Instructions for arranging insurance against accidents at work and occupational diseases (M12) via the SPOT portal

Document history

Version	Amendment	Author	Description of amendments
1.0	31. 08. 2021	ZZZS	Document preparation
1.1	12. 10. 2021	MJU	Editing of document
1.2	13. 06. 2022	MJU	Change of picture

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1. Insurance against accidents at work and occupational diseases

The persons referred to in Articles 16 to 18 of the Healthcare and Health Insurance Act (Zakon o zdravstvenem varstvu in zdravstvenem zavarovanju, hereinafter ZZVZZ) must have insurance against accidents at work and occupational diseases as a specific form of compulsory health insurance.

While the insured persons referred to in Article 16 of the ZZVZZ are already insured against accidents at work and occupational diseases based on their registration for compulsory social security insurances submitted on M-1 form, the persons referred to in Articles 17 and 18 of the ZZVZZ must register for insurance against occupational diseases and/or accidents at work separately using the M12 form, according to insurance basis code 050.

Persons who perform the work or activities referred to in Articles 17 and 18 of the ZZVZZ must be insured against accidents at work and occupational diseases under those two articles, unless they are already insured based on their work or activity under Article 16 of the Act.

Under Article 17 of the ZZVZZ, the following are insured against accidents at work and occupational diseases:
- school pupils and students undertaking practical instruction, while working in production or on an internship or educational trips;
- children and adolescents with physical and mental developmental difficulties and children and adolescents who have sustained an accidental head injury and brain damage undertaking practical instruction at training organisations or during obligatory practical work;
- persons who, upon completing their education, undertake voluntary practical training, regardless of whether they receive remuneration for such training;
- disabled military personnel, war-disabled civilians and other disabled persons undergoing vocational rehabilitation or training on practical work and exercises;
- persons who, on the basis of another legal relationship, carry out work or provide services for payment, where the earnings received under that legal relationship are treated as income and are not exempt from income tax under the law governing income tax, or are not treated as other income under the law governing income tax, if they are not insured against accidents at work and occupational diseases on the basis of this work under the points of this article, Article 16 or Article 18 of the ZZVZZ;
- secondary school pupils and post-secondary and university-level students performing work via authorised organisations;
- volunteers;
- persons performing work of general benefit and other work under penal regulations;
- persons pursuing an activity as a secondary occupation;
- persons performing humanitarian and other similar work under the regulations on employment;
- persons performing short-term work pursuant to the regulations governing the prevention of illegal work and employment; and
- persons performing work on a temporary or casual basis under the regulations governing the labour market.

Under Article 18 of the ZZVZZ, the following are insured against accidents at work:
- persons engaged in organised public works of general importance, in rescue operations or in protection, rescue and relief in natural and other disasters;

- participants in youth camps in Slovenia;
- persons performing work or tasks in military service or civilian service in lieu of military service, civil protection, the surveillance and intelligence services, or general rescue and relief services or communications units, or persons being trained for defence, protection, rescue and relief;
- persons assisting home affairs authorities and the persons authorised by those authorities to perform their tasks in accordance with the law;
- persons performing the tasks of home affairs authorities as persons in the reserve formations of home affairs authorities;
- persons who perform public and other socially beneficial functions or national duties at the request of state and other authorised authorities.

Insurance against accidents at work and occupational diseases may only be arranged for a person who is insured as an insured person under Article 15 of the ZZVZZ or as a family member under Articles 20 to 22 of the ZZVZZ.

2. Instructions for completion of registration for insurance (M12 – registration) via the SPOT portal

Mandatory information is marked with an asterisk (*). If you do not enter any of these information, you will not be able to close and submit your application. The block marked with an asterisk and a number (e.g. *1) is mandatory only if you fill in the relevant block where the number appears.

By clicking on a cloudlet with a question mark ( ) in a particular field, instructions for entering information in Slovenian will be displayed. In the following, these instructions in English are referred to as "Help" for each section.

2.1 Selection of business entity and procedure

The following must be selected before a start is made on completing the application to register for insurance:
- the business entity that is liable for registration,
- the procedure "Prijava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)" – "Registration for insurance against accidents at work and occupational diseases (M12)".

