

Pursuant to Article 25 and Article 40, paragraph (3) of the Statute of the Foreign Trade Chamber of Bosnia and Herzegovina (Official Gazette of Bosnia and Herzegovina, No. 52/14 and 19/18), the Management Board of the Foreign Trade Chamber of Bosnia and Herzegovina, at its session held on 18 March 2025, adopted the following

BOOK OF RULES
ON THE ORGANIZATION AND OPERATION OF THE ARBITRATION COURT OF THE FOREIGN TRADE
CHAMBER OF BOSNIA AND HERZEGOVINA

Article 1

- (1) The Arbitration Court shall operate within the Foreign Trade Chamber of Bosnia and Herzegovina.
- (2) The Arbitration Court shall be an independent court for dispute resolution through arbitration.
- (3) The Arbitration Court shall be independent in its operation.
- (4) The seat of the Arbitration Court shall be in Sarajevo, St. Branislava Đurđeva 10.
- (5) The Arbitration Court shall use the logo and seal of the Foreign Trade Chamber of Bosnia and Herzegovina (hereinafter referred to as: the Chamber).

Article 2

- (1) The Arbitration Court may, at the request of the parties and upon payment of the appropriate fee in accordance with the Schedule of Arbitration Costs, provide technical and organizational support in arbitration proceedings and in ad hoc arbitrations.
- (2) The appointing authority may, at the request of the parties and upon payment of the appropriate fee in accordance with the Schedule of Arbitration Costs, act as the appointing authority in ad hoc arbitration proceedings and in other types of proceedings, with the appropriate application of the Book of Rules on the Proceedings Before the Arbitration Court of the Foreign Trade Chamber of Bosnia and Herzegovina (hereinafter: the Sarajevo Rules).

Article 3

- (1) Arbitration Court, as an independent court, shall have a president, a Presidency and a Secretariat.
- (2) Disputes shall be resolved by one arbitrator or an arbitration panel.
- (3) Conciliation shall be conducted by a conciliator.

Article 4

- (1) The Presidency of the Arbitration Court shall consist of 3 (three) members appointed for a term of 4 (four) years, and they may be re-appointed for only one consecutive term of office.
- (2) One of the members of the Presidency shall be the president of the Arbitration Court, with a term of 16 (sixteen) months in office. The appointment decision shall determine the order and automatic rotation of the office of president of the Arbitration Court.
- (3) The President and two deputy presidents of the Arbitration Court shall be appointed by the Management Board of the Chamber, from among prominent experts, law professors, attorneys, business lawyers and other persons who have been active arbitrators of the Arbitration Court, and upon the proposal of the president and two vice presidents of the Chamber.
- (4) The Presidency conducts general supervision over the work of the Arbitration Court, takes care of the proper application of this Book of Rules and other general acts of the Arbitration Court, monitors and considers the practice of dispute resolution, decides on the competence of the Arbitration Court

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and performs other tasks determined by this Book of Rules, the Sarajevo Rules and other acts of the Arbitration Court.

(5) The Presidency works in sessions and, as a rule, makes decisions within its jurisdiction by consensus. If no consensus is reached on a particular issue, the decision voted for by the president and one of his deputies is considered to have been adopted.

(6) The president represents the Arbitration Court and organizes its operations, presides over the sessions of the Presidency and performs other tasks provided for in the Book of Rules.

(7) In his absence, the president of the Arbitration Court shall be replaced by a member of the Presidency who shall assume the presidency of the Court for the following sixteen-month period (first deputy), and if he is also prevented from doing so, he shall be replaced by the second deputy.

(8) During their term of office, the president and deputy presidents of the Arbitration Court may perform the duties of an arbitrator, or the duties of a presiding arbitrator in the panel, a member of the arbitration panel and a sole arbitrator, exceptionally in the event that a party proposes their appointment, or if the parties agree on their appointment.

(9) A member of the Presidency of the Arbitration Court shall be recused from the proceedings in which he or she was appointed as an arbitrator. This fact shall not affect the required quorum of the Presidency.

(10) In the case referred to in the previous paragraph, the Presidency shall work in a session of two members and shall make decisions by consensus.

(11) The Presidency of the Arbitration Court shall adopt its own Rules of Procedure.

(12) The Presidency shall decide on the appointment of a sole arbitrator, members of the arbitration panel and on the recusal of a sole arbitrator or members of the arbitration panel.

Article 5

(1) The Arbitration Court shall have two lists of arbitrators as follows:

- a list of arbitrators for disputes in which both parties have their registered office or residence in the territory of BiH and

- a list of arbitrators for disputes in which at least one of the parties has its registered office or residence in the territory of another state.

(2) The selection and establishment of the list of arbitrators shall be carried out every 4 (four) years, provided that the arbitrators on the list of arbitrators may be reselected. The selection of arbitrators shall be carried out through a public call, provided that the Presidency of the Arbitration Court may, in good faith, during its term of office, propose to the Management Board to appoint a person to the list of arbitrators who is a renowned expert in a particular field.

