



Instructions for completing the application for a permit for import and export, and for a re-export certificate (CITES) via the SPOT portal





Paper history

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1. Introduction

In January 2020, a new procedure for submitting electronic applications for a permit for import and export, and for a re-export certificate (CITES) was launched on the SPOT Slovenian Business Point portal.

Legal framework:

[Nature Conservation Act \(Articles 25 and 25a\)](#)

[Decree on the conduct and protection methods in trade in animal and plant species](#)

[Council Regulation \(EC\) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein \(Articles 4, 5 and 6\)](#)

[Commission Implementing Regulation \(EU\) No 792/2012 laying down rules for the design of permits, certificates and other documents provided for in Council Regulation \(EC\) No 338/97 on the protection of species of wild fauna and flora by regulating trade therein and amending Commission Regulation \(EC\) No 865/2006](#)

The procedure is intended for domestic business entities. The procedure will only be possible through the SPOT portal and not also through the eugo.gov.si portal.

2. Instructions for completing the application for a permit for import and export, and for a re-export certificate (CITES)

2.1 Login to the SPOT portal

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

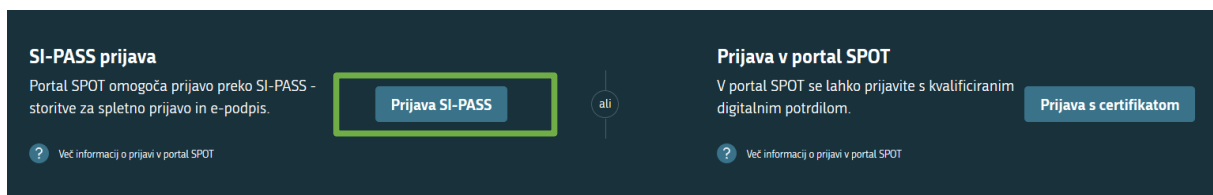


Figure 1: Login to the SPOT system

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 system, you need to select the business entity that is the subject of the application. If the entity is a sole trader, the tax ID number of the entity is entered in the box "Vpišite davčno številko s.p." [Enter the tax ID number of the sole trader]. For other business entities, the registration number of the business entity is entered in the box "Vpišite 10-mestno matično številko" [Enter 10-digit registration number]. The taxable person can also be selected by clicking on the tax ID numbers 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 arrange for power of attorney. Instructions on the procedure of conferring a 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.

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 7301069000	CSD Ljubljana
×	MŠ 5554195000	Podjetje
×	MŠ 5000823000	Podjetje

Figure 2: Business entity section

2.3 Selection of the procedure

From the procedures for the selected company in the MNVP category, select the procedure "Pridobitev dovoljenja za uvoz, izvoz in ponovni izvoz (CITES)" [Obtaining a permit for import and export, and for a re-export certificate (CITES)].

MOP

- **Pridobitev naravarstvenega soglasja ali naravarstvenih pogojev**
Portal omogoča oddajo vloge za pridobitev naravarstvenega soglasja ali naravarstvenih pogojev.
- **Pridobitev potrdila EU za trgovanje z živalmi in rastlinami ter njihovih delov ali izdelkov iz njih**
Portal omogoča da oddajo vlogo za pridobitev potrdila EU za trgovanje z živalmi in rastlinami ter njihovih delov ali izdelkov iz njih, ki so navedeni v prilogi A Uredbe Sveta (ES) št. 338/97 znotraj EU.
- **Pridobitev dovoljenja za uvoz, izvoz in ponovni izvoz (CITES)**
Portal omogoča oddajo vloge za pridobitev dovoljenja za uvoz, izvoz in potrdila o ponovnem izvozu živali in rastlin ter njihovih delov ali izdelkov iz njih, ki so navedene v prilogah A, B in C Uredbe Sveta (ES) št. 338/97.
- **Pridobitev dovoljenja za izjemna ravnanja z živalmi zavarovanih vrst**
Portal omogoča oddajo vloge za pridobitev dovoljenja za izjemna ravnanja z živalmi zavarovanih vrst.
- **Pridobitev dovoljenja za gojitev živali prostoživečih vrst**
Portal omogoča oddajo vloge za pridobitev dovoljenja za gojitev prostoživečih domorodnih ali tujerodnih vrst.
- **Pridobitev dovoljenja za snemanje v podzemnih jamah**
Portal omogoča samostojnim podjetnikom oddajo vloge za pridobitev dovoljenja za snemanje v podzemnih jamah.
- **Pridobitev dovoljenja za izjemna ravnanja v podzemnih jamah**
Portal omogoča oddajo vloge za pridobitev dovoljenja za izjemna ravnanja v podzemnih jamah.
- **Postopek predhodne presoje vplivov na okolje**
Portal omogoča oddati zahtevo za ugotovitev ali je za nameravani poseg v okolje potrebno izvesti presojo vplivov na okolje (predhodni postopek).

