



Instructions for completing an application for a duplicate licence for the sale of tobacco, tobacco products and related products





Paper history

Version	Change	Author	Description of changes
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TABLE OF CONTENTS

1. INTRODUCTION.....	4
2. Instructions for completing the application for a duplicate licence to sell tobacco, tobacco products and related products	5
1.1 Logging in to the SPOT portal	5
1.2 Selection of company	5
1.3 Selection of procedure.....	6
1.4 New application	7
a. Supplementing the application	12
b. Withdrawal of application.....	14
1.5 Tracking application status	15

TABLE OF FIGURES

Figure 1: Login to the SPOT portal	5
Figure 2: Business entity section	6
Figure 3: Selection of procedure	6
Figure 4: New application or continuation	7
Figure 5: Applicant.....	7
Figure 6: Duplicate's details	8
Figure 7: Read-out / preview of the application	9
Figure 8: Signing in SiPASS	10
Figure 9: Full application download and submission	11
Figure 10: Conclusion	11
Figure 11: Company desktop – List of pending applications	12
Figure 12: Company desktop – Application details.....	12
Figure 13: "Supplementing the application" form	13
Figure 14: Company desktop – Application details.....	14
Figure 15: Withdrawal of application	14
Figure 16: Company desktop – List of pending applications and Partial list of submitted applications.....	15



1. INTRODUCTION

In September 2018, a new procedure for submitting an electronic application for licences for the sale of tobacco, tobacco products and related products was launched on the SPOT Slovenian Business Point portal. In December 2018, an application for a duplicate of this licence was added.

Legal framework:

- [Restriction on the Use of Tobacco Products and Related Products Act \(Official Gazette of the Republic of Slovenia \[Uradni list RS\], Nos 9/17 and 29/17\), hereinafter: ZOUTPI](#) and
- [Rules on licences for the sale of tobacco, tobacco products and related products](#) (Official Gazette of the Republic of Slovenia, No 53/18).

In the event of destruction, loss or damage of a licence for the sale of tobacco, tobacco products and related products, it will be possible to apply for a duplicate licence electronically. The service is free of charge. The submission of an application for a duplicate will be considered as confirmation that the issue of the duplicate is in progress.

2. Instructions for completing the application for a duplicate licence to sell tobacco, tobacco products and related products

1.1 Logging in to the SPOT portal

Before starting to complete the application, you must first log in to the SPOT portal at the following address – <https://spot.gov.si/>.

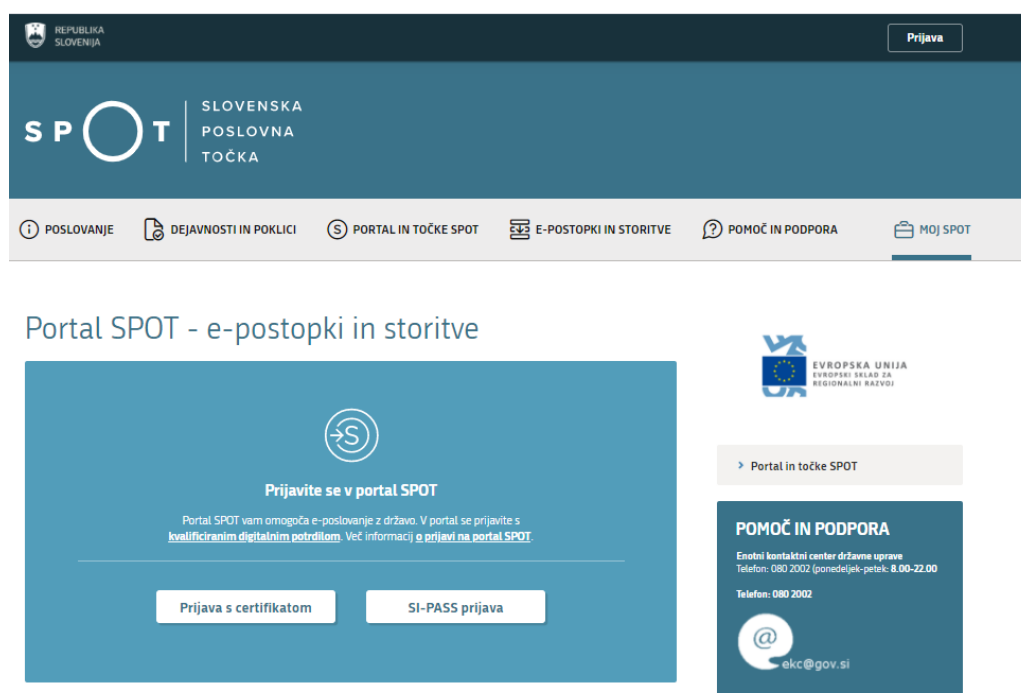


Figure 1: Login to the SPOT portal

You are advised to log in via the SI-PASS login, as this will soon become mandatory. Registration instructions are available [here](#).

