



Instructions on the electronic completion of an application for an A1 certificate or early termination of an A1 certificate via the SPOT portal





Document history

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1. Introduction

A Slovenian company that wishes to provide services in another Member State of the EU or EFTA must, for each worker it intends to post under the terms of Article 12 of Regulation (EC) No 883/2004 on the coordination of social security systems, obtain an A1 certificate, which the worker can use abroad to demonstrate that they remain part of the Slovenian compulsory insurance scheme for the duration of their work in the other country. An A1 certificate must also be obtained for workers who normally carry out work or pursue an activity in two or more Member States pursuant to Article 13 of the Regulation (drivers, fitters, service technicians).

Entities liable to submit applications to obtain A1 certificates are business undertakings registered in the Slovenian Business Register (PRS).

Compulsory submission of applications under Article 12 of the Regulation via the SPOT (Slovenian Business Point) website is laid down in Article 9 of the Transnational Provision of Services Act (ZČmIS).

For Article 13 of the Regulation, Slovenian legislation lays down no special provisions. The possibility of submitting applications via the SPOT website has been provided.

An employer or a self-employed person may submit an application for an A1 certificate pursuant to Article 12 of the Regulation no more than 30 days prior to the anticipated commencement of the transnational provision of services.

The Health Insurance Institute of Slovenia (ZZZS) is competent for issuing A1 certificates.

Upon issuing A1 certificates the ZZZS is required to check the fulfilment of conditions by the applicant/employer and the worker, for which it uses data from the Agency of the Republic of Slovenia for Public Legal Records and Related Services (AJPES), the Financial Administration of the Republic of Slovenia (FURS) and the Slovenian Labour Inspectorate (IRSĐ), as well as data from its own records (record of compulsory insurance and issued A1 certificates).

In view of Article 6 of the ZČmIS (the provision is also applicable for Article 12 of the Regulation) the liable entity must notify the ZZZS if the posting was not carried out or was concluded prior to the planned date of completion. The employer or self-employed person must in such cases, and by analogy also in cases set out in Article 13, submit an application for early termination of validity of the A1 certificate.

2. Instructions on the completion of an application for an A1 certificate

2.1. Login to SPOT system

Before completing the application you first need to login to the SPOT website at the following address – <https://spot.gov.si/sl/>

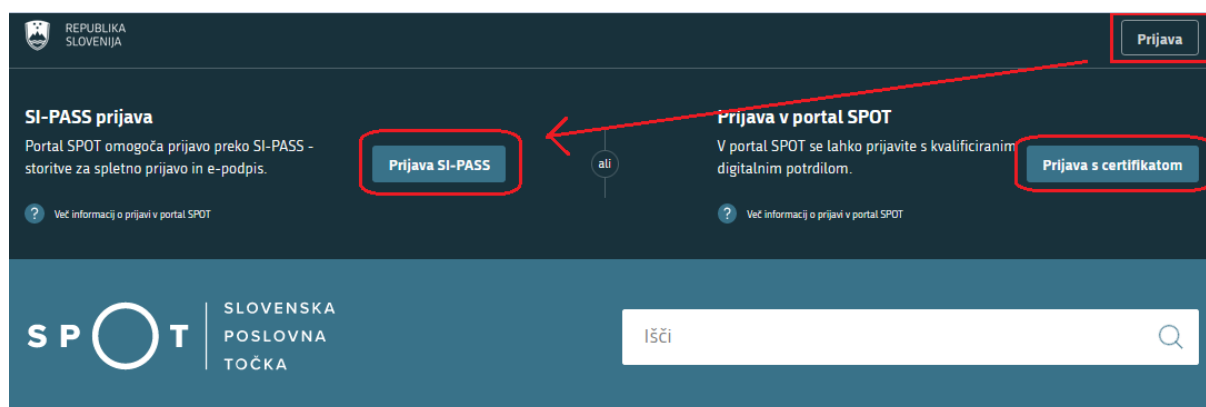


Figure 1: Login to SPOT portal

We advise you to login via SI-PASS, since this login method will soon be obligatory. Instructions for registration are available [here](#).

2.2. Selection of company

After successfully logging in to the SPOT system you need to select the business entity that is liable for registration. If that entity is a sole trader, in the field 'Enter sole trader's tax number' enter the tax number of the entity. If it involves other business entities, in the field 'Enter 10-character registration number' enter the registration number of the business entity. You can also search for the liable entity by clicking on the tax numbers in the section 'Last successful searches' or 'Authorisations'. A website user can only select a business entity for which they are registered as the responsible person in the PRS. If the user that is not the responsible person submits an application, authorisation must be provided. Instructions for completing the authorisation procedure are available at this [website](#).

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.

Že imate s.p.? Vaša davčna številka je

Vpišite 10-mestno matično številko

Vpišite SPOT številko

Zadnja uspešna iskanja Pooblastila

	matična št. / davčna št. / SPOT št. reg.	poslovni subjekt / postopek
×	MŠ <input type="text"/>	<input type="text"/>
×	MŠ <input type="text"/>	<input type="text"/>

Figure 2: Work with a business entity

2.3. Selection of procedure

From among the procedures for the selected company, select the procedure 'Application for an A1 certificate'. Instructions on completing an application for early termination of an A1 certificate are shown in section 3.

Postopki za podjetje

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

ZZZS

- Vloga za potrdila A1**
Portal omogoča pripravo elektronske vloge za izdajo potrdil A1.
- Vloga za predčasno prekinitev veljavnosti potrdila A1**
Portal omogoča pripravo elektronske vloge za predčasno prekinitev veljavnosti izdanih potrdil A1.

Figure 3: Selection of procedure Application for an A1 certificate

A field opens up as shown in Figure 4. Several options are available, and you can:

- search for the application for a specific period depending on the type of application and status ('Review of applications for a period'), start a new application for an A1 certificate pursuant to Article 12 or Article 13 of the Regulation,
- receive the documents or
- check the valid A1 certificates.

Pregled vlog za obdobje

Datum od:*

Datum do:*

Vrsta vloge:*

Status vloge:*

Išči



Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)

Pridobitev potrdila A1 za napotitev delavcev ali samozaposlenih oseb na določeno izvajanje storitve v drugo državo članico



Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)

Pridobitev potrdila A1 za delavce, ki običajno opravljajo dejavnost prevoza v mednarodnem cestnem prometu, montaže oziroma servise v dveh ali več državah članicah

Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)

Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)

Prezem dokumentov

Veljavna potrdila A1

Figure 4: View applications for a specific period

View applications for a specific period:

When searching for applications pay attention to the selected period, and mark it correctly in the fields 'date from' and 'date to'. Applications are shown in the list of applications for the selected period.

For an individual application on the list there are two possible actions (see Figure 5) as follows:

- selecting the button 'Copy of application' means that for the purpose of completing a new application you can copy data from an already submitted application, or
- selecting the button 'Review of application and documents' allows a review of data in the application and the downloading of issued certificates.