Figure 3: Selection of procedure

2.4 New application

1. Step: Applicant details

In the first step, a choice has to be made between the three permit/certificate options, namely for import ("Dovoljenje za uvoz"), export ("Dovoljenje za izvoz") or re-export ("Potrdilo za ponovni izvoz").

Vloga za pridobitev:

- DOVOLJENJE ZA UVOZ
- DOVOLJENJE ZA IZVOZ
- POTRDILO ZA PONOVNI IZVOZ

Figure 4: Information on the type of permit/certificate

This step further shows the company's (legal entity's) details extracted from the PRS, and your personal data extracted from the SiPASS login system. The data is entered in the import box or in the export/re-export box, depending on which type of permit you are applying for.

The system requires the full name and address of the actual importer, not of an agent.

The correct address of the exporter in the third country (for importation) or the address of the importer (for exportation/re-exportation) must also be provided. The country is provided in a list by the system.

Konvencija o mednarodni trgovini z ogroženimi prosto živečimi živalskimi in rastlinskimi vrstami
(CITES)

Podatki o vlagatelju/imetniku dovoljenja/potrdila

1. Izvoznik/Ponovni izvoznik

Naziv

Sedež

Pošta Poštna št.

3. Uvoznik

Matična številka podjetja

Naziv

Sedež

Pošta Poštna št.

Država uvoza

Država (neregulirani) izvoza

Figure 5: Details of the importer or exporter

Kontaktne podatke osebe, ki oddaja vlogo

Kontaktna oseba ime

Kontaktna oseba priimek

Telefon

e-naslov

Sem zakoniti zastopnik podjetja (direktor, prokurist,...)

Sem zaposlen v podjetju, za katerega oddajam vlogo

Sem zastopnik/zaposleni v podjetju, ki ima pooblastilo

Figure 6: Applicant details

If you are an agent/a company employee who has power of attorney to submit this application, you fill in the details of the company you work for and attach the power of attorney ("Podatki o podjetju, ki ima pooblastilo").

Podatki o podjetju, ki ima pooblastilo

Naziv pooblaščenega podjetja

Naslov pooblaščenega podjetja

Priložite elektronsko kopijo pogodbe med prevoznikom in pooblaščenno pravno osebo za izvajanje postopkov oddaje vloge.

Figure 7: Details of the company holding the power of attorney

In the last part of the first step, tick one of the purposes of the importing/exporting of specimens in the list provided. The "komercialni nameni" [commercial purpose] is pre-selected.

Namen (ponovnega) izvoza/uvoza osebkov *

B - gojitev v ujetništvu ali umetno razmnoževanje

E - izobraževanje

G - botanični vrtovi

H - lovške trofeje

L - uveljavljanje / sodni namen / forenzični nameni

M - medicinski nameni (tudi biomedicinske raziskave)

N - ponovna naselitev ali naselitev v naravo

P - osebni nameni

Q - cirkusi in potujoče razstave

S - znanstveni nameni

T - komercialni nameni

Z - živalski vrtovi

Figure 8: Permit purpose

2. Step: Specimen details

Provide details of the wild species for which you wish to obtain a permit for import and export, or a re-export certificate.

