

The procedure for registration
in the electronic queue system of vehicles for entry
into road checkpoints across the State Border of the
Republic of Belarus

Section 1. General Provisions and Concepts

1. The procedure for registration in the electronic queue system of vehicles for entry into road checkpoints across the State Border of the Republic of Belarus (hereinafter referred to as the Procedure) was developed in accordance with the Decree of the President of the Republic of Belarus dated July 2, 2015 No. 305 "On the electronic queue system of vehicles at checkpoints", the Resolution of the Council of Ministers of the Republic of Belarus dated December 31, 2015 No. 1130 "On the electronic queue system of vehicles at checkpoints and ensuring border security" (hereinafter referred to as Resolution No. 1130) and other regulatory legal acts.

This Procedure is drawn up in three languages (Russian, Belarusian and English); in case of discrepancies between the versions, the version in Russian will prevail.

2. The procedure is an integral part of the public offer to conclude a contract for the provision of services for a fee (hereinafter referred to as the offer), posted on the website <https://declarant.by>.

3. For the purposes of this Procedure, the following terms and definitions will be applied:

customer – legal entities and individuals, individual entrepreneurs who are provided with the service of registering vehicles in the electronic queue system;

waiting area – a specially equipped area located in front of the road checkpoint across the State Border of the Republic of Belarus (hereinafter referred to as the checkpoint) and intended for registering vehicles in the electronic queue system, as well as directions for entry into the checkpoint in accordance with the order established by the electronic queue system;

the operator of the electronic queue system – the republican unitary enterprise «Beltamozhservice», which manages the work of the electronic queue system and ensures its proper functioning, being the Contractor under the agreement concluded on the terms of the offer;

the waiting area operator – a legal entity determined by the regional executive committees in accordance with the requirements in the field of investments or from among the organizations subordinate to local executive and administrative bodies, which manages the work of the waiting area and ensures its functioning, including the registration of vehicles in the electronic queue system, as well as direction for entry to the checkpoint in accordance with the order established by the electronic queue system;

electronic queue system – a software and hardware complex representing a set of software and hardware that ensure information interaction between the operator of the electronic queue system, waiting area operators, border service agencies and customs authorities, and establishes the order of entry of vehicles into checkpoints from waiting areas;

registration in the electronic queue system (hereinafter referred to as the service) – a service for registering vehicles in the electronic queue system, provided on a fee basis to determine the order of passage of vehicles into road checkpoints across the State Border of the Republic of Belarus, regulated by this Procedure.

Other terms and definitions used in this Procedure will have the meanings defined in the offer, as well as in the legislation of the Republic of Belarus.

4. The following information about individuals and vehicles is entered into the electronic queue system:

last name, first name, patronymic (if any) of the vehicle driver or the name of the organization that owns the vehicle;

telephone number of the vehicle driver in the case of ordering an additional service of notification of a call to the checkpoint,

name of the checkpoint that is supposed to be entered using the electronic queue system;

video recording of the vehicle entering and leaving the waiting area;

amount of payment made for the service.

5. For the purpose of registration in the electronic queue system, as well as the operation of the electronic queue system, the Contractor processes the personal data of the Customer and collects, uses, stores, systematizes, depersonalizes (if necessary), deletes personal data.

6. The authorized person of the Contractor shall register vehicles in the electronic queue system in the manner prescribed by law and this Procedure.

7. The following information is entered into the personal account by the Customer from among legal entities or individual entrepreneurs: the last name, first name, patronymic of the driver or the name of the organization - the owner of the vehicle, the driver's phone number (in case of ordering an additional service), a video recording of the vehicle entering and leaving the waiting area, as well as information on vehicles owned (held) by the Customer, for which the registration service is provided under the agreement.

The Customer from among legal entities or individual entrepreneurs enters information about the vehicles owned (held) by the Customer, in relation to which the registration service is provided under the contract, into the personal account.

The Customer from among legal entities or individual entrepreneurs is obliged to:

keep the list of vehicles specified in the Customer's personal account up to date;

provide their representative (driver or other person) traveling in the Customer's vehicle with a power of attorney, in the form posted on the Contractor's Website.

