

**Supplier Guidance Sheet
– Registration of Foreign Workers for A42 –**

1. Introduction

This document outlines the mandatory procedures and documentation requirements for suppliers who accept a contract with Adriatic42 (A42) and intend to register foreign employees for work on A42 premises.

2. Temporary Resident & Work Permit (Article 70)

Validity

- Up to 1 year for initial permit
- Renewable for up to 2 years

Employer Obligations

- Sign an employment contract with the foreign national
- Register the employee for compulsory social insurance
- Ensure all documents are complete, valid, and legalized

Required Documents:

1. Passport scan
2. Notarized rental agreement in Montenegro (valid for entire permit duration)
3. Diploma scan (if qualified job position)
4. Criminal record from origin country (max. 6 months old; apostille depending on country)
5. Foreign company documents (scan)
6. Original cooperation/service contract between foreign and Montenegrin company
7. Proof of employment and insurance in the foreign company (original or certified copy; apostille depending on country)
8. Proof of at least one year of experience in the relevant field
9. Confirmation of paid taxes from the foreign country (original or certified copy; apostille depending on country)
10. Visa D (if required)
11. No medical check required
12. Employee remains on foreign company payroll
13. Insurance documentation

3. Work Registration Certificate (Article 85)

Validity

- Up to 90 days within one year
- Valid for work across Montenegro for the same employer

Applicable Categories

Include but are not limited to:

- Technical services requiring specialized knowledge
- Delivery, assembly, and servicing of machinery (max. 30 days uninterrupted or 3 months/year)
- Training, professional development, audits
- Scientific, cultural, artistic, or sports activities
- Participation in fairs or exhibitions
- Negotiation of service agreements

Required Documents:

1. Passport scan
2. Diploma (if applicable)
3. Proof of experience
4. Visa D (if required)
5. Medical check
6. Original cooperation/service contract
7. Job contract in the foreign company (original or certified copy)
8. Proof of employment and insurance in the foreign company (original or certified copy; apostille depending on country)
9. Confirmation of hiring forms according to Montenegrin law

4. Crew Members – Temporary Resident Permit

Validity

- Up to 1 year, aligned with marina berth rental
- Renewable

Required Documents:

1. Valid passport or ID (depending on nationality)
2. Criminal record (max. 6 months old; apostille depending on country)
3. Valid marina berth rental
4. Visa C (if required) or Visa D - for temporary resident & work permit
5. Additional documents prepared in Montenegro

Note

Some regional units may not require Visa C, but the official Police Directorate guidance confirms that Visa C is mandatory.

5. Process Overview

	Step	Responsible Party	Description
1.	Selection of permit model	Supplier & A42	Determine appropriate permit type
2.	Document collection	Supplier	Provide complete documentation
3.	A42 review	A42	Validate documents
4.	Submission to authorities	Supplier/A42	File application
5.	Approval	Authorities	Issue permit or certificate
6.	A42 access	A42	Register worker and issue access credentials

6. Important Notes

- Incomplete or incorrectly legalized documents cause delays or rejection
- Workers may not enter A42 premises without valid authorization
- All visa, legalization, translation, and insurance costs are borne by the supplier

7. Support

A42 provides assistance with:

- Permit model selection
- Document verification
- Coordination with authorities
- Visa and residency questions