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| 1. **General information on the applicant**
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| **Company name or sole trader name** |  |
| **Address of the registered office of the company or the sole trader** |  |
| **Postcode and town** |  |
| **Tax identification number** |  |
| **Responsible person** |  |
| **Contact person** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Will the applicant carry out cremations?** | [ ]  **YES**[ ]  **NO** |
| 1. **Information on the fulfilment of conditions in accordance with Article 7 of the Funeral and Cemetery Services Act (Official Gazette of the Republic of Slovenia [*Uradni list RS*], No. 62/16; hereinafter: the Act) and the Rules on the minimum standards and norms for the provision of funeral services (Official Gazette of the Republic of Slovenia [*Uradni list RS*], No. 42/2017; hereinafter: the Rules).**
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| **1. Information on registration to provide funeral services:*** **proof of registration of funeral services (an extract from the court register of legal entities or an extract from the AJPES[[1]](#footnote-1) register), and**
* **for legal persons, a copy of the instrument of incorporation (Enclosure 1).**
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| **2. Information on the employment of persons:*** **a document showing that funeral services are provided on the basis of an employment contract or on any other legal basis by at least two persons or four persons if the applicant carries out cremations (Enclosure 2).**
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| **3. A funeral vehicle for the transport of the deceased meets the requirements concerning the dimensions, weight, parts and equipment laid down in the regulation governing the parts and equipment of vehicles in road traffic (Article 2 of the Rules):*** **copy of the vehicle registration certificate,**
* **photograph of the funeral vehicle with the registration plate (Enclosure 3).**
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| **4. Suitable premises for dealing with clients (Article 3 of the Rules):****The applicant submits a statement and proof of ownership or lease of suitable premises for dealing with clients (Enclosure 4).** |
| **5. Suitable premises for providing care for the deceased (Article 4 of the Rules):*** **are separated from the premises for dealing with clients and residential buildings;**
* **are secured to prevent access by unauthorised persons;**
* **are of sufficient size to allow for the placing of bodies and accommodate a trolley, a transport coffin and two professionals who prepare the bodies;**
* **are equipped to enable the basic handling of the deceased (the washing and disinfection of the body) and to enable employees to wash and disinfect their hands;**
* **are equipped to store infectious waste;**
* **the ventilation outlet is arranged via a filter device with built-in high-efficiency particulate air filters and ultra-low penetration air filters (EPA, HEPA and ULPA); the efficiency of the filters is in accordance with the requirements of the standards and is at least 99.95%;**
* **are equipped with a germicidal lamp;**
* **are protected from insects;**
* **the floor of the premises is impermeable and suitable for wet cleaning and disinfection and has a drain; the angles between the walls and floor are rounded.**

**The applicant submits a statement and proof of ownership or lease of suitable premises for providing care for the deceased and states that the unobstructed movement of the transport coffin between the means of transport, the room for handling the deceased and the refrigeration unit is ensured (Enclosure 5).** |
| **6. The refrigeration unit (Article 5 of the Rules):*** **the refrigeration unit is separated from residential buildings and premises for handling the deceased and is intended solely for the refrigeration of bodies;**
* **if bodies are refrigerated in cold chambers, the door of the cold chamber separates the refrigeration unit from the premises for handling the deceased;**
* **the refrigeration unit is made from materials that are suitable for wet cleaning and disinfection; the angles between the walls and floor are rounded;**
* **the refrigeration unit is equipped with a system that maintains a constant temperature between 0 °C and 8 °C.**

**The applicant submits a statement and proof of ownership or lease of at least one appropriate refrigeration unit (cold chamber) for the deceased or ten refrigeration units (cold chambers) if the applicant carries out cremations (Enclosure 6).** |
| **7. The transport coffin is made of materials that can be easily disinfected and is of the following dimensions (Article 6 of the Rules):**

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| * **the minimum internal length is 195 cm;**
* **the minimum internal width at the head end is 55 cm;**
* **the minimum internal width at the foot end is 40 cm;**
* **the minimum internal depth at the head end is 42 cm;**
* **the minimum internal depth at the foot end is 36 cm.**

**The applicant submits a copy of instructions/description for the use of the transport coffin from the manufacturer or other document showing the dimensions and material of the transport coffin (Enclosure 7).** |

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| **8. Appropriate protection for employees with regard to hygienic and protective procedures in handling the deceased (Article 7 of the Rules):****The applicant submits a statement that they provide appropriate protection for employees in accordance with Article 7 of the Rules and that the assessment of the occupational health and safety risks has been carried out for them in accordance with the regulations on occupational health and safety (Enclosure 8).** |
| **9. The provision of basic funerals in accordance with paragraph three of Article 16 of the Act:****The applicant submits a statement on the provision of basic funerals, which includes the notification of a funeral, the preparation of the deceased, a basic funeral ceremony and burial, including the funeral equipment, in accordance with paragraph three of Article 16 of the Act (Enclosure 9).** |
| **10. The approval of the competent municipality if the applicant carries out cremations in accordance with paragraph three of Article 7 of the Act (Enclosure 10).** |
| 1. **Enclosures:**
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| **Enclosure 1: Proof of registration to provide funeral services.****Enclosure 2: Proof of employing persons.****Enclosure 3: Proof of having a funeral vehicle for the transport of the deceased.****Enclosure 4: The applicant submits a statement and proof of ownership or lease of suitable premises for dealing with clients.** **Enclosure 5: A statement and proof of having suitable premises for providing care for the deceased (the description of the premises and the floor plan, photographs showing that the requirements are met, proof of ownership of lease of the premises).****Enclosure 6: The applicant submits a statement and proof of ownership or lease of a refrigeration unit.****Enclosure 7: A statement and proof of a transport coffin.****Enclosure 8: A statement that the applicant provides appropriate protection for employees in accordance with Article 7 of the Rules, and a statement that the assessment of the occupational health and safety risks has been carried out for the applicant in accordance with the regulations on occupational health and safety (the required proof is a copy of the assessment of the occupational health and safety risks showing the date when the risk assessment for employees providing funeral services was made and information on who made the assessment of the occupational health and safety risks).****Enclosure 9: A statement on the provision of basic funerals.****Enclosure 10: The approval of the competent municipality to carry out cremations.****Enclosure 11: Proof of the fee payment.** |
| **Application completed by:****Signature of the legal representative and stamp:****Date:** |

1. An extract from the AJPES register is not obligatory. [↑](#footnote-ref-1)