8. For Customers from among individuals, acceptance of the offer is payment for the service in the manner prescribed by paragraph 14 of this Procedure.

Section 2. Procedure for payment of services

9. The fee for the service is determined by Resolution No. 1130.

The cost of additional services provided by the waiting area operator in accordance with this Procedure is determined by the waiting area operator's current price list for services (hereinafter referred to as the Price List).

10. The fee for the service, as well as for additional services, is charged for each vehicle entering the waiting area from one of the following persons:

the driver of a vehicle owned by a legal entity, individual entrepreneur or natural person;

an individual or legal entity, individual entrepreneur who is the owner (holder) of the vehicle.

11. The service is provided on the basis of 100% prepayment.

12. The Customer from among legal entities or individual entrepreneurs pays for the provision of the service by depositing a sum of money sufficient for its provision as an advance payment to the Contractor's bank account specified in the offer. When making an advance payment, the Customer's UNP and the number of the contract with the Customer must be indicated in the payment purpose.

Information on the amount of the prepayment is reflected in the Customer's personal account. Upon provision of the service in relation to the Customer's vehicle, the corresponding amount for the service rendered is debited from the balance of the Customer's personal account. The Customer independently monitors the availability of the balance of funds contributed as an advance payment under the contract.

13. In case if there is not enough funds deposited as an advance payment by the Customer from among legal entities and individual entrepreneurs, or in case of the need to register vehicles, information about which is not available in the personal account, payment for the service may be accepted from the

driver of the vehicle in the manner established by paragraph 14 of this Procedure.

14. The Customer from among individuals makes payment for the service through the automated information system of the unified settlement and information space (hereinafter referred to as the ERIP system) or the WebPay online payment system, or through a bank branch, or directly to the cash desk of the waiting area operator.

The path to make a payment through the ERIP system: ERIP system / Other payments / Beltamozhservice / Payment for registration in the electronic queue system / selection of the appropriate vehicle category.

15. In accordance with Article 735 of the Civil Code of the Republic of Belarus, in case of impossibility of fulfilling the contract, arising through the fault of the Customer, the service is subject to payment in full, and the funds paid for the service are non-refundable. In case of the Customer's refusal of the service after the registration of the Customer's vehicle in the electronic queue system, as well as in cases of cancellation of registration (de-registration) of the vehicle in the electronic queue system after the untimely departure of the vehicle from the waiting area according to the established departure time in the electronic queue system and (or) untimely arrival of the vehicle at the checkpoint from the waiting area, the service is considered rendered and subject to payment in full, and the funds paid for the service are non-refundable.

16. In cases where the impossibility of fulfilling the contract arose due to circumstances for which neither party is responsible, the funds paid for the service are non-refundable.

17. Funds paid for the service by the Customer who is an individual are subject to refund upon a written application of the individual only in case of his/her refusal to provide the service before the vehicle is registered in the electronic queue system.

To return funds, the Customer - an individual must send an application for a refund with the mandatory indication of the following information: full name of the Customer - an individual, residential address, current account, BIC and name of the bank, the last 4 digits of the bank card number linked to the current account, the reason for the refund. For non-residents of the Republic of Belarus, the application must additionally indicate the correspondent account and details of the correspondent bank. A copy of the document confirming the fact of payment for the service (cash receipt, other payment document) must be attached to the application.

The return application is sent in one of the following ways:

- via the return form posted on the Contractor's Website;
- by mail to the address: 220036, Minsk, Lermontov Street, 27.

18. The refund of funds contributed by the Customer from among legal entities and individual entrepreneurs as an advance payment under the contract may be made at the Customer's request only in the event that the Customer no longer needs (has no need to) receive the registration service in the electronic queue system, before the registration of the Customer's vehicles in the electronic queue system.

To return funds, the Customer from legal entities and individual entrepreneurs must send an official letter (on the company's letterhead) with the mandatory indication of the number and date of the agreement, bank details (current account, BIC, name and address of the bank) of the Customer, as well as with an attached reconciliation report. For non-residents of the Republic of Belarus, the correspondent account and details of the correspondent bank must also be indicated.