2.1.1 Selection of business entity that is liable for registartion

The business entity is selected by entering the tax number, if the person liable for registration is a sole trader (s.p.), or the company registration number, if the liable person is any other business entity (company, institute, person pursuing an independent professional activity, etc.).

Figure 1: Working with a business entity

 Help

'Delo s poslovnim subjektom' - Working with a business entity:

'Vpišite davčno številko s.p.' - Enter the tax identification number:

Enter the tax identification number of the sole trader (s.p.). If you are a sole trader and wish to carry out SPOT procedures for your company, enter your tax identification number. You may also use the link to your tax identification number under the search window. If you are authorised by SPOT to carry out procedures on behalf of another sole trader, enter the VAT identification number for which you wish to carry out the SPOT operations. In the 'Authorisations' tab, you can find the tax identification numbers of all sole traders for which you are currently authorised.

'Vpišite 10-mestno matično številko' - Enter the 10-digit company registration number:

If you wish to perform SPOT operations for a sole trader, use the tax identification number search engine. If you are the legal representative of a company registered in the Ajpes Digital Certificate Register (EDP) and wish to carry out SPOT operations for your company, enter the company registration number. If you are authorised by SPOT to carry out procedures on behalf of another sole trader, enter the VAT identification number of the company for which you wish to carry out the SPOT operations. The 'Last Search' tab contains a list of the business entities you last successfully accessed. The 'Authorisations' tab contains a list of all registration numbers of the companies for which you are authorised by SPOT.

'Vpišite SPOT številko' - Enter the SPOT number:

If you wish to search for a contact application, enter its SPOT number. It is not possible to search for sole trader applications by SPOT application number.

2.1.2 Selection of the "Registration for insurance against accidents at work and occupational diseases (M12)"

Select the procedure "Prijava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)" – the "Registration for insurance against accidents at work and occupational diseases (M12)" from among the procedures for the selected business.

Postopki za podjetje

Seznam možnosti se prilagaja glede na stanje vašega podjetja in vaših vlog.

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- **Prijava v obvezna socialna zavarovanja (M-1)**
  Portal omogoča prijavo osebe v obvezna socialna zavarovanja.

- **Prijava sprememb podatkov v obveznih socialnih zavarovanjih (M-3)**
  Portal omogoča prijavo sprememb podatkov v obveznih socialnih zavarovanjih.

- **Odjava iz obveznih socialnih zavarovanj (M-2)**
  Portal omogoča odjavo osebe iz obveznih socialnih zavarovanj.

- **Prijava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)**
  Portal omogoča prijavo in sočasno odjavo zavarovanja za primer poškodbe pri delu in poklicne bolezni, če je ob prijavi znan tudi že datum prenehanja zavarovanja.

- **Odjava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)**
  Portal omogoča odjavo zavarovanja za primer poškodbe pri delu in poklicne bolezni.

Figure 2: Selection of procedure

2.2 Completion of application

The following information is provided at this stage:
- on the person liable for registration (liable person) and
- on the insurance.

Figure 3: Details of liable person

2.2.1 Details on liable person

Block 1 – Firma in sedež/osebno ime in prebivališče - Business name and registered office / Personal name and place of residence

The information is already displayed. It has been obtained from the Slovenian Business Register (PRS), i.e. for the company registration or tax number entered/selected in the search criteria for selection of the business (point 2.1.1).

Block 2 – Registrska številka - Registration number

Enter the ten-digit registration number assigned to the business entity as the person liable for registration.

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? Help

Registration number is optional. If it is not entered, it will be added by the ZZZS when the application is validation, for the liable person concerned with the registration number entered in Block 3.

Block 3 – Matična številka poslovnega subjekta - Registration number of business

The information is already displayed. The company registration number of the business selected in the search criteria for selection of the business is displayed (point 2.1.1).

2.2.2 Details of insured person

Block 4 – Razlog za zavarovanje – Reason for insurance

4	Razlog za zavarovanje *	?	-- Izberite razlog za zavarovanje ▾

Select the reason for insurance from the code table, i.e. the relevant point of the Article 17 or 18 of the ZZVZZ under which the person is being registered for insurance.