A permit/certificate can be granted for several specimen species and several specimens of one or more species.

First, select a species ("Znanstveno / slovensko ime vrste"[Scientific or Slovenian name]) from the list. Enter a keyword and the list will be reduced to the selected hits that include that word. If the species is not listed, tick the declaration "Vrste ni na seznamu" [Species not listed] and enter the "Znanstveno ime" [Scientific] and "Slovensko ime" [Slovenian name] of the species as well as the CITES Appendix and EC Annexes in the boxes provided. In this case, these boxes are mandatory.

Vrsta osebkov/osebkov

Znanstveno / slovensko ime vrste (dodatek k CITES) Priloga k EU - dodatek

Vrste ni na seznamu

Znanstveno ime * Slovensko ime

Figure 9: Selection of species – search for the relevant species

This is followed by a description of the specimen ("Oznaka opisa osebkov/osebkov" [Specimen(s) description code] box), which should be as precise as possible and contain a three-letter code in accordance with Annex VII of Regulation (EC) No 865/2006. The form provides a list of codes and their descriptions.

To indicate the source, a list of codes is provided. If you select option I ("Odvzeti ali zaseženi osebki" [Confiscated or seized specimens]) or option O ("Predkonvencijski osebki" [Preconvention specimens]) you must select an additional source, if you select U – "Vir ni znan" [Source unknown], you must enter an additional justification in the box provided.

Opis osebkov

Količina Neto masa (kg)

osebek kg

Vrsta oznake

obroček mikročip drugo

Dodaten opis osebkov/osebkov

DODAJ NOV OSEBEK/OSEBKE

Figure 10: Description of specimen and indication of source – lists

Describe also the "Dovoljeni kraj bivanja za žive osebkke vrst iz priloge A, vzete iz narave" [Authorised location for live specimens of Annex A species taken from the wild]. This box appears when you select LIV for the specimen description code and W for the source – "Osebkki odvzeti iz narave" [Specimens taken from the wild].

Oznaka opisa osebkka/osebkov
LIV Živ osebek (Žive živali in rastline. Osebkki živih koral, ki se prevažajo v vodi, se navedejo le s številom kosov) ▼

Vir
W - osebkki odvzeti iz narave ? ▼

Dovoljeni kraj bivanja za žive osebkke vrst iz priloge A, vzete iz narave

Figure 11: Authorised location for live specimens

In the next step, a more detailed description of the specimens is required.

For each specimen, fill in the "Količina" [Number], "Vrsta oznake" [Marks] and, if known, the "Neto masa (kg)" [Net weight (in kg)]. Provide "Dodaten opis osebkka/osebkov" [Additional description of the specimens]. In the case of a large number of identical specimens, a list of marking codes (rings or microchips) ("v primeru prijave večje količine osebkov iste vrste, ki so označeni z mikročipi ali obročki") may be attached. If the specimen(s) is/are marked in another way, this should be described in the box provided.

In the case of a live specimen, the "Spol" [Sex] and "Datum rojstva živega osebkka" [Date of birth] are also to be filled in.

Add a new specimen by clicking on the "Dodajte nov osebek/osebke" [Add new specimen(s)] button at the end of the above sections.

Opis osebkov

Količina: 1, Vrsta oznake: osebek, Neto masa (kg): kg

Spol: moški ženski ni določeno

Vrsta oznake: obroček mikročip drugo

Datum rojstva živega osebkka: [calendar icon]

Številka oznake: [input field]

V primeru prijave večje količine osebkov iste vrste, ki so označeni z mikročipi ali obročki lahko uporabite [to predlogo](#) in jo priložite k vlogi.

