

71 – type of document (train driving licence);

2019 – year of issue;

0025 – ordinal number of the issued licence in the year of issue;

6. a photograph of the holder;

7. the signature of the holder.

d) the flag of the Republic of Serbia and the words "REPUBLIC OF SERBIA", on the blue base at the bottom.

Verso shall contain information specific to the licence issued, to be numbered as follows:

8. (reserved);

9. additional information (boxes 9а) and medical restrictions (boxes 9b);

9а additional information shall be displayed in boxes identified with number 9а, in the following order:

а.1 native language of the holder;

а.2 space reserved for the authority issuing the train driving licence, for other information if necessary;

9b medical restrictions shall be displayed in boxes 9b by codes b.1 and b.2 which have the following meaning:

b.1 – mandatory use of glasses/lenses;

b.2 – mandatory use of hearing aid / communication aid.

The relevant code shall be added in one of the boxes, and those which are not used shall be made void.

The meanings of the numbered fields (1 to 9b) are given below the boxes.

At the bottom of the verso there is a blue strip.

IV. STATUS AND NUMBERING OF THE TRAIN DRIVING LICENCE

A number shall be assigned to each train driving licence. The number shall be preserved, either in case of renewal, amendment, update or issue of a duplicate.

When the licence is renewed after 10 years, a new photo and new expiry date shall be displayed on the licence.

The application for renewal of the licence shall be submitted at the earliest 30 days before the expiry date.

The train driving licence shall be updated in case changes occur in data such as change of reference number of the employee.

The licence shall be amended when a medical restriction is to be recorded during the period of validity, when appropriate codes shall be added.

All changes in the status of the train driving licences shall be recorded in the national register of train driving licences.

V. PREVENTION ON THE USE OF INVALID CARDS

If the information on the licence is altered, the holder must immediately return the card to the authority that issued it, so that it can be replaced, and the invalid card can be destroyed.

The same procedure applies to a lost card, replaced by a new one and then found again.

VI. MODEL OF TRAIN DRIVING LICENCE

Recto:

****

Verso:



ANNEX 4

 COMPLEMENTARY CERTIFICATE

I. PHYSICAL CHARACTERISTICS OF THE COMPLEMENTARY CERTIFICATE {0>PHYSICAL CHARACTERISTICS OF THE COMPLEMENTARY CERTIFICATE<}0{> <0}

**{0>**The Community model of complementary certificate shall be a foldable document, the size shall be 10 cm x 21 cm (when unfolded) giving three outside and three inside pages.**<}0{>мОД** The model of complementary certificate shall be foldable document, the size shall be 10 x 21 cm (when unfolded), of light blue colour, giving three outside and three inside pages. Additional inside pages can be added for the information for which there is not enough space.**<0}**

II. {0>LAY-OUT OF THE TRAIN DRIVING LICENCE<}62{>СONTENT OF COMPLEMENTARY CERTIFICATE

**{0>**The front page shall display the following information:**<}0{>**The first outside page shall contain the following data:**<0}**

а) logo of the railway undertaking or infrastructure manager;

b) number of the train driving licence of the holder of the complementary certificate;

c) words ˮCOMPLEMENTARY CERTIFICATE for driving the indicated rolling stock on the indicated infrastructures“;

d)**{0>**— surname(s) and name(s) of the holder,**<}68{>** surname and name of the holder;**<0}**

e) reference number of the holder of the complementary certificate, is assigned by the employer;

f) issue and expiry dates of the complementary certificate**{0>**— issue and expiry dates of the complementary certificate,**<}85{>**;**<0}**

g)**{0>**— data related to issuing entity and stamp.**<}0{>** data related to the issuing entity and stamp;

h)**<0}** internal reference number of the company can be entered for administrative purposes**{0>**It may include a company internal number for administrative purposes.**<}94{>**.**<0}**

**{0>**Page two shall contain data on the employer/contracting entity and additional data on the holder, numbered as follows:**<}0{>**The second outside page shall contain data on the employer and additional data on the holder of the complementary certificate, numbered as follows:

**<0}**

**1. Data on the employer** or contracting entity engaging the holder of the complementary certificate including:

- name of the company,

-category of the company (railway undertaking or infrastructure manager);

- if applicable, work place (for example, the section to which the holder of the complementary certificate belongs),

- address of the employer (street and number, poste code, town and country);

**2. Data on the holder**:

- place of birth (town and country);

- date of birth;

- nationality;

- address: street and number, post code, town and country;

- signature and photograph of the holder of the complementary certificate.