Choose the reason for insurance
1 – Article 17(1) of the ZZVZZ: School pupils and students undertaking practical instruction, while working in production or on an internship or educational trips
2 – Article 17(2) of the ZZVZZ: Children and adolescents with physical and mental developmental difficulties and children and adolescents who have sustained an accidental head injury and brain damage undertaking practical instruction at training organisations or during obligatory practical work
3 – Article 17(3) of the ZZVZZ: Persons who, upon completing their education, undertake voluntary practical training, regardless of whether they receive remuneration for such training
4 – Article 17(4) of the ZZVZZ: disabled military personnel, war-disabled civilians and other disabled persons undergoing vocational rehabilitation or training on practical work and exercises
5 – Article 17(5) of the ZZVZZ: Persons who perform work or services for payment under another legal relationship
6 – Article 17(6) of the ZZVZZ: Secondary school pupils and post-secondary and university-level students performing work via authorised organisations
8 – Article 17(8) of the ZZVZZ: Volunteers
9 – Article 17(9) of the ZZVZZ: Persons performing work of general benefit and other work under penal regulations
10 – Article 17(10) of the ZZVZZ: Persons pursuing an activity as a secondary occupation
11 – Article 17(11) of the ZZVZZ: Persons performing humanitarian and other similar work under the regulations on employment
12 – Article 17(12) of the ZZVZZ: Persons performing short-term work pursuant to the regulations governing the prevention of illegal work and employment
13 – Article 17(12) of the ZZVZZ: Persons performing work on a temporary or casual basis under the regulations governing the labour market
31 – Article 18(1) of the ZZVZZ: Persons engaged in organised public works of general importance, in rescue operations or in protection, rescue and relief in natural and other disasters
32 – Article 18(2) of the ZZVZZ: Participants in youth camps in Slovenia
33 – Article 18(3) of the ZZVZZ: Persons performing work or tasks in military service or civilian service in lieu of military service, civil protection, the surveillance and intelligence services, or general rescue and relief services or communications units, or persons being trained for defence, protection, rescue and relief
34 – Article 18(4) of the ZZVZZ: Persons assisting home affairs authorities and the persons authorised by those authorities to perform their tasks in accordance with the law
35 – Article 18(5) of the ZZVZZ: Persons performing the tasks of home affairs authorities as persons in the reserve formations of home affairs authorities

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36 – Article 18(6) of the ZZVZZ: Persons who at the request of state and other empowered authorities perform public and other socially beneficial functions or national duties
37 – Article 18(7) of the ZZVZZ: Sports persons, coaches or organisers involved in sports activities as part of an organised sporting activity
38 – Article 18(8) of the ZZVZZ: Persons who, as members of operational formations of volunteer firefighting organisations, perform tasks relating to the extinguishing of fires, protection and rescue in other disasters, training, securing places at risk of fire and public events, public performances and demonstrations through demonstrational exercises, and the teaching of fire safety
39 – Article 18(9) of the ZZVZZ: Persons serving in the mountain rescue service, underwater or cave rescue service or as rescue dog handlers, and performing tasks of protection, rescue and relief, or averting or preventing threats that directly endanger human life or property.

Help

'Razlog za zavarovanje' – Reason for insurance: Select the reason, i. e. the relevant point of the Articles 17 or 18 of the Healthcare and Health Insurance Act (Zakon o zdravstvenem varstvu in zdravstvenem zavarovanju, ZZVZZ) for registration for insurance against accidents at work and occupational diseases.

Block 5 – Podlaga za zavarovanje – Insurance basis

5 Podlaga za zavarovanje	50 - osebe, zavarovane za primer poškodbe pri delu in poklicne bolezni.

Insurance basis code is already filled displayed.

Block 6 – Prijava – Registration

6 Prijava	☑

Block has already been marked.

Block 7 – Deregistration

7 Odjava	? ☐

Deregistration may also be arranged at the same time as registration, if it is already known at the time of registration how long the relationship upon which the insurance is based as selected in block 4 will lasts.

If simultaneous deregistration is to be arranged, this must be marked in this block.

Help

'Odjava' – Deregistration: Mark the box if you already know the date of termination of the insurance at the time of application, and want to file a deregistration at the same time as the registration. If this block is checked, block 12 and 13 must also be filled in.

