

Instructions for registering a sole trader via the SPOT portal

Document history

Version	Amendment	Author	Description of amendments
1.0	15.4.2023	AJPES	Document preparation
1.1	5.10.2023	AJPES	Changes based on the amendment to the Companies Act (ZGD 1L)

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1. Introduction

A sole trader may start activities in the Slovenia once they are registered in the Slovenian Business Register (PRS). Registration is decided on by the Agency of the Republic of Slovenia for Public Legal Records and Related Services (AJPES). Registration in the PRS is free of charge.

2. Conditions for registration

In order to be registered in the PRS as a sole trader, a person must fulfil the following conditions:

1. You must register with the Central Population Register (CRP) and obtain a Slovenian tax number and a unique personal identification number (EMŠO). The application should be lodged with the competent Tax office.
2. The application must state all the information required by Article 74 of the Companies Act (ZGD-1).
3. It must provide evidence that there are no restrictions laid down in Article 10a of the ZGD-1, i.e. registering as a sole trader is not possible for a person if:
 - They have been convicted and given a prison sentence for a criminal offence of an economic nature, a criminal offence involving an employment relationship or social security, a criminal offence involving legal transactions, a criminal offence involving property, or a criminal offence involving the environment, physical space and natural resources, or a criminal offence involving human health and the general safety of people and property.
The application must be accompanied by an extract from the relevant register or by a document issued by the judicial or administrative authority of the country of origin of a foreign national. The extract/document may not be more than 60 days old.
 - They have outstanding tax liabilities or have been *ex officio* deregistered for VAT purposes on suspicion of abuse.
The application must be accompanied by an extract from the relevant register or by a document issued by the judicial or administrative authority of the country of origin of a foreign national. The extract/document may not be more than 60 days old.
 - They hold a stake of more than 25 % in the equity of a capital company that has outstanding tax liabilities or has been *ex officio* deregistered for VAT purposes on suspicion of abuse.
The restriction is automatically checked in the SPOT information system, and account is taken of participating interests in companies established in Slovenia.
 - They have a direct holding of more than 50 % in a limited liability company (d.o.o.) that has been removed from the register of companies without liquidation in the last year under the Financial Operations, Insolvency Proceedings, and Compulsory Dissolution Act.
 - They have been fined at least twice in a final decision for an offence relating to pay for undeclared work or an offence relating to undeclared employment in the last three years.
The application must be accompanied by an extract from the relevant register or by a document issued by the judicial or administrative authority of the country of origin of a

foreign national. The extract/document may not be more than 60 days old. Where there is no such offence or register in the person's country of origin or there is no authority issuing such certificate, the person may declare that they are unable to obtain such proof.

- They have been fined in a final decision for an offence relating to the payment of the assets necessary to preserve the company's share capital in the last three years.
4. If the person is not the owner of the premises at the business or branch address of the sole trader stated on the application, they must also attach to the application for registration in the PRS a certified statement from the owner of the premises confirming that this owner permits the applicant to carry out business at that address.

3. Procedure for registering a sole trader in the PRS via the SPOT portal

You may submit an application for registration in the PRS electronically via the website <https://spot.gov.si/> using the option 'Prijava s certifikatom' [Log in with certificate] or 'SI-PASS prijava' [SI-PASS login].



Figure 1: Portal login

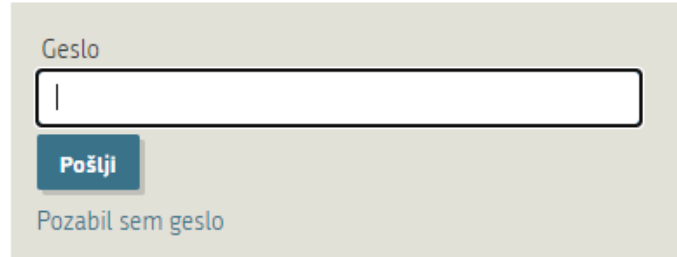
Glossary	
Prijava s certifikatom	Log in with certificate
SI-PASS prijava	SI-PASS login

After logging in, enter the password you have set up to use the SPOT portal and select the option 'Pošlji' [Submit].

Prijava državljana

Pozdravljeni, **Janez Novak!**

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



Geslo

Pošlji

[Pozabil sem geslo](#)

Figure 2: Enter your password

Glossary	
Geslo	Password
Pošlji	Submit
Pozabil sem geslo	I have forgotten my password

The SPOT information system verifies your tax number and, if you are not yet registered in the PRS, offers the following option:

- Application to register as a sole trader.

If you are already entered in the PRS, the SPOT information system offers the following options:

- Change of sole trader, or
- Termination of sole trader.

After selecting the option '*Prijava za vpis samostojnega podjetnika*' [Application to register as a sole trader], a SPOT system opens up for entering the trader's details.

Delo s poslovnim subjektom

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

Vpišite davčno številko s.p.

Išči

Ze imate s.p.? Vaša davčna številka je

Zadnja uspešna iskanja

Pooblastila

Seznam uspešnih iskanj je trenutno prazen.

Vpišite 10-mestno matično številko

Išči

Vpišite SPOT številko

Išči

Zelim ustanoviti podjetje

Moje registracijske vloge

- [Predlog za vpis enostavne enoosebne d.o.o.](#)
Portal omogoča vpis enoosebne d.o.o. v Sodni in Poslovni register Slovenije.
- [Prijava za vpis samostojnega podjetnika](#)
Portal omogoča vpis samostojnega podjetnika v Poslovni register Slovenije.