The third outside page shall contain data numbered as follows:

**{0>**1.3. **Categories of driving<}0{>3.** **Categories of driving**

**{0>**The categories and types of driving, for which the driver is authorised to drive, shall be displayed as follows.**<}61{>**Categories and types of driving for which the holder of the complementary certificate is authorised to drive shall be displayed as follows:

а) Category А**<0}**

**{0>**RUs/IMs may use 'A' as a global category, encompassing all activities of category A:**<}0{>К**--- category A as a global category encompassing shunting locomotives, locomotives of work trains, vehicles for special use and all other locomotives when they are used for shunting;**<0}**

- **{0>**Alternatively, RUs/IMs may limit the scope of the certificate to one or more of the following types:**<}0{>по**поткатегорије поsubcategories: **<0}**

 **{0>**A1 = when limited to shunting locomotives;**<}0{>**А1 – shunting locomotives;**<0}**

 **{0>**A2 = when limited to work trains;**<}0{>**А2 – locomotives of work trains;**<0}**

 **{0>**A3 = when limited to maintenance railway vehicles;**<}0{>**А3 – locomotives for special use; **<0}**

 **{0>**A4 = when limited to all other locomotives when they are used for shunting;**<}0{>**А4 – all other locomotives when they are used for shunting; **<0}**

 **{0>**A5 = other, if the authorisation is related for services or rolling stock not included in the previous categories.**<}0{>**А5 – other, if the complementary certificate is related to services or locomotives not included in the previous categories, which shall be specified in the field “Notes“.**<0}**

b) {0>Category B<}78{>Category B<0}

 - category B as a global category, encompassing locomotives for passenger and freight trains; **<0}**

- subcategories:**<0}**

 **{0>**B1 = when limited to carriage of passengers;**<}0{>**B1 – locomotives for passenger trains;**<0}**

 **{0>**B2 = when limited to carriage of goods.**<}76{>**B2 – locomotives for freight trains.**<0}**

**{0>**The category in which the holder is authorised to drive shall be indicated by filling in the appropriate box if a global category is chosen or boxes, if one or more subcategories are chosen.**<}0{>**The category in which the holder is authorised to drive shall be indicated by filling in the appropriate box if a global category is chosen or boxes, if one or more subcategories are chosen. The boxes that are not necessary shall be made void**{0>**The boxes that are not necessary shall be made void.**<}0{>**.**<0}**

**{0>**Examples:**<}0{>**Examples:

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| А |  |  |  |  |  |  |  |  |  |  |

 | = global category А |

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| А |  | 1 |  |  |  |  |  |  |  |  |

 | = category А, subcategory 1 |

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| А |  | 2 |  | 3 |  |  |  |  |  |  |

 | = category А, subcategories 2and 3 |

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| А |  |  |  |  |  |  |  |  |  | 5 |

 | = category А, subcategory 5 |

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| B |  |  |  |  |  |  |  |  |  |  |

 | = global category B |

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| B |  | 2 |  |  |  |  |  |  |  |  |

 | = category B, subcategory 2 |

 <0}

**{0>**1.4. **Additional information<}93{>4.** **Additional information<0}**

**{0>**This part is reserved for additional information that may be requested by national applicable legislation or by the company's internal procedures.**<}0{>**This part is reserved for additional information that may be requested by the company’s internal procedures.**<0}**

**{0>**1.5. **Data related to language skills<}0{>5.** **Language skills**

**{0>**The list of all languages, others than the native language, that are necessary to operate on the relevant infrastructure and that are known by the train drivers and comply with the requirements of Annex VI to Directive 2007/59/EC, shall be inserted here.**<}0{>**У This part shall include the list of all languages, other than the native language, that are necessary to operate on the relevant railway infrastructure of the other country and which shall be known by the holder of the complementary certificate.**<0}**

**{0>**1.6. **Restrictions<}77{>6.** **Restrictions**

**{0>**This part shows restrictions related to the characteristics and capabilities of the driver in relation to the content of the complementary certificate (e.g.: driving allowed only in daylight).**<}0{>**This part shows restrictions related to the characteristics and capabilities of the holder of the complementary certificated in relation to the content of the complementary certificate (e.g. driving allowed only in daylight).**<0}**