Prebrskaj Priložite datoteko s podatki o mikročipih.

Dodaten opis osebkka/osebkov

DODAJ NOV OSEBEK/OSEBKE

Figure 12: Description of specimens

Next, in the list below, select the country from which the specimens originate ("Država porekla" [Country of origin]).

The country of origin ("Država porekla") is the country in which the specimens were taken from the wild, born and bred in captivity or artificially propagated. Where this is a third country, details of the relevant permit must be entered. Where specimens originating in a Member State of the Union are exported from another EU Member State, only the name of the Member State of origin must be entered.

The country of last re-export ("Država zadnjega ponovnega izvoza") is, in the case of a re-export certificate, the re-exporting third country from which the specimens were imported before being re-exported from the Union. In the case of an import permit, it is the re-exporting third country from which the specimens are to be imported. Details of the relevant re-export certificate must be entered.

Poreklo zgoraj navedenih osebkov

Država porekla	
ANGVILA ✓ ▾	
Številka dovoljenja	Datum izdaje dovoljenja
<input type="text"/>	<input type="text"/>

Zadnji ponovni izvoz

Država zadnjega ponovnega izvoza	
ZDRUŽENI ARABSKI EMIRAT ▾	
Številka potrdila	Datum izdaje potrdila
<input type="text"/>	<input type="text"/>

Figure 13: Adding a country of origin – searching the relevant country

Add a new species by clicking on the "Dodajte novo vrsto osebkov" [Add new type of specimens] button at the end of the above sections.

DODAJ NOVO VRSTO OSEBKOV

Figure 14: Add new species

Proceed to step: Confirmations and declarations.

3. Step: Confirmations and declarations

Attach supporting documentation to the application and tick appropriate declarations where necessary.

Ostali podatki vloge

Opombe

Prebrskaj

Priložite dokazno dokumentacijo

Izjave: *

- Prilagam potrebno dokazno dokumentacijo in izjavljam, da so vsi navedeni podatki po mojem najboljšem vedenju in prepričanju točni.
- Izjavljam, da do sedaj še ni bila zavrnjena vloga za dovoljenje/potrdilo za navedene osebke.
- Žive živali se bodo prevažale skladno s Smernicami CITES za prevoz živih prosto živečih živali in njihovo pripravo na prevoz ali, pri letalskem prevozu, s predpisi o živih živalih, ki jih je objavilo Mednarodno združenje letalskih prevoznikov (IATA).

Prejšnji korak

Shrani

Podpisovanje vloge

Korak 2 (od 7)

Figure 15: Confirmation of the manner of specimen acquisition, supporting document and declaration.

Proceed to signing.

4. Step: Signing the application

In this step you will see a full read-out of the application. At the bottom of the read-out, you have the option to print the application ("Natisni"), return to the form ("Nazaj na obrazec") to correct entered information and proceed to signing ("Podpiši"). The signing process generates a folder (compressed ZIP folder) containing the signed PDF application, the signed XML and all the attached documents.

Ostali podatki vloge

Opombe
/
/

Izjave:

- Prilagam potrebno dokazno dokumentacijo in izjavljam, da so vsi navedeni podatki po mojem najboljšem vedenju in prepričanju točni.
- Izjavljam, da do sedaj še ni bila zavrnjena vloga za dovoljenje/potrdilo za navedene osebke.
- Žive živali se bodo prevažale skladno s Smernicami CITES za prevoz živih prosto živečih živali in njihovo pripravo na prevoz ali, pri letalskem prevozu, s predpisi o živih živalih, ki jih je objavilo Mednarodno združenje letalskih prevoznikov (IATA).

Nazaj na obrazec Natisni Podpiši

Korak 4 (od 7)

Figure 16: Read-out/preview of the application

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

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

E-podpis dokumenta

Vnesite svoje geslo SI-PASS za e-podpis dokumenta

Vloga.xml

Vloga.pdf

Geslo

Nazaj Podpiši

Figure 17: Signing in SiPASS

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

The process continues to the payment of the fee.