Figure 3: Selection of relevant application

Glossary	
Prijava za vpis samostojnega podjetnika	Application to register as a sole trader

NB: if you do not complete your application, the SPOT information system deletes it from the system after 30 days.

Step 1: Information about the sole trader

Your data is automatically copied from the Central Population Register (CRP) as follows:

- forename and surname;
- EMŠO (personal identification number);
- tax number; and
- the address of permanent or temporary residence, which opens by clicking on the symbol in front of the name.

Once the data has been entered, select the option 'Izvedi preveritev' [Run check], on the basis of which a check of the limits due to outstanding tax liabilities under Article 10a ZGD-1 is carried out and the results of the check are presented in writing. Wait for the check to take place, which usually takes a few seconds.

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak predogled podatkov
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SPOT številka še ni določena

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

Podatki o podjetniku

Izvedi preveritev

Ime podjetnika

Priimek podjetnika

EMŠO podjetnika

Davčna številka podjetnika

Shrani vlogo

Naprej

Figure 4: Running a check

Glossary	
Podatki o podjetniku	Information about the sole trader
Izvedi preveritev	Run check
Ime podjetnika	First name of the sole trader
Priimek podjetnika	Last name of the sole trader
EMŠO podjetnika	Personal registration number (EMŠO) of the sole trader
Davčna številka podjetnika	Tax number of the sole trader
Shrani vlogo	Save application
Naprej	Next

If there are no restrictions, the 'Status' field will show '*brez omejitev*' [no restrictions] in green. If restrictions exist, the word '*omejitve*' [restrictions] is displayed in red. In this case, continuation is not possible unless, in the '*Pripenjanje prilog*' [Attaching documents] step, you attach a certificate or other evidence demonstrating the absence of restrictions.

Podatki o podjetniku

Ime podjetnika

Priimek podjetnika

EMŠO podjetnika

Davčna številka podjetnika

Rezultat preverjanja omejitev po 10. a čl. ZGD-1

Subjekt	oseba
Status	brez omejitev
Naziv	<input type="text"/>
MŠ / EMŠO / DŠ	<input type="text"/>

Legenda statusov preverjenih omejitev

- Brez omejitev: Razlogi za omejitev pridobitve statusa podjetnika iz 2., 3. in 5. točke prvega odstavka 10.a člena ZGD-1 niso podani. Lahko nadaljujete z oddajo vloge.
- Omejitve: Razlogi za omejitev pridobitve statusa podjetnika iz 2., 3. ali 5. točke prvega odstavka 10.a člena ZGD-1 so podani.

Figure 5: Information about the sole trader

Glossary	
Podatki o podjetniku	Information about the sole trader
Ime podjetnika	First name of the sole trader
Priimek podjetnika	Last name of the sole trader
EMŠO podjetnika	Personal registration number (EMŠO) of the sole trader
Davčna številka podjetnika	Tax number of the sole trader
Rezultat preverjanja omejitev po 10.a čl. ZGD-1	Result of check for restrictions under Article 10a ZGD-1
Subjekt	Entity
Status	Status
Naziv	Name
MŠ/EMŠO/DŠ	Reg. No / EMŠO / tax No
Oseba	Person
Brez omejitev	No restrictions
Omejitve	Restrictions

Step 2: Name and basic information

In this step, please enter the following information:

- the proposed date of entry is the date on which you wish to become a sole trader (required; the date may be entered no later than 1 day in advance and no earlier than 1 month in advance);
- Full company name (required);
NB: the business name must include the sole trader's full name, an indication of the sole trader's activity and the designation 's.p.', and may contain additional elements.
- abbreviated company name (optional);
NB: you may also use an abbreviated company name containing at least the sole trader's full name and the designation 's.p.'.
- business address (required);

NB: the business address is the address at which the sole trader carries out their activity or conducts business;

- contact details (optional): telephone, email address, website. Please choose which contact details may be public and those that only serve to establish contact between the AJPES and the client.

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak pregled podatkov
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SPOT številka **0700-81-20230328-003046**

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

Elektronska vloga omogoča vnos podatkov za vpis samostojnega podjetnika. Vloga je sestavljena iz več korakov, med katerimi se premikate z gumboma *Naprej in Nazaj*. Vlogo lahko kadarkoli shranite tako, da kliknete na gumb *Shrani vlogo*, z delom pa lahko kadarkoli nadaljujete.

Ko boste vlogo uspešno izpolnili, bo sledil še korak digitalnega podpisovanja, stanje vloge pa boste lahko spreminjali preko stanj na prvi strani prijavljenega obrazca. Če ste v rubriko geslo in osebni podatki vnesli naslov elektronske pošte, pa boste o večjih spremembah vaših vlog obveščeni tudi po elektronski pošti.

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

Firma in osnovni podatki

Predlagan datum vpisa *





Izbriši

Popolno ime / firma *

(dejavnost, ime in priimek podjetnika ter dodatne sestavine, označba s.p.)



Pri vpisu podjetja morate biti pozorni na izbiro imena. Pomembno je, da ime, ki ga želite registrirati, še ne obstaja. Obstoječa imena lahko pogledate v Poslovnem registru Slovenije.

Skrajšano ime / skrajšana firma

(ime in priimek podjetnika, označba s.p.)



Poslovni naslov

Država *

Slovenija

Vnesite ulico in hišno številko, nakar vam bo sistem ponudil možnosti, med katerimi izberite pravo.