**{0>**If the restrictions concern rolling stock (e.g.: speed restrictions when driving certain types of locomotives) and/or infrastructure, the information in text format shall be provided in the box 'notes' beside the relevant rolling stock and/or infrastructurе.**<}100{>**If the restrictions concern locomotives (e.g. speed restrictions when driving certain types of locomotives) and/or infrastructure, the information in text format shall be provided in the box “notes“ beside the relevant locomotive or infrastructure in the fields 7 or 8.**<0}**

The fourth (inside) shall include the data numbered as follows:

**{0>**Additional internal pages may be added to include information that exceeds the available space.**<}0{><0}{0>**1.7. **Data relating to rolling stock<}100{>7.** **Locomotives the driver is authorised to drive <0}**

This part lists types of locomotives the driver is authorised to drive and the data shall be displayed in the following boxes**{0>**This part lists types of rolling stock the driver is authorised to drive, following an assessment of competences listed in Annex V to Directive 2007/59/EC.**<}0{>**:**<0}**

**{0>**— a box for the date of the beginning of validity of the relevant competence,**<}0{>**- date of the beginning of validity of the relevant competence (after the check of the competence);**<0}**

**{0>**— a box for each type of rolling stock,**<}0{>**- description of each type of rolling stock;**<0}**

**{0>**— a box with space for notes (they may be the stamp to confirm the acquired competences, the date of the end of validity of the competency or other relevant information, as stated in point 1.6 above).**<}0{>**- notes (they may be the stamp to confirm the acquired competences, dated of the end of validity of the competence or other relevant information, as stated in point 6 above).**<0}**

The fifth and sixth (inside) page shall contain data numbered as follows:

**{0>**1.8. **Data related to infrastructure<}0{>8.** **Infrastructure on which the driver is authorised to drive<0}**

This part lists the parts of infrastructure on which the holder of the complementary certificated is authorised to drive after having acquired the competences.**<0}**

**{0>**Data shall be displayed in the following boxes:**<}100{>**Data shall be displayed in the following boxes:**<0}**

**{0>**— a box for the date of beginning of validity of the relevant competence,**<}90{>**- a box for the date of beginning of validity of the relevant competence (following the check of the competence);**<0}**

**{0>**— a box for the extent of infrastructure on which the driver is authorised to drive,**<}72{>**- part(s) of the infrastructure on which the holder of the complementary certificate is authorised to drive;**<0}**

**{0>**— a box with space for notes (they may be a stamp to confirm the acquired competences, the date of end of the validity of the competence or other relevant information, as stated in point 1.6 above.**<}94{>**- notes (they may be a stamp to confirm the acquired competence, date of end of the validity of the competence or other relevant information, as stated in point 6 above).**<0}**

**{0>**The extent of infrastructure on which the driver is authorised to drive is described in the railway undertaking's procedure for issuing and updating the complementary certificate.**<}0{>Део Обим{0>**For each part of infrastructure on which the driver is authorised to drive, relevant information or restrictions shall be added.**<}66{>**For each part of infrastructure on which the holder of complementary certificated is authorised to drive, relevant information or restrictions shall be added.**<0}**

III. ANTY-FORGERY MEASURES {0>ANTI-FORGERY MEASURES<}100{> <0}

**{0>**The following two anti forgery measures shall be used for the complementary certificates:**<}0{>**The following two anti-forgery measures shall be used for complementary certificates:**<0}**

1) **{0>**Technical measures (the most common are company logo, paper texture and permanent ink, display of an internal reference number and stamp).**<}0{>**technical measures (the most common are company logo, paper texture and permanent ink, display of an internal reference number and stamp). All updates shall be confirmed by a date and stamp on the document and shall be consistent with information in the register of complementary certificates. **{0>**All updates shall be confirmed by a date and stamp on the document and shall be consistent with information in the register.**<}0{><0}**

2) procedures for monitoring the safety management system to check that information on the complementary certificate is valid and has not been altered**{0>**Procedures for monitoring the safety management system, to check that information on the complementary certificate is valid and has not been altered, in accordance with Article 18(1) of Directive 2007/59/EC.**<}0{>**.**<0}**

**{0>**All this information shall be included in the provisions for issuing and updating complementary certificates, in accordance with Article 15 of Directive 2007/59/EC.**<}70{>**All this information shall be included in the procedure for issuing and updating of complementary certificates, which is defined by the employer.**<0}**

