

Pursuant to Article 45 paragraph 2 item 7 of the Central Bank of Montenegro Law (OGM 40/10, 46/10, 6/13, 70/17) and Article 11 of the Law on Free Access to Information (OGM 44/12, 30/17), the Governor of the Central Bank of Montenegro passed the following

## **GUIDE TO ACCESSING INFORMATION in possession of the Central Bank of Montenegro**

### **I. INTRODUCTORY NOTE**

The access to information in possession of the Central Bank of Montenegro (hereinafter: the Central Bank) shall be in line with the Law on Free Access to Information and this Guide.

### **II. BASIC CENTRAL BANK INFORMATION**

The Central Bank is an independent organisation responsible for monetary and financial stability and functioning of the banking system.

The registered office of the Central Bank is in Podgorica, Blvd. Sv. Petra Cetinjskog 6.

- telephone: 020 403 256
- fax: 020 403 105
- e-mail: [pristup.informacijama@cbcg.me](mailto:pristup.informacijama@cbcg.me)
- website: [www.cbcg.me](http://www.cbcg.me)

The Central Bank publishes on its website the information within its competence that include monetary policy, functioning of the banking system, payment system, and available statistical data, for which there are no regulatory limitations to access.

### **III. TYPES OF INFORMATION IN POSSESSION OF THE CENTRAL BANK**

- Documents defined and adopted by the Central Bank bodies
  - Regulations within the mandate of the Central Bank
  - Central Bank Statute
  - Central Bank Policy
  - Central Bank Policy Guidelines

- Recommendations to the Government of Montenegro for Economic Policy
- Central Bank Financial Plan
- Decisions
- Rulebooks
- Regulations
- Guidelines
- Opinions
- Reports:
  - Annual Report
  - Financial Stability Report
  - Inflation Report/ Price Stability Report
  - Macroeconomic Report
  - Report on Results of the Bank Lending Survey
  - International Financial Market Report
  - Monthly Report on the Reserve Requirement held with the Central Bank
  - Financial statements and External Auditor's Report
- Statistics (monetary statistics and the statistics of other financial institutions, interest rate statistics, balance of payments statistics, real and fiscal data, and data on payment transactions);
- CBCG Bulletin
- Data on T-bills auctions
- Museum material records
- Public procurement procedure records
  - Calls
  - Decisions
  - Contracts
- Public Procurement Plan
- Registers
- Registry of banks, branches of foreign banks, and representative offices of foreign banks
- Register of lease and factoring companies, micro-credit financial institutions, companies for purchase of receivables, credit-guarantee funds, and credit intermediaries
- Register of payment systems, register of payment institutions, and register of e-money institutions
- Overview of frozen accounts of legal persons and entrepreneurs.

#### **IV. PROCEDURE FOR ACCESSING THE INFORMATION**

##### **Initiation of procedure**

The procedure for gaining access to information shall be initiated by filing a written or verbal request.

The written request shall be submitted:

- directly at the clerk's office;
- via mail at: Central Bank of Montenegro, Bulevar Sv. Petra Cetinjskog 6, Podgorica;
- via e-mail at: [pristup.informacijama@cbcg.me](mailto:pristup.informacijama@cbcg.me);
- via fax at: 020 403 105.

The verbal request shall be submitted to the Central Bank in the form of a transcript of a verbal statement.

The Central Bank shall issue and/or deliver adequate proof confirming reception of the request for access to information to the applicant.

No fee shall be paid for submitting the request for access to information.

### **Content of the request**

The request shall contain:

- 1) the name of the information or data that allow its identification;
- 2) the form in which the applicant wishes to access information;
- 3) information on the applicant (full name and address of a natural person, or name and address of a legal person), and/or his or her attorney, representative or proxy).

The applicant may list in the request other data that are, in his/her opinion, of importance for exercise of the right of access to the requested information.

The request may be submitted in the form provided in the annex to this guide or in free form.