Ulica (vsaj 2 črki)*

Hišna številka (npr. 117 b)*

Išči naslov

Prosimo vas, da nam posredujete tudi spodnje podatke za lažjo in hitrejšo komunikacijo.

Vrsta kontaktnega podatka in podatek

Elektronska pošta

kontakt naj bo objavljen

Dodaj zvezo



Kontaktne podatke niso obvezni. Pri vpisu kontaktnih podatkov lahko izberete, da bodo javno objavljeni. To pomeni, da jih bo AJPES objavil na spletnem portalu in skladno z Zakonom o dostopu do informacij javnega značaja posredoval na njihovo zahtevo tudi drugim uporabnikom, ki podatke lahko nadalje uporabljajo in objavljajo v svojih storitvah. V kolikor javne objave kontaktnih podatkov ne želite, jih bo AJPES uporabljal le za komunikacijo z vami, v kolikor bo v postopku potrebna.

Nazaj

Shrani vlogo

Naprej

Figure 6: Name and basic information

Glossary	
<i>SPOT številka</i>	<i>SPOT number</i>
<i>Predlagan datum vpisa</i>	<i>Proposed date of registration</i>
<i>Izbriši</i>	<i>Delete</i>
<i>Popolno ime / firma</i>	<i>Full name / company</i>
<i>Skrajšano ime / skrajšana firma</i>	<i>Short name / abbreviated company name</i>
<i>Poslovni naslov</i>	<i>Business address</i>
<i>Država</i>	<i>Country</i>
<i>Ulica (vsaj 2 črki)</i>	<i>Street (at least 2 letters)</i>
<i>Hišna številka (npr. 117b)</i>	<i>House number (e.g. 117b)</i>
<i>Išči naslov</i>	<i>Find address</i>
<i>Vrsta kontaktnega podatka in podatek</i>	<i>Type of contact and information</i>
<i>Telefon</i>	<i>Telephone</i>
<i>Elektronska pošta</i>	<i>Email</i>
<i>Spletni naslov</i>	<i>Website</i>
<i>GSM</i>	<i>Mobile</i>
<i>Kontakt naj bo objavljen</i>	<i>The contact should be published</i>
<i>Dodaj zvezo</i>	<i>Add link</i>
<i>Nazaj</i>	<i>Back</i>
<i>Shrani vlogo</i>	<i>Save application</i>
<i>Naprej</i>	<i>Next</i>

Registering an address:

Enter the street and number and select '*Išči naslov*' [Search address].

Figure 7: Register address

Glossary	
<i>Poslovni naslov</i>	<i>Business address</i>
<i>Išči naslov</i>	<i>Find address</i>

If the street and house number you have entered exists in several different places, the application will offer you all possible addresses, from which you have to select the right one and confirm your choice by clicking '*Izberi naslov*' [Select address].

Poslovni naslov [?]

Izberite pravi naslov: *Po izbiri ustreznega naslova kliknite gumb Izberi, da se izbira potrdi in podatki prenesejo iz uradne evidence.*

- Tržaška ulica 16, Izola, Izola
- Tržaška cesta 16, Ljubljana, Ljubljana
- Tržaška cesta 16, Logatec, Logatec
- Tržaška cesta 16, Postojna, Postojna

Izberi naslov **Spremeni naslov**

Figure 8: Select address

Glossary	
Izberi naslov	Select address
Spremeni naslov	Change address

After entering the address, please indicate whether you are the owner of the building at the business address. If you are the owner of the building, please tick the box. If you are not the owner of the building, you must attach a declaration from the owner of the building that they allow you to operate from the business address. Select the option 'Prenesi izjavo o lastništvu objekta' [Download the declaration of ownership of the building] and the app will display the form, which you must print out, then the owner of the building fills in the details, before signing and authenticating the declaration at the administrative unit or a notary's office. Please attach the completed declaration in the step 'Pripenjanje prilog' [Attaching documents].

Sem lastnik objekta na poslovnem naslovu

Če podjetnik ni lastnik objekta, mora prijavi priložiti overjeno izjavo lastnika objekta, da podjetniku dovoljuje poslovanje na tem naslovu.

Prenesi izjavo o lastništvu objekta

i Izjave ni potrebno overiti, če podjetnik pridobi dovoljenje za opravljanje dejavnosti od Republike Slovenije, samoupravne lokalne skupnosti ali pristojnega državnega ali občinskega sklada, pristojnega za stanovanjske zadeve, na podlagi zakona, ki ureja stanovanjske stavbe.

Figure 9: Declaration by the owner of the building

Glossary	
Sem lastnik objekta na poslovnem naslovu	I am the owner of the building at the business address
Prenesi izjavo o lastništvu objekta	Download the declaration of ownership of the building

Step 3: Information on representatives

The sole trader may have a representative, who may be a proxy or a representative in the event of the sole trader's death.

A proxy registered in the PRS may, without special authorisation from the sole trader, carry out all legal acts falling within the legal capacity of the s.p., except for the disposal and encumbrance of immovable

property, for which the proxy must have special authorisation. The proxy's powers do not cease upon the death or loss of business capacity of the sole trader.

In the event of the sole trader's death, the representative registered in the PRS is authorised, from the sole trader's time of death, to carry out all legal acts falling within the scope of the normal management carried out by the sole trader.

The representative should be registered with an EMŠO number if they have one. If they do not have an EMŠO number, they must have a Slovenian tax number. The sole trader's details must be copied from their personal document.