**{0>**COMMUNITY MODEL OF COMPLEMENTARY CERTIFICATE**<}100{>М Д<0}**

IV. MODEL OF COMPLEMENTARY CERTIFICATE

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| Complementary certificate**3. CATEGORIES OF DRIVING**Check the relevant boxes and make void the non-relevant ones

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| Notes: |

**4. ADDITIONAL INFORMATION**....................................................................................................................................................................................................................................................................................**5. LANGUAGE SKILLS**Linguistic knowledge for infrastructure for which the certificate is valid

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| Date Language Notes |
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**6. RESTRICTIONS**.................................................................................................................................................................................................................................................................................... | Complementary certificate**1. {0>DATA OF THE EMPLOYER/CONTRACTING ENTITY<}74{>DATA OF THE EMPLOYER**...................................................................................Legal nameRailway undertaking □ Infrastructure manager □............................................................................................ Working place............................................................................................ Street and number............................................................................................ Town – country**2. DATA OF THE HOLDER**......................................................................................... Place of birth

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|  Date of birth | Y |  | Y |  | Y |  | Y | - | М |  | М | - | D |  | D |

 ................................................................................................Nationality................................................................................................ Address– Street and number

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| ...........................................Town |  | *photo* |
| ...........................................Country |
| ...........................................Signature |

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| Logo RU/IM |  |  |  |  |
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| Number of the train driving licence  |  |

**COMPLEMENTARY CERTIFICATE****For driving of the indicated types of locomotives on the indicated infrastructures**........................................................................................Surname.......................................................................................NameReference number assigned by the employer

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Issuing date | Y |  | Y |  | Y |  | Y | - | М |  | М | - | D |  | D |

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| Expiry date | Y |  | Y |  | Y |  | Y | - | М |  | М | - | D |  | D |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.......................................................................................... Issuing organisation.......................................................................................... Address

|  |  |  |
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| ..........................................Internal reference number |  | *Stamp* |

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| Complementary certificate**7. ROLLING STOCK THE DRIVER IS AUTHORISED TO DRIVE**Date Description Notes ............ .................................... ................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ........... ..................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. | Complementary certificate**8. INFRASTRUCTURE ON WHICH THE DRIVER IS AUTHORISED TO DRIVE** Date Description Notes ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. | Complementary certificate**8. INFRASTRUCTURE ON WHICH THE DRIVER IS AUTHORISED TO DRIVE** Date Description Notes ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ........... .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ........... .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. ............ .................................... .................................. |

ANNEX 5

{0>COMMUNITY MODEL OF CERTIFIED COPY OF COMPLEMENTARY CERTIFICATE<}77{>МОДЕЛ

CERTIFIED COPY OF COMPLEMENTARY CERTIFICATE<0}

1. PHYSICAL CHARACTERISTICS OF THE CERTIFIED COPY OF COMPLEMENTARY CERTIFICATE **{0>**PHYSICAL CHARACTERISTICS OF THE CERTIFIED COPY OF COMPLEMENTARY CERTIFICATE**<}80{>**

**{0>**The Community model of certified copy of a complementary certificate shall be on A4 paper, listing information numbered as in Annex II section 1 and containing the date when the driver has ceased driving trains for the RU/IM, in accordance with Articles 6(2) and 17 of Directive 2007/59/EC.**<}0{>**The certified copy of complementary certificate shall be on A4 paper.

Given the possibility that the information may require more than one line in the relevant boxes, the final certified copy may be more than one page.

2. CONTENT OF THE CERTIFIED COPY OF COMPLEMENTARY CERTIFICATED

The certified copy of complementary certificate shall contain data numbered as in section II Annex 4 of this rulebook and date when the holder of complementary certificate ceased working for the employer.

