



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





## Paper history

Version	Change	Author	Description of changes
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## 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.

### 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 accordance with the ZOUTPI, tobacco, tobacco products and related products may be sold by a person who has a licence to conduct sales in the business premises indicated in the licence.

The licence is issued for individual business premises where invoices for the supply of tobacco, tobacco products and related products are issued permanently, occasionally or temporarily, and which are associated with a sole trader or a legal entity engaged in the sale of such products on the premises.

The specific products for the sale of which a licence is required are defined in Article 3 of the ZOUTPI, namely:

- Tobacco shall mean leaves and other natural processed or unprocessed parts of tobacco plants, including expanded and reconstituted tobacco.
  - Pipe tobacco shall mean tobacco that can be consumed via a combustion process and is exclusively intended for use in a pipe.
  - Roll-your-own tobacco shall mean cut rag tobacco, which is further defined in paragraph three of Article 84 of the Excise Duty Act.
- Tobacco products shall mean products that can be consumed and that consist, even partly, of tobacco, whether genetically modified or not.
  - Nasal tobacco shall mean a smokeless tobacco product that can be inhaled through the nose.
  - Waterpipe tobacco shall mean a tobacco product that can be consumed via a waterpipe. For the purpose of the ZOUTPI, waterpipe tobacco shall be deemed to be a tobacco product for smoking. If a product can be used both via waterpipes and as roll-your-own tobacco, it shall be deemed to be roll-your-own tobacco.
  - Chewing tobacco shall mean a smokeless tobacco product intended exclusively for the purpose of chewing. Smokeless tobacco product shall mean a tobacco product that does not involve a combustion process, including chewing tobacco, nasal tobacco and tobacco for oral use.
- Related products shall mean electronic cigarettes and nicotine-free electronic cigarettes, herbal products for smoking and novel tobacco products.

- Electronic cigarette shall mean a product that can be used for the consumption of nicotine-containing vapour via a mouth piece, or any component of this product, including a cartridge, a tank and the device without cartridge or tank. Electronic cigarettes can be disposable or refillable with a refill container and a tank, or rechargeable with single use cartridges. Refill container shall mean a receptacle that contains a nicotine-containing liquid, which can be used to refill an electronic cigarette.
- Herbal product for smoking shall mean a product based on plants, herbs or fruits which contains no tobacco and that can be consumed via a combustion process.
- Novel tobacco product shall mean a tobacco product which:
  - does not fall into any of the following categories: cigarettes, roll-your-own tobacco, pipe tobacco, waterpipe tobacco, cigars, cigarillos, chewing tobacco, nasal tobacco or tobacco for oral use; and
  - has been placed on the market after 19 May 2014.

The applicant may file the application for several business units at the same time, indicating the registration number and address of each business unit. When submitting an application, the applicant selects the type of products for the sale of which he/she wishes to obtain a licence (tobacco, tobacco products, related products or various combinations of those products).

The licence is valid for five years from the date of issue, with a possibility of extension, for five years each time.

The competent authority for issuing the licence is the Ministry of Health.

The licence is not transferable and must be prominently displayed in the business premises.

The extension of the licence is subject to an administrative fee, which, in accordance with the Administrative Fees Act (Official Gazette of the Republic of Slovenia, Nos 106/10 – official consolidated text, 14/15 – ZUUJFO, 84/15 – ZZelP-J, 32/16 and 30/18 – ZKZaš), amounts to EUR 18.10 per business unit.

Steps of the procedure and timeframe for completion: - The applicant submits the application and pays the administrative fee, both electronically. - The competent authority reviews the application and invites the applicant to complete it (5 days). - The applicant completes the application (8 days). - The competent authority issues the licence.

Legal protection: Administrative dispute against a decision rejecting the application for a permit.

#### **Useful information:**

The condition for the extension of the licence is that at the moment of submission of the application no ban on the sale of tobacco, tobacco and related products has been imposed on the holder of the licence for the business unit for which the application for extension has been submitted.

The condition for reissuing the authorisation is that at the moment of submission of the application the business unit for which the application for reissuing the authorisation has been submitted is not subject to a prohibition on the reissuance of the authorisation.