SPOT številka :	0700-46-20210609-000007/1
Referent vlagatelja :	[REDACTED]
Vrsta vloge :	Vloga za potrdilo A1 (za napotene delavce)
Datum priprave vloge :	09.06.2021
Status vloge :	VLOGA ODOBRENA
Število napotitev :	2
Število izdanih potrdil A1 :	2
OE, ki obravnava vlogo :	OE NOVA GORICA
Število napotitev poslanih v dopolnitev :	0

[Kopija vloge](#) [Pregled vloge in dokumentov](#)

Figure 5: List of applications

2.4. New application

By clicking on 'New application for posting under the ZČmIS (Article 12 of the Regulation)' or 'New application for drivers/service technicians/fitters (Article 13 of the Regulation)' you can start completing a new application.

Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)
Pridobitev potrdila A1 za napotitev delavcev ali samozaposlenih oseb na določeno izvajanje storitve v drugo državo članico

Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)
Pridobitev potrdila A1 za delavce, ki običajno opravljajo dejavnost prevoza v mednarodnem cestnem prometu, montaže oziroma servise v dveh ali več državah članicah

[Nova vloga za napotitev po ZČmIS \(čl. 12 Uredbe\)](#)

[Nova vloga za voznike/serviserje/monterje \(čl. 13 Uredbe\)](#)

Figure 6: Selection of type of application (Article 12 or Article 13 of the Regulation)

NOTE:

Use the first button to start preparing the application for A1 certificates for posting workers to perform services.

Use the second button to start preparing the application to obtain A1 certificates for workers who normally pursue the activity of international road transport, fitting or servicing work in two or more Member States.

2.4.1. New application for posting under the ZČmIS (Article 12 of the Regulation)

By clicking on 'New application for posting under the ZČmIS (Article 12 of the Regulation)' you can start completing a new application for posting workers to perform services.

1. step

In the first part of the first step you can see first of all the basic data on your company transcribed from the PRS, and the selected sub-type of application. These data cannot be changed. Depending on your legal form of organisation you must also select an appropriate status, which can be (1) Employer or (2) Self-employed person. If you wish to obtain a certificate for an employee of a self-employed person, select the field 'employer'.

VLOGA ZA POTRDILA A1

1. korak Izpolnjevanje vloge	2. korak Izbira prilog	3. korak predogled podatkov
---------------------------------	---------------------------	--------------------------------

SPOT številka še ni določena

LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna

Vlagatelj	
Naziv	
Naslov	
MŠPRS	
Davčna številka	
Podvrsta vloge	
Za izdajo potrdil A1 za napotene delavce	
Status	
<input checked="" type="radio"/> Delodajalec	
<input type="radio"/> Samozaposlena oseba	

Figure 7: Intake of application – Applicant and status

Then follows confirmation of statements. Confirm three statements as shown in Figure 8. The first two are compulsory, and the third is to be completed by the applicant who has a current account abroad.

Izjava

Vlagatelj s podpisom potrjujem, da v Republiki Sloveniji dejansko običajno opravljam dejavnosti in ne zgolj notranjih upravljavskih oziroma administrativnih dejavnosti.

Vlagatelj s podpisom potrjujem, da delavec ne bo napoten z namenom, da nadomesti drugega napotnega delavca, da bo ves čas napotitve ohranjen neposredni odnos med vlagateljem in delavcem ter da delavec v času napotitve ne bo prepuščen tretjemu podjetju.

Izpolni vlagatelj, ki ima v tujini odprt transakcijski račun: ⓘ

Vlagatelj s podpisom potrjujem, da imam v tujini odprt transakcijski račun, ki je vpisan v davčni register v skladu z zakonom, ki ureja finančno upravo, in ni blokiran.

Figure 8: Statements in the application pursuant to Article 12 of the Regulation

Below you need to enter information on the service:

- enter information on the client with which a service contract has been concluded. Fields are confirmed by clicking on 'Confirm address'.
- Enter details of the place of service provision. Fields are confirmed by clicking on 'Confirm address'.
- The activity must be selected from the drop-down list.

Podatki o storitvi

Naročnik storitve*

Naziv:

Država

Ulica in hišna številka

Poštna številka in pošta

Potrdi naslov

Kraj izvajanja storitve

Država

Ulica in hišna številka

Poštna številka in pošta

Potrdi naslov

Dejavnost:*

Figure 9: Details of service – client, place of service provision and activity

Contact information of the applicant (user) is automatically filled in from the SPOT system:

- email address for notifications,
- telephone number of contact person and
- name and surname of contact person.

Contact details are found among the personal data of the user and the user can see them and edit (change) them in the dialogue for changing personal data and passwords.

The user can edit contact details also directly in the fields on the application.

Kontaktni podatki

Elektronski naslov za posredovanje obvestil: *

Telefonska številka kontaktne osebe: *

Ime in priimek kontaktne osebe: *

Figure 10: Contact details of applicant

Clicking on 'Add worker' lets you start adding persons who will be posted abroad or will perform work in multiple countries.

Napoteni delavci/delavci, ki opravljajo delo v več državah

[Dodaj delavca](#)

Figure 11: Adding workers

The field 'Details of person' opens for entering a worker, as shown in Figure 12.

Begin adding a worker by typing in their EMŠO (personal identification number) as the identifier. After entering the EMŠO number and clicking on 'Obtain person from ZZZS records', the available data is filled in automatically. Unavailable data must be added or selected.

Obtaining data from the ZZZS records only works if the worker is already registered for compulsory insurance by the liable entity submitting the application for an A1 certificate.

Podatki o osebi

EMŠO:*

Datum rojstva:*

Spol:*

Priimek:*

Ime:* ZVONKO

Priimek ob rojstvu:

Kraj rojstva*

Država rojstva*

Državljanstvo:* Slovenija

Prebivališče v Republiki Sloveniji*

Prosimo vas, da ponovno preverite ustreznost izbrane ulice in kraja ter pošte in poštno številke. V primeru, da se podatki ne ujemajo, jih popravite tako, da kliknete gumb "Spremeni naslov".

Država: Slovenija

Ulica in hišna številka:

Poštna številka:

Pošta:

Spremeni naslov

Pridobi novo osebo iz evidence ZZZS

Figure 12: Details of person and residence in Slovenia

You can clear details of a person by clicking on 'Retrieve details of a new person from the ZZZS records'. In this case the fields are emptied and you can enter a new EMŠO and thereby retrieve a new person.

Then you need to select the address while carrying out work abroad, which you confirm by clicking on 'confirm address'.

In the column 'details of service' enter the tasks of the worker and using the calendar select the period of performing the service. The applicant must obtain an A1 certificate before provision of the service commences. An application for an A1 certificate may be submitted no more than 30 days prior to the anticipated commencement of the transnational provision of services. The first day of provision of the service may not come before the day the application is submitted. If the posting has already started by the time the application is submitted, the applicant may not submit the application. The period of performing the service also may not overlap with a period of posting approved on the basis of previously issued A1 certificates for the same worker. If a prior posting of a worker was concluded early, before submitting an application for a new A1 certificate you need to submit an application for early cancellation of the prior A1 certificate.