Select the option 'Dodaj zastopnika' [Add representative] and enter one or more representatives.

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SPOT številka 0700-81-20230328-000077



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

Seznam zastopnikov



Če želite dodati novega zastopnika, pritisnite na gumb "Dodaj zastopnika" in sledite navodilom.
Če so zastopniki že vpisani, pa bi radi pregledali ali popravili njihove podatke, pritisnite na ustrezen gumb "Popravi".
Zastopnika lahko izbrisate s pritiskom na ustrezen gumb "Izbrisi".
Če so podatki zastopnika spremenjeni in želite zastopnika izbrisati, morate njegove podatke najprej povrniti v prvotno stanje.

Dodaj zastopnika

Podatki o osebah, pooblaščenih za zastopanje

Ni navedenih zastopnikov.

Nazaj

Shrani vlogo

Naprej

Figure 10: Registering a representative

Glossary	
Seznam zastopnikov	List of representatives
Dodaj zastopnika	Add representative

Please enter the following information:

- the type of representative (proxy or representative in the event of death);
- the representative's full name;
- the representative's personal number (EMŠO) or tax number;
- the representative's permanent or temporary residence.

Podatki o osebi

Dodajanje / popravljanje zastopnika

i Podjetnik lahko kot zastopnika imenuje prokurista in zastopnika za primer smrti, ki pa ne more biti ista oseba.
Pri vpisu prokurista ali zastopnika za primer smrti v Poslovni register Slovenije je njegovo soglasje o imenovanju obvezna priloga. Soglasje zastopnika se označi v 7. koraku in pripne v koraku pripenjanje prilog, kot "Druga priloga".

Tip zastopnika * -- Izberite tip zastopnika

Ime *

Priimek *

EMŠO *¹

Davčna številka *¹

* Podatek je obvezen
¹ Če je oseba vpisana v CRP se vpiše EMŠO, če oseba ni vpisana v CRP (tujci) se vpiše davčna številka.

Naslov

Država * Slovenija

Vnesite ulico in hišno številko, nakar vam bo sistem ponudil možnosti, med katerimi izberite pravo.

Ulica (vsaj 2 črki)*

Hišna številka (npr. 117 b)*

Išči naslov

PotrdiPrekliči

Figure 11: Registering the representative's details

Glossary	
Dodajanje/popravljanje zastopnika	Add/correct a representative
Tip zastopnika	Type of representative
Izberite tip zastopnika	Select representative type
Prokurist	Proxy
Zastopnik za primer smrti	Representative in the event of death
Ime	Forename

<i>Priimek</i>	<i>Surname</i>
<i>EMŠO</i>	<i>EMŠO (personal identification number)</i>
<i>Davčna številka</i>	<i>Tax number</i>
<i>*Podatek je obvezen</i>	<i>*Mandatory information</i>
<i>*¹ Če je oseba vpisana v CRP se vpiše EMŠO, če oseba ni vpisana v CRP (tujci) se vpiše davčna številka</i>	<i>*¹ If the person is registered in the CRP, enter the EMŠO. If the person is not registered in the CRP (foreign nationals), enter the tax number.</i>
<i>Naslov</i>	<i>Address</i>
<i>Država</i>	<i>Country</i>
<i>Ulica (vsaj 2 črki)</i>	<i>Street (at least 2 letters)</i>
<i>Hišna številka (npr. 117b)</i>	<i>House number (e.g. 117b)</i>
<i>Išči naslov</i>	<i>Find address</i>
<i>Potrdi</i>	<i>Confirm</i>
<i>Prekliči</i>	<i>Cancel</i>

4. Step 4: Information about activities

The sole trader's activities should be registered in the PRS in accordance with the Standard Classification of Activities (SKD). You must enter all the activities you will carry out. Select activities from the code list by selecting 'Dodaj dejavnost' [Add activity], then search for the relevant activity and confirm by selecting 'Potrdi izbiro' [Confirm selection]. Alternatively, you can enter the activity code in the 'Iskanje' [Search] field and select the option 'Išči' [Go].

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak pregled podatkov
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SPOT številka **0700-81-20230328-000077**

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

Šifrant standardne klasifikacije dejavnosti (SKD)

- Pojasnila k SKD PDF, 2MB (pojasnila so na voljo v datoteki pdf oblike, ki jo lahko prenesete na svoj računalnik.)
- Priročnik - Navodila za pridobitev dovoljenj za opravljanje dejavnosti

LEGENDA

- OBRT** - zahteva se obrtno dovoljenje (klikni za podrobnejše informacije)
- POGOJI** - potrebno je pridobiti dovoljenje posebnega organa (klikni za podrobnejše informacije)
- OBRTNI NAČIN** - dejavnost, ki jo poslovni subjekt namerava opravljati na obrtni način

- odprejo in označijo se vsi podnivoji izbrane dejavnosti/poddejavnosti
- s klikom na plus (ali na ustrezen nivo) se odprejo vsi pod-nivoji, če pa je nivo že odprt, se prikažejo možnosti na istem nivoju
- s klikom na minus (ali na ustrezen nivo) se zaprejo vsi pod-nivoji

ISKANJE:

Išči

Iskalnik omogoča iskanje po delnem nazivu ali šifri dejavnosti. Če želite naenkrat iskati po večih dejavnostih, jih ločite z vejico.

