

REGULATORY COMMISSION FOR ENERGY OF THE REPUBLIC OF SRPSKA TREBINJE

**RULE BOOK ON REPORTING**

Trebinje, 21 June 2012

Pursuant to Article 31 paragraph 1 of the Law on electricity (Official Gazette of the Republic of Srpska, number 8/08, 92/09 and 1/11) and Article 6 paragraph 1 of the Law on Gas (Official Gazette of the Republic of Srpska, number 86/07), Article 10 of the Law on oil and oil derivatives (Official Gazette of the Republic of Srpska, number 36/09), and Article 18 paragraph 1 of the Statute of the Regulatory Commission for Energy of the Republic of Srpska - clean text (Official Gazette of the Republic of Srpska, number 6/10), Regulatory Commission for Energy of the Republic of Srpska in its 45<sup>th</sup> regular session, which was held on 21<sup>st</sup> June 2012 made

## **RULE BOOK ON REPORTING**

### **PART ONE – GENERAL PROVISIONS**

#### **Article 1 (Subject)**

Rule book on reporting (hereinafter Rule book) prescribes the content, method and terms of reporting of the Regulatory Commission for Energy of the Republic of Srpska (hereinafter: Regulatory Commission) by the licensees in the sectors of electricity, natural gas, oil and oil derivatives, generators of electricity in the facility which capacity is up to 1 MW (hereinafter: small generator) and Incentive System Operator.

#### **Article 2 (Reporting requirements)**

- (1) Licensee is obliged to, in the license validity period, report to the Regulatory Commission, in a way to submit the reports to the Regulatory Commission as defined by this Rule book.
- (2) Small generator is obliged to, in the Certificate validity period, report to the Regulatory Commission, in a way to submit the reports to the Regulatory Commission, as defined by this Rule book.
- (3) Incentive system operator is obliged to report to the Regulatory Commission in a way to submit to the Regulatory Commission as defined by this Rule book.
- (4) The Regulatory Commission will use the submitted data and information for the purposes of realization of the competences prescribed by the provisions of the Law on electricity, Law on Gas, Law on oil and oil derivatives, Law on energy and secondary legislation.

#### **Article 3 (Terms and expressions)**

- (1) Terms and expressions used in this Rule book will have the following meaning:  
“Uniform regulatory chart of accounts” is the Chart of accounts determined by Decision on determination of the uniform regulatory chart of accounts, made by the Regulatory Commission

and which is binding for the licensees for which the Regulatory Commission determines the revenue requirement:

“Licensee” is a legal and physical which has the license for doing energy activity or the license for construction issued by the Regulatory Commission for energy of the Republic of Srpska pursuant to the Rule book on licensing (Official Gazette of the Republic of Srpska, number 39/10),

“Small generator” – legal or physical person which generates electricity in generation facilities which capacity is up to 1 MW and which pursuant to the regulations are not licensees for generation of electricity issued by the Regulatory Commission and which has the Certificate for generation facility;

“Incentive System Operator” is an entity which carries out the administrative-financial and other operational duties of the incentive system for generation of electricity from RES and in efficient co-generation;

“Certificate for generation facility” (hereinafter: “Certificate”), is the document issued to the generator of electricity for individual generation facility which proves that such facilities meet the prescribed requirements for the concurrent generation of electricity and heat energy with a high level of efficiency or for generation of electricity using the waste or RES in a cost-applicable way harmonized with regulations from the scope of the environment, and pursuant to the Rule book on issuance of certificates for generation facility which generates electricity using RES or in efficient co-generation (Official Gazette of the Republic of Srpska, number 25/10);

- (2) Apart from the terms which are stated in the paragraph (1) of this Article, there are the terms used in this Rule book covered by the Law on energy, Law on electricity, Law on gas, Law on gas and Law on oil and oil derivatives and secondary legislation of the Regulatory Commission

## **PART TWO – REPORTING**

### **Chapter I – Types of reporting**

#### Article 4

##### (Content of the Reporting)

The reporting referred to in Article 1 of this Rule book is meant the submission of:

- a) documents on the running a business,
- b) reports on the important events which might have an impact on business,
- c) technical, energy and financial data on the prescribed reporting forms and
- d) additional reports;