Naslov v času opravljanja dela v tujini

Država

Ulica in hišna številka

Poštna številka in pošta

Potrdi naslov

Podatki o storitvi

Naloge delavca:*

Obdobje opravljanja storitve:* od do

Skladno s 6. členom Zakona o čezmejnem izvajanju storitev mora vlagatelj potrdilo A1 pridobiti pred začetkom izvajanja storitve. Prvi dan opravljanja storitve ne sme biti pred dnevom oddaje vloge. Če bo datum začetka obdobja napotitve v času oddaje vloge že v preteklosti, vlagatelj takšne vloge ne bo mogel oddati.

Potrdi **Shrani** **Prični s pripenjanjem prilog v CEH** **Nazaj**

Figure 13: Details of address while carrying out work abroad and details of service

It is recommended that at the end you save the application by clicking on 'Save'.

Attachment of documents to the application:

If at the start of step 1 you selected the status 'Employer', you need to add a scanned employment contract for the employee.

If you selected the status 'Self-employed person', you do not need to add an employment contract.

Add the contract by clicking on 'Start attaching the documents to the CEH'.

Ostali dokumenti povezani s postopkom, ki ga opravljate

Skrij seznam dokumentov

- Pogodba o zaposlitvi

Pripnite dokument

Figure 14: Attaching a document to the posting (worker)

In the annex click 'Attach document'.

NOTE: You need to be careful regarding the legibility of scanned documents, since if they are illegible it will not be possible to consider them in the application.

Suggested scanner settings:

- Resolution: 150 dots per inch
- Method of scanning: Black & White (no greys!!!)
- Method of compression: CCITT Group 4 (T.6)
- Scanning format: TIFF or PDF

Pripenjanje dokumenta za postopek s SPOT številko 0700-46-20210610-000023

- Pogodba o zaposlitvi



LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna.



Največja dovoljena velikost pripete priloge je 3.000 kB.

Slika dokumenta še ni pripeta. Pripnete lahko le slike tipa TIFF in dokumente tipa PDF.

Opis

Jezik *

slovenščina

Datum dokumenta *



Pripni dokument *

Izberite datoteko

Nobena datoteka ni izbrana

Pošlji

Figure 15: Entry of details on attached document

In the process of attaching a document, complete the required field 'Date of document', and also set the language (the field 'Description' is not required). Click on 'Select file', find the scanned contract on the computer, then click 'send'. Files can only be attached in PDF and TIFF format.

Then sign the document electronically by clicking 'Sign document electronically'.

Podpis dokumenta za postopek s SPOT številko 0700-46-20210610-000023

Tip: **Pogodba o zaposlitvi**
Opis: Pogodba
Datum: 01.06.2021
Jezik: slovenščina

[Prikaži sliko pripetega dokumenta](#)

[Nazaj](#)

[Elektronsko podpiši dokument](#)

Figure 16: Electronic signing of attached document

When the attachment is signed electronically, the following page opens:

Ostali dokumenti povezani s postopkom, ki ga opravljate

Skrij seznam dokumentov

• Pogodba o zaposlitvi

[Pripnite dokument](#)

CEH številka	Opis	
0700-200-20210611-000025	Pogodba	Razveljavite / izbrišite dokument Podrobneje

[Nadaljujte z delom na vlogi](#)

Figure 17: Review of signed attached document

You can also delete an attachment if you discover that you attached the wrong document.

By clicking 'Details', you can review the attached document, as shown in Figure 18.

Podatki dokumenta

Podrobneje o dokumentu

Tip dokumenta	Pogodba o zaposlitvi
CEH številka	0700-200-20210611-000025
Opis	Pogodba
Datum	01.01.2020
Jezik	slovenščina
Lokacija	Od doma
Vlagatelj	

Prikaži

Opis	Akcija
XML dokumenta	Prikaži
Priponka 1 - Pogodba o zaposlitvi(OpticnoPrebranDokument)	Prikaži

[Na seznam dokumentov](#)

Figure 18: Review of details on attached document

You can continue working on the application by clicking 'To list of documents', which takes you back to the website as shown in Figure 17, and there you click on 'Continue working on application'. This brings you back to the application in the section 'Adding workers'. Complete adding a worker by clicking 'Confirm'.

[Potrdi](#) [Shrani](#) [Prični s pripenjanjem prilog v CEH](#) [Nazaj](#)

Priloge napotitve, ki so že v Centralni elektronski hrarni dokumentov (CEH)

CEH številka	tip dokumenta	opis
0700-200-20210611-000025	Pogodba o zaposlitvi	Pogodba

Figure 19: Confirming details and documents of worker (posting)

In this way you come back to step 1 of the application, where you can see the added worker and the information that a document – the employment contract – has been attached to the worker's details.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Dodaj delavca

EMŠO: [redacted]
Priimek: [redacted]
Ime: [redacted]
Datum rojstva: [redacted]
Obdobje opravljanja storitve od: 01.07.2021
do: 20.07.2021
Pripete priloge: Pogodba o zaposlitvi
Pogoji ZZS: **VALIDIRANA BREZ NAPAK**
NOV

Popravi **Izbriši**

Ista storitev

Figure 20: Added posted worker

If the user wishes to add a new worker, they can click 'add worker' and repeat the procedure for adding a worker for a new person.

If the user clicks 'Same service', a posting is created automatically for the next worker, with available data being pre-filled from the posting used to create details for the new posting. In this case the posting is non-validated (see Figure 21) and needs to be supplemented, which you do by clicking on 'make corrections'. The procedure for adding a worker is the same as in the previous case.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Dodaj delavca

EMŠO: [redacted]
Priimek: [redacted]
Ime: [redacted]
Datum rojstva: [redacted]
Obdobje opravljanja storitve od: 01.07.2021
do: 20.07.2021
Pripete priloge: Pogodba o zaposlitvi
Pogoji ZZS: **VALIDIRANA BREZ NAPAK**
NOV

Popravi **Izbriši**

Ista storitev

EMŠO: [redacted]
Priimek: [redacted]
Ime: [redacted]
Datum rojstva: [redacted]
Obdobje opravljanja storitve od: 01.07.2021
do: 20.07.2021
Pripete priloge: /
Pogoji ZZS: **NEVALIDIRANA**
NOV

Popravi **Izbriši**

Ista storitev

Figure 21: New posting created for the same service

For an individual application (job) you can add up to 30 postings (i.e. either different persons or different periods of posting for the same person). When all the postings are added and validated, by clicking on 'Continue' on the application you can move on to the next part, i.e. step 2 of the procedure.

Dodaj delavca

EMŠO: 1512980500343
Priimek: JEVŠENAK
Ime: ZVONKO
Datum rojstva: 15.12.1980
Obdobje opravljanja storitve od: 20.06.2021
do: 30.06.2021
Pripete priloge: Pogodba o zaposlitvi
Pogoji ZZZS: **VALIDIRANA BREZ NAPAK**
NOV

[Popravi](#) [Izbriši](#)

[Ista storitev](#)

Kontaktne podatke

Elektronski naslov za posredovanje obvestil: *

Telefonska številka kontaktne osebe: *

Ime in priimek kontaktne osebe: *

[Shrani vlogo](#) [Naprej](#)

Figure 22: Validated application and continuation to the second step

2. step

In the second step you need to mark the contract of work abroad (business contract) and continue by clicking on 'continue'.