Izberi

- KMETIJSTVO IN LOV, GOZDARSTVO, RIBIŠTVO
- RUDARSTVO
- PREDELOVALNE DEJAVNOSTI
- OSKRBA Z ELEKTRIČNO ENERGIJO, PLINOM IN PARO
- OSKRBA Z VODO; RAVNANJE Z ODPLAKAMI IN ODPADKI; SANIRANJE OKOLJA
- GRADBENIŠTVO
- TRGOVINA; VZDRŽEVANJE IN POPRAVILA MOTORNIH VOZIL
- PROMET IN SKLADIŠČENJE
- GOSTINSTVO
- INFORMACIJSKE IN KOMUNIKACIJSKE DEJAVNOSTI
- FINANČNE IN ZAVAROVALNIŠKE DEJAVNOSTI
- POSLOVANJE Z NEPREMIČNINAMI
- STROKOVNE, ZNANSTVENE IN TEHNIČNE DEJAVNOSTI
- DRUGE RAZNOVRSTNE POSLOVNE DEJAVNOSTI
- DEJAVNOST JAVNE UPRAVE IN OBRAMBE; DEJAVNOST OBVEZNE SOCIALNE VARNOSTI
- IZOBRAŽEVANJE
- ZDRAVSTVO IN SOCIALNO VARSTVO
- KULTURNE, RAZVEDRILNE IN REKREACIJSKE DEJAVNOSTI
- DRUGE DEJAVNOSTI
- DEJAVNOST GOSPODINJSTEV Z ZAPOSLENIM HIŠNIM OSEBJEM; PROIZVODNJA ZA LASTNO RABO
- DEJAVNOST EKSTERITORIALNIH ORGANIZACIJ IN TELES

Potrdi izbiro in se vrni

Prekliči

Figure 12: Information about activities

Glossary	
Šifrant standardne klasifikacije dejavnosti	Standard activity classification number
Iskanje	Search
Išči	Go
Obrt – zahteva se obrtno dovoljenje (klikni za podrobnejše informacije)	Craft – request craft authorisation (click for details)
Pogoji – potrebno je pridobiti dovoljenje posebnega organa (klikni za podrobnejše informacije)	Conditions – authorisation from a special authority is required (click for details)
Obrtni način – dejavnost, ki jo poslovni subjekt namerava opravljati na obrtni način	Craft method – activity that the trader intends to pursue as a craft
Izberi	Select
Potrdi izbiro in se vrni	Confirm selection and go back
Prekliči	Cancel

If the link 'POGOJI' [CONDITIONS] appears next to the code and description of the activity, you must comply with these conditions before you can start the activity.

The Standard Classification of Activities (SKD) in English can be found at www.stat.si/Klasje/Klasje/Tabela/5531.

Once you have selected all the activities, you need to indicate the main activity. The main activity is one of the activities that will generate the largest amount of added value or employ the largest number of persons.

Če glavna dejavnost ni izbrana, jo je potrebno določiti *

- 47.740 Trgovina na drobno v specializiranih prodajalnah z medicinskimi in ortopedskimi pripomočki
- 56.210 Priložnostna priprava in dostava jedi
- 56.290 Druga oskrba z jedmi
- 56.300 Strežba pijač
- 96.021 Frizerska dejavnost
- 96.022 Kozmetična in pedikerska dejavnost
- 96.040 Dejavnosti za nego telesa

Figure 13: Main activity

Glossary	
Če glavna dejavnost ni izbrana, jo je potrebno določiti	If the main activity is not selected, it must be specified

Step 5: Information on branches

If you additionally carry out an activity at another address, you must also register branches in the PRS.

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak predogled podatkov
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SPOT številka 0700-81-20230328-000077

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

Podatki o podružnicah



Ce želite dodati novo podružnico, pritisnite na gumb "Dodaj podružnico" in sledite navodilom.
 Če je podružnica že vpisana in bi radi pregledali ali popravili njene podatke, pritisnite na gumb "Popravi".
 Če želite popraviti podatke v povezavi z zastopniki podružnice, pritisnite na gumb "Uredi zastopnike".
 Podružnico lahko izbrišete s pritiskom na gumb "Izbriši".

Če so podatki podružnice spremenjeni in želite podružnico izbrisati, morate njene podatke najprej povrniti v prvotno stanje.

Dodaj podružnico

Ni vpisanih podružnic.

Nazaj

Shrani vlogo

Naprej

Figure 14: Branch registration

Glossary	
Podatki o podružnicah	Information on branches
Dodaj podružnico	Add branch

The following information must be provided:

- full name of the branch (required) – the name of the branch must include at least the sole trader's full name, a suffix indicating that it is part of a business entity, and the designation 's.p.';
- branch address (required) – please enter the address in the same way as the business address of the sole trader. If you are operating a branch in a movable structure that does not have a house number, you can enter an address without a house number by entering the nearest house number and, in the next step after confirming the address, selecting the option 'Izbriši hišno številko' [Delete house number];
- indicate whether you are the owner of the premises at the branch address or attach a declaration from the owner that they permit the business to be carried on at that address, in the same way as for a business address;
- main activity of the branch (required) – the main activity of the branch is one of the activities registered for the sole trader;
- details of the branch representative (optional) – enter the branch representative in the same way as the sole trader's representative; if you enter a representative, you must provide their consent.

Dodajanje/popravljanje podružnice

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

Popolno ime podružnice * ?