**{0>**The possession of a certified copy of complementary certificate provides information about competencies acquired by the driver and does not represent an authorisation to drive.**<}0{>**The possession of a certified copy of complementary certificate provides information about competences acquired by the driver and does not represent an authorisation to drive.**<0}**

3. ANTI-FORGERY MEASURES **{0>**ANTI-FORGERY MEASURES**<}100{> <0}**

**{0>**Anti forgery measures for certified copies of the complementary certificates shall be the same as those for complementary certificates, described in Annex II section 3.**<}0{>**Anti-forgery measures for certified copies of complementary certificates shall be the same as those for complementary certificates, described in section III of Annex 4 of this rulebook.**<0}**

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4. MODEL OF CERTIFIED COPY OF COMPLMENTARY CERTIFICATE

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| --- | --- | --- |
| **Logo****RU/IM** | **COPY OF COMPLEMENTARY CERTIFICATE**  |  |
|  |  |
| **1. EMPLOYER** | LEGAL NAME |

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| --- | --- | --- | --- | --- | --- | --- |
|  | Railway undertaking |  |  | Infrastructure manager |  |  |

|  |  |
| --- | --- |
| Street and number |  |
| Post code and town |  | Country |  |
| Reference number |  |

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| **2. HOLDER** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Licence number |  |  |  |  |  |  |  |  |  |  |  |  |

 |
| Surname |  |

|  |  |
| --- | --- |
| photo |  |

 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name |  |
| Place of birth |  |
| Date of birth |  |
| Nationality |  |
| Address |  |

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| --- | --- | --- | --- |
| **3. CATEGORY** |  А □ □ □ □ □ □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  B □ □ □ |

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| **4. ADDITIONAL INFORMATION** |  |

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| **5. RESTRICTIONS** |  |

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| **6. LANGUAGE SKILLS** |  |

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| **7. ROLLING STOCK** | Description | Notes |
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| **8. INFRASTRUCTURE** | Description | Notes |
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| **DATE WHEN THE HOLDER CEASED DRIVING TRAINS OF THE RU-IM** |  |

|  |  |
| --- | --- |
| **ISSUING ENTITY** |  |
| Address |  |
| Telephone |  | Fax |  |
| e-mail |  |

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| --- | --- | --- |
| Date of issuing

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|  |

 |  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Internal reference number

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| Stamp |

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ANNEX 6

LICENCE FOR RAIL TRAFFIC REGULATION

The dimensions of the model of licence for rail traffic regulation are 110 x 80 mm.

The licence form shall be made of thick white paper with a light blue raster and it shall be inserted into the plastic cover.

The licence for rail traffic regulation shall contain:

1) on the first outside page:

 (1) at the top the inscription: ˮREPUBLIC OF SERBIAˮ;

 (2) below this inscription the name of the railway infrastructure manager;

 (3) below the logo of the infrastructure manager (if it exists);

 (4) below, in the middle of the front page the title: ˮLICENCE FOR RAIL TRAFFIC REGULATIONˮ;

 (5) at the bottom of the front page there is a space for the serial number;

2) on the first inside page:

 (1) in the right top corner – space reserved for the photo of the holder with the following dimensions: 2,5 x 3,0 cm;

 (2) on the left, next to the photo, name and surname of the holder;

 (3) below there is a space for the inscription of the working place and for the signature of the holder;

 (4) below that, one under another, there are places for the inscription of date and pale of birth, national identification number, permanent residence, name of the infrastructure manager issuing the licence, place and date of issuing, date of validity of the licence, reference number of the licence in the records and the stamp and signature of the authorised person;

3) on the second inside page:

 (1) at the top, the inscription: ˮExtended validity of the licenceˮ;

 (2) below that, there are places for the inscription of the extended validity of the licence and spaces reserved for stamp and signature of the authorised person;

4) at the top of the second outside there shall be added the inscription: ˮNoteˮ for the inscription of the measures undertaken against the holder of the licence who does not follow the safety rules in railway traffic (suspension from the working place, interdiction of regulating rail traffic for a limited duration, etc).

MODEL OF LICENCE FOR RAIL TRAFFIC REGULATION

|  |  |  |
| --- | --- | --- |
| First outside page |  | First inside page |
| **REPUBLIC OF SERBIA****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(Name of the infrastructure manager)****Logo****of the IM****LICENCE****FOR RAIL TRAFFIC REGULATION****Serial No** \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_photo (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (surname)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (working place) (signature of the holder)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and place of birth)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (National ID number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(permanent residence – town)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(issued by – rail infrastructure manager) In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_(year)Valid until\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_ (year) No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |
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| **EXTENDED VALIDITY OF THE LICENCE** |  | Note: |
| Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_ (year)  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |  |
| Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_ (year)  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |
| Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_ (year)  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |
| Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_ (year)  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |
| Until\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_ (year)  Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of the authorised person) |