1.2 Selection of company

After successfully logging in to the e-VEM information system, you need to select the business entity that is the subject of the application. If the entity is a sole trader, the tax ID number of the entity is entered in the box "Vpišite davčno številko s.p." [Enter the tax ID number of the sole trader]. For other business entities, the registration number of the business entity is entered in the box "Vpišite 10-mestno matično številko" [Enter 10-digit registration number]. The taxable person can also be selected by clicking on the tax ID number in the "Zadnja uspešna iskanja" [Last successful searches] or "Pooblastila" [Powers of attorney] tab. The portal user can only select the business entity for which he/she is registered as a responsible person in the PRS (Slovenian Business Register). If a user who is not the responsible person will be submitting applications, he/she must have power of attorney. Instructions on the procedure for conferring power of attorney are available on this [webpage](#).

Delo s poslovnim subjektom

Postopke lahko opravljate za subjekte, pri katerih ste registrirani kot **odgovorna oseba** ali pa ste za delo s subjektom **pooblaščen**.

Vpišite davčno številko s.p.

ISČI

Že imate s.p.? Vaša davčna številka je

Vpišite 10-mestno matično številko

ISČI

Vpišite SPOT številko

ISČI

Zadnja uspešna iskanja

Pooblastila

matična št. /
davčna št. /
SPOT št. reg.

poslovni subjekt / postopek

MŠ [7301065000](#)

CSD Ljubljana

MŠ [5554195000](#)

Podjetje

MŠ [5000823000](#)

Podjetje

Figure 2: Business entity section

1.3 Selection of procedure

From the procedures for the selected company in the MZ category, you select the procedure "Pridobitev dvojnika dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov (GD)" [Application for a duplicate licence for the sale of tobacco, tobacco and related products].

MZ

- **Pridobitev dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov**

Portal omogoča oddajo vloge za izdajo dovoljenja za prodajo tobaka, tobačnih izdelkov in povezanih izdelkov (32. člen Zakona o omejevanju uporabe tobačnih in povezanih izdelkov).

- **Pridobitev dvojnika dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov (GD)**

Portal omogoča oddajo vloge za pridobitev dvojnika dovoljenja za prodajo tobaka, tobačnih izdelkov in povezanih izdelkov.

Figure 3: Selection of procedure

1.4 New application

If you have already started the procedure for submitting an application and have not yet submitted it, the portal will offer you the option to continue with your existing application. Click on "Začni novo" [Start New] to start a new application.

Nova ali nadaljevanje

Postopek za izdajo dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

Nadaljuj z vlogo 5030544000/03-179-1-42/2018

[Nadaljuj z vlogo](#) [Prikaži podrobnosti](#)

[Začni novo](#)

Figure 4: New application or continuation

1. Step: Completing the application

The first part of step 1 shows first your personal data extracted from the SiPASS registration system, and your company's basic details extracted from the Slovenian Business Register.

Oseba, ki oddaja vlogo

Ime in priimek:

Jure Prošt

Elektronski naslov:

jure.prost22@gmail.com

Poslovni subjekt

Firma/ime poslovnega subjekta:

Prošt Test, s sklepom d.o.o.

Davčna številka poslovnega subjekta:

75257793

Matična številka poslovnega subjekta:

6943683000

Odgovorna oseba poslovnega subjekta:

Ime

Jure

Priimek

Prošt

Figure 5: Applicant

Registration of data on the licence.

Dvojniki

Vpišite zadnje tri števke matične številke poslovne enote za katero potrebujete dvojniki.

Prenesi

Matična številka poslovne enote, v kateri se bo izvajala prodaja: *

PRIDOBITE PODATKE

Naziv:

Kratko ime:

Naslov:

Razlog za izdajo dvojnika:

- izguba
- uničenje
- poškodba
- drugo

Figure 6: Duplicate's details

You can apply for one duplicate. Enter the last three digits of the registration number and click the "Prenesi" [Transfer] button. The information will be transferred in the mandatory field "Matična številka poslovne enote" [Business entity registration number], then click on the "PRIDOBITE PODATKE" [RETRIEVE DATA] button. The rest of the business unit data is extracted and pre-populated from the Slovenian Business Register.