Attach the contract of work abroad in the subsequent part of the application.

For an individual application a single contract of work abroad suffices.

Označevanje prilog

Priloge

Označite prilogo, ki jo boste priložili vlogi. Obvezno je potrebno priložiti prilogo o dejstvu, o katerem uradne evidence ne vodi državni organ, organ samoupravne lokalne skupnosti ali nosilec javnega pooblastila.

Pogodba o izvajanju storitev

[Nazaj](#) [Shrani vlogo](#) [Naprej](#)

Figure 23: Marking an attachment to the application for Article 12 of the Regulation

3. step 'Preview of details'

Then you get to step 3, where you review the data. If necessary you can click on 'Back' to return to the previous steps, or click on 'Continue'.

This brings you to the step (step 2) of attaching scanned documents for those types of attachments that you marked in the previous step.

Največja dovoljena velikost pripete priloge je 3MB.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Pogodba o izvajanju storitev

Prejemnik prilog

Točka Priloge se bodo pripete v Centralno elektronsko hrambo dokumentov (CEH)

[Prični s pripenjanjem prilog v CEH](#)

[Nazaj](#) [Naprej](#)

Figure 24: Display of list of types of attachments to application

Click on 'Start attaching the documents to the CEH' (central electronic storage). A list of documents will be displayed.

Dokumenti, ki ste jih označili za pripenjanje

- Pogodba o izvajanju storitev

Pripnite dokument

Nadaljujte z delom na vlogi

Figure 25: Attachment of documents to the application

To start the process of attaching a document, click 'Attach document'.

In the process of attaching a document, complete the required field 'Date of document', and also set the language (the field 'Description' is not required). Click on 'Select file', find the scanned contract on the computer, then click 'send'. Files can be attached in PDF and TIFF format.

Pripenjanje dokumenta za postopek s SPOT številko 0700-46-20210611-000003

- Pogodba o izvajanju storitev



LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna.



Največja dovoljena velikost pripete priloge je 3.000 kB.

Slika dokumenta še ni pripeta. Pripnete lahko le slike tipa TIFF in dokumente tipa PDF.

Opis	<input type="text"/>
Jezik *	<input type="text" value="slovenščina"/>
Datum dokumenta *	<input type="text"/>
Pripni dokument *	<input type="button" value="Izberite datoteko"/> Nobena datoteka ni izbrana <input type="button" value="Pošlji"/>

Figure 26: Entry of details on individual attachment to application

Sign the document electronically by clicking 'Sign document electronically'.

Podpis dokumenta za postopek s SPOT številko 0700-46-20210611-000003

Tip: **Pogodba o izvajanju storitev**
Opis: Pogodba
Datum: 01.01.2020
Jezik: slovenščina

[Prikaži sliko pripetega dokumenta](#)

[Nazaj](#)

[Elektronsko podpiši dokument](#)

Figure 27: Electronic signing of attachment to application

After the procedure of electronic signing, click on 'Continue working on application' and on the next page click 'Continue'.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Pogodba o izvajanju storitev

Prejemnik prilog

Točka Priloge se bodo pripele v Centralno elektronsko hrambo dokumentov (CEH)

V Centralni elektronski hrambi dokumentov (CEH) so za trenutno vlogo vloženi naslednji dokumenti

CEH številka	Tip dokumenta	Opis
0700-201-20210611-000028	Pogodba o izvajanju storitev	Pogodba

[Prični s pripenjanjem prilog v CEH](#)

[Nazaj](#)

[Naprej](#)

Figure 28: Display of list of attachments

4. step 'signing'

Sign the complete final application in step 3 electronically by clicking 'Sign document electronically', which appears at the bottom of the page.

Priloge vloge, ki so že v Centralni elektronski hrambi dokumentov (CEH)

CEH številka	Tip dokumenta	Opis
0700-201-20210611-000028	Pogodba o izvajanju storitev	Pogodba

[Elektronsko podpiši dokument](#) [Pridobi XML dokumenta](#)

[Nazaj](#)

Figure 29: Electronic signing of complete application

After electronic signing, the application moves to the status 'Application is queued for sending'.

i Vlogo ste uspešno podpisali in oddali.

Firma: [redacted]
Matična številka: [redacted]

Podatki o vlogi

Odgovorna oseba na vlogi: [redacted]
SPOT številka: 0700-46-20210628-000003
Postopek: Vloga za potrdila A1
Status vloge: Vloga je v vrsti za pošiljanje.

[Zgodovina vloge](#)

Delo z vlogo

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

Figure 30: Display of information on successfully completed application

When the competent authority (ZZZS) receives the application, the application status changes to 'Registration authority has received the application'. You will also receive email notifications when any change occurs to the status of the application.

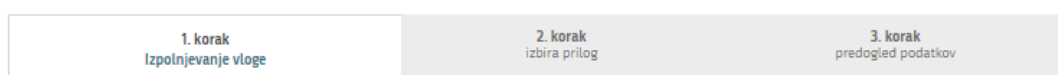
2.4.2. New application for drivers, service technicians and fitters (Article 13 of the Regulation)

Clicking on 'New application for drivers, service technicians and fitters (Article 13 of the Regulation)' lets you start filling in a new application for an A1 certificate for workers who normally pursue the activity of international road transport, fitting or servicing work in two or more Member States.

1. step

In the first part of the first step you can see first of all the basic data on your company transcribed from the PRS, and the selected sub-type of application. These data cannot be changed. Depending on your legal form of organisation you must also select an appropriate status, which can be (1) Employer or (2) Self-employed person. If you wish to obtain a certificate for an employee of a self-employed person, select the field 'employer'.

VLOGA ZA POTRDILA A1



SPOT številka še ni določena

LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna

Vlagatelj

Naziv	
Naslov	
MŠPRS	
Davčna številka	

Podvrsta vloge

Za izdajo potrdil A1 za delavce, ki običajno opravljajo delo oz. dejavnost v več državah članicah EU

Status

Delodajalec
 Samozaposlena oseba

Figure 31: Intake of application - Applicant and status

Then follows confirmation of statements. Confirm two statements as shown in Figure 32.

Izjava

Izjavljam, da so odgovori na vsa vprašanja popolni in resnični. Seznanjen/a sem, da so navedeni podatki lahko predmet nadzora s strani pristojnih ustanov v državi zaposlitve in v državi, v kateri se opravlja delo oziroma dejavnost. Če navedeni podatki niso skladni z dejanskim stanjem, je lahko izdan obrazec A1 odpravljen z učinkom za nazaj. V tem primeru bo ponovno izveden postopek določanja zakonodaje, ki se uporablja, glede na ugotovljeno dejansko stanje.

