

# Instructions for deletion a sole trader via the SPOT portal

## Document history

Version	Amendment	Author	Description of amendments
1.0	15 April 2023	AJPES	Document preparation

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## 1. Introduction

A sole trader who wishes to terminate its business operations must deregister from the Business Register of Slovenia (PRS) by submitting an application for deregistration from the PRS at least three days before the date on which they wish to be terminated. The procedure for termination is free of charge.

## 2. Legal basis

Article 75 of the Companies Act (ZGD-1) determines that a sole trader shall register the termination of performance of their activities at least three days before the actual date of termination.

The termination procedure is laid down in Article 16 of the Business Register of Slovenia Act (ZPRS), as follows:

- if the application for termination is complete, the Agency of the Republic of Slovenia for Public Legal Records and Related Services (AJPES) issues a termination decision on the proposed date of termination;
- if the conditions for termination are not met (e.g. the sole trader is undergoing bankruptcy proceedings), AJPES issues a negative decision (a rejection/refusal decision), against which an appeal may be filed within eight days of delivery of the decision.

## 3. Useful notes

A sole trader may file an application for termination via the SPOT portal if:

- they hold a qualified digital certificate or
- a SI-PASS user account and
- are registered as a sole trader in the PRS.

## 4. Procedure for termination of sole trader via the SPOT portal

You may submit your application for termination electronically via the <http://spot.gov.si/online> portal by choosing either 'Application with a certificate' or 'SI-PASS'.



Figure 1: Portal login

<i>Glossary of terms</i>	
<i>Prijava s certifikatom</i>	<i>Application with a certificate</i>
<i>SI-PASS prijava</i>	<i>SI-PASS login</i>

After logging in with the password you specified for use of the SPOT system portal, select 'Submit'.

## Prijava državljana

Pozdravljeni, **Janez Novak!**

Vnesite geslo, ki ste ga določili ob prvi prijavi na portal.

Figure 2: Enter your password

<i>Glossary of terms</i>	
<i>Geslo</i>	<i>Password</i>
<i>Pošlji</i>	<i>Submit</i>
<i>Pozabil sem geslo</i>	<i>I have forgotten my password.</i>

After your tax identification number has been entered, the SPOT information system offers 'Change to a sole trader' and 'Termination of a sole trader' options.

## 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.

Išči

Ze imate s.p.? Vaša davčna številka je

Vpišite 10-mestno matično številko

Išči

Vpišite SPOT številko

Išči

Zadnja uspešna iskanja		Pooblastila
matična št. / davčna št. / SPOT št. reg.	poslovni subjekt / postopek	
DS _____	Janko Krizman	

## Postopki za podjetje

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

### AJPES

- **Sprememba samostojnega podjetnika**  
Portal omogoča vpis spremembe samostojnega podjetnika v Poslovni register Slovenije.
- **Izbris samostojnega podjetnika iz registra PRS**  
Portal omogoča izbris samostojnega podjetnika iz Poslovnega registra Slovenije.

Figure 3: Selection of relevant application

Glossary of terms	
Prijava za vpis spremembe samostojnega podjetnika	Application for entry of data change for a sole trader
Prijava za izbris samostojnega podjetnika iz registra PRS	Application for the termination of a sole trader

After selecting the 'Termination of a sole trader' option, the SPOT portal opens. Termination procedure is composed by three consecutive steps, as follows:

### 1. step: Business name and basic details

All details relating to your sole trader's business are automatically uploaded from the PRS.

In this step, enter the following information in the SPOT registration form:

- the proposed date of termination (mandatory information); a date of termination entered may be at least three days and not more than one month in advance;
- confirm termination by ticking the 'I confirm the termination of a sole trader' box.

## IZBRIS SAMOSTOJNEGA PODJETNIKA IZ REGISTRA PRS

1. korak firma in osnovni podatki	2. korak način vročitve	3. korak predogled podatkov
--------------------------------------	----------------------------	--------------------------------

SPOT številka še ni določena

Vloga, ki v roku 30 dni, ne bo elektronsko podpisana in poslana v sistem SPOT, bo samodejno izbrisana iz sistema SPOT.

## Podatki o firmi

## Firma

Predlagan datum izbrisa		
Popolno ime / Firma (dejavnost, ime in priimek podjetnika ter dodatne sestavine, označba s.p.)	Testni vpis s.p.	OBSTOJEČA
Skrajšano ime / skrajšana firma (ime in priimek podjetnika, označba s.p.)		
Matična številka	7302002000	
Naslov		
Država	Slovenija	OBSTOJEČ
Mica	Miklošičeva cesta	

## Predlagan datum ukinitve SP \*

 Potrjujem izbris samostojnega podjetnika iz Poslovnega registra Slovenije

Shrani vlogo

Naprej

Figure 4: Termination of a sole trader

Glossary of terms	
SPOT številka	SPOT number
Predlagan datum ukinitve SP	Proposed date of termination of a sole trader's business
Potrjujem izbris samostojnega podjetnika iz Poslovnega registra Slovenije	I confirm the termination of a sole trader
Shrani vlogo	Save application

Naprej

Next

All branch establishments of a sole trader's business shall also be terminated if they have been entered in the PRS.