5. Step: Payment of costs of procedure

The Payment of costs of procedure step displays the amount of the charge and payment details. As this is an electronic procedure, only the fee under tariff 3 is payable.

Za vašo vlogo je potrebno plačati naslednje stroške/takse:

Upravna naloga	Dovoljenje za uvoz, izvoz in potrdilo o ponovnem izvozu živali prstoživečih vrst (elektronska vloga)	
Znesek	1 x 18,10 €	18,10 €

Za plačilo	18,10 €
------------	---------

Podatki o plačilu UPN:

Naziv prejemnika:	Agencija Republike Slovenije za okolje
Naslov prejemnika:	Vojkova cesta 1 B, Ljubljana, 1000 Ljubljana
IBAN:	SI56 0110 0100 0315 637
Koda namena:	COST
Namen:	2482878000/03-349-2-6/2020
Sklic/referenca:	11 25518-7111002-3560019

[Natisni UPN](#)

Figure 18: Read-out of payment details (attaching the list)

The payment method is then selected.

- "Plačilo UPN in prilaganje potrdila o plačilu" [Payment by a universal payment order and attachment of the proof of payment]: this payment method allows you to print out the universal payment order and make the payment at your bank, but you must attach the proof of payment. If the payment cannot be made in a short time, click on the "Save and close" link to interrupt the process 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.
- The second payment method "Elektronsko plačilo" [Electronic payment] allows users to pay charges electronically via eUJP. eUJP supports card payments, mobile payments and online banking.

Izberite način plačila:

Plačilo UPN in prilaganje potrdila o plačilu ? Prebrskaj Izberite vašo datoteko

Elektronsko plačilo Plačaj elektronsko

Figure 19: Selection of payment method

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

The portal will direct you to the UJP e-payment service, which offers various forms of payment. Select the most suitable one and fill in the details. If you do not want an anonymous invoice, tick the box "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 in your name]. Then click on the "Nadaljuj" [Continue] button.

Once the payment has been made, the UJP system will display the invoice for you.

VSEBINA SPLETNEGA PLAČILA Navodila za plačevanje

Zap.	Šifra	Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV	
1	3	Tarifna številka 3	1,00	em	18,10 EUR	0,00	18,10 EUR	
Skupaj vrednost brez DDV							18,10 EUR	
Osnova za DDV							% DDV	Vrednost DDV
18,10 EUR							0,00	0,00 EUR
Skupaj DDV							0,00 EUR	
Skupaj za plačilo							18,10 EUR	

Figure 20: Payment to the UJP – read-out of individual items

PRIKAZ RAČUNA

ujp e-plaćila

Izdajatelj računa: **MINISTRSTVO ZA OKOLJE IN PROSTOR, AGENCIJA REPUBLIKE SLOVENIJE ZA OKOLJE**
Vojkova cesta 001 B
1000 Ljubljana
Slovenija
Davčna številka/ID DDV: SI18945062

Kupec: **Profit Test, s sklepom d.o.o.**
Baragova ulica 005
1000 Ljubljana
boris.saletic@gov.si
ID za DDV: 75257793

Račun: **EP500000008-2019**
Datum izdaje: 27.12.2019
Kraj: Ljubljana
Datum opravljene storitve: 27.12.2019
Rok plačila: Abanet-simulacija
Način plačila: 6R05d4e4-da21-4cc9-9b14-6d92b68548f5
Naročilo:

Zap.	Šifra	Op. Opis	Količina	EM	Cena brez DDV	% DDV	Vrednost brez DDV
1	3	Tarifna številka 3	1,00	PCE	18,10 EUR	0,00	18,10 EUR

ZAPRI SHRANI IZVOZI V XML


Figure 21: Payment to the UJP – invoice read-out

Click "Zapri" [Close] to continue with the application process.

