Application form for procedural actions in proceedings on web portal SPOT (1)

|  |  |
| --- | --- |
| **Legal representative / sole trader:** |  |
| [Name and surname of legal representative] |
| **For business entity**: |  |
| [name/trademark of sole trader /company / business entity] |
| **Business file number/ tax identification number:** |  |
| [TIN – for sole traders.; other business entities please write business number] |
| **on day (date):** |  |

**A U T H O R I Z E**

|  |  |
| --- | --- |
| **person:** |  |
| [Full name and surname of the person] |
| **with tax number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedure** | **Valid from:**  **[enter date]** | **Valid until:2**  **[not obligatory]** |
| **ZZZS** | Downloading eCertificates on work absence (eBOL and ePODK) |  |  |
| Salary compensation refund - eNDM |  |  |
| Registration for compulsory health insurance (M-1) |  |  |
| Notification of changes in compulsory social insurance (M-3) |  |  |
| Deregistration from compulsory health insurance (M-2) |  |  |
| Registration for insurance against injury at work and occupational diseases (M12) |  |  |
| Deregistration from insurance against injury at work and occupational dis. (M12) |  |  |
| Application for A1 certificate |  |  |
| Change of the period of validity of the A1 certificate |  |  |
|  | Application for name and surname list of employees |  |  |
|  | Application for the list of number of employees |  |  |
| **FURS** | Tax data |  |  |
| Request for the issuance of a VAT identification number (DDV-P2) |  |  |
|  | Obtaining data for the calculation of salary compensation |  |  |

Authorization is valid for all business units (PE)1

**More procedures on the next page**

**Contact data of authorised person:**

|  |  |
| --- | --- |
| Phone number: |  |
| E-mail address for notifications |  |

**Contact data of authorizer:**

|  |  |
| --- | --- |
| Phone: |  |
| E-mail for notifications: |  |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Stamp** | **Signature of legal representative / sole trader** |

Application form for procedural actions in proceedings on web portal SPOT (2)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedure** | **Valid from:**  **[enter date]** | **Valid until:2**  [not obligatory] |
| **ZRSZ** | Vacancy notice (PDM-1) |  |  |
| Vacancy notice - Labour Market Control (PDM-KTD) |  |  |
| Obtaining a permit to employ a foreigner on the basis of a bilateral agreement with BiH or Serbia |  |  |
| **IRSD, ZZZS** | Registration of accident and injury at work |  |  |
| Cancellation of registstration of accident and injury at work |  |  |
| **IRSD** | Notice about work at home |  |  |
| **UE** | Obtaining a residence permit in the field of research or higher education for foreigners (does not apply for sole traders) |  |  |
| Obtaining a single residence and work permit for foreigners |  |  |
| **OZS** | Obtaining a trade permit |  |  |
| Changes of details in craft business register |  |  |
| Deletion of craftsman from craft business register |  |  |
| Issuance of a European certificate for craftsmen |  |  |
| Obtaining a duplicate of craft business permit |  |  |
| Obtaining a license to manage road transport |  |  |
| **MZ** | Obtaining a permit for the sale of tobacco, tobacco and related products |  |  |
| Obtaining a duplicate license for the sale of tobacco, tobacco and related products |  |  |
| **MNVP** | Obtaining nature protection consent or conditions |  |  |
| Obtaining an EU certificate for the trade with animals and plants and their parts or derivates |  |  |
| Obtaining a permit for import, export and re-export (CITES) |  |  |
| Obtaining a permit for exceptional treatment of protected species of animals |  |  |
| Obtaining a permit to breed native and non-native animal species |  |  |
| Obtaining a permit for exceptional conduct in underground caves |  |  |
| **MOPE** | Preliminary environmental impact assessment procedure |  |  |
| Obtaining a duplicate license for the sale of tobacco, tobacco and related products |  |  |

**More procedures on the next page**

**Contact data of authorized person:**

|  |  |
| --- | --- |
| Phone number: |  |
| E-mail address for notifications |  |

**Contact data of authorizer:**

|  |  |
| --- | --- |
| Phone number: |  |
| E-mail address for notifications |  |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Stamp** | **Signature of legal representative / sole trader** |