Article 6

(1) The application to the public call for establishing the list(s) of arbitrators shall be submitted after the public call is published, in person or by mail to the address: Foreign Trade Chamber of BiH, St. Branislava Đurđeva 10, 71000 Sarajevo.

(2) The candidate for appointment to the list of arbitrators is required to state the scientific field or specialty with the application and: attach a biography, diplomas, certificates, published scientific papers, state relevant experience for performing the duties of an arbitrator and submit a certificate of no criminal record and a certificate of no on-going criminal proceedings.

(3) The secretary general of the Foreign Trade Chamber of BiH shall, by a special decision, appoint a committee that will consider the applications received upon the public call for establishing the list of arbitrators, which will consist of 5 (members), as follows: members of the Arbitration Court Presidency, secretary of the Arbitration Court and head of the Legal Affairs Department of the Professional Affairs Directorate of the Foreign Trade Chamber of BiH.

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(4) The list of arbitrators shall be determined by the Management Board of the Chamber, upon the proposal of the secretary general.

Article 7

During the term of office, the Arbitration Court Presidency may choose the same person as an arbitrator or presiding arbitrator of the arbitration panel no more than twice.

Article 8

The Chamber organizes mandatory training for arbitrators at least once a year, and the training programme is determined by the Arbitration Court Presidency.

Article 9

(1) The Arbitration Court Secretariat performs the professional and administrative tasks of the Arbitration Court.

(2) The secretary of the Arbitration Court manages the Secretariat, signs current correspondence of the Arbitration Court, prepares the work of the Presidency and takes care of the implementation of their decisions and performs other tasks and duties in accordance with the acts of the Arbitration Court.

(3) The secretary of the Arbitration Court is appointed and dismissed by the secretary general of the Chamber.

(4) The secretary of the Arbitration Court shall be a graduate lawyer with appropriate work experience, and he or she performs their duties as an employee of the Chamber's Professional Affairs Directorate on the basis of an open-ended employment contract.

(5) In the case of the temporary absence of the secretary of the Arbitration Court, the secretary general of the Chamber appoints his or her deputy.

(6) The secretary of the Arbitration Court and the employees of the Chamber shall not perform the duties of an arbitrator.

Article 10

(1) The Schedule of Arbitration Costs is determined by the Management Board of the Chamber.

(2) The advance on arbitration costs shall be paid to the sub-account of the Chamber, and therefrom the honorarium and other fees of the arbitrators are paid and administrative and other costs related to the arbitration are covered.

(3) Revenues and expenses incurred in connection with the operations of the Arbitration Court of the Chamber are managed as a separate project.

Article 11

(1) The president and deputy presidents of the Arbitration Court shall be entitled to a monthly fee for their work, which is determined by the Chamber's Management Board.

(2) The President and Deputy Presidents of the Arbitration Court shall be entitled to a separate fee for attending the session, based on the distance between the venue and their places of residence, which is regulated by the Chamber's internal act.

Article 12

The person ordering payments in connection with the Arbitration Court shall be the secretary general of the Chamber, with the co-signature of the secretary of the Arbitration Court.

Article 13

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The Chamber provides material, technical and financial resources for the operations of the Arbitration Court and supervises its performance.

Article 14

The members of the Arbitration Court Presidency who were appointed in accordance with the Book of Rules in force until now remain in office until the end of the term for which they were appointed.

Article 15

The Management Board of the Chamber will determine the list of arbitrators in accordance with the Book of Rules on Proceedings Before the Arbitration Court of the Chamber of Foreign Trade of BiH within 3 (three) months from the date of its entry into force.

Article 16

Agreements on cooperation with another arbitration court/centre shall be signed by the president of the Chamber or the president of the Arbitration Court, depending on the existence of reciprocity, or by a person authorized by them.

Article 17

The general acts of the Arbitration Court, the Schedule of Arbitration Costs, the list of arbitrators and the decision on appointment of the members of the Arbitration Court Presidency are published in the Official Gazette of BiH.

Article 18

With the entry into force of this Book of Rules, the provisions of the Book of Rules on the Organization and Operation of the Arbitration Court (Official Gazette of BiH, 39/03 and 24/23), which refer to the matter regulated by this Book of Rules, cease to be in force.

Article 19

Disputes started before the entry into force of this Book of Rules shall be concluded according to the provisions of the Book of Rules on the Organization and Operation of the Arbitration Court (Official Gazette of BiH, no. 39/03 and 24/23).

Article 20

This Book of Rules shall enter into force on the eighth day following its publication in the Official Gazette of BiH.

FOREIGN TRADE CHAMBER OF BIH

Number: 01-2-01-2-267-3/25

Date: 18 March 2025

**CHAIRMAN
OF THE MANAGEMENT BOARD**

Borko Đurić

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