6. Step: Submission of application

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 6 (od 7)

Figure 22: Full application download and submission

7. Step: Conclusion

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

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

Podatki o vlogi

Pridobitev dovoljenja za uvoz, izvoz in ponovni izvoz (CITES)

Oznaka vloge: 2482878000/03-349-2-5/2021
Oddano 05. november 2021

Zadnja sprememba:	05.11.2021 10:46:21
Avtor zadnje spremembe:	Jure Prošt
Pristojni organ:	Agencija Republike Slovenije za okolje
Stroški postopka	18,10 €

Vaš komentar

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

[Odstrani komentar](#)

[Shrani komentar](#)

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 23: Conclusion

a. Supplementing the application

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

Vloge

Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
2482878000/03-349-2-5/2021	Pridobitev dovoljenja za uvoz izvoz in ponovni izvoz (CITES)	Vloga je bila poslana na registrski organ.	05.11.2021	
0700-21-20211102-000014	Zahtevek za izdajo identifikacijske številke za DDV (DDV-P2)	Vloga je v delu in še ni bila poslana na registrski organ.	03.11.2021	

Figure 24: Company desktop – List of pending applications

Podatki o vlogi

Odgovorna oseba na vlogi: **Uporabnik od doma**

SPOT številka: 2482878000/03-349-2-5/2021

Postopek: Pridobitev dovoljenja za uvoz izvoz in ponovni izvoz (CITES)

Status vloge: Vloga je bila poslana na registrski organ.

[Zgodovina vloge](#)

Delo z vlogo

- Dopolni**
- Prekliči

Figure 25: 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 the 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:

Pridobitev dovoljenja za uvoz, izvoz in ponovni izvoz (CITES)

Oznaka vloge: 2482878000/03-349-2-5/2021

Datum nastanka: 05. november 2021 • Oddano

Priloge

Pripnite ustrezna dokazila oz. priloge.

Prebrskaj Izberite vašo datoteko

Opomba

Vpišite kratko obrazložitev vaše dopolnitve zgoraj navedene vloge.

Dopis za dopolnitev vloge

Predogled dopisa v PDF obliki

Figure 26: "Supplementing the application" form

b. Withdrawal of application

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

Podatki o vlogi

Odgovorna oseba na vlogi : Uporabnik od doma

SPOT številka : 2482878000/03-349-2-5/2021

Postopek : Pridobitev dovoljenja za uvoz izvoz in ponovni izvoz (CITES)

Status vloge : Vloga je bila poslana na registrski organ.

[Zgodovina vloge](#)

Delo z vlogo

- Dopolni
- Prekliči**

Figure 27: Company desktop – Application details

The portal offers a fully extracted 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 the 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:

Pridobitev dovoljenja za uvoz, izvoz in ponovni izvoz (CITES)

Oznaka vloge: 2482878000/03-349-2-5/2021

Datum nastanka: 05. november 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 28: Withdrawal of application

2.5 Tracking application status

Seznam vlog v postopkih

SPOT številka	Postopek	Status	Datum	Datum brisanja vloge
2482878000/03-349-2-5/2021	Pridobitev dovoljenja za uvoz izvoz in ponovni izvoz (CITES)	Vloga je bila poslana na registrski organ.	05.11.2021	
0700-21-20211102-000014	Zahtevek za izdajo identifikacijske številke za DDV (DDV-P2)	Vloga je v delu in še ni bila poslana na registrski organ.	03.11.2021	

Delni seznam oddanih vlog

SPOT številka	Postopek	Status	Datum
5883547000/03-354-1-23/2021	Pridobitev dovoljenja za začasno čezmerno obremenitev okolja s hrupom	Registrski organ je rešil vlogo.	08.10.2021

Figure 29: 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 the list of pending applications ("Seznam vlog v postopkih"). When an application is decided on, it is moved to the partial list of submitted applications ("Delni seznam oddanih vlog").