In the event of infringement, established by a final decision, of the provisions of Article 29 or 30 of the ZOUTPI (Advertising and Ban on sale), the offender's sales licence will be withdrawn for a limited period and, in the event of repeated infringements, permanently.

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

### 2.1 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/>.

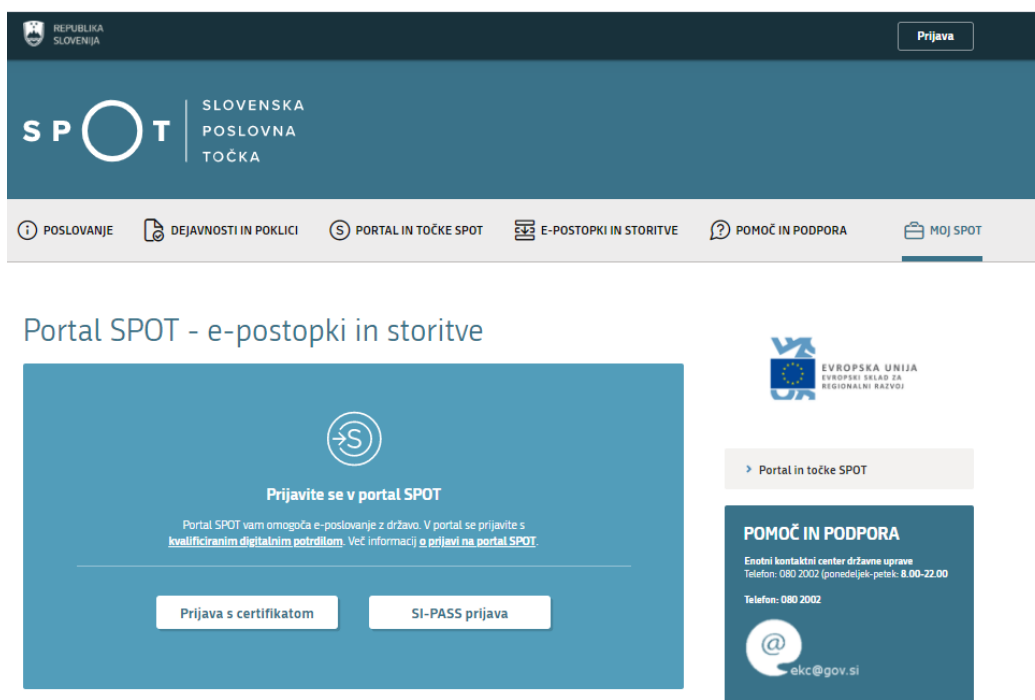


Figure 1: Logging in to the SPOT portal

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

### 2.2 Selection of company

After successful login to the SPOT portal, the applicant must 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 of 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.

ISCI

Že imate s.p.? Vaša davčna številka je

Vpišite 10-mestno matično številko

ISCI

Vpišite SPOT številko

ISCI

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

### 2.3 Selection of procedure

From the procedures for the selected company in the MZ category, you select the procedure "Podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov" [Application for extension of the 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.
- **Podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov**  
Portal omogoča oddajo vloge za podaljšanje dovoljenja za prodajo tobaka, tobačnih izdelkov in povezanih izdelkov.

Figure 3: Selection of procedure

#### a. Selection of procedure

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

#### b. 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.



## 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	Priimek
Jure	Prošt

Figure 4: Applicant details



## Registration of business units

## Vrsta dovoljenja in prijava poslovnih prostorov

Vloga za podaljšanje dovoljenja omogoča prijavo vseh vaših poslovnih prostorov, v katerih se bo izvajala prodaja. V primeru, ko prijavljate več kot 10 poslovnih enot uporabite metodo prijavljanja seznama, do 10 enot pa uporabite metodo prijavljanja posameznih poslovnih enot.

## Prijavljamo:

- posamezno poslovno enoto (do 10 enot)  
 seznam poslovnih enot (nad 10 enot)

Za vsako prijavljeno poslovno enoto morate izbrati kategorije izdelkov, ki jih boste prodajali. Izberete/označite lahko več kategorij. Kateri izdelki spadajo v posamezno kategorijo si lahko preberete [tukaj](#).