Matična številka podružnice *določi jo AJPES*

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

Država: Slovenija

Ulica: Vojkov drevored

Hišna številka: 28A **Izbrišite hišno številko**

Naselje: Ilirska Bistrica

Občina: Ilirska Bistrica

Poštna številka: 1001

Pošta: Ljubljana

Sem lastnik objekta na poslovnem naslovu

Če podjetnik ni lastnik objekta, mora prijavi priložiti overjeno izjavo lastnika objekta, da podjetniku dovoljuje poslovanje na tem naslovu. **Prenesi izjavo o lastništvu objekta**

i Izjave ni potrebno overiti, če lastnik poda izjavo na točki SPOT ali če podjetnik pridobi dovoljenje za opravljanje dejavnosti od Republike Slovenije, samoupravne lokalne skupnosti ali pristojnega državnega ali občinskega sklada, pristojnega za stanovanjske zadeve, na podlagi zakona, ki ureja stanovanjske stavbe.

Spremeni naslov

Figure 15: Information on branches

Glossary	
<i>Dodajanje/popravljanje podružnice</i>	<i>Adding/editing a branch</i>
<i>Popolno ime podružnice</i>	<i>Full branch name</i>
<i>Matična številka podružnice</i>	<i>Branch identification number</i>
<i>Določi jo AJPES</i>	<i>Determined by AJPES</i>
<i>Naslov podružnice</i>	<i>Address of the branch</i>
<i>Izbrišite hišno številko</i>	<i>Delete house number</i>
<i>Prenesi izjavo o lastništvu</i>	<i>Download the ownership statement</i>

Select the main activity of the branch, which is one of the activities you have entered for the s.p.

Izberite glavno dejavnost podružnice ?

Sifra podrazreda (po SKD) *

- 47.740 Trgovina na drobno v specializiranih prodajalnah z medicinskimi in ortopedskimi pripomočki
- 56.210 Priložnostna priprava in dostava jedi
- 56.290 Druga oskrba z jedmi
- 56.300 Strezba pijač
- 96.021 Frizerska dejavnost
- 96.022 Kozmetična in pedikerska dejavnost
- 96.040 Dejavnosti za nego telesa

Figure 16: Main activity of the branch

Glossary	
Izberite glavno dejavnost podružnice	Select the main activity of the branch

Step 6: Notification method

The decision on registration issued by AJPES is enforced by publication on the AJPES website at [Publications of decisions issued in the procedures for registration of data on sole traders \(ajpes.si\)](https://www.ajpes.si). A paper copy of the decision is sent to the sole trader by AJPES, so you need to choose how you want to receive the decision:

- electronic delivery – the details of the secure electronic mailbox opened with the electronic service provider must be entered;
- delivery by post – select the option '*Spremeni naslov*' [Change address] if you want AJPES to send the registration decision to an address other than your business address, then enter the desired address;
- personal delivery – select the AJPES branch office where you want to collect the decision.

Decisions in electronic form, issued by AJPES and delivered electronically, are sent to your electronic mailbox using your qualified digital certificate. If you do not collect it within 15 days of receipt of the notification, the decision is deemed to have been delivered.

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak predogled podatkov
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SPOT številka **0700-81-20220322-000022**

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

Način vročitve dokumentov



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

Potrdilo o vpisu v Poslovni register Slovenije želim prejeti na naslednji način:

Način vročitve *

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

Varni poštni predal
izpolnite v primeru elektronskega
vročanja

Nazaj

Shrani vlogo

Naprej

Figure 17: Information on the method of delivering documents

Glossary	
Način vročitve dokumentov	Method of delivering documents
Način vročitve	Notification method
Varni poštni predal	Secure mailbox
Po pošti	By post
Naslov za vročitev	Address for delivery
Spremeni naslov	Change address
Osebno na izpostavi AJPES	In person at an AJPES branch office
Nazaj	Back
Shrani vlogo	Save application
Naprej	Next

Step 7: Selection of attachments

In this step, you need to indicate which documents will be attached to the application.

'Izjava lastnika objekta' [Declaration of the owner of the facility] – tick this possibility if you will attach a declaration by the owner of the facility that they allow the business to operate at the business address or branch address.

'Druga priloga' [Other attachment] – this option is mandatory, as you must attach evidence of the absence of the restrictions referred to in point 2 of these instructions. Please choose this option if you are attaching the consent of the representative you have registered.

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak predogled podatkov
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SPOT številka 0700-81-20230328-000077



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

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.

- Izjava lastnika objekta
- Druga priloga

Prijavi za vpis v Poslovni register Slovenije je potrebno priložiti:

- potrdilo o poravnanih davčnih obveznostih, če ste v prvem koraku izbrali možnost »Potrdilo ali drugo dokazilo«, v tem primeru je potrebno priložiti tudi »Obvestilo za stranko« in/ali
- overjeno izjavo lastnika objekta, da dovoljuje poslovanje na poslovnem naslovu, če niste lastnik objekta na tem naslovu.
- soglasje prokurista ali zastopnika za primer smrti.



Izjava lastnika objekta mora biti overjena na upravni enoti ali pri notarju. Če podjetnik pridobi dovoljenje za opravljanje dejavnosti od Republike Slovenije, samoupravne lokalne skupnosti ali pristojnega državnega ali občinskega sklada, pristojnega za stanovanjske zadeve, na podlagi zakona, ki ureja stanovanjske stavbe, izjave ni potrebno overiti. Izjava lastnika objekta je obvezna tudi pri vpisu podružnice, če niste lastnik objekta na naslovu, kjer želite registrirati podružnico.