Vlagatelj se zavezuje, da bom sporočil Zavodu za zdravstveno zavarovanje Slovenije vse spremembe podatkov, ki lahko vplivajo na veljavnost izdanega obrazca A1 in se nanašajo na pogodbo o zaposlitvi (spremembo delodajalca, spremembo delovnega mesta, spremembo obsega/števila ur dela, prenehanje veljavnosti pogodbe), spremembo prebivališča osebe, ki opravlja dejavnost, spremembo delodajalca in drugo.

Figure 32: Statements in the application pursuant to Article 13 of the Regulation

Below you need to enter information on the service – select the type of activity, which you then describe in the next field.

Podatki o storitvi

Dejavnost

Dejavnost:*

Mednarodni cestni promet
 Montaža – servisiranje

Opis dejavnosti delodajalca, ki se bo izvajala v več državah članicah EU:*

Figure 33: Details of service – activity

Contact information of the applicant (user) is automatically filled in from the SPOT system:

- email address for notifications,
- telephone number of contact person and
- name and surname of contact person.

Contact details are found among the personal data of the user and the user can see them and edit (change) them in the dialogue for changing personal data and passwords.

The user can edit contact details also directly in the fields on the application.

Kontaktni podatki

Elektronski naslov za posredovanje obvestil: *

Telefonska številka kontaktne osebe: *

Ime in priimek kontaktne osebe: *

Figure 34: Contact details of applicant

Clicking on 'Add worker' lets you start adding persons who will be posted abroad or will perform work in multiple countries.

Napoteni delavci/delavci, ki opravljajo delo v več državah

[Dodaj delavca](#)

Figure 35: Adding workers

The field 'Details of person' opens for entering a worker, as shown in the figure below (Figure 36).

Begin adding a worker by typing in their EMŠO (personal identification number) as the identifier. After entering the EMŠO number and clicking on 'Obtain person from ZZZS records', the available data is filled in automatically. Unavailable data must be added or selected.

Obtaining data from the ZZZS records only works if the worker is already registered for compulsory insurance by the liable entity submitting the application for an A1 certificate.

Podatki o osebi

EMŠO:*

Datum rojstva:*

Spol:*

Priimek:*

Ime:* ZVONKO

Priimek ob rojstvu:

Kraj rojstva* Celje

Država rojstva* Slovenija

Državljanstvo* Slovenija

Prebivališče v Republiki Sloveniji*

Prosimo vas, da ponovno preverite ustreznost izbrane ulice in kraja ter pošte in poštno številke. V primeru, da se podatki ne ujemajo, jih popravite tako, da kliknete gumb "Spremeni naslov".

Država:

Ulica in hišna številka:

Poštna številka:

Pošta:

Spremeni naslov

Pridobi novo osebo iz evidence ZZZS

Figure 36: Details of person and residence in Slovenia

You can clear details of a person by clicking on 'Retrieve details of a new person from the ZZZS records'. In this case the fields are emptied and you can enter a new EMŠO and thereby retrieve a new person.

Then you need to answer the question presented in the next figure:

Vprašanje

Ali bo oseba opravljala delo tudi v državi članici EU, v kateri ima stalno oziroma začasno prebivališče?

Ne

Da, predvidoma najmanj 25% skupnega dela oziroma dejavnosti,

Da, vendar manj kot 25% skupnega dela oziroma dejavnosti,

Figure 37: Question in the application pursuant to Article 13 of the Regulation

Indicate whether the person will carry out work in the country of normal residence and, if so, the proportion of work that will be carried out in that country. If the person has only permanent residence, the name of the Member State in which it is located must be provided. If they have permanent as well as temporary residence, the name of the country of temporary residence must be provided. The proportion of the work/activity that the person carries out in the country of normal residence is defined as follows:

- in the case of international road transport: the person's total amount of work includes the (past or anticipated) total number of all loading and unloading operations in a specified period (week, month, year), separately as a total for Slovenia and for each individual Member State in which the person carries out work. The proportion of the total amount of work in the person's country of normal residence includes the (past or anticipated) number of loading and unloading operations in the country of normal residence in the same reference period.
- In the case of fitting or servicing/repair work: the person's total amount of work includes the (past or anticipated) total number of days or hours of work in a specified period (week, month, year), separately as a total for Slovenia and for each individual Member State in which the person carries out work. The proportion of the total amount of work in the person's country of normal residence includes the (past or anticipated) number of days or hours of work in the country of normal residence in the same reference period.

In the column 'pursuing an activity abroad' provide details of the work/activity (Figure 38).

Using the calendar select the period of performing the service abroad. The first day of the period of providing the service may not come before the day the application is submitted. The period of providing the service must be longer than 2 months, unless the contract is concluded for a fixed period and it terminates earlier than in 2 months.

State the main duties that the worker will perform abroad and select the countries in which the work or activity will be performed.

Opravljanje dejavnosti v tujini

Podatki o delu/dejavnosti

Če je pogodba sklenjena za določen čas, velja do:

Obdobje opravljanja storitve:* od do

Opis dela oz. dejavnosti delavca:*

Države članice, v katerih se bo opravljalo delo oz. dejavnosti:*

- Avstrija
- Belgija
- Bolgarija
- Ciper
- Češka republika
- Danska

(za izbiro več držav držite tipko Ctrl in kliknite na ustrezno izbiro, za izbris posamezne države držite tipko Ctrl in kliknite na ustrezno izbiro)

Potrdi **Shrani** **Prični s pripenjanjem prilog v CEH** **Nazaj**

Figure 38: Details of work/activity

It is recommended that at the end you save the application by clicking on 'Save'.

Attachment of documents to the application:

If at the start of step 1 you selected the status 'Employer', you need to add a scanned employment contract for the employee.

If you selected the status 'Self-employed person', you do not need to add an employment contract.

Add the contract by clicking on 'Start attaching the documents to the CEH'.

Ostali dokumenti povezani s postopkom, ki ga opravljate

Skrij seznam dokumentov

• Pogodba o zaposlitvi

Pripnite dokument

Figure 39: Attaching a document to the posting (worker)

In the annex click 'Attach document'.

NOTE: You need to be careful regarding the legibility of scanned documents, since if they are illegible it will not be possible to consider them in the application.

Suggested scanner settings:

- Resolution: 150 dots per inch
- Method of scanning: Black & White (no greys!!!)
- Method of compression: CCITT Group 4 (T.6)
- Scanning format: TIFF or PDF

Pripenjanje dokumenta za postopek s SPOT številko 0700-46-20210610-000023

• Pogodba o zaposlitvi



LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna.



Največja dovoljena velikost pripete priloge je 3.000 kB.

Slika dokumenta še ni pripeta. Pripnete lahko le slike tipa TIFF in dokumente tipa PDF.

Opis

Jezik *

slovenščina

Datum dokumenta *



Pripni dokument *

Izberite datoteko

Nobena datoteka ni izbrana

Pošlji

Figure 40: Entry of details on attached document

In the process of attaching a document, complete the required field 'Date of document', and also set the language (the field 'Description' is not required). Click on 'Select file', find the scanned contract on the computer, then click 'send'. Files can only be attached in PDF and TIFF format.

