

Service No 2: NOTIFICATION OF UNREGULATED TRADE, CRAFT OR REGULATED TRADE – LEGAL ENTITY

1	Name of activity/process	Notification of a unregulated, craft or regulated trade – legal entity
2	Outcome document	Trade Authorisation/Decision (e.g. on rejection of application for a trade authorisation; on suspension of the proceedings due to failure to eliminate shortcoming in the filing; on the filing failing to meet the notification requirements; on suspension of proceedings, etc.)
3	Applicant	Citizen – person authorised to act on behalf of a legal entity or a statutory representative of a legal entity
4	Required documents (attachments)	<ul style="list-style-type: none"> • Identity document, • Proof of qualification of the designated legal entity’s representative (for notifications of a regulated or craft trades), • Power of attorney for representing the legal entity in proceedings before the PSC (Point of Single Contact), • Proof of authorisation to use the real estate listed as registered office (except for a legal entity, in which case it is registered in the Commercial Register), • Extract from the judicial record for persons who are not nationals of the Slovak Republic and to whom the condition of integrity applies, • Consent of the designated representative with the appointment to the post, • Proof that the legal entity was established • or incorporated where requesting a registration of a legal entity, • It is required that all attachments requested by a registration court for registration in the Commercial Register of the Slovak Republic be submitted to the Commercial Register of the Slovak Republic via the PSC.
5	Administrative Fees	<ul style="list-style-type: none"> • Unregulated trades: for e-filing via the Central Government Portal no administrative fee is charged • Craft and regulated trades: for e-filing via the Central Government Portal the fee per trade is EUR 7.50

6	Court Fees	<ul style="list-style-type: none">• EUR 375 for a joint-stock company• EUR 150 for other legal entities• EUR 150 for an organisational unit of a local and foreign legal entity's enterprise
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7	Responsible office	Competent local regional (trade licencing) office (PSC) based on the registered legal entity's address
8	Application Processing Time	<ul style="list-style-type: none"> • 3 working days for issuing a trade authorisation from the date of submitting a complete notification of a trade • Extracts from the judicial record and payment of administrative fees, deducted from the applicant's account (the right to do business for a legal entity already registered in the Commercial Register arises as of the date of notifying the trade) • 2 working days for registering a legal entity in the Commercial Register
9	Applicant's electronic signature	yes
10	Delivery/Pick-up	<ul style="list-style-type: none"> • In person/agent • By post • Electronically
11	Place of delivery/pick-up	<ul style="list-style-type: none"> • Competent local regional (trade licencing) office (PSC) based on the legal entity's registered address • Postal address that the economic operator provided in the notification • Electronic mailbox of the applicant
12	Course of action/process	<ol style="list-style-type: none"> 1 The applicant shall <u>send</u> the completed filing signed with an advanced electronic signature* via the Central Government Portal (CGP) with attachments signed with an advanced electronic signature.** 2 CGP shall verify the <u>advanced electronic signature of the applicant</u> (verification may take up to 24 hours), once verified, the filing is sent to the central filing office of the PSC. 3 When the PSC central filing office receives the filing, the applicant shall receive an email on payment conditions (the deadline for payment of the administrative fee is within 15 days from the date of receipt of the email) – the fee can be paid either via internet banking or by postal order to the State Treasury account (the details required to carry out the transaction are included in the email). 4 The competent local PSC shall download the filing from the central filing office into the Office's administrative system and send an email confirming the filing receipt and award of a file number (filings are downloaded several times a day).

		<ol style="list-style-type: none">5. The PSC shall request extracts from the judicial record (the extract is usually delivered to the PSC within about 10 minutes from requesting it).6. If it is necessary to supplement/correct the filing, the PSC shall invite the applicant to remedy the deficiencies in the filing (the deadline to remedy the deficiencies is 15 days; due to serious reasons, this period may be repeatedly extended).7. The economic department of the Office shall register the receipt of the payment for the filing (payment receipts are registered every morning on the basis of information from the State Treasury).8. If the filing is complete and correct, the applicant shall get an email confirming that the filing has been processed.9. The PSC shall issue a trade authorisation and send it electronically to the applicant's electronic mailbox (the trade licence in paper form is available for pick-up at the PSC or it can be sent by post, depending on the method of delivery/pick-up indicated in the notification).10. If the applicant also asked the PSC to carry out the registration in the Commercial Register, the PSC shall submit the application for registration together with the required documentation to the respective register court.
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* For the purposes of electronic communication with the PSC, it is possible to use only the applicant's advanced electronic signature based on a qualified certificate ('advanced electronic signature').

** Any scanned attachments should be in the PDF, TIFF or RTF format and signed with an advanced electronic signature created in Q-Sign 4.2 or higher or Designer Desktop Signer 2.0.