Block 8 – EMŠO – Personal identification number

Enter the person's personal identification number (EMŠO).

 Help

'EMŠO – Personal Identification number: Enter the personal identification number (EMŠO) of the person you are registering for the insurance.

Blocks 9 in 10 – Priimek in ime – Surname and name

Enter the person's surname and name.

 Help

'Priimek' – Surname: Enter surname of the person you are registering for the insurance.
'Ime – Name: Enter name of the person you are registering for the insurance.

### Block 11 – Datum pričetka zavarovanja – Date of start of insurance

Enter the date of start of insurance or select from the calendar. The date must be written as DD.MM.YYYY.

 Help

'Datum pričetka zavarovanja' – Date of start of insurance: Enter date (DD.MM.YYYY) of start of insurance, i.e. the date of beginning of the performance of the work or activities from Article 17 or 18 of the ZZVZZ.

Block 12 – Datum prenehanja zavarovanja – Date of termination of insurance

If deregistration from insurance is to be arranged at the same time as registration for insurance (if you have marked Block 7), enter the date of the termination of insurance or select it from the calendar. The date must be written as DD.MM.YYYY..

The date of termination of insurance may not be further than six years from the current date. If the date of termination is later, the application for withdrawal must be submitted at a later date.

 Help

'Datum prenehanja zavarovanja' – Date of termination of insurance: If you marked Block 7 – 'Odjava', you must enter the date (DD.MM-YYYY) of termination of insurance in this Block, i.e. the date of termination of the performance of the work or activities from Article 17 or 18 of the ZZVZZ

Block 13 – Vzrok prenehanja zavarovanja – Reason for termination of insurance

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13 **Vzrok prenehanja zavarovanja** *7	-- Izberite vzrok prenehanja zavarovanja ⌄

If deregistration from insurance is to be arranged at the same time, the reason for the termination of insurance must be indicated. The only reason for terminating insurance that can be selected is 01 – 'vse vrste prenehanja zavarovanja' – Other types of termination of insurance (in the deregistration process itself, you may select 10 – 'smrt zavarovane osebe' – Death of the insured person and 16 – 'stornacija (razveljavitev) zavarovanja' – Cancellation (annulment) of insurance).

Help

'Vzrok prenehanja zavarovanja' – Reason for termination of insurance: If you marked Block 7 – Odjava in this Block select code for termination of insurance 01 – 'vse vrste prenehanja zavarovanja, razen spodaj navedenih'. Other codes of termination of insurance in the process of registration cannot be selected.

Notes

Opombe	

The field is intended mainly to enable a person liable for registration to provide additional explanations regarding the circumstances that form the basis for the registration.

2.2.3 Date

Dne	31.08.2021

The date is entered automatically. The date displayed is the date on which the application was submitted.

2.2.4 Contact details of the user

Kontaktni podatki uporabnika

Ime in priimek	Janez Test
Telefon	01 23 45 678
Elektronski naslov	janez.test@test.si

Briši podatke

Figure 4: Contact details of the user

Your contact details as they appear under 'Osebni podatki' ('Personal details') on the website are displayed:

*Figure 5:*Displayed contact details on the portal

At the end of this first step '1. korak - Izpolnjevanje vloge' (Step 1 – Completion of application) the application may also be saved for later completion. Save your entries by clicking [Shrani vlogo] ('Save application'). Click [Naprej] ('Next') to continue the process.

2.3 Preview of information

A preview of the information entered in the application is available in step '2. korak – Predogled podatkov' (Step 2 – Preview of information).

If you need to correct any detail, you may return to Step 1 of the application completion process by clicking [Nazaj] ('Back').

To continue the procedure, click [Naprej] ('Next'), which takes you to the last step, i.e. the signing of the application.

2.4 Signing

You may review the application again at this stage. If the application has been completed correctly, sign it electronically by clicking [Elektronsko podpiši dokument] 'Sign document electronically'.

2.5 Status of application

After signing the application electronically, you may track its status on the SPOT website and view the history of the application you have submitted. You may also view the application in the central electronic storage database (CEH).

An application can have one of the following statuses:

- Vloga je v delu in še ni bila poslana na registrski organ – Application is in progress and has not yet been sent to the registering authority – this status means that you have not yet

submitted the application. You must open the application, complete it fully and, if you have not yet done so, sign it electronically and submit it.

