

DR-02 FORM

Application for entry of the individual into the tax register

* Sections, marked with an asterisk (*), shall be completed.

1. Slovenian tax number* completed by the Slovenian Tax Administration at the first application									
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2. Personal name*	First name	Family name
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3. Date and place of birth																			
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4. Gender (M-masculine, F-feminine)		Uniform citizen's registration number (EMŠO)																	
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5. Citizenship	
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6. Address of permanent residence	
State	
Name and number of the street	
Town	
Post office	

7. Address of temporary residence	
State	
Name and number of the street	
Town	
Post office	

8. Address in the Republic of Slovenia for deliveries*	
Name and number of the street	
Town	
Post office	

9. Reason for entry	
1-taxable incomes, 2-movable property, 3-immovable property, 4-other	

10. Other data about the individual				
1-employed	Employer			
2-unemployed	Registered at the Employment Office of the RS (1-yes, 2-no)			
3-retired	4-farmer	5-student	6-pupil (high school)	

11. Data about the electronic certificate*	

12. Data about persons, authorised for representing*										
A.	Tax number									
	Personal name	First name				Family name				
	Address of residence									
	Type of the representative									
	Limits of authorisations									
	E-certificate									
		Date (1-of granting of authorisation, 2-of cessation of authorisation)								
B.	Tax number									
	Personal name	First name				Family name				
	Address of residence									
	Type of the representative									
	Limits of authorisations									
	E-certificate									
		Date (1-of granting of authorisation, 2-of cessation of authorisation)								

13. Data about capital investments at home* (1-registration, 2-change, 3-deregistration, tax number, firm, seat, amount)										

14. Data about capital investments abroad* (1-registration, 2-change, 3-deregistration, firm, seat, organisational form of the company abroad, amount)										

With this signature I confirm the validation of these data.

In _____, date _____

Taxpayer's signature:

The following documents are enclosed with the application for entry into the tax register:

INSTRUCTIONS FOR COMPLETING DR-02 FORM - Application for entry of the individual into the tax register

Legal base

DR-02 form - application for entry of the individual into the tax register is prescribed on the basis of Article 50 of the Tax Administration Act (Official Journal of the RS, no. 1/07 - official consolidated text).

Who completes the form:

A) The individual, who has permanent or temporary residence in the Republic of Slovenia

The individual, who has permanent or temporary residence in the Republic of Slovenia, completes the form and submits it to the tax office when he/she reports data about e-certificate, representatives, investments or when he/she reports the address for deliveries. The application is submitted also when the tax authority calls the individual to submit the missing data (if the Central Population Register doesn't include all data, necessary for entry into the tax register).

The form **shall** include the tax number, personal name and data, which are reported for entry, which are changed or supplemented.

B) The individual, who has no permanent or temporary residence in the Republic of Slovenia

The individual, who has no permanent or temporary residence in the Republic of Slovenia, completes the application for entry into the tax register and submits it to the tax office when he/she earns taxable incomes on its territory or when he/she is an owner of taxable movable or immovable property.

The form **shall** include the personal name, date and place of birth, gender, citizenship, address of permanent residence and the reason for entry and data, which are reported for the entry.

At reporting of changes or supplements of data the form **shall** include the tax number, personal name and data, which are changed or supplemented.

Completing of the form

The form shall be completed with legible capital letters.

1. **Tax number:** the tax number is entered if it has been assigned already otherwise this field is completed by the tax office.
2. **Personal name:** the first name is put into the first field and the family name is put into the second field.
3. **Date and place of birth:** date (day, month and year) and place of birth are entered.
4. **Gender and uniform registration number of the citizen (EMŠO):** gender is marked (M or F) and the Slovene uniform registration number of the citizen is entered if it has been assigned.
5. **Citizenship:** citizenship is entered (or all citizenships if there are more of them).
6. **Address of permanent residence:** address of permanent residence is entered (post office number and name of the post office are entered at "post office" field).
7. **Address of temporary residence:** address of temporary residence is entered (post office number and name of the post office are entered at "post office" field).

8. **The address in the Republic of Slovenia for deliveries:** The address for deliveries is entered when the individual doesn't want to receive tax deliveries at his/her permanent address or when he/she doesn't want to receive tax deliveries at the temporary address (he/she has only one temporary address in the Republic of Slovenia and no permanent address).
9. **Reason for entry:** Only the individual, who has no permanent or temporary residence in the Republic of Slovenia, completes this field. One of the numbers, which are stated among possible reasons for entry on the form, is entered into the field.
10. **Other data about the individual:** circle one of the mentioned data. When the individual marks that he/she is employed, the name of the employer is also entered. When the individual marks that he/she is unemployed, he/she has to mark also whether he/she is registered at the Employment Office of the Republic of Slovenia.
11. **Data about the electronic certificate:** the individual enters all digital-certificate-service providers, he/she has.
12. **Data about persons, authorised for representing:** The individual enters data about the person, who has been authorised for representing.
The tax number, personal name and address of the residence are entered.
One of possible types is entered into "type of the representative" field: Tax representative, representative ad litem or others.
In »limits of authorisations« field the act is entered, for which this person is authorised (e.g. for submission of the return for personal income tax assessment, for deliveries, for acquisition of the tax number, unlimited).
A possible digital-certificate-service provider is entered into »e-certificate« field.
The mark is entered into the last line whether the authorisation has been assigned (1) or has ceased (2) and the date.
13. **Data about capital investments at home:** The individual enters the mark whether he/she reports the capital investment (1), changes (2) or deregisters (3). Then the tax number, firm, seat of the company, into which he/she invests, and the amount of capital investment are entered.
14. **Data about capital investments abroad:** The individual enters the mark whether he/she reports the capital investment (1), changes (2) or deregisters (3). Then the firm, seat, organisational form of the company abroad and the amount of the investment are entered.

Evidence

The tax authority acquires certificates, prints and other data about facts ex officio from official records, which are managed by administrative and other state authorities, local authorities or holders of public authorisations, which shall be enclosed with the application for entry.

The individual shall submit to the tax authority for checking an identity document, with which this person can prove his/her identification and enclose documents, on which data are based, which are entered, changed or supplemented if the tax authority is not able to acquire them ex officio.

In cases when the application is filed by a person authorised by the individual, this person shall submit to the tax body for checking an identity document, with which this person can prove his/her identification and enclose the authorisation and documents, on which data are based, which are entered, changed or supplemented if the tax authority is not able to acquire them ex officio.

Documents, on which data are based, are mainly as follows:

- identity document, from which personal data, reported by the individual, are evident,
- certificate about registration or deregistration of temporary residence, from which registration or deregistration of temporary residence are evident,
- certificate about education, from which it is evident whether the individual is a student or high-school pupil,
- digital certificate, from which it is evident whether the individual has e-certificate,
- authorisation, from which it is evident that the individual has authorised the person, stated in the form (Field 12), for representing,
- work permit, from which it is evident that the individual has a work permit in the Republic of Slovenia,
- certificate about capital investment, contract about the purchase of securities, print of transactions of Central Securities Clearing Corporation (hereinafter: KDD), from which it is evident that the individual has investment.