Pri vpisu prokurista ali zastopnika za primer smrti v PRS je njegovo soglasje o imenovanju obvezna priloga. Enako velja za vpis zastopnika pri podružnici podjetnika. Soglasje zastopnika se priloži kot Druga priloga.

Morebitno neobvezno prilogo priložite kot "Druga priloga"



POMEMBNO: Zakon o splošnem upravnem postopku, ki se smiselno uporablja tudi pri obravnavi vlog v postopku vpisa podatkov o podjetniku v PRS, dopušta, da se v postopku uporabljajo elektronske kopije listin (skenirane in poslane po elektronski poti), če ni dvoma v njihovo pristnost in avtentičnost. V primeru dvoma o pristnosti in avtentičnosti podpisnika ter elektronske kopije se pri obravnavi vloge lahko zahteva predložitev izvorne listine.

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

Figure 18: Selection of attachments

Glossary	
Priloge	Supporting documents
Izjava lastnika objekta	Declaration by the owner of the building
Druga priloga	Other attachment

Step 8: Preview of information

Check that you have entered all the information correctly and select the option 'Naprej' [Next].

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak podatki o podjetniku	2. korak firma in osnovni podatki	3. korak podatki o zastopnikih	4. korak podatki o dejavnostih	5. korak podatki o podružnicah	6. korak način vročitve	7. korak izbira prilog	8. korak predogled podatkov
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SPOT številka 0700-81-20230328-000077

Podatki o firmi

Firma

Predlagan datum vpisa 31.03.2023

Popolno ime / Firma Testni vpis s.p. NOVA
(dejavnost, ime in priimek podjetnika ter dodatne sestavine, označba s.p.)

Skrajšano ime / skrajšana firma
(ime in priimek podjetnika, označba s.p.)

Matična številka *Matična številka še ni bila podana.*

Sem lastnik objekta na poslovnem naslovu Ne

Naslov

Država Slovenija NOV

Ulica Tržaška cesta

Hišna številka 16

Naselje Ljubljana

Občina Ljubljana

Poštna številka 1000

Pošta LJUBLJANA

Figure 19: Preview of information

Close the application when you have completed the following three steps:

Step 1: on the application – you can go back and correct the information on the application;

Step 2: attachment of documents – all the documents that you have previously marked for attachment and that are displayed on the screen must be attached. Attach the documents by selecting the option 'Prični s pripenjanjem prilog v CEH' [Start attaching documents to the CEH];

PRIJAVA ZA VPIS SAMOSTOJNEGA PODJETNIKA

1. korak na vlogo	2. korak pripenjanje prilog	3. korak podpisovanje
----------------------	--------------------------------	--------------------------

SPOT številka: 0700-81-20230328-000077

Največja dovoljena velikost pripete priloge je 3MB.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Izjava lastnika objekta
- Druga priloga

Prejemnik prilog

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

Prični s pripenjanjem prilog v CEH

Nazaj

Naprej

Figure 20: Attachment of documents

Glossary	
Priloge dokumenta	Document attachments
Priloge, ki ste jih označili za pripenjanje	Documents you have marked for attachment
Prični s pripenjanjem prilog v CEH	Start attaching the documents to the central electronic document collection (CEH)

A list of the documents to be attached is displayed. Select the option 'Prični s pripenjanjem prilog v CEH' [Start attaching documents to the CEH].

SPOT > Centralna elektronska hramba

Dokumenti za postopek s SPOT številko 0700-81-20230328-000077

Dokumenti, ki ste jih označili za pripenjanje

- Izjava lastnika objekta

Pripnite dokument

- Druga priloga

Pripnite dokument

Nadaljujte z delom na vlogi

Figure 21: Central electronic document collection

Glossary	
<i>Dokumenti, ki ste jih označili za pripenjanje</i>	<i>Documents you have marked for attachment</i>
<i>Izjava lastnika objekta</i>	<i>Declaration by the owner of the building</i>
<i>Druga priloga</i>	<i>Other attachment</i>
<i>Pripnite dokument</i>	<i>Attach document</i>
<i>Nadaljujte z delom na vlogi</i>	<i>Continue with the application</i>

The following fields are opened:

- entering the name of the document;
- language choice – this is always Slovenian;
- entering the date of the document;
- then select 'Izberite datoteko' [Select file], search for the document and attach it. Then select the option 'Pošlji' [Submit].

Pripenjanje dokumenta za postopek s SPOT številko 0700-81-20230328-000077

- Izjava lastnika objekta

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 *

Datum dokumenta *

Pripni dokument * Izbrana ni nobena datoteka.

Figure 22: Attaching a document

Glossary	
<i>Polja, ki so označena z zvezdico, so obvezna</i>	<i>Fields marked with an asterisk must be completed</i>
<i>Največja dovoljena velikost pripete priloge je 3.000kB</i>	<i>The maximum permitted size of an attachment is 3 000 kB.</i>
<i>Pripnete lahko le dokumente tipa TIFF in PDF</i>	<i>You may only attach documents in TIFF and PDF format.</i>
<i>Opis – ime dokumenta</i>	<i>Description – document name</i>
<i>Jezik</i>	<i>Language</i>
<i>Datum dokumenta</i>	<i>Date of document</i>
<i>Pripni dokument</i>	<i>Attach document</i>
<i>Izberi datoteko</i>	<i>Select file</i>
<i>Pošlji</i>	<i>Submit</i>
<i>Nazaj</i>	<i>Back</i>
<i>Naprej</i>	<i>Next</i>

Once the application has been saved in the CEH, you can check whether you have attached the corresponding document by selecting the option 'Preverite, ali ste pripeli ustrezen dokument' [Show image of attached document]. Then, by selecting the option 'Elektronsko podpiši dokument' [Sign document electronically], you sign the document, which completes the saving of the document in the CEH.