- Vloga je v vrsti za pošiljanje – Application is queued for sending – this status means that the application is waiting to be placed on the list of applications waiting to be sent to the ZZZS. Applications are placed on the list every few minutes.
- Vloga je bila vnešena v vrsto in čaka na pošiljanje – Application has entered the queue and is awaiting transmission – this status means that the application has been placed on the list of applications waiting to be sent to the ZZZS. Applications are placed on the list every few minutes.
- Registrski organ je prejel vlogo – Registering authority has received the application – this status means that the ZZZS has received the application.
- Vloga ni popolna, zato jo je treba vsebinsko dopolniti – Application is incomplete and must therefore be supplemented – this status means that the application is incomplete and the ZZZS has returned the application to you to supplement it. The system annuls the application if you fail to supplement the application and resend it within 15 days.
- Vloga je bila negativno rešena – Application rejected – this status means that the ZZZS has rejected the application (the supplement to the application is not possible).
- Postopek je bil uspešno zaključen – Procedure successfully concluded – this status means that the ZZZS has approved the application.
- Razveljavljena – Annuled – this status means that the user has not corrected and re-sent the application that was sent to him to be supplemented within 15 days, leading to annulment of the application by the system.

2.6 Confirmation of registration/deregistration or list of application errors

You can access the confirmation of registration for or deregistration from insurance, or the list of application errors, in the CEH. To access the CEH, you must first select the application for which you want to see the confirmation/list of errors.

Figure 6: Enter the application (SPOT) number

You may access the application by entering the number of the SPOT application in the search field 'Vpišite SPOT številko (Enter SPOT number) lower down.

You may also access the application by selecting the business instead of entering the SPOT number, and then selecting the application you are interested in lower down from among the list of applications for the selected business (select it by clicking on its SPOT number):

Figure 7: Partial list of submitted applications

When you select the application, the page below appears. It contains the details of the application:

Figure 8: Application details

Clicking ('View a submitted application in the CEH') brings you to the CEH, where you will be able to view the 'Sklep o dopolnitvi ali zavrnitvi' (Decision on supplementing or rejection'), if the application has been returned for the provision of additional information or been rejected, or the 'Potrdilo o prijavi oz. odjavi' (Confirmation of registration or deregistration), if the application has been approved.

2.6.1 List of application errors

You can view the application errors by clicking ('Details') in the 'Decision on supplementing or rejection' section.

Figure 9: Application details

This opens the page 'Podrobneje o dokumentu" ('Details of document'), where you click [Prikaži] ('Show') at the 'Seznam napak' ('List of errors').

Figure 10: Details of document

If you click [Prikaži] ('Show' in the section 'Referent ZZZS, ki je obravnaval vlogo' ('ZZZS case officer who processed the application'), the details of the case officer (first name, surname, telephone number) are displayed. You may contact the officer if you need an application error to be explained to you.

2.6.2 Procedure for supplementing an application

You supplement an application that has been returned to you for the provision of additional information by

clicking [• Vsebinsko dopolnite vlogo] ('Suppmelemnt the application'). This opens the application, allowing you to correct or add information, re-sign the application and submit it.

Figure 11:: Substantive supplementation of an application

NOTE:

NOTE:

If you do not supplement the application within 15 days, the SPOT system annuls it..

2.6.3 Confirmation of registration or deregistration of insurance

If there are no errors in the application, the ZZZS approves it. In this case, confirmation of registration for or withdrawal from insurance appears in the CEH. When you access the CEH, click [Podrobneje] ('Details') at the 'Potrdilo o prjavi oz. odjavi' ('Confirmation of registration or withdrawal') section

Figure 12: Confirmation of registration

and then at 'Vizualizacija…' ('Visualization') click [Prikaži] ('Show'). You can then choose whether you wish to open the confirmation or save it on your computer.

Figure 13: Application details

3. Instructions for the completion of deregistration from insurance (M12 – deregistration) via the SPOT portal

3.1 Selection of business and procedure

The following must be selected before a start is made on completing the application itself:
- the business entity that is liable for registration;
- the procedure 'Odjava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)' (Deregistration from insurance against accidents at work and occupational diseases (M12)');
- the insurance to be deregistered from.

