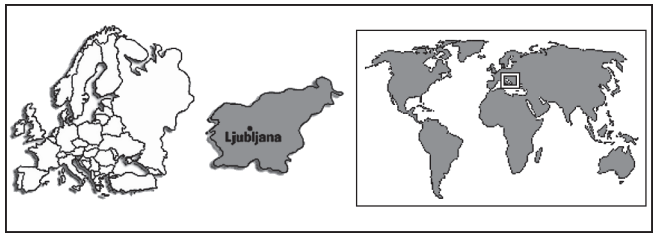
Slovenia (SI)
Amounts shown are expressed in Euro (EUR)



0. General Information

- IATA Area : 2
- Capital : Ljubljana (LJU)
- Local Time : GMT + 1
- Daylight Saving Time : GMT + 2: Starts on the last Sunday in March and ends on the last Sunday in October.
- ☎ Country Code : + 386
- Local Currency : euro (EUR)
- Bank Information : Closed on Saturday afternoon and Sunday.
- Public Holidays :

Date
01 Jan 2015
08 Feb 2015
05 Apr 2015
06 Apr 2015
27 Apr 2015
01 May 2015
02 May 2015
24 May 2015
25 Jun 2015
15 Aug 2015
31 Oct 2015
01 Nov 2015
25 Dec 2015
26 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)
  3. Montreal Protocol MP4 (1975)
  4. Montreal Convention MC99 (1999)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

- **E-freight and e-AWB status of airports**
  For e-freight and e-AWB implementation status of airports please refer to chapter 6.4.

- **E-Customs**
  Advance Electronic Information (AEI) requirements
  - Status: Live
  - System name: Import Control System (ICS) and Export Control System (ECS)
  - Pre-registration to file data: Required
  - Scope: Import, Export, Transit, Transhipment cargo
  - Party responsible for filing: For imports, the incoming carrier. For exports, when an Exit Summary Declaration (EXS) is required, the outgoing carrier.
  - Deadline - shorthaul (imports): For flights less than four hours, the deadline is before take-off from foreign airport
  - Deadline - longhaul (imports): At least four hours prior to arrival
  - Deadline (exports): At least 30 minutes prior to departure
  - How to submit information: For imports, an Entry Summary Declaration (ENS) is sent electronically through the ICS. For exports, an AEI transmission of data for security risk assessment of cargo may be incorporated into the export declaration. If the security data has not been included in the export declaration, an exit AEI declaration (EXS) is required.
  - Further information: http://ec.europa.eu/ecip/

  Note:
  if data are not sent in advance, goods have to be declared immediately on arrival at the border, which can delay the customs clearance of consignments at the border pending the results of risk analysis for safety and security purposes.

  E-Customs information and Advance Electronic Information requirements are subject to change. Readers should check for the latest information available from relevant country authorities.

  For additional information on E-Customs and Advance Electronic Information, please refer to chapter 6.5.

- **Security**
  ACC3
  (EC Regulation 185/2010 on Cargo Security)

  Since February 1, 2012, all air carriers carrying cargo or mail from a non-EU country to the EU must be designated as an ‘’Air Cargo or Mail Carrier operating into the Union from a Third Country Airport” (ACC3) by an EU Member State. A list of exempted countries is relieved from this requirement.

  In order to obtain ACC3 designation, a carrier should
  - Ensure its security program integrates necessary EU security requirements for cargo and mail loaded onto its aircraft at any third country airport for carriage into the EU.
  - Nominate a person who has overall responsibility for implementation of cargo and mail security.
  - Submit a “Declaration of Commitments” to the appropriate EU Member State authority.

  ACC3 designation is to be obtained for every non-EU airport station from which the air carrier flies cargo and/or mail into the EU, unless an exemption applies.

  Carriers are responsible for ensuring all cargo or mail is screened or comes from a secure supply chain regulated agent (RA), known consignor (KC), account consignor (AC) before entering EU airspace.