The return letter is sent in one of the following ways:

- scanned copy by e-mail to the e-mail address: delo@btslogistics.by;
- original letter by mail to the address: 220036, Minsk, Lermontov str., 27.

Section 3. The procedure for registering vehicles in the electronic queue system

19. Vehicles may enter the waiting area only after their registration in the electronic queue system.

20. One vehicle may have only one active registration in the electronic queue system.

21. The authorized person of the waiting area operator registers the following vehicles in the electronic queue system upon arrival in the waiting area:

arriving in the general order - in accordance with the time of arrival in the waiting area;

having the right to enter the checkpoint from the waiting area out of turn - in accordance with the time of arrival in the waiting area with an indication of the right to enter the checkpoint out of turn (hereinafter - the right to out-of-turn entry to the checkpoint).

22. Registration in the electronic queue system upon entering the waiting area is carried out in order of priority, separately by vehicle category (motorcycles and mopeds, cars, trucks, buses)

23. Before entering the waiting area equipped with a registration plate recognition system, the vehicle undergoes a registration plate recognition procedure¹.

¹ This clause does not apply to waiting areas where there is no vehicle registration plate recognition system

In case of non-recognition or incorrect recognition of the vehicle registration plate, the waiting area operator visually (using an image from a video camera or by direct inspection) determines the vehicle registration plate and enters it into the electronic queue system.

24. Upon arrival of the vehicle to the waiting area, the driver of the vehicle or another person travelling in the vehicle contacts the authorized person of the waiting area operator and provide:

- at the request of the waiting area operator - documents confirming the category of the vehicle;

- in case of the right to priority entry to the checkpoint from the waiting area - documents confirming the existence of such right by persons from among those listed in paragraph 25 of this Procedure;

- if the service is used by a Customer from among legal entities and individual entrepreneurs – a power of attorney issued to the driver of the vehicle or other authorized representative of the Customer, or a document on the appointment of the head of the Customer driving the vehicle or travelling in it.

25. If there is a right to priority entry to the checkpoint from the waiting area, the driver of the vehicle (other authorized representative of the Customer) upon entering the waiting area before registering in the electronic queue system for registration in with the «Priority» status is obliged to provide the authorized person of the waiting area operator with the following documents confirming the mentioned right:

- individuals traveling with documents of death or serious illness of close relatives (except for the specified category of individuals traveling on buses during international automobile transportation of passengers in irregular service) - a document confirming the fact of death or serious illness of close relatives located (living) outside the Republic of Belarus, issued by a competent state body (organization). In this case, documents drawn up in a foreign language must be accompanied by their translation into one of the official languages of the Republic of Belarus. The accuracy of the translation or the authenticity of the translator's signature on the translation must be certified by a notary or other person entitled to perform such a notarial act.

- individuals travelling by decision of the Chairman of the State Border Committee or his first deputy - the original or a copy of the decision of the Chairman of the State Border Committee of the Republic of Belarus or his first deputy on paper certified by an authorized official of the State Border Committee;

- individuals travelling with children under 3 years of age, with the exception of the specified category of individuals travelling on buses during international automobile transportation of passengers in irregular service - a

child's passport or other confirming document issued in the established manner. In this case, documents drawn up in a foreign language must be accompanied by their translation into one of the official languages of the Republic of Belarus. The accuracy of the translation or the authenticity of the translator's signature on the translation must be certified by a notary or another person entitled to perform such a notarial act;

when traveling by cargo vehicle transporting perishable goods specified in Appendix 1 to the Resolution of the Council of Ministers of the Republic of Belarus dated June 20, 2019 No. 406 or an act constituting the law of the Eurasian Economic Union, animals - documents confirming the transportation of the specified goods or animals (CMR);

when traveling by vehicle transporting coffins with the bodies (remains) of the deceased - documents confirming (authorizing) the transportation;

when traveling by cargo vehicle transporting high-risk goods (the list of high-risk goods is specified in paragraphs 1.10.3.1.2 and 1.10.3.1.3 of Appendix A to the European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) dated September 30, 1957) - documents confirming the transportation of the specified category of goods;

when traveling by vehicle of a national postal operator transporting international postal items, or vehicle transporting international postal items for a national postal operator - documents accompanying international postal items during their transportation specified by the acts of the Universal Postal Union. The documents mentioned in Part 1 of this paragraph must be provided exclusively before the vehicle is registered in the electronic queue system.

