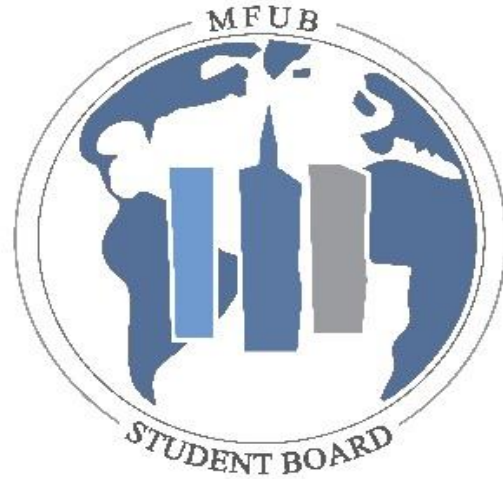


How to fill a Uplatnica



Index

1. Ask uplatnica
2. What is written in the Uplatnica
3. What to write
4. Example

Ask Uplatnica

- For classical payment in Serbia, it is used a paper called «Uplatnica».
- Uplatnica could be taken at every Posta and is free of payment. (Ask: Izvinite, dali mogu dobiti jedna uplatnica).
- Uplatnica is made of three papers. The two behind get automatically filled when you write on the first one.
- Usually:
 1. One paper stay to you as receivment of the payment.
 2. One paper stay to Posta, that's the payment.
 3. The last paper is the proof of payment. For faculty's payment, it is the copy that you would give to the Administrative Office, to Bojana&Milena.

NOTICE, IMPORTANT

- For any payment Faculty's related, Make-ups, consultations, etc. Check with the Administrative Office over the nr. of Faculty's Bank Account.
- **IT IS HIGHLY FORBIDDEN AND ILLEGAL ANY TRANSITION OF MONEY FROM HAND TO HAND. INDEPENDENTLY FROM WHO IS THE RECEIVER! EVERY PAYMENT NEED TO BE DONE ACCORDING TO THE FACULTY'S RULE, through bank account.**
- **Any case on unregistered payment, should be announced to the Administrative Office and/or the Student Board of English Studies.**
- **It is therefore FORBIDDEN TO BUY material or service from a teaching member or a student (Exception for second-hand books fair).**
- **IF NOT SURE ABOUT THE CORRECTNESS OF THE MONEY AMOUNT, ADDRESS TO BOTH THE ADMINISTRATIVE OFFICE and THE STUDENT BOARD OF ENGLISH STUDIES- YOUR YEAR REPRESENTATIVE.**
- **Every above-mentioned abuse should be announced to the ADMINISTRATIVE OFFICE and the STUDENT BOARD, Year Representative.**

What is written in the Uplatnica

НАЛОГ ЗА УПЛАТУ

платилац - *Name of who pay*

шифра плаћања *189* валута *RSD* износ - *Amount*

сврха уплате - *Reason of the payment*

рачун примаоца - *Nr. of Bank Account*

прималац *Who received the payment*

модел и позив на број (одобрење)

(*empty*)

печат и потпис платиоца

Posta stamp

место и датум пријема

Posta stamp

датум извршења

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1

What to write

НАЛОГ ЗА УПЛАТУ

платилац - Name of who pay

Name Surname
Adress
City

сврха уплате - Reason of the payment

MAKE-UP EXERCISE nr.
Subject: (.....)

прималац Who received the payment

MEDIŽINSKI FAKULTET u BEOGRAD
Dr. SUBOTIĆA 8; 11'000 BEOGRAD

(empty)

печат и потпис платиоца

шифра плаћања валута износ - Amount

489 RSD = (AMOUNT)

рачун примаоца - Nr. of Bank Account

FACULTY'S BANK ACCOUNT NR. (IBAN)

модел и позив на број (одобрење)

(some numbers) / NR. of INDEX

Posta stamp

Posta stamp

место и датум пријема датум извршења

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2

Example

платилац		НАЛОГ ЗА УПЛАТУ		
<i>- Name of who pay</i> MARIO MILENKOVIĆ ul. Svetog Save 150; BEOGRAD 11000		шифра плаћања	валута	износ - Amount
		189	RSD	€ 6'000,00 *
сврха уплате		рачун примаоца - Nr. of Bank Account		
<i>- Reason of the payment</i> PCR test for corona		840-1234567-89		
прималац		модел и позив на број (одобрење)		
<i>Who received the payment</i> Institute Public Health SERBIA. ul. Br. Subotić 4; 11000 BEOGRAD		7652311-PS 074 / ME 11677 *		
печат и потпис платиоца		<i>Posta stamp</i>		<i>Posta stamp</i>
		место и датум пријема		датум извршења

Штампа: ЈП „Пошта Србије“, РЈ „Хибридна пошта“ – Београд Одобрење бр. 612/10-02 Образац бр. 1а

3

Presentation infos

- This presentation is done by the volunteer work of students.
- The aim of this presentation is ONLY to help the students. NO OTHER INTEREST. INFOS are of common knowledge.
- This presentation was done in August 2020.

Student Board of English Studies,
Ivo Sergej Folli, delegate for website
School of Medicine, University of Belgrade
Ul. Dr Subotica 8, Savski Venac, 11 000 Belgrade
bgmedical2017@gmail.com

