Application form for procedural actions in proceedings through human resources interface SPOT - eHRS

|  |  |
| --- | --- |
| **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
BUSINESS ENTITY**

|  |  |
| --- | --- |
| **Business entity – authorized company:**  |   |
| [name/trademark of sole trader /company / business entity]  |
| **with tax number:**  |   |

 [ ]  Authorisation is valid for all business units [Notify if you want that authorization is valid for business entity and its business units, if they
 exist.]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedure** | **Valid from:**[enter date] | **Valid until:2**[not obligatory] |
| **ZZZS** | Registration for compulsory health insurance (M-1) **[eHrs]** |  |  |
| Notification of changes in compulsory social insurance (M-3) **[eHrs]** |  |  |
| Deregistration from compulsory health insurance (M-2) **[eHrs]** |  |  |
| Registration for insurance against injury at work and occupational diseases (M12) **[eHrs]**  |  |  |
| Deregistration from insurance against injury at work and occupational dis (M12) **[eHrs]** |  |  |

**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** |

 **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.
* A list of SPOT points with contact information is available at:

<https://spot.gov.si/en/about-spot/spot-points-and-notaries/>

* SPOT Point will enter your authorization.
* **In the case of granting authorization to carry out procedures through the human resources interface - eHRS, the authorized subject is always a business entity and not a person. Enter the tax number of the business entity and not the tax number of natural person.**
* If the legal representative has a qualified digital certificate (KDP), the authorization can be made electronically via the portal.
* More about authorization on the SPOT portal:

<https://spot.gov.si/sl/teme/authorization-to-perform-e-procedures-for-foreign-users/>

* If you do not enter the data "Valid until", the validity of the authorization in the system is automatically set for 50 years.