#### Article 5

##### (Documents on running a business)

- (1) The reports with documents on running a business is meant by the submission of the documents to the Regulatory Commission within the following deadlines:
  - a) set of financial reports including the Report on the financial position – Balance Sheet, Report on the total results in the period – Profit and Loss Statement, Report on the Cash Flows, Report on changes on the capital, Notes to the Financial Report, Tax Balance and Gross Balance pursuant to the Uniform Regulatory Chart of Accounts – within 15 days from the day of submission of the periodical and annual financial report to the competent authority;
  - b) registry of the fixed assets for the activity for which it is being reported – along with the financial report;
  - c) report on running a business – within 15 days from the date of adoption by the competent body of the licensee, small generator or Incentive System Operator, if applicable,
  - d) revised financial report with the report of the independent auditor – within 90 days from the date of submission to the competent authority of the annual financial reports, if applicable;
  - e) Power balance, namely the plan of generation and consumption of electricity, natural gas, oil and oil derivatives, for the next year – no later than the last day of the calendar year preceding the year it is related to, and its realization – within 15 days from the date of expiry of the year which is made for,
  - f) Power balance, namely the plan of generation and consumption of electricity, natural gas, oil and oil derivatives for the next three years – no later than the last day in the year, preceding the period which the balance is made for,
  - g) Plan of generation for the next year – no later than the last day of the calendar year preceding the year which it is related to,
  - h) Investment plan for the next three years – no later than the last day of the calendar year preceding the period it is related to,
  - i) Annual report on realization of the investment plan – for each year of the three-year’s investment plan with the report on running a business,
  - j) long-term development plant for at least 5 next years – no later than the last day of the calendar year preceding the period it is related to:
- (2) The licensee which the Regulatory Commission approves the revenue requirement for, in the tariff case, submits to the Regulatory Commission all documents referred to in paragraph (1) of this Article.
- (3) Electric power, namely the balance of the natural gas for the next year referred to in paragraph (1) point e) of this Article, the licensee for distribution of electricity, namely natural gas and licensee for supply of tariff customers submit the analyzed dynamically per months, per all tariff elements, per the categories of consumption and groups of customers.
- (4) Licensees which the Regulatory Commission approve the revenue requirements for in the tariff proceeding may submit also the commonly developed electric power balance, namely the balance of the natural gas as well as the long-term development plan.
- (5) Licensees which the Regulatory Commission does not approve the revenue requirement for in the tariff case, small generators and Incentive System operator submit to the Regulatory Commission the documents referred to in paragraph (1) point a), c), d), e) and g) of this Article.
- (6) Licensee for distribution of electricity, apart from the report referred to in point (1) of this Article submit on the three-month’s basis also the reports on the conducted activities regarding:
  - a) load research on the systematic basis,

- b) projection of development of load and consumption of electricity and
  - c) reduction of distribution losses;
- (7) Licensee which the Regulatory Commission does not approve the revenue requirement for, while making the reports stated in paragraph (1) point a) is not obliged to comply with the Uniform regulatory Chart of accounts.

Article 6  
(Reporting on important events)

- (1) The report referred to in Article 4, point b) of this Rule book is related to, if applicable:
- a) change of the organization form,
  - b) status change,
  - c) change of the data, which is being registered with the court registry,
  - d) foundation of a new legal entity,
  - e) common investment,
  - f) sale, transfer or rent of the fixed property, which are included in the regulatory base,
  - g) initiating the procedure of liquidation or bankruptcy,
  - h) acquiring or loss of concession or other rights, which may affect doing activity,
  - i) developmental plans and their impact on end users of electricity, namely of natural gas,
  - j) other important events which may result in reduction or increase of the fixed assets which enter the regulatory base and
  - k) other cases which may affect the activity or may have an impact on end users;
- (2) The report referred to in paragraph 1 of this Article contains description of the event, nature, time and place of the event, cause and consequence and financial value of the persons, participating in it, statement and signature of the responsible person that the data are valid and accurate and other information.
- (3) The report referred to in paragraph (1) of this Article is submitted within 8 days from the date of the event occurrence.

Article 7  
(Additional reports)

Additional reports referred to in Article 4, point d) of this Rule book are related to:

- a) program of protection of the socially vulnerable persons, if applicable,
- b) report of the natural gas system operator on the method of providing non-discrimination of the system users no later than 31<sup>st</sup> March of the current year for the past year,
- c) semi-annual report on all disputes regarding doing the activity which are carried out before the competent courts and court decisions in those disputes and
- d) report on impact on the environment regarding doing the activity pursuant to the obligations and terms defined by the environmental license;

## Article 8

(Prescribed forms for reporting with technical and financial data)

- (1) The reports with technical and financial data referred to in Article 4, point c) of this Rule book are submitted by the licensees, small generators and Incentive system operator in forms prescribed by the Regulatory Commission.
- (2) The forms referred to in paragraph (1) of this Article with guidelines for their filling in are available in the premises and at the website of the Regulatory Commission.