Podpis dokumenta za postopek s SPOT številko 0700-81-20230328-000077

Tip: **Izjava lastnika objekta**
 Opis:
 Datum: 28.03.2023
 Jezik: slovenščina

Prikaži sliko pripetega dokumenta

Nazaj

Elektronsko podpiši dokument

Figure 23: Signing an attached document

Glossary	
Prikaži sliko pripetega dokumenta	Show scan of attached document
Nazaj	Back
Elektronsko podpiši dokument	Sign document electronically

The information about the attached document will be displayed on the screen. Repeat the attachment process by selecting 'Prični s pripenjanem prilog v CEH' [Start attaching attachments to CEH] for as many documents as you want to attach.

Priloge dokumenta

Priloge, ki ste jih označili za pripenjanje.

- Izjava lastnika objekta
- Druga priloga

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
0700-159-20230328-000164	Izjava lastnika objekta	
0700-821-20230328-000165	Druga priloga	

Prični s pripenjanjem prilog v CEH

Figure 24: Attachments added and stored in the CEH

Step 3: signing.

Once the documents are attached, you can recheck the information in the application and the attachments. You can make any corrections by selecting the option 'Nazaj' [Back]. If no corrections are required, select 'Elektronsko podpiši dokument' [Sign document electronically].

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

CEH številka	Tip dokumenta	Opis
0700-159-20230404-000027	Izjava lastnika objekta	
0700-821-20230404-000029	Druga priloga	

Elektronsko podpiši dokument

Pridobi XML dokumenta

Nazaj

Figure 25: Electronic signing of document

Glossary	
Priloge, ki so že v CEH	Attachments already in the CEH
CEH številka	CEH number
Tip dokumenta	Document type
Elektronsko podpiši dokument	Sign the document electronically

The SPOT portal displays the notice below, reminding you that by signing, the application will be sent to the registration authority (AJPEŠ). You may select 'V redu' [OK] or 'Prekliči' [Cancel].

Sporočilo s spletne strani ×

?

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

V redu

Prekliči

Figure 26: Signing the document

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

After selecting the option 'V redu' [OK], you will see a notification that the application has been successfully submitted, and you will also receive a notification to this effect by email (in Slovenian).

'Hello,

We hereby inform you that your application for registration of a sole trader in the Slovenian Business Register submitted on DD.MM.YYYY has been successfully sent to the registration authority (AJPEŠ). The application has been assigned reference number (e.g. 0700-81-20210817-000002).

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

You can view the details of your application and general information on the SPOT portal at <http://spot.gov.si/>.

Best regards,
The SPOT team'

You can use the SPOT portal to check the status of an application:

Zgodovina vloge

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

Figure 27: Status of application

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

Once the application has been processed, you will receive the following communication (in Slovenian):

'Hello,

The information in the application for registration of a sole trader in the Slovenian Business Register submitted by you on DD.MM.YYYY under reference 0700-81-20210817-000002 has been successfully entered in the Slovenian Business Register. The decision regarding entry in the PRS will be notified to you in the manner you selected at the time of your application.

Congratulations!

Within 8 days of the establishment of the undertaking, the sole trader must also register in the tax register and register with the compulsory health insurance scheme. If you have not yet submitted the relevant data at the time of your company registration, you can now do so via the SPOT portal at the address <http://spot.gov.si/> or in person at one of the points of entry by the prescribed deadline. If the person who registered the s.p. is already

employed on a permanent basis, there is no need to re-register for compulsory health insurance, nor to send any supporting documents to the ZZZS.

This message was automatically sent by the SPOT system. If you have any substantive questions about your application, please contact the competent authority. The contact details of the institutions are published on the Help page of the SPOT portal.

*Best regards,
The SPOT team'*

3.1. Supplementing an application for registration in the PRS

If the AJPES officer finds during the procedure that the Application to register changes in the PRS is incomplete, the application must be completed on the SPOT portal. The Application to register changes is given the status of an incomplete application in the SPOT information system. At the same time, AJPES sends you a Request for supplementation by post or email.

Upon receipt of a Request for supplementation, you must complete your Application for registration in the PRS within 8 days.

4. Additional options of the SPOT portal

4.1. Supplementing an Application for registration in the PRS

You may amend your application for registration in the PRS at any time until the date of the proposed registration.

Select '*Dopolnite vlogo*' [Supplement the application], modify the information on the Application for registration in the PRS, re-sign the application and send it to the registration authority (AJPES). AJPES always processes the application most recently received concerning the procedure.

4.2. Withdrawing of a submitted Application for registration in the PRS

You can withdraw your application up to the day before the proposed date you indicated on the Application for registration in the PRS.

Select the option '*Umaknite vlogo*' [Withdraw application]. A request for withdrawal is displayed on the screen and should be confirmed by clicking '*Potrjujem umik*' [I confirm withdrawal]. After confirming the withdrawal of the Application to register changes in the PRS, please sign the request for withdrawal electronically and send it to the registering authority (AJPES).