**Podružnice**

1. Podružnica OBSTOJEČA

**Matična številka** [REDACTED]

**Naslov**

<b>Država</b>	Slovenija
<b>Ulica</b>	Grajska cesta
<b>Hišna številka</b>	021
<b>Naselje</b>	Bled
<b>Občina</b>	Bled
<b>Poštna številka</b>	4260
<b>Pošta</b>	Bled

**Glavna Dejavnost** 156.300 - Strežba pijač

**Predlagan datum ukinitve SP \***

01.07.2021

Potrjujem izbris samostojnega podjetnika iz Poslovnega registra Slovenije

Figure 5: Branches

## 2. step: Notification method

Decisions issued during the procedure of termination of a sole trader shall be delivered to the sole trader in person in accordance with the provisions of the General Administrative Procedure Act (ZUP). Given that the ZUP allows different methods of delivery in person, it is up to you to decide how you wish to receive the decision of termination your business. You can select from among the following options:

- electronic delivery – the details of the secure electronic mailbox opened with the electronic service provider must be entered;
- delivery by post – if the address for delivery of the decision presented on the application is different from your address of residence, please indicate the address to which you wish to receive the decision;
- personal delivery – select the AJ PES branch office at which you wish to collect the decision.

You can retrieve the decision in electronic form as issued by AJ PES and delivered by electronic means in your e-box file using your qualified digital certificate. If you do not retrieve the notice within 15 days of receiving notice of delivery, the decision shall be deemed to have been delivered.

## IZBRIS SAMOSTOJNEGA PODJETNIKA IZ REGISTRA PRS

1. korak firma in osnovni podatki	2. korak način vročitve	3. korak predogled podatkov
--------------------------------------	----------------------------	--------------------------------

SPOT številka **še ni določena**



Vloga, ki v roku 30 dni, ne bo elektronsko podpisana in poslana v sistem SPOT, bo samodejno izbrisana iz sistema SPOT.

### Način vročitve dokumentov



Varen poštni predal je predal, ki služi storitvam elektronskega vročanja.  
Varni poštni predal lahko odprete pri Pošti Slovenija (<http://postar.eu>) ali EIU S d.o.o. (<http://www.vep.si>).  
Naziv predala, ki se odpre pri EIU S d.o.o. je x.y,@vep.si za fizične osebe in pravne osebe.

Potrdilo o ukinitvi SP želim prejeti na naslednji način:

#### Način vročitve \*

- Elektronsko vročanje
- Po pošti
- Osebno na izpostavi AJ PES Ljubljana
- Osebno na izpostavi AJ PES Celje
- Osebno na izpostavi AJ PES Koper
- Osebno na izpostavi AJ PES Kranj
- Osebno na izpostavi AJ PES Krško
- Osebno na izpostavi AJ PES Maribor
- Osebno na izpostavi AJ PES Murska Sobota
- Osebno na izpostavi AJ PES Nova Gorica
- Osebno na izpostavi AJ PES Novo mesto
- Osebno na izpostavi AJ PES Postojna
- Osebno na izpostavi AJ PES Trbovlje
- Osebno na izpostavi AJ PES Velenje

Varni poštni predal  
izpolnite v primeru elektronskega  
vročanja

Nazaj

Shrani vlogo

Naprej

Figure 6: Information on the method of delivering documents

Glossary of terms	
Način vročitve dokumentov	Method of delivering documents
Način vročitve	Notification method
Varni poštni predal	Secure mailbox
Po pošti	By post
Naslov za vročitev	Address for delivery
Spremeni naslov	Change address

<i>Osebnost na izpostavi AJPES</i>	<i>In person at an AJPES branch office</i>
<i>Nazaj</i>	<i>Back</i>
<i>Shrani vlogo</i>	<i>Save application</i>
<i>Naprej</i>	<i>Next</i>

### 3. step: Preview of information

The SPOT portal allows you to check completion of an application for termination and correct any errors.

If the data is correct, click 'Next'.

#### IZBRIS SAMOSTOJNEGA PODJETNIKA IZ REGISTRA PRS

1. korak firma in osnovni podatki	2. korak način vročitve	3. korak predogled podatkov
--------------------------------------	----------------------------	--------------------------------

SPOT številka 0700-83-20210621-000010

**Podatki o firmi**

**Firma**

Predlagan datum izbrisa	24.06.2021	
Popolno ime / Firma (dejavnost, ime in priimek podjetnika ter dodatne sestavine, označba s.p.)	Test s.p.	<b>OBSTOJEČA</b>
Skrajšano ime / skrajšana firma (ime in priimek podjetnika, označba s.p.)		
Matična številka	7301278000	
<b>Naslov</b>		
Država	Slovenija	
Ulica	Tržaška cesta	
Hišna številka	016	
Naselje	Ljubljana	
Občina	Ljubljana	
Poštna številka	1000	
Pošta	Ljubljana	

Figure 7: Preview of information

In the next step, sign the application with your electronic signature. After you have selected the 'Sign the document electronically' option, text is displayed below reminding you that the application will be sent to the registration authority (AJPES) after you sign it. You may then choose 'OK' or 'Cancel'.

