

1. ACCREDITATION PROCEDURE

- 1.1. A foreign travel agency seeking accreditation with an Embassy/Consulate shall address exclusively the competent an Embassy/Consulate, at latest until 15 March of the year for which the accreditation is required.
- 1.2. A foreign travel agency shall submit the following:
 - (a) a request for accreditation with the Embassy/Consulate,
 - (b) a licence for operating in the area of tourist activities (appropriate certified photocopy, translated into the Croatian or English language),
 - (c) a contract with an appropriate legal entity in the Republic of Croatia, containing elements pertaining to accommodation capacities (private or hotel accommodation),
 - (d) a contract with an airline company or another carrier dealing with transport of tourists,
 - (e) a contract with an insurance company on group or individual travel insurance for tourists,
 - (f) a framework assessment of the number of tourists,
 - (g) a power of attorney for the authorised travel agency representative(s) who will lodge visa applications and pick them up at the Embassy/Consulate, a photocopy of their passports and identification cards, and one colour photograph, 35x45 mm.
- 1.3. The Croatian legal person with which the agency has concluded a contract shall submit an excerpt from the court register (not older than six months) or a certified photocopy of the commercial court's decision.
- 1.4. On the basis of available documents and data indicating the (lack of) credibility of the agency (collected within the framework of local consular co-operation with representatives of Embassies/Consulates of the EEA Member States in the receiving country), the Embassy/Consulate shall submit the ministry competent for foreign affairs an elaborated proposal on establishing co-operation with the foreign travel agency.
- 1.5. The ministry competent for foreign affairs shall decide, within a period of 15 days, whether the concerned travel agency should be granted accreditation or not. In the course of the decision-making process, the Croatian legal person referred to in item 2 may be requested to submit additional documents.
- 1.6. On the basis of the decision of the ministry competent for foreign affairs, the Embassy/Consulate shall notify the foreign agency of the granting/refusal of accreditation.
- 1.7. The accreditation shall be issued for a period of up to one year.

2. METHOD OF LODGING APPLICATIONS

- 2.1. Visa applications shall be lodged by authorised representatives of a foreign travel agency.

- 2.2. In addition to general documents referring to a specific tour (certificate of the organised tourist package with the list of persons, data on accommodation, transport, etc.), the following shall be submitted for each person travelling:
- a completed visa application form, with the applicant's hand-written signature,
 - a valid passport,
 - one photograph,
 - a proof of return to the country of origin (certificate of employment, schooling, etc.),
 - travel insurance.
- 2.3. The Embassy/Consulate shall check the submitted documents and decide on the issuance of visas in accordance with Croatian legislation.
- 2.4. In the course of the procedure, if deemed necessary, authorised officials may request additional documents for any person from the group, or they may ask certain aliens from the group to present themselves at the Embassy/Consulate for an interview.

3. OBLIGATIONS OF FOREIGN TRAVEL AGENCIES

- 3.1. Foreign travel agencies shall immediately notify the Embassy/Consulate of any change of facts on the basis of which the accreditation was issued, and especially as regards:
- (a) cancellation of the contract with a Croatian legal person,
 - (b) concluding of a new contract with another Croatian legal person,
 - (c) change of authorised representatives, etc.

4. TERMINATION OF CO-OPERATION

- 4.1. If it is established that:
- (a) the foreign travel agency or the Croatian legal entity with which it has concluded a contract is not credible,
 - (b) the foreign travel agency frequently fails to submit all the required documents,
 - (c) the foreign travel agency has submitted documents that are not credible,
 - (d) a person from the group has remained in the Republic of Croatia after the expiry of the period of validity of the visa,
 - (e) a person from the group has tried to leave or has illegally left the Republic of Croatia, the cooperation with the concerned agency shall immediately be terminated and the accreditation cancelled.
- 4.2. In case an Embassy/Consulate comes to knowledge about the existence of reasons for the termination of co-operation with a foreign travel agency, it shall notify the ministry competent for foreign affairs thereof without delay.
- 4.3. In case the ministry competent for foreign affair comes to knowledge about the existence of reasons for the termination of co-operation of an Embassy/Consulate with a foreign tourist agency, it shall order the Embassy/Consulate to cancel the accreditation.