Select the reason for issuing a duplicate. If you select "drugo" [Other], enter your reason in the entry field.

Proceed to signing.

2. Step: Signing the application

In the second step you will see a full read-out of the application.

Dvojniki

Vpišite zadnje tri števke matične številke poslovne enote za katero potrebujete dvojniki.

000

Matična številka poslovne enote, v kateri se bo izvajala prodaja:

6943683000

Naziv:

Prošt Test, s sklepom d.o.o.

Kratko ime:

Prošt Test, d.o.o.

Naslov:

Baragova ulica 005, Ljubljana

Razlog za izdajo dvojnika:

izguba

[Nazaj na obrazec](#)

Natisni

Podpiši

Korak 2 (od 4)

Figure 7: Read-out / preview of the application

By clicking on the "Podpiši" [Sign] button, the portal redirects the user to "SiPASS", which allows cloud-based signing. By entering the SiPASS password, you sign the application.

SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

E-podpis dokumenta

Vnesite svoje geslo SI-PASS za e-podpis dokumenta

Vloga.xml ?

Vloga.pdf ?

Geslo

Nazaj Podpiši

Figure 8: Signing in SiPASS

If you notice that you have made some mistake, by clicking on the "Nazaj na obrazec" [Back to form] button you can return to the form and correct the mistake. You can also print the application before signing it.

The procedure proceeds to submission of the application.

3. Step: Submission of application

This is where the system offers you the possibility to save the signed application and its annexes in your own records. Once the application has been submitted, the user no longer has access to it. The "Pošlji" [Submit] button is activated in the event that you download your application or confirm the box "Ne želim prenesti vloge" [I do not want to download my application]. To proceed, click on the "Pošlji" [Submit] button.

V tem koraku lahko vlogo prenesete na svoj računalnik za lastno evidenco.

S klikom na gumb "Pošlji" bo vaša vloga posredovana pristojnemu organu v obravnavo.

! Z oddajo vloge vsebina vloge ne bo več dostopna in vloge ne bo več mogoče prenesti na vaš računalnik. Gumb "Pošlji" bo omogočen, ko vlogo prenesete ali potrdite, da je ne želite prenesti.

Prenesi

Ne želim prenesti vloge

Pošlji

Korak 3 (od 4)

Figure 9: Full application download and submission

4. Step: Conclusion

The portal submits the application to the competent authority for processing. The user is presented with the details of the submission and a link to the desktop. The user receives in his/her e-mail a notification that the application has been submitted.

Spoštovani/-a Jure Prošt,
Vaša vloga je bila uspešno oddana!

Podatki o vlogi

TEST - Pridobitev dvojnika dovoljenja za prodajo tobaka, tobачnih in povezanih izdelkov

Oznaka vloge: 5030544000/03-179-3-4/2021

Oddano 16. avgust 2021

Zadnja sprememba: 16.08.2021 09:38:03

Avtor zadnje spremembe: Jure Prošt

Pristojni organ: Ministrstvo za zdravje

Vaš komentar

To vlogo lahko poimenujete, oziroma ji dodate neko opisno identifikacijsko oznako, po kateri boste vlogo lažje našli v seznamu. Vsebina tega polja bo prikazana na seznamu vlog na namizju.

Odstrani komentar

Shrani komentar

Figure 10: Conclusion

a. Supplementing the application

If the application is not complete, the competent authority will ask you to supplement it. You can supplement your application electronically by selecting the application you wish to supplement from the list of pending applications and selecting "Dopolni" [Supplement] in the "Application Section".

Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
+ 5030544000/03-179-3-4/2021	Pridobitev dvojnika dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov	Vloga je bila poslana na registrski organ.	16.08.2021	
+ 2482878000/03-349-4-1/2021	Pridobitev dovoljenja za izjemna ravnanja z živalmi zavarovanih vrst	Vloga je bila poslana na registrski organ.	12.08.2021	

Figure 11: Company desktop – List of pending applications

Podatki o vlogi

Odgovorna oseba na vlogi : Uporabnik od doma

SPOT številka : 5030544000/03-179-3-4/2021

Postopek : Pridobitev dvojnika dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov

Status vloge : Vloga je bila poslana na registrski organ.