Application form for procedural actions in proceedings on web portal SPOT (3)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedure** | **Valid from:**  **[enter date]]** | **Valid until:2**  [not obligatory] |
| **UKOM** | Obtaining a permit for the promotional use of the I feel Slovenia brand |  |  |
| **OBČINE** | Registration of business hours for catering establishment/farm |  |  |
| Transfer ownership or user for land or property assessment for the NUSZ forecast |  |  |
| Obtaining a certificate of non/exercise of the pre-emption right |  |  |
| Road closure permit |  |  |
| Obtaining the consent of the municipality, the owner of the land at the event |  |  |
| Obtaining decision about municipal utility services |  |  |
| Obtaining an opinion on the prepared project documentation for construction in a protected zone of traffic area |  |  |
| Obtaining a permit for temporary excessive noise pollution |  |  |
| Request for issuing the municipality's opinion on compliance with the spatial act before issuing a building permit |  |  |
| Sale, purchase, exchange and lease of land owned by the municipality |  |  |
| Creation of an easement on real estate owned by the municipality |  |  |
| Registration of the start of construction of a temporary storage facility or a simple facility that is a building |  |  |
| Request for the issuance of the municipality's consent regarding the compliance of the minor reconstruction with the spatial act |  |  |
| Request for an opinion regarding compliance of permissible minor deviations with the spatial implementation act |  |  |
| Request for issuance of project and other conditions by municipalities |  |  |
| Request to extend the deadline for supplementing the application in the field of building construction |  |  |
| **JAZMP** | Registration of the manufacturer, the authorized representative of the manufacturer, the manufacturer of the custom accessory |  |  |
| Distributor registration or importer of medical devices |  |  |
| Change/deletion of the distributor or importer of medical devices |  |  |
| Change/deletion of the manufacturer, authorized representative, manufacturer of the custom accessory |  |  |

**Contact data of authorized person:**

|  |  |
| --- | --- |
| Phone number: |  |
| E-mail address for notifications |  |

**Contact data of authorizer:**

|  |  |
| --- | --- |
| Phone number: |  |
| E-mail address for notifications |  |

|  |  |  |
| --- | --- | --- |
| **Date:** | **Stamp** | **Signature of legal representative / sole trader** |

Application form for procedural actions in proceedings on web portal SPOT (4)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Postopek** | **Veljavno od:**  **[označiti postopke]** | **Veljavno do:**  **[neobvezno]** |
| **MKGP** | Vloga za vpis v register dobaviteljev gozdnega reprodukcijskega materiala |  |  |
| **MK** | Application for entry to media register |  |  |
| Application for change of data in media register |  |  |
| Application for deletion from the media register |  |  |
| Application for change of publisher in the media register |  |  |
| **EKO SKLAD** | Grantive financial incentives for electric vehicle for legal entitites |  |  |
| **MNZ** | Authorization for the transfer to the EU, import, export and transit of explosives, ammunition or pyrotechnic products |  |  |
| **GZS/OZS** | Obtaining a license for road transport |  |  |
| **ZIRS** | Registration of a company with an activity related to materials or products intended for contact with food |  |  |
| **MVI** | Enrollment in the list of providers of publicly valid education programs |  |  |
| **MZI** | Exemption from paying the annual fee for vehicles for the transport of disabled people |  |  |

**Kontaktni podatki pooblaščenca:**

|  |  |
| --- | --- |
| Telefon: |  |
| E-pošta za obveščanje pooblaščenca: |  |

**Kontaktni podatki pooblastitelja:**

|  |  |
| --- | --- |
| Telefon: |  |
| E-pošta za obveščanje pooblastitelja: |  |

|  |  |  |
| --- | --- | --- |
| **Datum:** | **žig** | **Podpis zakonitega zastopnika / s.p.** |

**I N S T R U C T I O N S**

* **Completed application, signed by the legal representative send or submit in person at the SPOT Registration points.**   
  **IMPORTANT**: The authorization form can be signed and scanned (legible photo or pdf) and then **sent to the email address of the SPOT point.**
* A list of SPOT points with contact information is available at:
* <https://spot.gov.si/en/about-spot/spot-points-and-notaries/>
* If the legal representative has a qualified digital certificate (KDP), the authorization can be made electronically via the portal.
* **The authorization form signed with a qualified digital certificate of the legal representative can be sent to the selected SPOT point by e-mail.**
* More about authorization on the SPOT portal: <https://spot.gov.si/sl/teme/authorization-to-perform-e-procedures-for-foreign-users/>
* For procedures for municipalities, check if your municipality is taking a part in the web portal SPOT
* 1The possibility of granting an authorization for a **business unit (PE) of a company / business entity** **is provided for the following procedures:**
  + Download electronic sick leave certificate – eBOL,
  + Salary compensation refund - eNDM,
  + Application for A1 certificate,
  + Change of the period of validity of the A1 certificate
  + Notification about new job position (PDM-1);
  + Notification about new job position - labour market control (PDM-KTD),
  + Notice about work at home.
  + Registration of accident and injury at work
  + Cancellation of registration of accident and injury at work
  + Obtaining data for the calculation of salary compensation
* 2If you do not enter the data "Valid until", the validity of the authorization in the system is automatically set for 50 years.