

16. Additional activities (1-entry, 2-deletion; code of activities according to the Standard Classification of Activities)									

17. Data about founders, partners and/or members									
A. Tax number									
Personal name or firm									
Address of residence or seat									
Type and extent of responsibilities									
Date (1-entry, 2-exit)									
B. Tax number									
Personal name or firm									
Address of residence or seat									
Type and extent of responsibilities									
Date (1-entry, 2-exit)									

18. 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)									

19. Data about business units at home and abroad* (1-entry, 2-deletion)														
A.	<input type="checkbox"/>	Title												
	<input type="checkbox"/>													
	Registration number			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Code of activities according to the Standard Classification of Activities												<input type="checkbox"/>	<input type="checkbox"/>
	Address													
B.	<input type="checkbox"/>	Title												
	<input type="checkbox"/>													
	Registration number			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Code of activities according to the Standard Classification of Activities												<input type="checkbox"/>	<input type="checkbox"/>
	Address													

20. Business and other premises, which are used for performing of business activities and acquisition of incomes* (1-entry, 2-deletion)												
<input type="checkbox"/>	Location											
<input type="checkbox"/>	Location											
<input type="checkbox"/>	Location											

21. Numbers of accounts abroad*												

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

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

24.	Associated persons (1-beginning of connection, 2-cessation of connection, tax number)

25.	Data about status changes

26.	Data about the procedure (1-compulsory settlement, 2-liquidation, 3-bankruptcy, 4-other types of cessation)	
	Date of the final order about the beginning of the procedure	
	Date of the final order about the conclusion of the procedure	
	Method for conclusion of the procedure	
	Other types of cessation	

With this signature I confirm the validation of these data.

In _____, date _____

Signature of the person liable for the tax

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

INSTRUCTIONS FOR COMPLETING DR-04 FORM - Application for entry of the legal entity into the tax register

Legal base

DR-04 form - application for entry of the legal entity 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

DR-04 form is completed by the legal entity when it submits the application for entry into the tax register or when it submits the application for entry of changes or supplements of data, which are included into the application for entry into the tax register:

A) The legal entity, association of persons according to the foreign law, which is without legal personality, and another person, who is the subject to entry into the register of companies, Business register of Slovenia or any other register or record, shall in eight days after entry into the register of companies, Business register of Slovenia or any other register or record inform the tax office about: number and location of business premises, used for performing of business activities and achieving of incomes, places of establishment abroad, capital investments at home and abroad, numbers of accounts abroad, associated persons or the person, who manages business books (on the form marked with an asterisk).

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

B) The person, who has no seat or other form of registration in the Republic of Slovenia, submits the application for entry into the tax register to the tax office before initiation of performing of business activities in the territory of the Republic of Slovenia.

The form **shall** include all data in connection with performing of business activities or performing them in the Republic of Slovenia.

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

Completing of the form

The form should 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. **Firm or name:** firm or name is entered.
3. **Shortened name of the firm:** possible shortened name of the firm is entered.
4. **Registration body:** body is entered, which manages the register or other prescribed records, into which the legal entity is entered.
5. **Date of entry** into the register or beginning of performing business activities: date is entered (day, month and year) of entry into the register or other prescribed records or the date of beginning of performing business activities.
6. **Date of deletion** from the register or cessation of performing of business activities: date is entered (day, month and year) of deletion from the register or other prescribed records or the date of cessation of performing business activities.