If the request for access to information is incomplete or illegible, the authority shall invite the applicant to correct the deficiencies in the request within 8 days from the date of submission, and give them instructions on how to remedy the deficiencies.

The deadline for deciding upon a request shall begin on the third day following the day of submission the corrected request.

If the applicant fails to correct the deficiencies within the provided deadline, the submitted request shall be dismissed by way of conclusion.

### **Manner of accessing information**

Information can be accessed in the following manners:

- 1) direct inspection of original or a copy of information in the premises of the Central Bank;
- 2) transcribing or scanning the information in the premises of the Central Bank;
- 3) by delivering of a copy of the information to the applicant by hand, mail or e-mail.

The Central Bank shall grant a disabled person access to information in such a form and format that corresponds to their abilities and needs.

### **Deciding upon request**

The adequate request for access to information shall be decided upon within 15 days following the day of the request submission.

The deadline for submitting and delivering the request may be extended for additional 8 days, provided that:

- 1) the request refers to exceptionally voluminous information;
- 2) the request for access to information refers to information marked as classified; or
- 3) tracking the requested information entails a search through a large volume of information which would disturb regular activities of the Central Bank.

The applicant shall be informed of the extension within five days after the request has been submitted.

### **Right to protection**

A complaint may be filed against the decision on the request for access to information to the Agency for Personal Data Protection and Free Access to Information, via the Central Bank.

A complaint may not be filed against a decision denying the access to information containing data marked as classified. However, it is possible to initiate an administrative dispute against the adopted decision.

### **Time limit for access to information**

Access to the requested information shall be possible within three days following the decision delivery to the applicant or within five days after the day when the applicant has submitted a proof of payment of the procedure costs, if such costs have been specified in the decision.

### **Cost of procedure**

Costs of procedure refer to the real costs (copying, scanning, delivery, and other special costs), which shall be borne by the applicant.

Costs of procedure shall be paid to the benefit of the Central Bank before the applicant is provided with access to information to the account no: 907-92001-82.

In case when the applicant is a disabled person or a person in need of social assistance, the Central Bank shall bear the related procedure costs.

### **Persons authorised for processing upon a request**

The person in charge of handling requests for access to information shall be Ms Sanja Bubanja, Director of the Directorate for Legal Affairs, telephone: +382 20 403 256.

In case of absence of the person referred to in paragraph 1 above, she shall be replaced by Ms Tatjana Vujanović Vuksanović, a Special Advisor in the Directorate for Legal Affairs, telephone: +382 20 403 151.

Persons authorised for deciding on requests are: the CBCG Governor, as well as the Vice-Governors and the Executive Director within the duties under their mandates.

### **Publication**

This guide shall enter into force on the eighth day following that of its publication on the Central Bank's Intranet and website [www.cbcg.me](http://www.cbcg.me).

Guide to Access to Information in Possession of the Central Bank of Montenegro No. 0102-1363/1 of 22 March 2013 and No. 0102-1363/2 of 09 May 2014 shall cease to have effect when this Guide enters into force.

No. 0102-4749-1/2018  
Podgorica, 4 June 2018

**G O V E R N O R,**  
Radoje Žugić, MP

**CENTRAL BANK OF MONTENEGRO**  
Blvd. Sv. Petra Cetinjskog br. 6, Podgorica

**REQUEST**  
**for information access**

Pursuant to Article 3 and Article 18 paragraph 1 of the Law on Free Access to Information, I hereby request access to the following information:

---

---

---

---

---

---

**(specify the information or data enabling the identification of the information)**

**Manner of accessing the requested information:**

- direct inspection of original or copy of information in premises of the Central Bank;
- the applicant transcribing or scanning the information in the premises of the Central Bank;
- delivery of a copy of the information to the applicant by the Central Bank:
  - directly
  - via mail
  - via e-mail - \_\_\_\_\_

In \_\_\_\_\_,

\_\_\_\_\_  
Full name/Name of the legal person

\_\_\_\_\_  
Address

Date: \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Other contact data (telephone, fax, mail)

\_\_\_\_\_  
Signature