**Instructions for completing the employer registration sheet**

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| ***Section*** | ***Field text*** | ***Field notes*** |
| Header | Registration, change, deregistration | To register an employer in the register, check the box “registration” and then complete the whole form as appropriate depending on whether the employer is type PO (legal person) or type FO (natural person). When changing data in the register, check the box “change” and complete sections 1 and 8, which will replace the previous data in the register if there is a change. Enter other data only if relevant to the change. To remove an employer from the register, check the box “deregistration” and complete sections 1 and 2. In section 3, enter the date of deregistration of the last employee. Please note: Only check the deregistration box if the deregistration is for the period up to 31 December 2020. |
| PO, FO, OZ, OrgZ, ZZ | Check the box corresponding to the type of employer: PO (legal person), FO (natural person), OZ (branch), OrgZ (administrative unit) or ZZ (foreign employer). A foreign employer is an employer whose registered office or place of business is outside the territory of the Slovak Republic, in EU Member States, in EEA countries or in Switzerland. |
| Section 1 | IČO, DIČ | Enter the employer’s Company Identification Number (IČO) and Tax identification number (DIČ) If either of these numbers is not assigned, enter the number you have been assigned. |
| Variable symbol | Enter the 10-digit variable symbol code (employer identification number) assigned to the employer for their identification by the branch of the Social Insurance Agency at registration. The variable symbol code must be included in payment orders for premiums and contributions. |
| Employer’s name | Enter the employer’s full name. If the employer is a legal entity entered in the Business Register, enter the business name used in the entry in the Business Register. If the employer is a branch of a legal person, enter the business name in accordance with the entry in the Business Register, which must clearly indicate that it is a branch. If the employer is a natural person, enter the name shown in their business licence, if they have such a licence. If the employer is an administrative unit without legal personality, enter its name. In the case of a foreign employer, enter the name specified in their authorisation to carry on activities. Provide a telephone number. The telephone number should be given including international dialling code (e.g. 00421 for the Slovak Republic) Provide employer's email address. |
| Premiums for guarantee insurance Is GP paid? | Check the appropriate box. If you are obliged to have guarantee insurance, check the box for “yes”. If you are not obliged to have guarantee insurance, check the box after “no”. |
| Section 2 | RČ | Enter the employer’s birth ID number (RČ) if they are a natural person. In the case of foreign nationals to whom no birth ID number has been assigned, enter the temporary birth ID number assigned to them by the branch of the Social Insurance Agency for social insurance purposes. Exceptions are citizens of the Czech Republic born before 31 December 1992 on the territory of the common state of Czechs and Slovaks, who will indicate the ID number (RČ) assigned to them at birth. |
| Section 3 | Employer’s address (PO + FO + OZ + OrgZ + ZZ) | If the employer is a natural person, enter their address of permanent residence. If the employer has legal personality, enter their registered office. If the employer is an administrative unit without legal personality, enter its address. In the case of a foreign employer, enter the address of their registered office. |
| SK NACE | Enter the numerical code of the SK NACE group (classification of economic activities) that corresponds to the employer’s activities. If the employer engages in multiple activities, enter the SK NACE code for the group of activities carried out by the largest number of employees. |
| Due date | Enter the due date for payments of premiums, which is the set pay date for employees’ incomes. If no such date is specified, enter zero. Please note: Only complete this field if you are registering an employer for the period up to 31 December 2013. |
| No. units | Enter the number of administrative units without legal personality that you have. |
| Legal form | Enter the legal form code defined by the Statistical Office of the Slovak Republic. The codes are listed at the end of this instruction In the case of a foreign employer, enter 0 if no code is defined for their legal form. |
| Ownership | Enter the ownership type code defined by the Statistical Office of the Slovak Republic. In the case of a foreign employer, enter 0 if no code is defined for their ownership type. |
| Date of last EE´s deregistration | Complete this field only if you are deregistering the last employee for the period up to 31 December 2020. |
| Section 5 | IBAN | Enter the number of the account from which you will pay premiums using the international format |
| Section 6 | Identification data of the employer that established an OZ or OrgZ | Enter the information on the employer that established the branch (OZ) or administrative unit (OrgZ). Enter the Company Identification Number (IČO) and Tax identification number (DIČ) of the establishing employer. If either of these numbers are not assigned, enter the number you have been assigned. |
| Section 7 | Statutory representatives of the employer (PO+OZ+ZZ) | Enter information on the statutory representatives. If you have more than two statutory representatives, enter maximum two. |
|  | Position code | Enter the position code of the statutory representative 1. - executive of a limited liability company
2. - director of a state-owned company
3. - partner in a general partnership
4. - member of the board of directors of a joint-stock company,
5. - chairperson or member of the board of a cooperative society,
6. - general partner in a limited partnership
7. - mayor of a municipality,
8. - the appointed or elected statutory representative of a budgetary or subsidised organisation, association, political party, movement, public institution or legal person established by law,
9. - administrator of a foundation
10. - other.

