



Pursuant to Article 42 of the Law on Construction ("Official Gazette of the Republic of Macedonia" No. 130/2009, 124/10, 18/11, 36/11, 54/11, 13/12, 144/12, 25/13, 79/13, 137/13, 163/13, 27/14, 28/14, 42/14, 115/14, 149/14, 187/14, 44/15, 129/15, 217/15, 226/15, 30/16, 31/16, 39/16, 71/16, 132/16, 35/18, 64/18 and 168/18 and "Official Gazette of the Republic of North Macedonia" No. 244/19, 18/20 and 279/20) and on the basis of Article 15, item 22 of the Statute of the Chamber of Certified Architects and Certified Engineers of the Republic of North Macedonia, the Management Board of the session held on 22.09.2023 adopted

## **GUIDELINE**

for the work of the Commission confirming the  
the authorization of a foreign natural person in the Republic of North Macedonia

### **Article 1**

This Guideline determines the composition, manner and procedure for election of members of the Commission that confirms the authorization of a foreign natural person, architect or engineer (hereinafter referred to as: the Commission) for work on the design, audit of projects, supervision over the construction of buildings and management of the construction of buildings in the Republic of North Macedonia; the procedure for determining whether the authorizations of foreign persons comply with the authorizations determined and prescribed in the Law on Construction and proposes entry in the electronic directory maintained by the Chamber of Certified Architects and Certified Engineers of the Republic of North Macedonia (hereinafter referred to as: the Chamber), as well as the manner of operation and decision of the Commission.

### **Article 2**

The Commission confirming the authorization of a foreign natural person in the Republic of North Macedonia shall be established by the President of the Chamber within 7 working days of receipt of the Request (Form 1) together with the Form (Form 2), archivally certified in the archives of the Chamber, with Decision on the prescribed form (Form 3).

The Commission referred to in paragraph 1 of this Article is composed of 5 (five) members who have active authorizations in accordance with the Law on Construction.

### **Article 3**

The Article 2 Commission is composed of the President of the Commission and 4 (four) members of the Commission. Heads of professional departments or their respective replacements participate in the Commission. The head of the respective department of the applicant's profession is appointed as President.

### **Article 4**

The Commission decides by a majority of votes of the members and adopts a Decision (Form 5), which is signed by the President of the Commission and submitted in writing to the President of the Chamber. The sessions are convened and chaired by the President of the Commission.



Upon receipt of a Decision (Form 5) signed by the President of the Commission, the President of the Chamber signs a Certificate of Reliability of Foreign Authorization (Form 6)

### **Article 5**

Each member of the Commission fills out a form in electronic form (excel table) that individually reviews, analyzes and comments on the incoming documentation. Each member of the Commission is obliged to return the completed form to the responsible person in the Chamber within 5 working days. The responsible person in the Chamber summarizes all the data in one table and submits it to the President of the Commission. In mutual coordination with the President of the Commission, the responsible person in the Chamber convenes a meeting with all members of the Commission and submits the summarized data.

If the Commission determines at the first meeting that a document, part of the documentation or a document is invalid, the Commission shall compile a Record (Form 4) for termination of the procedure and in the record shall specify precisely how the applicant shall arrange the request within 10 working days.

If the applicant does not complete the request within the specified deadline, the Commission at the next meeting shall compile a Record (Form 4) for rejection of the request.

If the applicant completes and completes the request within the deadline, the Commission shall compile a Record (Form 4) for approval of the request. Then the President of the Commission, on the basis of the record signed by all members of the Commission, signs a Decision (Form 5) on the reliability of the authorization that he submits to the President of the Chamber.

The President of the Chamber, on the basis of all previous documentation and a signed decision on the reliability of the authorization, signs a Certificate on the reliability of a foreign authorization (note 6).

### **Article 6**

The required application documents, as well as the forms that are compulsorily used in the procedure for confirmation of foreign authorizations, are prescribed and are given as an attachment to this Guideline.

### **Article 7**

Requests for confirmation of authorization of a foreign natural person in the Republic of North Macedonia to the Chamber shall be submitted first in electronic form to the address designated on the Chamber's website, and then in paper form in the Chamber's archives.

The responsible person in the Chamber receives the requests, checks the reliability of the electronic with the paper form of the submitted documentation.

The applicant's request receives an archival certification after the completeness of the documentation has been verified. It is then submitted to the Commission for review.

### **Article 8**

The Commission is obliged within 25 working days from the date of filing the case in the archives of the Chamber to accept or reject the request from the applicant.



### Article 9

A request for confirmation of a foreign authorization costs EUR 200 for each submitted request, and the annual membership fee is EUR 450 per person.

When applying, the payment for confirmation of the foreign authorization in the Chamber of authorized architects and authorized engineers shall be made at the payment slip PP 30, on the following giro account: 250 001 002 332 248 – Sparkasse Bank for the purpose of remittance "confirmation of the foreign authorization for".

The funds for the annual membership fee of EUR 450 for confirmation of foreign authorization of the applicant shall be paid after the applicant is informed that his request has been approved, and before the receipt of the Confirmation from the Chamber.

The validity of the Certificate of reliability of the foreign authorization is 5 (five) years, provided that the annual membership fee is regularly settled.

The Certificate of reliability of the foreign authorization is valid only with a settled annual membership fee.

In case the foreign authorization is not confirmed, the funds paid for submitting an application in the amount of EUR 200 for commission review of the documents shall not be returned to the applicant.

### Article 10

The Guideline shall enter into force on the day of its adoption and shall be published on the website of the Chamber.

### Article 11

With the entry into force of this Guideline, the Guideline dated 03-65 of 04.02.2014 together with all its attachments, templates and forms shall cease to be valid. The initiated procedures for obtaining confirmation of the foreign authorization before the adoption of this Guideline will be completed in accordance with the provisions of the Guideline dated 03-65 of 04.02.2014 together with all its attachments, templates and forms.

**President of the Chamber**  
Kristinka Chulak, MA



## APPENDICES TO THE GUIDELINE

1. REQUEST for confirmation of authorization of a foreign natural person (Form 1)
2. FORM with data for entry in the Chamber Directory (Form 2)
3. DECISION on the establishment of a Commission to confirm the authorization of a foreign natural person (Form 3)
4. RECORD of the Commission for confirmation of authorization of a foreign natural person (Form 4)
5. DECISION to confirm the reliability of the authorizations (Form 5)
6. Certificate of the reliability of the authorizations (Form 6)