  For designation as ACC3, carriers should contact the appropriate authority, as follows:
  - For EU carriers - the Member State that issued the AOC.
  - For non-EU carriers - the Member State listed in the Annex to Regulation 394/2011 (ETS).
  - For non-listed carriers - the Member State in which you have your major base of operations in the EU.

  By July 1, 2014, air carriers need to
  - Ensure that on-site airport station verification of cargo and mail security measures has been carried out by an EU aviation security validator.
  - Ensure that its business relations with regulated agents and known consignors are independently validated by an EU aviation security validator, after which a database should be maintained with details of the RA, KC and AC they are accepting cargo from.
    This regulation includes additional measures for High Risk Cargo, defined as cargo originating from a list of specific countries.

  On-site validations will take place either at each airport from which the air carrier flies cargo or mail to the EU, or, with conditions applied, at a representative number of airports from which the air carrier flies cargo or mail to the EU. Each successful security validation will require revalidation on a 5 year cycle.

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7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

1. Airport Information

1.1. Customs Airports

- **Ljubljana - LJU**

  Tel.: +386 (0)4 2061 981 (Commercial department)
  +386 (0)4 2061 000 (Operator)
  +386 (0)4 2061 201 (Ground Handling)
  +386 (0)4 2061 261 (Ground Handling)
  +386 (0)4 2061 281 (Cargo Handling)
  +386 (0)4 2061 291 (Cargo Handling)
  +386 (0)4 280 96 00 (Customs)
  Fax: +386 (0)4 2021 689 (Cargo Handling)
  E-mail: cargo@lju-airport.si
  Website: www.lju-airport.si
  SITA: LJUAPXH
  LJUFFXH

- **Maribor - MBX**

  Tel.: +386 (0)2 6291 175 Head Office
  +386 (0)2 6291 790 Information
  +386 (0)2 6291 640 Cargo
  +386 (0)2 6291 553 OPS
  +386 (0)2 6296 426 Customs
  Fax: +386 (0)2 6292 265 Cargo
  +386 (0)2 6291 253 Head office
  +386 (0)2 6291 555 OPS
  +386 (0)2 6296 427 Customs
  E-mail: info@maribor-airport.si
  Website: www.maribor-airport.si
  Telex: 33290
  SITA: MBXAPXH

1.2. Airport Facilities

1.2.1. Loading/Unloading equipment

Ljubljana

Maindeck highloader, capacity 18,200 kg.; lowerdeck highloader, capacity 7,000 kg.; baggage conveyor, capacity approx. 910 kg.; forklifts max. 8,000 kg.; crane up to 18,200 kg. on request 24 hours before arrival.

Maribor

Highloader, capacity 7,000 kg.; forklifts from 600 kg. up to 2500 kg.; baggage conveyor.

1.2.2. Storage

Time limit 1 year at the airport Customs bonded warehouse. Undelivered consignments maximum 20 days. After 20 days all undelivered consignments will be, if no other shipper's instruction received, either returned to airport of origin, destroyed or abandoned to Customs Authorities, and all incurred charges will be debited to the shipper.

Ljubljana

Cold storage: Available, capacity: 4 degrees Celsius 76 m³;
-20 degrees Celsius 6 m³.
Strongroom: Available.
Room for radio-active material: Available.
Animal hostel: Available for small animals.
Room for dangerous goods: Available.
Heated rooms for live animals and plants: Available.

Maribor

Cold storage: Available at 4 to 8 degrees Celsius.
Strongroom: Available.
Room for radio-active material: Not available.
Animal hostel: Not available.
Room for dangerous goods: Not available.

1.2.3. Clearance

Ljubljana, Maribor

At the airport by the consignee or his broker.

1.2.4. Customs hours

Ljubljana

Monday through Friday 07.00 - 16.00 hrs. Clearance outside Customs hours for live animals, perishables and baggage shipped as cargo possible on special request after prior arrangement.

Maribor

Monday through Friday 07.00 - 14.00 hrs.

1.2.5. Delivery

Ljubljana

Cleared goods consigned to Ljubljana (LJU) can be delivered to consignee or his agent at airport office from Monday through Friday 07.30 - 17.30 hrs., Saturday 08.00 - 12.00 hrs., Sunday closed. Delivery outside opening hours possible after prior application only and against payment of extra charges.