Po vpisu zadnjih treh števk matične številke poslovne enote, v kateri se bo izvajala prodaja, kliknite gumb "Prenesi". Po prenosu števk v polje Matična številka poslovne enote v kateri se bo izvajala prodaja kliknite gumb "PRIDOBITE PODATKE" za pridobitev podatkov o poslovnem prostoru iz PRS in izpis polj Naziv in Naslov.

Novo poslovno enoto dodate s klikom na gumb "Dodaj novo enoto".

## POSLOVNA ENOTA

## Prosim za podaljšanje dovoljenja za prodajo: \*

- Tobaka  
 Tobačnih izdelkov  
 Povezanih izdelkov

Vpišite zadnje tri števke matične številke poslovne enote v kateri se bo izvajala prodaja:

**Prenesi**

## Datum veljavnosti prejšnjega dovoljenja: \*

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

**PRIDOBITE PODATKE**

## Naziv:

## Kratko ime:

## Naslov:

**Dodaj novo enoto**

Figure 5: Selecting the type of licence and registering the sales business units

If you are declaring a single location which is also the registered office of the business, please copy the registration number from the Business Entity section.

If you want to register several business units, click on the "Dodaj novo enoto" [Add new unit] button. The portal will offer you an additional section to register an additional unit.

If you wish to register more than 10 business units, we recommend registering a list of business units.

Once all the business units have been entered, please sign the application electronically.

## Vrsta dovoljenja in prijava poslovnih prostorov

Vloga za pridobitev dovoljenja omogoča prijavo vseh vaših poslovnih prostorov, v katerih se bo izvajala prodaja. V primeru, ko prijavljate več kot 10 poslovnih enot uporabite metodo prijavljanja seznama, do 10 enot pa uporabite metodo prijavljanja posameznih poslovnih enot.

### Prijavljamo:

- posamezno poslovno enoto (do 10 enot)
- seznam poslovnih enot (nad 10 enot)

Ta način se uporablja za oddajo vloge za minimalno 10 poslovnih enot. Priložen seznam mora biti narejen na tej [excel predlogi](#).

Za vsako prijavljeno poslovno enoto morate izbrati ("x" v ustrezno celico) kategorije izdelkov, ki jih boste prodajali. Označite lahko več kategorij. kateri izdelki spadajo v posamezno kategorijo si lahko preberete [tukaj](#).

Število enot za katere vlagamo prošnjo. \*

\*

Prebrskaj

Polje je obvezno.

Priložite seznam poslovnih enot.

Shrani

Podpisovanje vloge

Korak 1 (od 5)

Figure 6: Registration of a list of business units

After entering the number of units for which you are applying for the licence, attach the list in the pre-prepared template. The document template is available [here](#).

The template contains some conditions and controls to facilitate compliance. Further help can be found on the "Pomoč in primer vnosa" [Help and example] tab.



Seznam poslovnih enot,  
za katere oddajamo vlogo za podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov.

ap. t.	Poslovna enota				Dovoljenje za prodaj		
	Matična številka:	Polno ime:	Kratko ime:	Naslov:	tobaka	tobačnih izdelkov	pov izc

Figure 7: List of business units – Help and example

Once you have submitted the list, you sign the application electronically.

## 2. Step: Signing the application

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

### Vloga za podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

#### 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	Priimek	Vrsta zastopnika
Jure	Prošt	direktor
Marinka	Prošt	prokurist
Snježana	Hafner	prokurist
Kristjan	Boldan	direktor

#### Vrsta dovoljenja in prijava poslovnih prostorov

Vloga za podaljšanje dovoljenja omogoča prijavo vseh vaših poslovnih prostorov, v katerih se bo izvajala prodaja. V primeru, ko prijavljate več kot 10 poslovnih enot uporabite metodo prijavljanja seznama, do 10 enot pa uporabite metodo prijavljanja posameznih poslovnih enot.

Prijavljamo:

posamezno poslovno enoto (do 10 enot)

Za vsako prijavljeno poslovno enoto morate izbrati kategorije izdelkov, ki jih boste prodajali. Izberete/označite lahko več kategorij. Kateri izdelki spadajo v posamezno kategorijo si lahko preberete [tukaj](#).

Po vpisu zadnjih treh števk matične številke poslovne enote, v kateri se bo izvajala prodaja, kliknite gumb "Prenesi". Po prenosu števk v polje "Matična številka poslovne enote v kateri se bo izvajala prodaja" kliknite gumb "PRIDOBITE PODATKE" za pridobitev podatkov o poslovnem prostoru iz PRS in izpis polj Naziv in Naslov.