Then sign the document electronically by clicking 'Sign document electronically'.

Podpis dokumenta za postopek s SPOT številko 0700-46-20210610-000023

Tip: **Pogodba o zaposlitvi**
Opis: Pogodba
Datum: 01.06.2021
Jezik: slovenščina

[Prikaži sliko pripetega dokumenta](#)

[Nazaj](#)

[Elektronsko podpiši dokument](#)

Figure 41: Electronic signing of attached document

When the attachment is signed electronically, the following page opens:

Ostali dokumenti povezani s postopkom, ki ga opravljate

Skrij seznam dokumentov

• Pogodba o zaposlitvi

[Pripnite dokument](#)

CEH številka	Opis	
0700-200-20210611-000025	Pogodba	Razveljavite / izbrišite dokument

[Podrobneje](#)

[Nadaljujte z delom na vlogi](#)

Figure 42: Review of signed attached document

You can also delete an attachment if you discover that you attached the wrong document.

By clicking 'Details', you can review the attached document, as shown in Figure 43.

Podatki dokumenta

Podrobneje o dokumentu

Tip dokumenta	Pogodba o zaposlitvi
CEH številka	0700-200-20210611-000025
Opis	Pogodba
Datum	01.01.2020
Jezik	slovenščina
Lokacija	Od doma
Vlagatelj	

Prikaži

Opis	Akcija
XML dokumenta	Prikaži
Priponka 1 - Pogodba o zaposlitvi(OpticnoPrebranDokument)	Prikaži

[Na seznam dokumentov](#)

Figure 43: Review of details on attached document

You can continue working on the application by clicking 'To list of documents', which takes you back to the website as shown in Figure 42, and there you click on 'Continue working on application'. This brings you back to the application in the section 'Adding workers'. Complete adding a worker by clicking 'Confirm'.

[Potrdi](#) [Shrani](#) [Prični s pripenjanjem prilog v CEH](#) [Nazaj](#)

Priloge napotitve, ki so že v Centralni elektronski hrambi dokumentov (CEH)

CEH številka	tip dokumenta	opis
0700-200-20210611-000025	Pogodba o zaposlitvi	Pogodba

Figure 44: Confirming details and documents of worker (posting)

In this way you come back to step 1 of the application, where you can see the added worker and the information that a document – the employment contract – has been attached to the worker's details.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Dodaj delavca

EMŠO: [redacted]
Primek: [redacted]
Ime: [redacted]
Datum rojstva: [redacted]
Obdobje opravljanja storitve od: 01.07.2021
do: 30.09.2021
Pripete priloge: Pogodba o zaposlitvi
NOV

Popravi **Izbriši**

Ista storitev

Figure 45: Added posted worker

If the user wishes to add a new worker, they can click 'add worker' and repeat the procedure for adding a worker for a new person.

If the user clicks 'Same service', a posting is created automatically for the next worker, with available data being pre-filled from the posting used to create details for the new posting. In this case the posting is non-validated (see Figure 46) and needs to be supplemented, which you do by clicking on 'make corrections'. The procedure for adding a worker is the same as in the previous case.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Dodaj delavca

EMŠO:
Priimek:
Ime:
Datum rojstva:
Obdobje opravljanja storitve od: 01.07.2021
do: 30.09.2021
Pripete priloge: Pogodba o zaposlitvi
NOV

Popravi **Izbriši**

Ista storitev

EMŠO:
Priimek:
Ime:
Datum rojstva:
Obdobje opravljanja storitve od: 01.07.2021
do: 30.09.2021
Pripete priloge: /
NOV

Popravi **Izbriši**

Ista storitev

Figure 46: New posting created for the same service

For an individual application (job) you can add up to 30 postings (i.e. either different persons or different periods of transnational provision of service for the same person). When all the postings are added and validated, by clicking on 'Continue' on the application you can move on to the next part, i.e. step 2 of the procedure.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Dodaj delavca

EMŠO:
Priimek:
Ime:
Datum rojstva:

Obdobje opravljanja storitve od: 01.07.2021
do: 30.09.2021
Pripete priloge: Pogodba o zaposlitvi
NOV

Popravi **Izbriši**

Ista storitev

Kontaktni podatki

Elektronski naslov za posredovanje obvestil: * x.y@abc.si

Telefonska številka kontaktne osebe: * 1111111111

Ime in priimek kontaktne osebe: * XY

Shrani v logo **Naprej**

Figure 47: Validated application and continuation to the second step

2. Step 'Selection of attachments'

In the second step you need to mark the document that will be attached to the application. You must enclose an attachment on a circumstance regarding which records are not kept by a state authority, local authority or holder of a public authorisation.

In the case of fitting, assembly and servicing work, the following should be attached:

- the general terms and conditions of operation of the employer, sole trader or undertaking containing the conditions binding on the provider in relation to the provision of services, if this sets out the worker's work obligations abroad,
- contract on the provision of services, if such contract exists and
- the by-law of the employer, sole trader or undertaking describing the work and duties of the position, if the obligation to carry out work abroad is stated in that by-law.

Označevanje prilog

Priloge

Označite prilogo, ki jo boste priložili vlogi. Obvezno je potrebno priložiti prilogo o dejstvu, o katerem uradne evidence ne vodi državni organ, organ samoupravne lokalne skupnosti ali nosilec javnega pooblastila.

Splošni pogoji poslovanja delodajalca, samostojnega podjetnika ali družbe

Pogodba o izvajanju storitev

Interni akt delodajalca, samostojnega podjetnika ali družbe o opisu del in nalog za delovno mesto

[Nazaj](#) [Shrani vlogo](#) [Naprej](#)

Figure 48: Marking attachments to the application for Article 13 of the Regulation

In the case of international road transport activities no attachments are necessary. Finish step 2 by clicking 'Continue'.

3. step 'Preview of details'

Then you get to step 3, where you review the data. If necessary you can click on 'Back' to return to the previous steps, or click on 'Continue'.

This brings you to the step (step 2) of attaching scanned documents for those types of attachments that you marked in the previous step.



Največja dovoljena velikost pripete priloge je 3MB.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Splošni pogoji poslovanja delodajalca, samostojnega podjetnika ali družbe
- Pogodba o izvajanju storitev
- Interni akt delodajalca, samostojnega podjetnika ali družbe o opisu del in nalog za delovno mesto

Prejemnik prilog

Točka Priloge se bodo pripele v Centralno elektronsko hrambo dokumentov (CEH)

[Prični s pripenjanjem prilog v CEH](#)

[Nazaj](#)

[Naprej](#)

Figure 49: Display of list of types of attachments to application

Click on 'Start attaching the documents to the CEH' (central electronic storage). A list of documents will be displayed.