Maribor

Cleared goods at the airport cargo terminal from 07.00 - 14.00 hrs.

1.2.6. (Re)-Forwarding

Ljubljana

Cleared goods:
Possible by mail, rail or truck to any place in Slovenia.
Uncleared goods:
Possible by bonded trucks to any Customs warehouse in Slovenia.

2. Import

2.1. General

2.1.1. Packing

When hay or straw are used, Certificate of Disinfection and Health Certificate required.

2.1.2. Marking

Name and address of consignee and country of origin are required.

2.1.4. Language on Documents

English, French and German are preferred.

2.1.5. Other requirements

- Importation of goods may only be effected by registered trade organizations.
- AWB must show full name and address of consignee with phone, fax or telex contacts.
- When packages in a consignment have been overpacked, box "Handling Information" must state exact number of packages and overpacks e.g. "50 packages in 3 overpacks".

2.2. Documentary Requirements

2.2.1. Commercial consignments

1. 2 Commercial Invoices, containing:
   a. Name and address of consignor.
   b. Place and date of issue.
   c. Name and address of buyer.
   d. Number of packages and their gross weight, type of packages, marks, numbers, etc. of the packages. Should a consignment consist of more than one package containing two or more kinds of products, the invoice must specify which products are contained in each package and the identifying marks and gross weight of that package.
   e. Name of the products covered by the invoice.
   f. Country of origin of the goods.
   g. Selling price of each individual product, both a unit price and an extension. All the amounts on the invoice must be added up and a total amount clearly stated.
   h. Net weight of each individual product and the number of articles.
   i. Date of sale, terms of delivery and the currency in which the invoice price is specified.
   j. Terms of payment and other conditions for payment.
2. Import Licence and Certificate of Origin for certain goods.

2.2.2. Sample consignments

2 Pro Forma Invoices stating purpose of goods and value.

2.2.3. Gift consignments

2 Pro Forma Invoices with details of the contents and the value of each article. Gift consignments, addressed to individuals, up to value of ECU 45 are exempted from customs duties.

2.2.4. Unaccompanied baggage

AWB should be accompanied by a "Declaration of Contents" and baggage must not contain new items but only used personal belongings. All baggage will be inspected at Customs clearance. Personal effects are exempted from Customs duties.

2.2.5. Other consignments

In general all consignments are subject to Import Customs clearance in accordance with Customs rules and regulations. Shipper should contact Consulate.

2.3. Restrictions

2.3.2. Live animals

1. General:

Transportation of live animals is subject to IATA Live Animals Regulations requirements. Shipments of live animals are subject to veterinary inspection. All shipments must be pre-advised with AWB details, animal species, incoming flight number/date, consignee's name/address and phone number, at least 24 hours prior to arrival to the office of the last carrier to arrange for a veterinary inspection. Import Permit (except for pets in non-commercial shipments) must be obtained from:

MINISTRSTVO ZA KMETIJSTVO IN OKOLJE
Veterinarska uprava Republike Slovenije
Ministry of Agriculture and the Environment
Veterinary Directorate of the Republic Slovenia
Dunajska cesta 22, 1000 Ljubljana
Phone: +386 1 300-1300, Fax: +386 1 300-1356
E-mail: vurs@gov.si

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2. Dogs and cats, including ferrets
Animals must be at least 3 month old.

a. Import from EU Member States, including Andorra, Switzerland, Iceland, Liechtenstein, Monaco, Norway, San Marino, Vatican City State:
   - EU Pet Passport (or equivalent for listed States);
   - Valid rabies vaccination and identification by electronic chip or clearly readable tattoo.
b. Import from Third Countries listed in PART C of Annex II of EC No.998/2003
   - Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements;
   - Identification by electronic chip or clearly readable tattoo;
   - Valid anti-rabies vaccination - the rabies vaccine used must be an inactivated vaccine produced in accordance with OIE standards.
c. Import from Third Countries NOT listed in PART C of Annex II of EC No.998/2003
   - In addition to the requirements under b. above, a neutralizing antibody titration carried out in an EU approved laboratory on a sample taken by an authorized veterinarian at least 30 days after vaccination and three months before animal is transported.