## Sporočilo s spletne strani



Vlogo boste elektronsko podpisali in poslali na pristojen organ. Želite nadaljevati?

Figure 8: Signing the document

Glossary of terms	
Vlogo boste elektronsko podpisali in poslali na pristojen organ. Želite nadaljevati?	Sign the application electronically and send it to the competent authority. Do you want to proceed?
V redu	OK
Prekliči	Cancel

If you select 'OK', you will be notified that the application has been submitted successfully and will also receive notification to your email address.

'Dear Sir/Madam,

We are hereby informing you that your application for termination of a sole trader submitted on xx.xx.xxxx has been successfully sent to the registration authority (AJPES). The application has been assigned reference number 0700-83-20120827-000001.

The application will be processed on the proposed date of termination you have selected.

Best wishes,  
The SPOT team'



Vlogo ste uspešno podpisali in oddali.

Po izbrisu sp./d.o.o. odjava iz obveznega socialnega zavarovanja (M-2) prek portala SPOT ne bo več možna.  
[Več o tem.](#)

Firma: **Test s.p.**  
Matična številka: **7301278000**

## Podatki o vlogi

Odgovorna oseba na vlogi: **Uporabnik od doma, \*\*\*\***  
SPOT številka: 0700-83-20210621-000010  
Postopek: Izbris samostojnega podjetnika iz registra PRS  
Status vloge: Vloga je v vrsti za pošiljanje.

[Zgodovina vloge](#)

### Delo z vlogo

- [Poglejte oddano vlogo v Centralni elektronski hrambi dokumentov \(CEH\)](#)

Figure 9: Application successfully submitted

You may use the SPOT portal to check the status of your application.

### [Zgodovina vloge](#)

1.	05.04.2023 12:26:50	Vloga je v vrsti za pošiljanje.
2.	05.04.2023 12:31:09	Vloga je bila vnešena v vrsto in čaka na pošiljanje.
3.	05.04.2023 12:36:00	Vloga je bila poslana na registrski organ.
4.	05.04.2023 12:37:03	Registrski organ je prejel vlogo.

Figure 10: Status of application

Glossary of terms	
Zgodovina vloge	Application history
Vloga je v vrsti za pošiljanje	Application is queued for sending
Vloga je bila vnešena v vrsto in čaka na pošiljanje	Application has entered the queue and is waiting to be sent.
Vloga je bila poslana na registrski organ	Application has been sent to the registration authority
Registrski organ je prejel vlogo	Registration authority has received your application

AJPES shall issue a decision on termination of a sole trader. All branch establishments of a sole trader's business shall be terminated simultaneously. This successfully completes the procedure, as displayed by the status of the application on the SPOT portal.

Once the application has been resolved, you will receive the following email:

*'Dear Sir/Madam,*

*The application to termination of a sole trader that you submitted on xx.xx.xxxx under reference number 0700-83-20120827-000001 has been successful.*

*The sole trader and all its parts have now been terminated. The decision on termination shall be delivered to you in the manner you selected when submitting the application.*

*This message has been sent automatically by the SPOT system. For any substantive issues concerning your application, we kindly ask you to contact the competent authority. The institutions' contact details are published on the Help page on the SPOT portal.*

*Best wishes,  
The SPOT team'*

## 4.1. Completing an application for termination

If the AJPES officer finds, in the course of the procedure, that the application for termination is incomplete because an incorrect date has been entered, you shall be asked to correct the application for termination on the SPOT portal. The application is given 'incomplete application status' on the SPOT information system. At the same time, AJPES will send you a request to complete the application by post or email.

After receiving the request to complete the application, you must complete your application for termination within eight days.

## 5. Further options of the SPOT portal

### 5.1. Changing an application for termination

You may change your application for termination on the SPOT portal at any time until the date of termination you have proposed.

Select 'Complete the application' and then change the date of termination or the method of delivery of the decision on termination. Sign the amended application for termination again and send it to the registration authority (AJPES). During termination procedures, AJPES will always consider the last application received.

### 5.2. Withdrawing of a submitted Application for termination

The SPOT portal allows you to withdraw an application by the day before the proposed date indicated in your application for termination.

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Select the 'Withdraw application' option. A withdrawal request is displayed on the screen and must be confirmed by clicking on the 'Confirm withdrawal' button. After confirmation of the withdrawal of the application for termination, sign and submit the application for withdrawal electronically to the registration authority (AJPES).