Figure 8: 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 your 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**

VlogaXML.xml

VlogaPDF.pdf

.....

Nazaj **Podpiši**

**Dodatne možnosti**  
Ponastavitev gesla

Figure 9: Electronic signature of the application

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 the payment of the fee.

### 3. Step: Electronic payment

The Payment of Costs of Procedure step displays the amount of the charge and payment details.

Before you pay, check the amount calculated by the portal. The amount is linked to the number of units you are applying for. If you are registering a list, the amount is linked to the list total, which is the product of the registered business units and the fee (tariff number 3 – EUR 18.10).

#### Za vašo vlogo je potrebno plačati naslednje stroške/takse:

Upravna naloga	Dovoljenje za prodajo tobačnih izdelkov
Znesek	2 x 18.10 € 36.20 €

Za plačilo	36.20 €
------------	---------

#### Podatki o plačilu UPN:

Naziv prejemnika:	Ministrstvo za zdravje
Naslov prejemnika:	Štefanova ulica 5, Ljubljana, 1000 Ljubljana
IBAN:	SI56 0110 0100 0315 637
Koda namena:	GOVT
Namen:	5030544000/03-179-1-263/2018
Sklic/reference:	SI11 27111-7111002-17900263

[Natisni UPN](#)

Figure 10: Read-out of payment details (individual unit registration)

Selection of payment method:

- This payment method allows you to print out the universal payment order and pay the charges at your bank, enclosing a receipt. If the payment cannot be made in a short time, by clicking on the
- "Shrani in zapri" [Save and close] link you interrupt the procedure and resume it after the payment has been made. To proceed, you need proof of payment, which you can attach in image (JPEG, PNG, TIFF) or PDF format.

**Izberite način plačila:**

Plačilo UPN in prilaganje potrdila o plačilu ?  Izberite vašo datoteko

Elektronsko plačilo

Figure 11: Payment method

- c) The second payment method, the "Elektronsko plačilo" [Electronic payment], allows the user to pay charges electronically via the eUJP system. The eUJP system supports card payments, mobile payments and online banking.

To proceed with the payment, click on "Plačaj elektronsko" [Pay electronically].

REPUBLICA SLOVENIJA  
MINISTRSTVO ZA FINANCE  
UPRAVA REPUBLIKE SLOVENIJE ZA  
JAVNA PLAČILA

UJP e-plačila

Navodila za plačevanje Slo | Eng

**Vsebina spletnega plačila**

Zap.	Šifra	Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV
1	301	Taksa - tarifna številka 3, točka 1: Za vse odločbe, za katere ni predpisana nobena taksa	2,00	PCE	18,10 EUR	0,00	36,20 EUR

Skupaj vrednost brez DDV		36,20 EUR
Osnova za DDV	% DDV	Vrednost DDV
36,20 EUR	0,00	0,00 EUR
Skupaj DDV		0,00 EUR
Skupaj za plačilo		36,20 EUR

Izberite način plačila:

Mobilno plačevanje  Spletna banka

Moneta - simulacija  Abanet - simulacija **ABANET**

Označite in izpolnite podatke, v kolikor želite prejeti račun, ki se bo glasil na vaše ime

ID za DDV:  Email:

Naziv/ime in priimek:  Na vpisani elektronski naslov boste prejeli račun

Naslov:

Poštna številka:

Kraj:

Figure 12UJP – Amount and selection of payment method

The portal directs you to the UJP e-payment service page, which offers various forms of payment. *Select the most suitable one and fill in the details.* If you want to receive an anonymous invoice, tick the checkbox "Označite in izpolnite podatke, če želite prejeti račun, ki se bo glasil na vaše ime" [Tick and fill in the details if you want to receive an invoice issued to your name]. Then click on the "Nadaljuj" [Continue] button.

Once the payment has been made, the UJP system will display the invoice for you. Click "Zapri" [Close] to proceed.