2.3.3. Plants and plant material
Importation of plants and plant material requires:
- Import Permit issued by:
  MINISTRSTVO ZA KMETIJSTVO IN OKOLJE
  Inspektorat R. Slovenije za kmetijstvo, gozdarstvo in hrano
  Ministry of Agriculture and the Environment
  Agriculture, Forestry and Food Inspectorate of Slovenia
  Parmova ulica 33, 1000 Ljubljana
  Phone: +386 1 434 57 00, Fax: 386 1434 57 17
- Certificate of Origin.
- Phytosanitary Certificate, issued by country of origin.

All plants and plant material are subject to phytosanitary inspection upon arrival. Shipments of plants and plant material must be preadviced 24 hours before arrival to the office of last carrier with AWB details and incoming flight in order to arrange for phytosanitary inspection as there is no permanent service available at the Airport Ljubljana.

2.3.4. Arms, ammunition and explosives
Importation of arms (including sporting and hunting arms), ammunition and explosives requires:
- Import Permit issued by:
  Ministrstvo za notranje zadeve
  Direktorat za upravne notranje zadeve, migracije in naturalizacijo
  Ministry of Interior
  Internal Administrative Affairs, Migration and Naturalization Directorate
  Beethovnova ulica 3, 1000 Ljubljana
  Phone: +386 1 428 44 94, Fax: +386 1 428 46 95
  e-mail: gp.mnz@gov.si

All shipments must be preadviced 24 hours before arrival to the office of last carrier with AWB details and incoming flight due to inspection at arrival.

2.3.6. Human remains
Death Certificate and if cremated additional Certificate of Cremation. For nationals of Slovenia additional document “Posmrtni potni list”, issued by Consulate or Embassy of Slovenia. Human remains must be preadviced 24 hours before arrival to the office of last carrier with AWB details, name of deceased and incoming flight.

2.3.9. Animal products
See 2.3.2.

2.3.10. Meat and meat products
See 2.3.2.

2.5. Charges

2.5.1. General
Charges are expressed in EUR.

2.5.2. Handling
Ljubljana

1. Warehouse Handling Charges, per shipment:

1 - 30 kg.	3.38
31 - 100 kg.	3.96
101 - 200 kg.	5.82
Shipment over 200 kg., each commencing 100 kg.	
201 - 500 kg.	2.79
501 - 1000 kg.	2.56
1001 - 2000 kg.	2.33
2001 - 3000 kg.	2.21
3001 - 5000 kg.	1.97
5001 - 10000 kg.	1.62
Over 10001 kg.	1.39
2. Truck Handling	
Loading/Unloading per kg.	0.06
Minimum	40.00
3. ULD Handling	
Loading/Unloading of ULD Unit, per kg.	0.04
Minimum	50.00
4. Mail Handling	
Per mail bag	1.10

2.5.4. Documentation
Ljubljana

1. Notification of arrival	
By phone or fax	1.69
By GSM	3.11
2. AWB delivery	1.75
3. Irregularity Report	8.00

2.5.6. Storage
Ljubljana

1. General cargo	
Day of arrival	free
Per kg., per day	0.01
Minimum per day	1.00
Minimum per shipment	5.00
2. Special storage	
a. Cold storage (+4 to +8 degrees C)	
Per each 100 kg., per day	6.00
b. Freezer (-20 degrees C)	
Per each 100 kg., per day	8.00
c. Radio-active materials	
Per each 100 kg., per day	12.00
d. Dangerous goods	
Per each 100 kg., per day	6.00
e. Live animals	
Per each 100 kg., per day	20.00
f. Valuables (Strong-room)	
Per kg., per day	0.10
Per shipment per day	30.00

2.5.10. Others
Undelivered consignments to be returned to origin by order of the shipper, will be charged for import handling, documentation and storage charges, plus export handling, documentation and customs re-export charges as per 4.5.10. Undelivered consignments which are destroyed, abandoned or confiscated by Customs Authorities will be debited for all incurred charges to shipper by last/delivering carrier through issuing carrier.