[+ Zgodovina vloge](#)

Delo z vlogo

- **Dopolni**
- Prekliči

Figure 12: Company desktop – Application details

The portal offers a specific form where the applicant has the option of describing missing information or adding missing attachments.

By clicking on the "Naprej" [Next] button, the portal displays a preview of the application and offers signing and submission of the application.

Dopolnitev vloge

S pritiskom na gumb "Naprej" boste kreirali dopis za dopolnitev vloge, ki se bo posredoval pristojnemu organu. V kolikor želite lahko dopisu priložite priloge ali vaše opombe namenjene pristojnemu organu.

Vlagatelj lahko dopolni svojo vlogo ves čas med postopkom na prvi stopnji do vročitve odločbe in med postopkom na drugi stopnji do vročitve odločbe.

Podatki o vlogi, ki jo želim dopolniti:

TEST - Pridobitev dvojnika dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

Oznaka vloge: 5030544000/03-179-3-4/2021

Datum nastanka: 16. avgust 2021 • Oddano

Priloge

Pripnite ustrezna dokazila oz. priloge.

Prebrskaj

Izberite vašo datoteko

Opomba

Vpišite kratko obrazložitev vaše dopolnitve zgoraj navedene vloge.

Dopis za dopolnitev vloge

Predogled

dopisa v PDF obliki

[Nazaj na namizje](#)

Naprej

Figure 13: "Supplementing the application" form

b. Withdrawal of application

Before the application is decided on, the portal allows the applicant to withdraw the application. On the "Podatki o vlogi" [Application details] page, selecting the "Prekliči" [Cancel] button will start the withdrawal procedure.

Podatki o vlogi

Odgovorna oseba na vlogi: Uporabnik od doma

SPOT številka: 5030544000/03-179-3-4/2021

Postopek: Pridobitev dvojnika dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov

Status vloge: Vloga je bila poslana na registrski organ.

[Zgodovina vloge](#)

Delo z vlogo

• [Dopolni](#)

• [Prekliči](#)

Figure 14: Company desktop – Application details

The portal offers a full read-out of the application for withdrawal of the application, with all the necessary information.

By clicking on the "Naprej" [Next] button, the portal displays a preview of the application and offers signing and submission of the application.

Umik vloge

S pritiskom na gumb "Naprej" boste kreirali dopis za umik vloge, ki se bo posredoval pristojnemu organu. V kolikor želite lahko dopisu priložite priloge ali vaše opombe namenjene pristojnemu organu.

Vlagatelj lahko delno ali v celoti umakne svojo vlogo ves čas med postopkom na prvi stopnji do vročitve odločbe, v času, ko teče pritožbeni rok, in med postopkom na drugi stopnji do vročitve odločbe.

Podatki o vlogi, ki jo želim umakniti:

TEST - Pridobitev dvojnika dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

Oznaka vloge: 5030544000/03-179-3-4/2021

Datum nastanka: 16. avgust 2021 • Oddano

Priloge

Priloge: [Pripnite ustrezna dokazila oz. priloge.](#)

[Prebrskaj](#)

Izberite vašo datoteko

Dopis za umik vloge

[Predogled](#)

dopisa v PDF obliki

[Nazaj na namizje](#)

[Naprej](#)

Figure 15: Withdrawal of application

1.5 Tracking application status

Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
⊕ 5030544000/03-179-3-4/2021	Pridobitev dvojnika dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov	Vloga je bila poslana na registrski organ.	16.08.2021	
⊕ 2482878000/03-349-4-1/2021	Pridobitev dovoljenja za izjemna ravnanja z živalmi zavarovanih vrst	Vloga je bila poslana na registrski organ.	12.08.2021	

Delni seznam oddanih vlog

SPOT številka	Postopek	Status	Datum
⊕ 2256584000/03-184-1-105/2021	Vloga za registracijo poslovnega subjekta z dejavnostjo na področju medicinskih pripomočkov	Vloga je bila prekinjena s strani vlagatelja ali registrskega organa.	04.08.2021

Figure 16: Company desktop – List of pending applications and Partial list of submitted applications

Details of applications not submitted, submitted or under consideration can be found in "Seznam vlog v postopkih" [the list of pending applications]. When an application is decided on, it is moved to in "Delni seznam oddanih vlog" [the partial list of submitted applications].