Dokumenti, ki ste jih označili za pripenjanje

- Pogodba o izvajanju storitev

Pripnite dokument

- Splošni pogoji poslovanja delodajalca, samostojnega podjetnika ali družbe

Pripnite dokument

- Interni akt delodajalca, samostojnega podjetnika ali družbe o opisu del in nalog za delovno mesto

Pripnite dokument

Nadaljujte z delom na vlogi

Figure 50: Attachment of documents to the application

To start the process of attaching a document, click 'Attach document'.

In the process of attaching a document, complete the required field 'Date of document', and also set the language (the field 'Description' is not required). Click on 'Select file', find the scanned contract on the computer, then click 'send'. Files can be attached in PDF and TIFF format.

Pripenjanje dokumenta za postopek s SPOT številko 0700-46-20210611-000003

- Pogodba o izvajanju storitev

LEGENDA
(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna.

Največja dovoljena velikost pripete priloge je 3.000 kB.

Slika dokumenta še ni pripeta. Pripnete lahko le slike tipa TIFF in dokumente tipa PDF.

Opis	<input type="text"/>
Jezik *	slovenščina <input type="button" value="v"/>
Datum dokumenta *	<input type="text"/> <input type="button" value="📅"/>
Pripni dokument *	<input type="button" value="Izberite datoteko"/> Nobena datoteka ni izbrana <input type="button" value="Pošlji"/>

Figure 51: Entry of details on individual attachment to application

Sign the document electronically by clicking 'Sign document electronically'.

Podpis dokumenta za postopek s SPOT številko 0700-46-20210611-000003

Tip: **Pogodba o izvajanju storitev**
Opis: Pogodba
Datum: 01.01.2020
Jezik: slovenščina

[Prikaži sliko pripetega dokumenta](#)

[Nazaj](#)

[Elektronsko podpiši dokument](#)

Figure 52: Electronic signing of attachment to application

After the procedure of electronic signing, click on 'Continue working on application' and on the next page click 'Continue'.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Pogodba o izvajanju storitev

Prejemnik prilog

Točka Priloge se bodo pripele v Centralno elektronsko hrambo dokumentov (CEH)

V Centralni elektronski hrambi dokumentov (CEH) so za trenutno vlogo vloženi naslednji dokumenti

CEH številka	Tip dokumenta	Opis
0700-201-20210611-000028	Pogodba o izvajanju storitev	Pogodba

[Prični s pripenjanjem prilog v CEH](#)

[Nazaj](#)

[Naprej](#)

Figure 53: Display of list of attachments

1. step 'signing'

Sign the complete final application in step 3 electronically by clicking 'Sign document electronically', which appears at the bottom of the page.

Priloge vloge, ki so že v Centralni elektronski hrambi dokumentov (CEH)

CEH številka	Tip dokumenta	Opis
0700-201-20210611-000028	Pogodba o izvajanju storitev	Pogodba

[Elektronsko podpiši dokument](#) [Pridobi XML dokumenta](#)

[Nazaj](#)

Figure 54: Electronic signing of complete application

After electronic signing, the application moves to the status 'Application is queued for sending'.

i Vlogo ste uspešno podpisali in oddali.

Firma:

Matična številka:

Podatki o vlogi

Odgovorna oseba na vlogi:

SPOT številka: 0700-46-20210628-000004

Postopek: Vloga za potrdila A1

Status vloge: Vloga je v vrsti za pošiljanje.

[Zgodovina vloge](#)

Delo z vlogo

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

Figure 55: Display of information on successfully completed application

When the competent authority (ZZZS) receives the application, the application status changes to 'Registration authority has received the application'. You will also receive email notifications when any change occurs to the status of the application.

2.5. Supplementing the application

If the application is not complete after processing it the competent authority will return it for supplementation. Check for errors in the application by selecting the application on the list of applications for the chosen period by clicking at the selected application on 'Review of application and documents'.

SPOT številka : 0700-46-20210419-000007/1
Referent vlagatelja : ██████████
Vrsta vloge : Vloga za potrdilo A1 (za napotene delavce)
Datum priprave vloge : 19.04.2021
Status vloge : VLOGA VSEBUJE NAPAKE NA NAPOTITVAH
Število napotitev : 1
Število izdanih potrdil A1 : 0
OE, ki obravnava vlogo : OE CELJE
Število napotitev poslanih v dopolnitev : 1

[Pregled vloge in dokumentov](#)

Figure 56: List of applications with button for review of application and documents

In the individual posting there can then be seen the list of errors that need to be corrected.

Napotitev št. 1

ZZZS napake

Opis	Ukrep
Priloga napotitve - Pogodba o zaposlitvi - ni ustrežna.	Napotitev dopolnite z ustrežno prilogo

Figure 57: Example of error in individual posting (worker) rejected by the ZZZS

Correct the application by returning to your desktop and at the list of applications being processed select the application to be supplemented.

Firma:

Matična številka:

Vloge

Seznam vlog v postopkih

0700-46-20171220-000015	Vloga za potrdilo A1	Vloga ni popolna, zato jo je potrebno vsebinsko dopolniti.	26.06.2020	▲
---	----------------------	--	------------	---

Figure 58: List of applications – selection of an application to be supplemented

Firma:

Matična številka:

Podatki o vlogi

Odgovorna oseba na vlogi:

SPOT številka: 0700-46-20171220-000015

Postopek: Vloga za potrdila A1

Status vloge: Vloga ni popolna, zato jo je potrebno vsebinsko dopolniti.
Za komentar dopolnitve kliknite povezavo "Zgodovina vloge".

[Zgodovina vloge](#)

Delo z vlogo

- Vsebinsko dopolnite vlogo

Figure 59: Display of details of an application to be supplemented

Then click 'Supplement the application'. The application should then be supplemented in respect of the errors notified to you by the ZZZS, then sent once again to the authority.

2.6. Receipt of documents

In this procedure you confirm receipt of the documents that the ZZZS has prepared upon processing the application of your entity. The documents might be A1 certificates, a request for supplementing the application, a decision rejecting the application or ruling on rejection.

The procedure of document receipt is as follows:

First login to the SPOT website, then select the company for which you wish to accept documents. Then on the list of procedures click 'Application for an A1 certificate'.

Then click 'Receipt of documents'.

Pregled vlog za obdobje

Datum od:*

Datum do:*

Vrsta vloge:* ▼

Status vloge:* ▼

Išči

Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)
Pridobitev potrdila A1 za napotitev delavcev ali samozaposlenih oseb na določeno izvajanje storitve v drugo državo članico

Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)
Pridobitev potrdila A1 za delavce, ki običajno opravljajo dejavnost prevoza v mednarodnem cestnem prometu, montaže oziroma servise v dveh ali več državah članicah

Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)

Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)

Prevzem dokumentov

Veljavna potrdila A1

Figure 60: Access to the procedure for receipt of documents prepared by ZZZS

A list of the batch of ZZZS documents will be displayed. Begin receiving the documents by clicking 'Confirm receipt of documents'.