If the Customer acquires the right to priority entry to the checkpoint after the vehicle has been registered in the electronic queue system on a general basis, the authorized person of the waiting area operator, at the request of the Customer (his representative), may cancel (revoke) the registration previously made on a general basis (without refunding the money for the services rendered) and make a new registration indicating the right to priority entry to the checkpoint in accordance with the time of the request and presentation by the Customer (his representative) of documents confirming the right to priority entry to the checkpoint. In order to make a new registration in the system and to ensure that the registration number of the vehicle is read by the video surveillance system, the vehicle must leave the waiting area and re-enter it.

26. Vehicles with a technically permissible maximum weight of no more than 3.5 tons (category №1) are registered in the electronic queue system for entry into road checkpoints where the movement of passenger and freight transport is carried out, as passenger vehicles, when the following conditions are simultaneously met:

the owner of the vehicle is an individual;

the vehicle is not involved in the international carriage of goods by road or the carriage of passengers in irregular service on the basis of a special permit (license) for the right to carry out activities in the field of road transport.

27. Passenger cars and vehicles of category №1², traveling within the framework of international transportation with trailers, are registered as passenger cars, if they do not carry out international transportation of goods other than passenger cars.

28. Registration of vehicles in the electronic queue system may be cancelled in the cases provided for in paragraphs 30, 31, 35, 38 of this Procedure.

Section 4. The procedure for placing a vehicle in the waiting area and waiting for a call to the checkpoint

29. A registered vehicle is placed in the waiting area in a free place or a place designated by an authorized person of the waiting area operator, equipped for parking of the relevant vehicle, and waits to be called to the checkpoint directly on the territory of the waiting area, except for the cases provided for in paragraph 30 of this Procedure.

30. In exceptional cases, a different procedure for placing and waiting for a call for a vehicle at a checkpoint may be temporarily established.

The decision to establish temporarily a different procedure for placing a vehicle and waiting for a call for a vehicle at a checkpoint shall be agreed upon by the waiting area operator with the operator of the electronic queue system, the State Customs Committee of the Republic of Belarus and the State Border Committee of the Republic of Belarus.

Information on the temporary establishment of a different procedure for placing and waiting for a vehicle to be called to the checkpoint shall be posted in a place accessible for viewing and (or) brought to the attention of drivers (other representatives of the Customer) by an authorized person of the waiting area operator.

In case of a different procedure for placing and waiting for a vehicle to be called to the checkpoint, the driver of the vehicle shall arrive at the waiting area for subsequent direction to the checkpoint within the time interval established by the waiting area operator.

The driver of a registered vehicle (or other representative of the Customer) is obliged to independently monitor information about the movement of the queue of registered vehicles, the time of the call for arrival in the waiting area via the portal <https://mon.declarant.by/zone> or by ordering an

² vehicle category in accordance with the classification provided for by the technical regulations of the Customs Union "On the safety of wheeled vehicles" (TR CU 018/2011), adopted by the Decision of the Customs Union Commission dated December 9, 2011 No. 877.

additional call notification service by phone (call, SMS). The call notification service by phone (call, SMS) is provided by the waiting area operator on a paid basis in accordance with the Price List.

If the vehicle does not arrive in the waiting area for subsequent direction to the checkpoint within the established time interval, the registration of the vehicle in the electronic queue system is subject to cancellation without the right to restoration, except for the cases provided for in paragraph 36 of this Procedure.

31. The registration of a vehicle that has left the waiting area before being called to the checkpoint, with the exception of leaving the waiting area in the cases provided for in paragraph 30 of this Procedure, is subject to cancellation without the right to reinstatement.