Enter the telephone number of the statutory representative. The telephone number should be given including international dialling code (e.g. 00421 for the Slovak Republic). If the same telephone number was provided in Section 1, there is no need to repeat the telephone number in Section 7.Enter the email of the statutory representative. If the same email was provided in Section 1, there is no need to provide the email in Section 7. |
| Section 8 | Date of change | Enter the date from which the change is effective if you are using the form to report a change.Provide the telephone number of the person completing the form. The telephone number should be given including international dialling code (e.g. 00421 for the Slovak Republic). If the same telephone number was provided in Section 1, it is not necessary to repeat the telephone number in Section 8. |

**Code of legal form of the organisation according to the code list of the Statistical Office of the Slovak Republic**

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| 100  | Natural person - occasionally active - registered in the register of the tax information system |
| 101  | Entrepreneur - natural person - not registered in the Business Register |
| 102  | Entrepreneur - natural person - registered in the Business Register |
| 103  | Self employed farmer not registered in the Business Register |
| 104  | Self employed farmer registered in the Business Register |
| 105  | Liberal profession - a natural person doing business on the basis of other than Trade Licensing Act |
| 106  | Liberal profession - a natural person doing business on the basis of other than Trade Licensing Act registered in the Business Register |
| 107  | Entrepreneur - natural person - non registrationin the Business Register - simultaneously self employed farmer |
| 108  | Entrepreneur - natural person - registration in the Business Register - simultaneously self employed farmer |
| 109  | Entrepreneur - natural person - non registrationin the Business Register - simultaneously person with a liberal profession |
| 110  | Entrepreneur - natural person - registration in the Business Register - simultaneously a person with a liberal profession |
| 111  | [Public commercial company](https://slovak.statistics.sk/wps/portal/ext/metadata/dials/%21ut/p/z1/jVJtb4IwEP418G20WCZsSbMUncJ8mbj4sn4xFTtEwWpb7H7-wOzLks3Z5NK763P33D0poGAJ6IGd84zpXBxYUcfvtL1K_DgIQ5dAOBp0YIziKAnJ1IVtDywugE6fRJ4_hDAY9u9hTKLZ9CFBCBIE6C318I9D4G31VwD0evsFoFcpYu8bcG3F_0heAM3XpWPS0oFO0EJ1Frme5z8g30WNxuSwRkEGqOQfXHLpVLKWfqv1UT1a0ILGGCcTIiu4o_YWrF-fFMPalqnGO_uEba5kipWtRCVTjg1f2-kG22e-wS22nQ2ezS7MBjv3zo802S76XW4GEa9G3ZNIejvS5VkShyHp2HVnfKG1XEQst9VrTBXizPaO0vWnUDpPVTNEnTcNrNU7CqlZ0Xj8UzdXyTXbMM0af5Oz4oKyK5Vh8nqeMwOTOR2Pq4l_mJTxcfWWuqJI5W8ybIXSYPlje3AsZ7MlzCflIlBfjqWlag%21%21/dz/d5/L2dBISEvZ0FBIS9nQSEh/p0/IZ7_Q7I8BB1A00HCB0IR6PUKPT3031%3DCZ6_Q7I8BB1A00MKC0I3IHQBAR1064%3DLA0%3DEcodeListVersion%211%3DcodeListCodeId%2159825%3DactionCommand%21viewCodeListCodeDetail%3D%3D/) |
| 112  | Limited liability company |
| 113  | Limited partnership |
| 117  | Foundation |
| 118  | Non-investment fund |
| 119  | Non-profit organisation |
| 120  | Non-profit organisation providing services of general interest |
| 121  | Joint stock company |
| 122  | European Economic Interest Grouping |
| 123  | European society |
| 124  | European Cooperative Society |
| 125  | A simple company for shares |
| 205  | Cooperative society |
| 271  | Community of owners of apartments and non-residential premises |
| 301  | State-owned enterprise |
| 311  | National Bank of Slovakia |
| 312  | Bank – State-owned monetary institution |
| 321  | Budgetary organisation |
| 331  | Contributor organisation |
| 381  | Funds |
| 382  | Body governed by public law |
| 383  | Other public administration organisation |
| 421  | Foreign person, legal entity with registered office outside the territory of the Slovak Republic |
| 422  | Foreign person, natural person residing outside the territory of the Slovak Republic |
| 434  | Supplementary pension insurance company |
| 445  | Commodities Exchange |
| 701  | Association (union, society, company, club or other)  |
| 711  | Political party, political movement |
| 721  | Ecclesiastical organisation |
| 741  | Professional Association - [Professional Chamber](https://slovak.statistics.sk/wps/portal/ext/metadata/dials/%21ut/p/z1/jVJtb4IwEP418G20WCZsSbMUncJ8mbj4sn4xFTtEwWpb7H7-wOzLks3Z5NK763P33D0poGAJ6IGd84zpXBxYUcfvtL1K_DgIQ5dAOBp0YIziKAnJ1IVtDywugE6fRJ4_hDAY9u9hTKLZ9CFBCBIE6C318I9D4G31VwD0evsFoFcpYu8bcG3F_0heAM3XpWPS0oFO0EJ1Frme5z8g30WNxuSwRkEGqOQfXHLpVLKWfqv1UT1a0ILGGCcTIiu4o_YWrF-fFMPalqnGO_uEba5kipWtRCVTjg1f2-kG22e-wS22nQ2ezS7MBjv3zo802S76XW4GEa9G3ZNIejvS5VkShyHp2HVnfKG1XEQst9VrTBXizPaO0vWnUDpPVTNEnTcNrNU7CqlZ0Xj8UzdXyTXbMM0af5Oz4oKyK5Vh8nqeMwOTOR2Pq4l_mJTxcfWWuqJI5W8ybIXSYPlje3AsZ7MlzCflIlBfjqWlag%21%21/dz/d5/L2dBISEvZ0FBIS9nQSEh/p0/IZ7_Q7I8BB1A00HCB0IR6PUKPT3031%3DCZ6_Q7I8BB1A00MKC0I3IHQBAR1064%3DLA0%3DEcodeListVersion%211%3DcodeListCodeId%2159975%3DactionCommand%21viewCodeListCodeDetail%3D%3D/) |
| 745  | Chamber (excluding chambers of professions) |
| 751  | Interest Association of Legal Entities |
| 752  | Interest association of natural persons with no legal capacity |
| 801  | Municipality (municipal office), city (city office) |
| 803  | Self-governing region (office of self-governing region)  |
| 804  | European Grouping of Territorial Cooperation |
| 901  | Representative bodies of other States |
| 911  | Foreign cultural, information centre, radio, press and television agency |
| 921  | International organisations and associations |
| 931  | Representation of a foreign legal person |
| 951  | Local unit without legal capacity |
| 995  | Unspecified legal form |
| 333  | Public research institution |
| 141  | Hunting organisation |
| 272  | Land community |
| 273  | Land Consolidation Participants’ Association |