3.1.1 Selection of the business entity that is liable for registration

The business entity is selected by entering the tax number if the liable person is a sole trader (s.p.), or the company registration number if the liable person is not a sole trader (e.g. company, institute, person independently pursuing a professional activity).

Figure 14:: Selection of business entity

Help

'Delo s poslovnim subjektom' - Working with a business entity:

'Vpišite davčno številko s.p.' - Enter the tax identification number:

Enter the tax identification number of the sole trader (s.p.). If you are a sole trader and wish to carry out SPOT procedures for your company, enter your tax identification number. You may also use the link to your tax identification number under the search window. If you are authorised by SPOT to carry out procedures on behalf of another sole trader, enter the VAT identification number for which you wish to carry out the SPOT operations. In the 'Authorisations' tab, you can find the tax identification numbers of all sole traders for which you are currently authorised.

'Vpišite 10-mestno matično številko' - Enter the 10-digit company registration number:

If you wish to perform SPOT operations for a sole trader, use the tax identification number search engine. If you are the legal representative of a company registered in the Ajpes Digital Certificate Register (EDP) and wish to carry out SPOT operations for your company, enter the company registration number. If you are authorised by SPOT to carry out procedures on behalf of another sole trader, enter the VAT identification number of the company for which you wish to carry out the SPOT operations. The 'Last Search' tab contains a list of the business entities you last successfully accessed. The 'Authorisations' tab contains a list of all registration numbers of the companies for which you are authorised by SPOT.

'Vpišite SPOT številko' - Enter the SPOT number:

If you wish to search for a contact application, enter its SPOT number. It is not possible to search for sole trader applications by SPOT application number.

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3.1.2 Selection of the deregistration from insurance against accidents at work and occupational diseases (M12) procedure

Select the procedure 'Odjava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)' – 'Withdrawal from insurance against accidents at work and occupational diseases (M12)' from among the procedures for the selected business.

Postopki za podjetje

Seznam možnosti se prilagaja glede na stanje vašega podjetja in vaših vlog.

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- **Prijava v obvezna socialna zavarovanja (M-1)**
  Portal omogoča prijavo osebe v obvezna socialna zavarovanja.

- **Prijava sprememb podatkov v obveznih socialnih zavarovanjih (M-3)**
  Portal omogoča prijavo sprememb podatkov v obveznih socialnih zavarovanjih.

- **Odjava iz obveznih socialnih zavarovanj (M-2)**
  Portal omogoča odjavo osebe iz obveznih socialnih zavarovanj.

- **Prijava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)**
  Portal omogoča prijavo in sočasno odjavo zavarovanja za primer poškodbe pri delu in poklicne bo
  datum prenehanja zavarovanja.

- **Odjava zavarovanja za primer poškodbe pri delu in poklicne bolezni (M12)**
  Portal omogoča odjavo zavarovanja za primer poškodbe pri delu in poklicne bolezni.

Figure 15: Selection of the procedure

3.1.3 Search for insurance to be deregistered from

Iskalni kriteriji

EMŠO zavarovanca *

Registrska številka zavezanca za prijavo v zavarovanje

Datum pričetka zavarovanja zavarovanca

Vpis datuma je obvezen samo, če ima zavarovanec odprtih več zavarovanj po isti podlagi pri tem zavezancu oziroma če se išče že odjavljeno zavarovanje.

Podlaga za zavarovanje zavarovanca *   50 - osebe, zavarovane za prime

Išči

ⓘ Polja označena z * so obvezna

Figure 16: Search for insurance that will be deregistered from

Before starting to complete the application, use the search criteria to find the insurance that will be deregistered from.

You must enter the insured person's personal identification number (EMŠO) and the registration number of the person liable for registration (Registrska številka zavezanca za prijavo v zavarovanje). The insurance basis code is already displayed and cannot be changed.

Providing the date on which the insured person's insurance started is not mandatory. You are only required to enter this information if the insured person has more than one insurance under the same insurance basis code with the same person liable for registration.