The screenshot shows a web browser window displaying the UJP e-payment portal. The page title is "UJP e-plaćila". The invoice details are as follows:

Izdajatelj računa: **MINISTRSTVO ZA ZDRAVJE**  
Štefanova ulica 005  
1000 Ljubljana  
Slovenija  
Davčna številka/ID DDV: SI96395265

Kupec: **Anonimen spletni kupec**

**Račun: EPS00000033-2018**  
Datum izdaje: 20.07.2018  
Kraj: Ljubljana  
Datum opravljene storitve: 20.07.2018  
Rok plačila: 20.07.2018  
Način plačila: MONETA-S  
Naročilo: d310c830-237d-4bd6-bbd3-0abca04f3500

Zap.	Šifra	Op. Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV
1	301	Taksa - tarifna številka 3, točka 1: Za vse odločbe, za katere ni predpisana nobena taksa	2,00	PCE	18,10 EUR	0,00	36,20 EUR
<b>Skupna vrednost brez</b>							<b>36,20 EUR</b>

Buttons at the bottom: Zapri, Izvozi v XML, Shrani

Figure 13: Public Payments Administration of the Republic of Slovenia – account




#### 4. 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 4 (od 5)

Figure 14: Full application download and submission

## 5. 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 an email notification that the application has been submitted.

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

### Podatki o vlogi

#### Podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

Oznaka vloge: 5030544000/03-179-7-10/2023

Oddano 01. avgust 2023

Zadnja sprememba:	01.08.2023 10:06:07
Avtor zadnje spremembe:	Jure Prošt
Pristojni organ:	Ministrstvo za zdravje
Stroški postopka	18,10 €

### Kako naprej

Vaša vloga je bila elektronsko poslana pristojnemu organu. V naslednjih dneh bo vloga sprejeta in pregledana. Preko e-pošte boste prejeli obvestila ob vsaki spremembi statusa Vaše vloge.

Podrobnosti Vaše vloge so na voljo na namizju.

Figure 15: 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 "Delo z vlogo" [Application Section].

## Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
<a href="#">5030544000/03-179-7-13/2023</a>	Podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov	Vloga je bila poslana na registrski organ.	18.08.2023	
<a href="#">5030544000/03-179-6-16/2023</a>	Pridobitev dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov	Registrski organ je prejel vlogo.	17.08.2023	
<a href="#">2627535000/03-356-2-11/2023</a>	Vpis v evidenco prevoznikov odpadkov, traktorjev	Registrski	17.08.2023	

Figure 16: Company desktop – List of pending applications

## Podatki o vlogi

Odgovorna oseba na vlogi : Uporabnik

SPOT številka : 5030544000/03-179-7-13/2023

Postopek : Podaljšanje 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 17: 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:

#### Podaljšanje dovoljenja za prodajo tobaka, tobačnih in povezanih izdelkov

Oznaka vloge: 5030544000/03-179-7-13/2023

Datum nastanka: 18. avgust 2023 • 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 18: "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

SPOT številka : 5030544000/03-179-7-13/2023

Postopek : Podaljšanje 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 19: 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:

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

Oznaka vloge: 5030544000/03-179-5-50/2021

Datum nastanka: 16. avgust 2021 - Oddano

#### Priloge

Pripnite ustrezna dokazila oz. priloge.

**Prebrskaj**

Izberite vašo datoteko

#### Dopis za umik vloge

**Predogled**

dopisa v PDF obliki

Nazaj na namizje

**Naprej**

Figure 20: Withdrawal of application

## c. Tracking application status

## Seznam vlog v postopkih

				brisanja vloge
<a href="#">5030544000/03-179-5-50/2021</a>	Pridobitev dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov	Vloga je bila poslana na registrski organ.	17.08.2021	
<a href="#">5030544000/03-179-3-4/2021</a>	Pridobitev dvojnika dovoljenja za prodajo tobaka tobačnih in povezanih izdelkov	Registrski organ je prejel vlogo.	16.08.2021	
<a href="#">2482878000/03-349-4-1/2021</a>	Pridobitev dovoljenja za izjemna ravnanja z živalmi zavarovanih vrst	Vloga je bila poslana na registrski	12.08.2021	

## Delni seznam oddanih vlog

SPOT številka	Postopek	Status	Datum
<a href="#">2256584000/03-184-1-105/2021</a>	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 21: 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 "delni seznam oddanih vlog" [the partial list of submitted applications].