## Chapter II Reporting forms – sector of electricity

### Article 9

(Reporting forms – licensee for generation of electricity)

- (1) Licensee for generation of electricity which the Regulatory Commission approves the revenue requirement for in the tariff case, submits to the Regulatory Commission the reports in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.T-P	Generation and consumption of electricity in the generation facility
2	2.T-P	Total generation and consumption of electricity
3	3.T-P	Achieved capacity at the hourly level
4	4.T-P	Period of operation, pause, availability and number of the operation starts
5	5.T-P	Description of the pause
6	6.T-P	Hydro power indicators
7	7.T-P	Use of water for generation of electricity
8	12.T-P	Overview of engagement of the machines and work force
9	13.T-P	Basic indicators of operation of the thermal power plant
10	14.T-P	Procurement, consumption and reserves of the energy sources (diesel, petrol and oil)
11	15.T-P	Sale of electricity
12	16.T-P	Ancillary services
13	17.T-P	Revenue from the sale of electricity
14	18.T-P	Revenue from the ancillary services
15	19.T-P	Emission of gases
16	20.T-P	Amount of the used water
17	21.T-P	Amount of the waste water

- b) regular annual reports:

Ordinal number	Designation	Name of the Form
18	8.T-P	Overview of operation of its own machines engaged for excavation, loading and transport of coal
19	9.T-P	Overview of operation of its own machines engaged for excavation, loading and transport of overburden
20	10.T-P	Overview of operation of its own machines engaged for excavation, loading and transport of tails
21	11.T-P	Overview of operation of its own ancillary machines
22	15.T-P	Sale of electricity
23	17.T-P	Revenue from the sale of electricity
24	1.F-P	Revenue requirement for doing activity
25	2.F-P	Fixed assets for generation of electricity
26	3.F-P	Value of the fixed assets – recognized values
27	4.F-P	Plan and realization of the plan of the fixed assets' maintenance
28	5.F-P	Realization of the investment plan
29	5.1.F-P	Realization of the investments in the fixed assets – per projects
30	6.F-P	Long-term investment program
31	6.1.F-P	Planned investment in the fixed assets – per projects
32	7.F-P	Required working capital for doing activity
33	8.F-P	Structure of the capital for financing of the capital
34	9.F-P	Price of the borrowed capital
35	10.F-P	Costs of operation

- c) while submitting the application for approval of the price at the plant outlet, the licensee submits the filled in application form OB.03.01. D prescribed by Decision on determination of the application form for approval of prices and tariffs and forms for technical and financial data, and depending on the type of the plant, filled in form with the following data:

Ordinal number	Designation	Name of the form
36	22.T-HE	Technical parameters of the hydro power plant
37	23.T-TE	Technical parameters of the thermal power plant

- (2) Licensee for generation of electricity which the Regulatory Commission does not approve the revenue requirement for in the tariff case, submits to the Regulatory Commission the reports with technical, energy and financial data in the prescribed forms under the ordinal number 1,2,3,4,5,6,7,9,11,12,15,16,17,22 and 23 referred to in paragraph (1) of this Article.
- (3) Licensee for generation of electricity which has the certificate for generation facility, should not submit for such a generation facility, regular reports with technical and energy data in the reporting form under the ordinal number 1, referred to in paragraph (1) of this Article, and in case it is about the incentive beneficiary, he should not submit the regular reports with energy and financial data in the reporting forms under the ordinal number 11, 12, 22 and 23 referred to in paragraph (1) of this Article.

Article 10

(Reporting forms – small generators and licensees for generation of electricity which has the certificate for generation facility)

(1) Small generators and licensee for generation of electricity which have the certificate for generation facility, for such a generation facility, submit the reports in forms as follows:

a) regular monthly reports:

Ordinal number	Designation	Name of the form
1	24.EF-PP	Indicators of operation of the generation facility

b) regular annual reports:

Ordinal number	Designation	Name of the form
2	25.TEF-PP	Indicators of operation of the generation facility in the past calendar year (tables referred to in the Form OB.04.25)

Article 11

(Reporting forms – small generators and licensees for generation of electricity in the incentive system)

(1) Small generators and licensee for generation of electricity which got and/or are getting the right to the incentive pursuant to the Rule book on stimulating generation of electricity generated by using renewable energy sources or in efficient co-generation submit the reports in the forms as follows:

a) regular annual reports:

Ordinal number	Designation	Name of the form
3	26.EF-PP	Revenue from the sale of electricity

Article 12

(Reporting forms – Incentive system operator)

(1) Incentive system operator submits the regular reports in the forms as follows:



a) regular monthly reports:

Ordinal number	Designation	Name of the form
1	1.T-Incentive system operator	Electricity taken in the system of the obligatory buy-out
2	2.T-Incentive system operator	Premium for electricity use in its own facilities
3	3.T-Incentive system operator	Premium for electricity realized at the market
4	4.T-Incentive system operator	Fee for RES
5	5.T-Incentive system operator	Sale of electricity taken in the system of the obligatory buy-out

b) regular semi-annual reports:

Ordinal number	Designation	Name of the form
1	1.F-Incentive system operator	Revenue requirement for doing activity

(2) Apart from the regular semi-annual submission of the form 1.F-Incentive system operator, Incentive system operator is obliged to submit to the Regulatory Commission, no later than 15<sup>th</sup> November, the filled in form 1.F-Incentive System Operator with the estimated financial data for the current year, as well as filled in form with the planned data for the next year.

### Article 13

(Reporting forms – licensee for distribution of electricity)

(1) Licensee for distribution of electricity submits the reports in the forms as follows:

a) regular monthly reports:

Ordinal number	Designation	Name of the form
1	3.T-D	Taking of electricity and transferred costs

2	4.T-D	Number of customers, transferred energy and realized revenue from the grid tariff
3	7.1.T-D	Data on load of the distribution in the third Wednesday
4	7.2.T-D	Data on load of the distribution for the day with the achieved maximum peak load
5	7.3.7-D	Data on load of the distribution for the day with the achieved minimum peak load

b) regular three-month's reports:

Ordinal number	Designation	Name of the Form
6	5.1.T-D	Realized (planned) distributio losses of electricity per the voltage levels
7	5.3.T-D	Approved losses for the realized level of consumption per the voltage levels
8	5.4.T-D	SS X/0.4 kV with maximm registered losses at the voltage level
9	9.1.T-D	Indicators of continuity of electric energy delivery
10	9.2.T-D	Records of interruption in electric energy delivery
11	10.1.T-D	Records of indicators of the service quality – electric power consent and connection of the facility
12	10.2.T-D	Records of indicators of the service quality – call center and department for settlement of complaints and appeals
13	10.3.T-D	Records of indicators of the service quality – technical aspect
14	10.4.T-D	Records of indicators of the service quality – testing and control of the metering devices
15	10.5.T-D	Records of indicators of the service quality – reading and calculation of the electricity consumed
16	10.6.T-D	Records of indicators of the service quality – connection and termination of delivery
17	11.1.T-D	Quality of the supplying voltage

c) regular annual reports

Ordinal number	Designation	Name of the Form
18	1.6.T-D	Data on the distribution network
19	1.7.T-D	Distribution areas – general information
20	1.8.T-D	Distribution areas – neighbouring distribution systems
21	1.9.T-D	Plants connected to the distribution network
22	2.1.T-D	Structure of end users depending on the value of the connecting capacity
23	2.2.T-D	Structure of new end users depending on the value of the connecting capacity
24	2.3.T-D	Structure of the de-activated end users depending on the value of the connecting capacity
25	6.1.T-D	The capacity calculated to end users, peak load (concurrent and non-concurrent) and coefficients of concurrency
26	6.2.T-D	Concurrent peak load of distribution for 5 years

27	6.3.T-D	Daily diagrams of load for all categories of consumption and groups of customers
28	8.T-D	Rehabilitation of the sub-station areas with bad voltage circumstances in relation to the standard
29	12.T-D	Electrification
30	13.T-D	Records of the newly constructed connections
31	1.F-D	Revenue requirement for doing activity
32	2.F-D	Fixed assets for distribution of electricity
33	3.F-D	Value of the fixed assets – recognized values
34	4.F-D	Plan and realization of the plan of the fixed assets' maintenance
35	5.F-D	Realization of the investment plan
36	5.1.F-D	Realization of investments in the fixed assets – per projects
37	6.F-D	Long term plan of investments
38	6.1.F-D	Planned investments in the fixed assets – per projects
39	7.F-D	Required working capital for doing activity
40	8.F-D	Structure of the capital for financing of the business
41	9.F-D	Price of the borrowed capital
42	10.F-D	Price of the recoverability of debts
43	11.F-D	Age structure of the debts
44	12.F-D	Costs of operation
45	13.F-D	Costs and fees from the connection construction

- d) while submitting the application for approval of tariff rates for distribution system users, he submits the filled in form of the application OB.03.01.D prescribed by Decision on determination of forms for approval of prices and tariffs and forms for technical, energy and financial data and filled in forms with the following data:

Ordinal number	Designation	Name of the Form
46	1.0.T-D	Basic technical parameters
47	1.1.T-D	Technical data on low-voltage network 0,4 kV
48	1.2.T-D	Technical data on middle-voltage network 10 (20,6) kV
49	1.3.T-D	Technical data on the middle-voltage network 35 kV
50	1.4.T-D	Technical data on SS X/0,4 kV
51	1.5.T-D	Technical data on SS X/10 (20,6)kV
52	5.1.T-D	Realized (planned) distribution losses of electricity per the voltage levels
53	5.2.T-D	Distribution losses of electricity per voltage levels
54	6.1.T-D	Capacity calculated to end users, peak load (concurrent and non-concurrent) and coefficients of concurrency
55	6.2.T-D	Concurrent peak load of distribution for 5 years
56	6.3.T-D	Daily diagrams of load for all categories of consumption and groups of customers

#### Article 14

(Reporting forms – licensee for supply of tariff customers with electricity)

(1) Licensee for supply of tariff (non-eligible) customers with electricity and eligible customers in the system of the public service obligations submits the reports in the forms as follows:

a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.T-S	Procurement and sale of electricity – tariff customers
2	1.1.T-S	Procurement and sale of electricity – in the public service system
3	2.1.T-S	Number of customers, realized consumption and realized revenue from the tariff (non-eligible) customers
4	2.2.T-S	Number of customers, realized consumption and realized revenue from “end users – legal persons and entrepreneurs which pay the electricity per the tariff rates for the category of household”
5	2.3.T-S	Number of customers, realized consumption and realized revenue from the supplier of last resort of eligible customers
6	3.T-S	Overview of the monthly consumption of electricity for the category of “household”

b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
6	5.T-S	Overview of the semi-annual consumption of electricity for the category of “household” and realized average price
7	6.T-S	Overview of the semi-annual consumption of electricity for the category of “industry” and realized average price

c) regular annual reports:

Ordinal number	Designation	Name of the Form
8	7.T-S	Realized recoverability of the current consumption per the categories of consumption
9	4.T-S	Plan of procurement of electricity and plan of supplying end users for the next year
10	1.F-S	Revenue requirement for doing activity
11	2.F-S	Fixed assets of the activity of the tariff customers’ supplying
12	3.F-S	Value of the fixed assets – recognized values
13	4.F-S	Required working capital for doing activity
14	5.F-S	Structure of the capital for financing of the business
15	6.F-S	Price of the borrowed capital
16	7.F-S	Estimate of the debts’ recoverability
17	8.F-S	Age structure of debts
18	9.F-S	Costs of operation

19	10.F-S	Number of customers, realized consumption and realized revenue from the public supplier (supplier of last resort) of eligible customers
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- d) while submitting the application for approval of tariff rates for non-eligible customers, he submits the filled in application form OB.03.01.S prescribed by Decision on determination of the application forms for approval of prices and tariffs and forms for technical, energy and financial data.

#### Article 15

##### (Reporting forms – licensee for trade and supply with electricity)

- (1) Licensee for trade and supply with electricity on the territory of BiH submits the reports with the data in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.T-T	Report on the concluded activities for sale of electricity
2	2.T-T	Report on the concluded activities for procurement of electricity
3	3.T-T	Report on the realized activities for sale of electricity
4	4.T-T	Report on the realized activities for procurement of electricity
5	5.T-T	Number of customers, realized consumption and realized revenue from the eligible customers' supplying

- b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
6	9.T-T	Overview of semi-annual consumption of electricity for the category of "industry" and realized average price
7	10.T-T	Report on the average realized wholesale price in the electricity trade on the territory of BiH

- c) regular annual reports:

Ordinal number	Designation	Name of the Form
8	11.T-T	Realized recoverability of the current consumption per the categories of consumption

- (2) Mixed Holding "Elektroprivreda Republike Srpske", Parent Company, a.d. Trebinje, as the licensee for trade and supply on the territory of BiH, apart from the reports stated in the paragraph (1) of this Article, also submits the report on the realized activities in the forms as follows:

Ordinal number	Designation	Name of the Form
9	6.T-T	Report on the trade of the MH ERS
10	7.T-T	Report on the daily sale of electricity
11	8.T-T	Report on the daily procurement of electricity

### Chapter III Reporting Forms – natural gas sector

#### Article 16

(Reporting forms – licensee for natural gas transport)

(1) Licensee for natural gas transport submits the monthly reports with technical, energy and financial data in the forms as follows:

a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	3.PG.T-T	Taking and delivery of natural gas
2	4.PG.T-T	Realized (planned) revenue from the natural gas transport
3	6.G.T-T	Calculation of the revenue from the natural gas transport

b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
4	4.PG.T-T	Report on interruptions of the natural gas delivery

c) regular annual reports:

Ordinal number	Designation	Name of the Form
5	1.PG.T-T	Technical data on the transport network
6	2.PG.T-T	Technical data on the metering regulation stations (MRS)
7	3.PG.T-T	Taking and delivery of natural gas
8	4.PG.T-T	Realized (planned) revenue from the natural gas transport
9	1.PG.F-T	Revenue requirement for doing activity
10	2.PG.F-T	Fixed assets for doing activity
11	3.PG.F-T	Value of fixed assets – recognized values
12	4.PG.F-T	Plan and realization of the plan of the fixed assets' maintenance
13	5.PG.F-T	Planned investments in the fixed assets – per projects
14	6.PG.F-T	Realized investments in the fixed assets – per projects
15	7.PG.F-T	Required working capital for doing activity
16	8.PG.F-T	Structure of the capital for financing of the business
17	9.PG.F-T	Price of the borrowed capital
18	10.PG.F-T	Costs of operation

19	11.PG.F-T	Calculation of return on the invested capital for doing activity
20	12.PG.F-T	Estimate of recoverability of debts

- d) while submitting the application for approval of tariff rates for transport system users, the filled in application form OB.03.11.T prescribed by the Rule book on tariff methodology in the system of transport, distribution, storage and supply with natural gas (Official Gazette of the Republic of Srpska, number 9/09)(hereinafter: Tariff methodology for gas).

#### Article 17

##### (Reporting forms – licensee for natural gas transport system control)

- (1) The licensee for natural gas transport system control submits the reports in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.PG.T-O	Taking and delivery of natural gas
2	2.PG.T-O	Calculation of the revenue from the natural gas transport system control

- b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
3	2.PG.T-O	Report on interruptions of the natural gas delivery

- c) regular annual reports:

Ordinal number	Designation	Name of the Form
4	1.PG.T-O	Taking and delivery of natural gas
5	3.PG.T-O	Calculation of the revenue from the natural gas transport system control
6	1.PG.F-O	Revenue requirement for doing activity
7	2.PG.F-O	Fixed assets for natural gas transport system control
8	3.PG.F-O	Value of the fixed assets – recognized values
9	4.PG.F-O	Plan and realization of the plant of the fixed assets' maintenance
10	5.PG.F-O	Planned investments in the fixed assets – per projects
11	6.PG.F-O	Realized investments in the fixed assets – per projects
12	7.PG.F-O	Required working capital for doing activity
13	8.PG.F-O	Structure of the capital for financing of the business
14	9.PG.F-O	Price of the borrowed capital
15	10.PG.F-O	Costs of operation
16	11.PG.F-O	Calculation of return on the invested capital for doing activity

- d) while submitting the application for approval of tariff rates for natural gas transport system operator in RS, submits the filled in application form OB.03.11.O prescribed by the Tariff methodology for gas:

Article 18

(Reporting forms – licensee for distribution and natural gas distribution system control)

- (1) Licensee for distribution and natural gas distribution system control submits the monthly reports with technical, energy and financial data in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	4.PG.T-D	Report with energy data of the natural gas distributor (ODS)
2	5.PG.T-D	Realized consumption of the distribution network user

- b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
3	6.PG.T-D	Report on interruptions of the natural gas supply in the distribution network
4	8.PG.T-D	Records on indicators of the service quality

- c) regular annual reports:

Ordinal number	Designation	Name of the Form
1	1.PG.F-D	Technical data on the distribution network
2	2.PG.F-D	Technical data on the metering reduction stations (MRS)
3	3.PG.F-D	Categories of customers depending on the type of connection
4	4.PG.F-D	Report with energy data of the natural gas distributor (ODS)
5	5.PG.F-D	Realized consumption of the distribution network users
6	7.PG.F-D	Maximum daily consumption and coefficients of concurrency
7	9.PG.F-D	Records of the revenue from the connection
8	1.PG.F-D	Revenue requirement for doing activity
9	2.PG.F-D	Fixed assets for natural gas distribution
10	3.PG.F-D	Value of the fixed assets – recognized values
11	4.PG.F-D	Plan and realization of the plan of the fixed assets' maintenance
12	5.PG.F-D	Planned investments in fixed assets – per projects
13	6.PG.F-D	Realized investments in fixed assets – per projects
14	7.PG.F-D	Required working capital for doing activity
15	8.PG.F-D	Structure of the capital for financing the business
16	9.PG.F-D	Price of the borrowed capital



17	10.PG.F-D	Costs of operation
18	11.PG.F-D	Calculation of return on the invested capital for doing activity
19	12.PG.F-D	Estimate of recoverability of debts

- d) While submitting the application for approval of tariff rates for natural gas distribution system users in RS, submits the filled in application form OB.03.11.D prescribed by the Tariff methodology for gas.

