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| **NOTIFICATION**  **REGARDING PERSONAL DATA PROCESSING IN THE EXERCISE OF FOREIGNERS RIGHT TO EMPLOYMENT** |

In view of our efforts to protect your right to privacy, guaranteed by the Law on Personal Data Protection, please be informed that your personal data is processed and kept safe by:

**The National Employment Service,** in its status of a statutory social insurance organisation, seated in Kragujevac, 37 Svetozara Marković St., registration number 17539957.

Contact person for personal data protection: [lzzpol@nsz.gov.rs](mailto:lzzpol@nsz.gov.rs)

To ensure the exercise of foreigners’ right to employment and/or the issue of work permits, the National Employment Service processes the personal data of applicants, of persons to whom the application refers and, where appropriate, the members of their nuclear families in accordance with the Law on Employment of Foreigners and the Rulebook on Work Permits.

Personal data are disclosed to the Ministry of Internal Affairs, and are permanently kept at the National Employment Service as confidential information whose safety is ensured through appropriate technical, organisational and staff-related measures. Only authorised staff members of the National Employment Service have access to the personal data.

In the context of the protection of your right to privacy, please be informed that you have the right to:

* access your data;
* request the correction of your data;
* request the deletion of your data;
* set restrictions for the processing of your data;
* data portability;
* file a complaint if you believe that your right to privacy has been violated and to file a complaint to the Commissioner for Information of Public Importance and Personal Data Protection.

Requests for the exercise of your rights can be submitted via mail or email to [lzzpol@nsz.gov.rs](mailto:lzzpol@nsz.gov.rs).

**NATIONAL EMPLOYMENT SERVICE**

Branch office: Ref. No:

Date:

**REQUEST FOR APPROVAL**

**TYPE OF REQUEST:**

а) For employment.

b) For self-employment

c) For training and professional advancement

d) For posted workers

e) For transfer within the same company

f) For independent professionals

**APPLICANT INFORMATION**

1. Employer name:

2. Registration number:

3. Tax ID number:

4. Employer’s seat: (city, municipality, street and street number)

5. Telephone:

6. Prevailing activity:

7. Position name:

8. Position requirements:

9. Period for which approval is requested:

from: to:

**FOREIGNER INFORMATION**

1. First name:

2. Family name:

3. Name of one parent:

4. Sex: a) male b) female

5. Day, month and year of birth:

6. Place and country of birth:

7. Citizenship:

8. Number of the Single permit for temporary residence and work in the Republic of Serbia:

9. Validity period of the approved single permit in the Republic of Serbia:

10. Foreigner’s travel document, or personal ID card:

Registration number:

Date of issue:

Place of issue:

Personal ID number:

11. Occupation:

12. Level of qualification/education:

Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (applicant signature)

**IMPORTANT NOTE: Before submitting a request for approval, the employer shall initiate the labor market test.**

Detailed information on how to initiate the labor market test can be downloaded at <https://www.nsz.gov.rs/nsz/zaposljavanje-stranaca-u-republici-srbiji>

**THE REQUEST FOR APPROVAL SHALL BE ACCOMPANIED BY PROOF OF FULFILLED REQUIREMENTS, IN CONFORMITY WITH THE LAW AND THE REGULATION ON THE ISSUANCE OF A SINGLE PERMIT FOR TEMPORARY STAY AND WORK OF FOREIGN NATIONALS** ("Official Gazette of the Republic of Serbia", No. 6 from 26 January 2024):

The request for approval, depending on the grounds on which approval is requested, will be decided upon by the National Employment Service (NES) based on the report on the conducted labor market test and the evaluation of the attached proof, referred to in Articles 6–12 of the Regulation on the Issuance of a Single Permit for Temporary Stay and Work of Foreign Nationals.

The request for approval should be submitted to the organizational unit of the authority responsible for employment matters (NES Branch Office) in the place where the employer has its headquarters.

**REQUEST FEE**

Pursuant to the Law on Administrative Fees (“Official Gazette of the RS, No. 43/03......, 113/2017, 3/2018, 95/18, 86/19, 90/19 - corrigendum, 147/20 and 62/21 – adjusted RSD amount), a request fee must be paid when submitting the request for approval:

The **request fee** is charged in accordance with tariff item 1:

Fee amount: RSD 380.00

Recipient: Budget of the Republic of Serbia

Account No: 840-742221843-57

REFERENCE – MUNICIPALITY CODE (find the code of the relevant municipality in the Municipality Codebook, which can be downloaded on the NES website in the section on Labour Migrations)