SPOT številka	0700-46-20171220-000022
Zaporedna številka pošiljke:	126
Datum priprave:	21.12.2017
Dokumenti za prevzem:	Zahteva za dopolnitev vloge
Datum poziva:	
Datum prevzema:	21.11.2017
Prevzemnik dokumentov:	
SPOT številka	0700-46-20171222-000004
Zaporedna številka pošiljke:	142
Datum priprave:	22.12.2017
Dokumenti za prevzem:	Sklep o zavržbi vloge
Datum poziva:	
Datum prevzema:	/
Prevzemnik dokumentov:	
Potrdi prevzem dokumentov	

Figure 61: Confirmation of document receipt

This brings you to the confirmation of receipt of ZZZS documents.

Potrditev prevzema dokumentov ZZZS

SPOT številka	0700-46-20171222-000004
Zaporedna številka pošiljke:	142
Datum priprave:	22.12.2017
Dokumenti za prevzem:	Sklep o zavržbi vloge
Datum poziva:	
Datum prevzema:	/
Prevzemnik dokumentov:	
Elektronsko podpiši povratnico	
Nazaj	

Figure 62: Signing the return receipt electronically

In the next step you will sign the return receipt electronically by clicking 'Sign return receipt electronically'. In this way you confirm receipt of documents in this batch and these documents thereby become accessible to you on the website. The batch then disappears from the list of ZZZS document batches.

Then by clicking on 'Back' you need to return to the review of applications for the specific period and within that find the application to which the received document batch relates.

You can find the ZZZS documents at the end of the application.

Dokumenti ZZZS:	
Številka dokumenta	opis
18011-141769/2021/1	Zahteva za dopolnitev vloge

[Prenesi](#)

Figure 63: Documents prepared by ZZZS based on the application

By clicking 'Download' you download an individual document onto your computer, where you can save it or print it.

2.7. Check of valid certificates

On the SPOT website you can also check the valid A1 certificates issued by the ZZZS for company workers, by clicking on 'Valid A1 certificates'.

Pregled vlog za obdobje

Datum od:*

Datum do:*

Vrsta vloge:* ▼

Status vloge:* ▼

IŠČI



Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)

Pridobitev potrdila A1 za napotitev delavcev ali samozaposlenih oseb na določeno izvajanje storitve v drugo državo članico



Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)

Pridobitev potrdila A1 za delavce, ki običajno opravljajo dejavnost prevoza v mednarodnem cestnem prometu, montaže oziroma servise v dveh ali več državah članicah

Nova vloga za napotitev po ZČmIS (čl. 12 Uredbe)

Nova vloga za voznike/serviserje/monterje (čl. 13 Uredbe)

Prevzem dokumentov

Veljavna potrdila A1

Figure 64: Access to the procedure for displaying the list of valid A1 certificates

You can sort the list of certificates by Surname and Date of end of validity.

Urejanje potrdil po:

Priimku Datumu konca [Razvrsti](#)

Izdano potrdilo A1

SPOT številka:	0700-46-20210609-000011
Št. izvoda:	1
Oznaka dokumenta:	18011-141786/2021/1
Datum prevzema:	09.06.2021

Oseba

EMŠO:	
Priimek:	
Ime:	
Datum rojstva:	

Storitev

Naziv naročnika:	Naročnik
Od:	15.06.2021
Do:	17.06.2021
Datum predčasne prekinitve:	
Naziv države:	Bolgarija

[Prenesi](#)

Figure 65: Sorting of certificates

Clicking on 'Download' will download the certificate onto your computer.

3. Application for early termination of an A1 certificate

For the purpose of early termination of an A1 certificate, on the list of procedures click 'Application for early termination of an A1 certificate'. If you are not the statutory representative of the business entity, you must be authorised by the statutory representative to perform the procedure.

Postopki za podjetje

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

ZZZS

- **Vloga za potrdila A1**
Portal omogoča pripravo elektronske vloge za izdajo potrdil A1.
- **Vloga za predčasno prekinitve veljavnosti potrdila A1**
Portal omogoča pripravo elektronske vloge za predčasno prekinitve veljavnosti izdanih potrdil A1.

Figure 66: Access to application for early termination of an A1 certificate

A list of applications related to the selected period will be displayed. At the selected application click on 'Termination of A1'.



Pregled vlog za obdobje

Datum od:* 20.04.2021

Datum do:* 30.04.2021

Vrsta vloge:* VSE VRSTE VLOG

Status vloge:* VSI STATISI

Išči

Seznam vlog za izbrano obdobje

SPOT številka :	0700-46-20210419-000007/2
Referent vlagatelja :	
Vrsta vloge :	Vloga za potrdilo A1 (za napotene delavce)
Datum priprave vloge :	20.04.2021
Status vloge :	VLOGA ODOBRENA
Število napotitev :	1
Število izdanih potrdil A1 :	1
OE, ki obravnava vlogo :	OE CELJE
Število napotitev poslanih v dopolnitev :	0

[Prekinitev A1](#)

Figure 67: List of applications with access to the procedure for early termination of A1 certificates

This brings you to the **first step** of the application 'Completing the application'.

VLOGA ZA PREDČASNO PREKINITEV VELJAVNOSTI POTRDILA A1

1. korak Izpolnjevanje vloge	2. korak predogled podatkov
---------------------------------	--------------------------------

SPOT številka še ni določena

LEGENDA

(*) - polja, ki so v obrazcu označena z zvezdico, so obvezna

Vlagatelj

Naziv	
Naslov	
MŠPRS	
Davčna številka	

Datum predčasne prekinitve

Predčasna prekinitvev opravljanja storitve dne:

Figure 68: Completing an application for early termination of an A1 certificate

First select the date of early termination of service provision. You can select the date from the calendar, or you can also enter it manually.

Napoteni delavci/delavci, ki opravljajo delo v več državah

Izberi delavca	<input checked="" type="checkbox"/>
EMŠO:	
Priimek:	
Ime:	
Datum rojstva:	
Obdobje opravljanja storitve od:	20.04.2021
do:	22.04.2021
Datum predčasne prekinitve.	
Oznaka potrdila	

Figure 69: Selection of posted worker for whom the A1 certificate will be terminated early

The majority of the information in this step has already been pre-filled, so you just need to select the worker for whom you wish to terminate the A1 certificate early, as shown in the figure above.

In the **second step** you come to the preview of details, then you just need to sign the application electronically, which you do by clicking on 'Sign document electronically'.

Kontaktni podatki

Elektronski naslov za posredovanje obvestil:

Telefonska številka kontaktne osebe:

Ime in priimek kontaktne osebe:

Elektronsko podpiši dokument **Pridobi XML dokumenta**

Figure 70: Electronically signing an application for early termination of an A1 certificate

After processing the application the ZZZS will issue the document 'Notification of successful/unsuccessful termination of A1 certificate'. The document is accessible at the bottom of the display of application details in the section 'ZZZS documents'.

Dokumenti ZZZS:	
Številka dokumenta	opis
18011-62002/2018/1	Obv. o predčas. prek. potrdila A1-13.čl.

[Prenesi](#)

Figure 71: Notification of successful/unsuccessful termination of A1 certificate

The document shows for which posting or issued A1 certificate the validity has been terminated.