3. Transhipment/Transit

3.1. General
Ljubljana

1. Transit between Adria Airways connecting flights
   a. All transit shipments should be manifested separately under headline “TRANSIT CARGO”.
   b. AWBs should have original plus at least 4 copies.
   c. All shipments covered by AWBs of other IATA carriers should have transit charges as per 3.5.1. item 1. inserted in “Due Carrier” box and remark in box “Other Charges” - “TRANSIT CHARGES DUE ADRIA AIRWAYS”.
2. Transfer from incoming flights of IATA carriers to Adria Airways connecting flights.
   a. Transfer should be effected by transfer manifest.
   b. AWBs should have original plus at least 4 copies.
   c. All shipments should have transfer charges as per 3.5.1. item 2. inserted in “Due Carrier” box and remark in box “Other Charges” - “TRANSIT CHARGES DUE ADRIA AIRWAYS”.

3.1.1 Packing
All shipments in transit should have sufficiently strong packaging to bear reloading in cargo compartments of connecting passenger flights. Loading charts should be observed for dimensions limitations.

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3.1.3 Routing
National carrier Adria Airways should be contacted for best routing possibilities.
3.1.5 Other requirements
All shipments of special cargo must have confirmed bookings.

3.3. Restrictions
3.3.2. Live animals
See 2.3.2. Transit Permit must be obtained in advance through an agent in Slovenia.
3.3.3 Plants and plant material
See 2.3.3. Transit Permit must be obtained in advance through an agent in Slovenia.
3.3.4. Arms, ammunition and explosives
See 2.3.4. Transit Permit must be obtained in advance through an agent in Slovenia.
3.3.6 Human remains
Same as for 2.3.6.
3.3.9 Animal products
Same as for 3.3.2.
3.3.10 Meat and meat products
Same as for 3.3.2.

3.5. Charges
3.5.1. General
Ljubljana
Charge per shipment
1. Charges for transit between Adria Airways connecting flights for shipments covered by AWBs of other IATA carriers:

1 - 20 kg.	6.50
21 - 50 kg.	7.00
51 - 100 kg.	7.50
101 - 200 kg.	8.00
201 - 500 kg.	9.00
501 - 1000 kg.	10.00
For each additional 1000 kg., add	6.00

2. Charges for transfer of shipments from other IATA carriers to Adria Airways handed over at Ljubljana Airport:

1 - 20 kg.	10.00
21 - 50 kg.	12.00
51 - 100 kg.	14.00
101 - 200 kg.	16.00
201 - 500 kg.	18.00
501 - 1000 kg.	20.00
For each additional 1000 kg., add	10.00

3.5.6 Storage
Ljubljana
For shipments in transit first 3 days free, thereafter as per 2.5.6.
3.5.10. Others
Veterinary check up charges for shipments in transit must be inserted in “Due Carrier” box of AWB with the remark in the box “Other Charges” - “TRANSIT VETERINARY CHECK UP/DUE ADRIA AIRWAYS”.

4. Export

4.1. General
4.1.3 Routing
Airfreight possible with airport of origin Ljubljana or Maribor. Contact national carrier Adria Airways for routing possibilities.

4.5. Charges
4.5.2. Handling
Ljubljana
Export warehouse handling including acceptance check, weighing, dimension check:

1. General cargo	
Per kg.	0.05
Minimum	13.00
2. Special cargo (DGR, PER, AVI)	
Per kg.	0.07
Minimum	20.00
3. Valuable cargo	
Per kg.	0.15
Minimum	100.00
4. Express Shipments	
Per kg.	0.15
Minimum	40.00
5. Mail	
Per kg.	0.15
Minimum	7.00

4.5.6. Storage
See 2.5.6.

4.5.10. Others
Fee for re-export of undelivered consignments:
Adria Airways will charge EUR 30.00 plus all incurred import charges as per 2.5. and export charges as per 4.5.

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