#### Article 19

#### (Reporting Form – licensee for supply tariff customers with natural gas)

- (1) Licensee for supply tariff customers with natural gas submits the reports with data in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.PG.T-S	Number of customers, realized consumption of tariff customers
2	2.PG.T-S	Procurement and grid fee with the supplying service

- b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
3	3.PG.T-S	Overview of the natural gas consumption per the volume and average price
4	4.PG.T-S	Records of indicators of the service quality

- c) regular annual reports:

Ordinal number	Designation	Name of the Form
5	1.PG.T-S	Number of customers, realized consumption of tariff customers
6	2.PG.T-S	Procurement and grid fee with the supplying service
7	5.PG.T-S	Records of payment
8	1.PG.F-S	Revenue requirement for doing activity
9	2.PG.F-S	Fixed assets for supply of tariff customers with natural gas
10	3.PG.F-S	Value of the fixed assets – recognized values
11	4.PG.F-S	Required working capital for doing activity
12	5.PG.F-S	Structure of the capital for financing of business
13	6.PG.F-S	Price of the borrowed capital
14	7.PG.F-S	Costs of operation
15	8.PG.F-S	Calculation of return on the invested capital for doing activity
16	9.PG.F-S	Estimate of recoverability of debts

17	10.PG.F-S	Age structure of debts
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- d) While submitting the application for approval of tariff rates for supply of tariff customers with natural gas in RS submits the filled in application form OB.03.11.S prescribed by the Tariff methodology for gas.

#### Article 20

(Reporting forms – licensee for trade and supply with natural gas)

- (1) Licensee for trade and supply with natural gas submits the reports with data in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	3.PG.T-TS	Realized consumption of eligible customers

- b) regular monthly reports:

Ordinal number	Designation	Name of the Form
2	1.PG.T-TS	Report on the concluded activities in trade and supply with natural gas
3	2.PG.T-TS	Report on the realized activities in trade and supply with natural gas
4	4.PG.T-TS	Records on indicators of the service quality
5	6.PG.T-TS	Overview of consumption of natural gas per the volume and average price
6	7.PG.T-TS	Report on the average realized wholesale price in the natural gas trading

- c) regular annual reports:

Ordinal number	Designation	Name of the Form
7	3.PG.T-TS	Realized consumption of the eligible customers
8	5.PG.T-TS	Record on payment

### Chapter IV Reporting forms – sector of oil and oil derivatives

#### Article 21

(Reporting forms – licensee for production of oil derivatives)

Licensee for production of oil derivatives submits the reports with data in the forms as follows:

- a) regular monthly reports:

Ordinal number	Designation	Name of the Form
1	1.PN/DN-T	Origin – import of oil and/or oil derivatives
2	2.PDN-T	Report on the produced amount of the oil derivatives
3	3.PPDN/S-T	Report on interruptions in production of oil derivatives and/or storage of oil/oil derivatives

b) regular, semi-annual reports:

Ordinal number	Designation	Name of the Form
4	4.SOZN/DN-T	Balance of the operational reserves of oil and/or oil derivatives
5	5.MKV-T	Monitoring of the air quality in production of oil derivatives and/or storage of oil/oil derivatives
6	7.MOV-T	Monitoring of waste water in the process of production of oil derivatives and/or storage of oil/oil derivatives

c) regular annual reports:

Ordinal number	Designation	Name of the Form
7	1.PN/DN-T	Origin – import of oil and/or oil derivatives
8	2.PDN-T	Report on the produced amount of the oil derivatives
9	3.PPDN/S-T	Report on interruptions in production of oil derivatives and/or storage of oil/oil derivatives
10	4.SOZN/DN-T	Balance of the operational reserves of oil and/or oil derivatives
11	5.MKV-T	Monitoring of the air quality in production of oil derivatives and/or storage of oil/oil derivatives
12	6.OPIP/S-T	Realization of the investment plan in the facility of production of oil derivatives and/or storage of oil/oil derivatives
13	7.MOB-T	Monitoring of waste water in the process of production of oil derivatives and/or storage of oil/oil derivatives

## Article 22

(Reporting forms – licensee for storage of oil and oil derivatives)

Licensee for storage of oil and oil derivatives submits the reports with data in the forms as follows:

a) regular monthly reports:

Ordinal number	Designation	Name of the Form
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1	3.PPDN/S-T	Report on interruptions in production of oil derivatives and/or storage of oil/oil derivatives
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b) regular semi-annual reports:

Ordinal number	Designation	Name of the Form
2	5. MKV-T	Monitoring of the air quality in production of oil derivatives and/or storage of oil/oil derivatives
3	7.MOV-T	Monitoring of waste water in the process of production of oil derivatives and/or storage of oil/oil derivatives
4	3.PPDN/S-T	Report on interruptions in production of oil derivatives and/or storage of oil/oil derivatives

c) regular annual reports:

Ordinal number	Designation	Name of the Form
5	5. MKV-T	Monitoring of the air quality in production of oil derivatives and/or storage of oil/oil derivatives
6	6.OPIP/S-T	Realization of the investment plan in the facility of production of oil derivatives and/or storage of oil/oil derivatives
7	7.MOV-T	Monitoring of waste water in the process of production of oil derivatives and/or storage of oil/oil derivatives
8	3.PPDN/S-T	Report on interruptions in production of oil derivatives and/or storage of oil/oil derivatives

## Chapter V Terms and method of submission of reports

### Article 23

(Terms for submission of reports)

- (1) Technical, energy and financial data in the prescribed forms, which are necessary to be submitted monthly, are submitted to the Regulatory Commission within 15 days counting, from the last day in the month, for which the data are submitted.
- (2) Technical, energy and financial data in the prescribed forms, which are necessary to be submitted on a three-monthly and six-monthly basis, are submitted to the Regulatory Commission within 30 days counting from the last day of interruption for which the data are submitted.
- (3) Technical, energy and financial data in the prescribed forms, which are necessary to be submitted annually, are submitted to the Regulatory Commission within 90 days counting from the last day in the calendar year for which the data are submitted.

### Article 24

(Method of submission of reports)

- (1) Licensees, small generators and Incentive system operator submit the reports, data and information electronically and/or in writing, and documents in the photocopy verified by the stamp and signature of the authorized person of the licensee.
- (2) Gross balance and registry of the fixed assets are submitted exclusively in an electronic form (on the compact disc or electronically), in “xls” format.
- (3) Prescribed forms for monthly, three-monthly and six-monthly reporting are submitted electronically (on the compact disc or electronically) in “xls” format, and for the annual reporting and the need of the tariff rate conduct, as well as monthly reports for cumulative data with 31<sup>st</sup> December inclusive for the calendar year in an electronic form and signed and verified hard copy.

#### Article 25

##### (Confirmation of the source of information)

- (1) The subject which submits reports, data, information and documents as well as the responsible person of the subject referred to in Article 1 of this Rule book is responsible for truthfulness, accuracy and timely submission of them.
- (2) When the reports, data and information are submitted electronically, the subject referred to in Article 1 of this Rule book, they are obliged to submit the verified statement of the responsible person of the subject in which it states official electronic address of the subject from which the electronic documents of the subject are submitted from as well as other data important for protection of the electronic document.
- (3) Regulatory Commission is not responsible for the consequences which may arise per the subject due to misuse of the electronic communication from the non-authorized person.

#### Article 26

##### (Submission of additional information)

The subjects referred to in Article 1 of this Rule book, as well as other persons, are obliged to, at the request of the Regulatory Commission and submit and other requested data within the deadline stated in the application, and everything in order to carry out the regulatory competences determined by the Law.

#### Article 27

##### (Responsibility for reporting)

In case that the subject referred to in Article 1 of this Rule book does not submit to the Regulatory Commission the report, datum, information or document pursuant to provisions of this Rule book or at his request, the provisions on the responsibility of the subject, as well as of his responsible person, prescribed by the Law are applied.

#### Article 28

##### (Confidential information)

All data submitted to the Regulatory Commission marked as confidential will be classified at the Regulatory Commission pursuant to the provisions of the law and secondary legislation of the Regulatory Commission within the scope of this area.

### **PART III – TRANSITIONAL AND FINAL PROVISIONS**

#### Article 29 (Interpretation)

In case of lack of clarity in application of provisions of this Rule book, Regulatory Commission gives its interpretation.

#### Article 30 (Effective Date)

- (1) This Rule book becomes effective on the eighth date from the date of its publication in the Official Gazette of the Republic of Srpska.
- (2) When this Rule book becomes effective, the Rule book on reporting (Official Gazette of the Republic of Srpska, number 70/10) as well as application of provisions of Articles 74 and 75 of the Tariff methodology for gas, which are related to prescribing the forms which are accompanying the application for approval of tariff rates.

Number: 01-242-09/12  
Date: 21<sup>st</sup> June 2012

President  
Milenko Cokorilo