7. **Registration number:** registration number is entered, under which it is entered into the register or other prescribed records; it is defined by the body, at which this person is registered.
8. **Registration number:** registration number is entered, which has been assigned at the entry into the Business register of Slovenia managed by the Agency of the RS for public and legal records and services (AJPES).
9. **Legal organisational form:** legal organisational form is entered.
10. **Additional organisational form:** additional organisational form is entered if the legal entity has it.
11. **Code of activities according to the Standard Classification of Activities:** name and five-digit code of the major activity according to the Standard Classification of Activities (SKD) are entered, which are entered into the Business register of Slovenia.
12. **Numbers of telephones and faxes, e-mail addresses:** possible numbers of telephones and faxes, e-mail addresses are entered.
13. **Seat and address:** address of legal entity's seat is entered (post office number and name of the post office are entered at "post office" field).
14. **Number of employees and the day in a month for payment of salaries:** number of employees at registration and the day in a month for payment of salaries are entered.
15. **Person, who manages business books:** tax number, firm or personal name of the person, who will manage business books for the legal entity, are entered.
The mark is entered into the last line whether the person is being registered (1) or deregistered (2) and the date.
16. **Additional business activities:** name and codes of business activities according to the SKD are entered, which are performed by the legal entity in addition to the major business activity.
17. **Data about founders, partners and/or members:** Data about founders, partners and/or members are entered.
The tax number, personal name or firm, address of residence or seat of the founder, partner or/and member are entered.
»Type and extent of responsibilities« field includes the data whether it's about the founder of the legal entity, its partner or/and member and what is his/her responsibility, e.g.: is not responsible, is responsible with his/her property, is not responsible up to a certain amount, etc.
The mark is entered into the last line whether the person registers entry (1) or exit (2) and the date.
18. **Data about persons, authorised for representing:** data are entered about persons, who have been authorised for representing.
The tax number, personal name and address of residence are entered.
One of possible types is entered into "type of the representative" field, e.g.: director, deputy director, procurator, chairman of the board of directors, member of the board of directors, bankruptcy administrator, etc.
The act, for which the legal entity authorises this person, is written into »Limits of authorisations« field, e.g.: representation without limitations, representation together with the chairman of the board of directors, representation together with other members of the board of directors, etc.
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.
19. **Data about business units at home and abroad:** mark is entered whether the entry is registered (1) or deletion (2) of the business unit, name of the business unit, last three digits of the registration number if the business unit is entered into the Business register of Slovenia, name and code of business activities in accordance with the Standard Classification of Activities when it is different from the major activity, and business unit's address.

20. **Data about business and other premises, which are used for performing of business activities and acquisition of incomes:** mark for entry or/and deletion of premises and location is entered into the field.
(If business and other premises, which are used for performing of business activities and acquisition of incomes, are only **land**, then the following items are entered into »location« field: the name of cadastral municipality and plot numbers for all plots.
If business and other premises, which are used for performing of business activities and acquisition of incomes, are **building(s)**, then »location« field includes the name of municipality, town, street and number and building's identification number and identification number of a part of the building.
The number of the building and the number of a part of the building are assigned by the Surveying and Mapping Authority of the Republic of Slovenia at the first entry of the building and its parts into the cadastre of buildings.)
21. **Numbers of accounts abroad:** numbers of possible accounts abroad, name of the bank and state, where the account is open, are entered.
22. **Data about capital investments at home:** a relevant number is entered whether the capital investment is reported (1), changed (2) or deregistered (3). Then also the tax number, firm, company's seat, into which he/she invests, and the amount of capital investment are entered.
23. **Data about capital investments abroad:** a relevant number is entered whether he/she reports the capital investment (1), changes (2) or deregisters (3). Then also the firm, seat, organisational form of the company abroad and the amount of the investment are entered.
24. **Associated persons:** mark for emergence (1) or cessation (2) of the connection and tax number of the person, with whom the legal entity is connected, are entered.
25. **Data about status changes:** data about possible status changes are entered, e.g.: merger (merger by acquisition or merger by the formation of a new company), division (performed with concurrent transfer of all parts of property of transferring company, which ceases with this act, without its liquidation being performed or performed with the transfer of individual parts of transferring company's property, which doesn't cease with this act), transfer of property, change of legal organisational form, etc.
26. **Data about procedure:** a relevant number is entered whether it's about compulsory settlement procedure (1), liquidation (2), bankruptcy (3) or other types of cessation (4).
In addition to the mark for the procedure type, the following items are entered: the date of the final order about the initiation of the procedure, the date of the final order about the conclusion of the procedure and the method for concluding the procedure.
If there are other types of cessation, the type of cessation should be written in the last line.

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.

At entry of the legal entity into the tax register the person, authorised for representing, shall submit to the tax body for checking an identity document, with which this person can prove his/her identification as a legal representative 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.

The document, on which data are based, is mainly:

- certificate about capital investment, contract for the purchase of securities, print of transactions of Central Securities Clearing Corporation (KDD), from which it is evident that the legal entity has an investment.