Section 5. Procedure for calling vehicles to the checkpoint

32. The call of a vehicle for leaving the waiting area and heading to the checkpoint is carried out in accordance with the order established by the electronic queue system separately by vehicle category (motorcycles and mopeds, passenger cars, trucks, buses).

33. Information about the call of a vehicle is displayed on the main board, other technical means located in the waiting area, on the portal <https://mon.declarant.by/zone>, and is also communicated to drivers of the called vehicles who have ordered an additional call notification service by telephone (call, SMS).

34. After being called to the checkpoint, the vehicle must leave the waiting area within the established time interval for exiting the waiting area. The time interval for exiting the waiting area is provided for by the procedure for interaction between the operator of the electronic queue system, the operator of the relevant waiting area, the border service authorities and the customs authorities in whose area of operation the waiting area is located. Information about the established time interval for exiting the waiting area is posted in the public domain, including on the information board in the waiting area, and is also additionally explained by the authorized person of the waiting area operator to the driver of the vehicle (other representative of the Customer).

35. In case of a vehicle's untimely departure from the waiting area, the vehicle's registration in the electronic queue system shall be cancelled without the right to restoration, except for the cases provided for in paragraph 36 of this Procedure.

A vehicle whose registration in the electronic queue system has been cancelled in accordance with this Procedure shall leave the territory of the waiting area, and the Customer shall be obliged to pay for the parking service

of the said vehicle in the territory of the waiting area in accordance with the current Price List of the waiting area operator.

If it is necessary to cross the State Border of the Republic of Belarus, the said vehicle shall undergo the new registration in the electronic queue system in accordance with the conditions stipulated by this Procedure.

36. A cancelled registration in the electronic queue system may be restored once, according to the time of its cancellation, in relation to the following types of vehicles and in the following cases:

trucks that were in the waiting area or in other places determined in accordance with paragraph 30 of this Procedure, called to the checkpoint and canceled due to failure to leave the waiting area, if no more than 10 hours have passed since their registration in the electronic queue system (due to the need to adhere to the intershift interval, in accordance with the work and rest schedule for drivers.). Restoration of registration in the electronic queue system is carried out subject to payment for the parking service in the waiting area (while waiting in the waiting area) in accordance with the current Price List of the waiting area operator;

heavy and (or) large-sized freight vehicles located in the waiting area or in other places determined in accordance with paragraph 30 of this Procedure, regardless of the time that has passed since the cancellation of the registration, subject to simultaneous fulfillment of the following conditions:

the vehicle is prohibited from moving during the dark hours (movement is allowed during the daytime);

the vehicle was called to the checkpoint during the dark hours;

To restore registration, a special permit for the passage of a heavy and/or large-sized vehicle on public roads with a note on the prohibition of movement during the dark hours (permission to move during the daytime) in the column "Special conditions for movement on public roads" is presented to the authorized person of the waiting area operator.

37. After the vehicle leaves the waiting area to go to the checkpoint, the vehicle must arrive at the checkpoint within the established time interval for arrival at the checkpoint. The time interval during which the vehicle that has left the waiting area must arrive at the checkpoint is provided for by the procedure for interaction between the operator of the electronic queue system, the operator of the relevant waiting area, the border service authorities and the customs authorities in whose area of operation the waiting area is located. Information about the established time interval during which the vehicle that has left the waiting area must arrive at the checkpoint is posted in the public domain, including on the information board of the waiting area, and is also additionally explained by the authorized person of the waiting area operator to the driver of the vehicle (other representative of the Customer).

38. In case of untimely arrival of a vehicle at the checkpoint (violation of the time interval established in accordance with paragraph 37 of this Procedure), the registration of the vehicle in the electronic queue system is cancelled without the right to restoration. If it is necessary to cross the State Border of the Republic of Belarus, the said vehicle is newly registered in the electronic queue system in accordance with the conditions stipulated by this Procedure.

39. In all cases of cancellation of registration of vehicles in the electronic queue system for reasons beyond the control of the operator of the electronic queue system and/or the operator of the waiting area, the service is considered to have been rendered in full, and the funds received to pay for it are not subject to return.