3.2 Izpolnjevanje vloge

The columns of the application are already displayed as they appear in the ZZZS records (most recent status) on the basis of the business selected (point 3.1.1) and the search criteria entered (point 3.1.3).

3.2.1 Details of liable person

The liable person's details have already been entered and cannot be changed.

3.2.2 Details of insurance

| 12 Datum prenehanja zavarovanja (dan, mesec, leto) *7 | ⑦ | [   ] | 🗓 |

Details of insurance have already been entered. Only Columns 12 and 13 still have to be completed.

Block 12

Enter the date of the termination of insurance or select it from the calendar. The date must be written as DD.MM.YYYY.

The date of termination of insurance may not be further than six years from the current date. If the date of termination is later, the application for withdrawal must be submitted at a later date.

If insurance is being cancelled, the date of termination must be same as the date of the start of the insurance.

Rubrika 13

| 13 Vzrok prenehanja zavarovanja *7 | ⑦ | -- Izberite vzrok prenehanja zavarovanja | ⌄ |

Select the reason for termination of insurance.

Reason 16 for the termination of insurance is selected if insurance is being annulled/cancelled (either still-open or completed insurance), if a detail that was incorrectly entered during the registration or withdrawal process has to be corrected (date of start or date of termination of insurance), or if it is found that the wrong person was registered.

01 – All types of termination of insurance except for those listed below
10 – Death
16 – Annulment (cancellation) of an incorrect application for registration

⑦ Help

Code 01 ('Vse vrste prenehanja zavarovanja, razen spodaj navedenih') is entered as the reason for termination of insurance when insurance is being withdrawn from because the person concerned has stopped pursuing the activity on which the insurance was based.
Code 10 ('Smrt') is entered if the reason for withdrawal is the death of the person concerned.
Code 16 ('Razveljavitev (storno) napačne prijave') is entered if it was established after registration that the application should not have been submitted in the first place (e.g. the person had not started the work or activity referred to in Article 17 or 18 of the ZZVZZ, the person liable for registration registered the wrong person, registration was effected with an incorrect start date).

IMPORTANT: If insurance is being annulled (cancelled) because the date of termination of insurance needs to be corrected, wait until the ZZZS confirms the annulment before submitting a new application to register and a simultaneous application to withdraw. Only when you receive confirmation of annulment should you submit a new application to register and an application to withdraw together.

In the case of annulment (cancellation) of insurance, enter the reason for annulling the insurance in the section 'Opombe' (Notes).

3.2.3 Notes

Opombe	

The field is intended mainly to enable a person liable for registration to provide additional explanations regarding the circumstances that form the basis for the registration. In the case of annulment (cancellation) of insurance, say why you are annulling the insurance.

3.2.4 Date

Dne	31.08.2021

The date is entered automatically. The date displayed is the date on which the application was submitted.

3.2.5 Contact details of user

Kontaktni podatki uporabnika

Ime in priimek	Janez Test
Telefon	01 23 45 678
Elektronski naslov	janez.test@test.si

Briši podatke

Your contact details as they appear under 'Osebni podatki' ('Personal details') on the website are displayed:

At the end of this first step '1. korak - Izpolnjevanje vloge' (Step 1 – Completion of application) the application may also be saved for later completion. Save your entries by clicking Shrani vlogo ('Save application'). Click Naprej ('Next') to continue the process.

3.3 Preview of information

A preview of the information entered in the application is available in step '2. korak – Predogled podatkov' (Step 2 – Preview of information).

If you need to correct any detail, you may return to Step 1 of the application completion process by clicking Nazaj ('Back'.

To continue the procedure, click Naprej ('Next'), which takes you to the last step, i.e. the signing of the application.

3.4 Signing

You may review the application again at this stage. If the application has been completed correctly, sign it electronically by clicking Elektronsko podpiši dokument ('Sign document electronically').

3.5 Status of application

After signing the application electronically, you may track its status on the e-VEM website and view the history of the application you have submitted. You may also view the application in the central electronic document collection (CEH)..

The same applies to application statuses, application errors and confirmation as applies to the registration process (point 2.5).

3.6 Confirmation of deregistration or the list of application errors

The same applies to access to confirmation of withdrawal from insurance or to the list of application errors as applies to registration under points 2.6, 2.6.1 and 2.6.2.