**Type of property code according to the code list of the Statistical Office of the Slovak Republic**

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| Code  | [Name](https://slovak.statistics.sk/wps/portal/ext/metadata/dials/%21ut/p/z1/jVJtb4IwEP418G20WCZsSbMUncJ8mbj4sn4xFTtEwWpb7H7-wOzLks3Z5NK763P33D0poGAJ6IGd84zpXBxYUcfvtL1K_DgIQ5dAOBp0YIziKAnJ1IVtDywugE6fRJ4_hDAY9u9hTKLZ9CFBCBIE6C318I9D4G31VwD0evsFoFcpYu8bcG3F_0heAM3XpWPS0oFO0EJ1Frme5z8g30WNxuSwRkEGqOQfXHLpVLKWfqv1UT1a0ILGGCcTIiu4o_YWrF-fFMPalqnGO_uEba5kipWtRCVTjg1f2-kG22e-wS22nQ2ezS7MBjv3zo802S76XW4GEa9G3ZNIejvS5VkShyHp2HVnfKG1XEQst9VrTBXizPaO0vWnUDpPVTNEnTcNrNU7CqlZ0Xj8UzdXyTXbMM0af5Oz4oKyK5Vh8nqeMwOTOR2Pq4l_mJTxcfWWuqJI5W8ybIXSYPlje3AsZ7MlzCflIlBfjqWlag%21%21/dz/d5/L2dBISEvZ0FBIS9nQSEh/p0/IZ7_Q7I8BB1A00HCB0IR6PUKPT3031%3DCZ6_Q7I8BB1A00MKC0I3IHQBAR1064%3DLA0%3DEuseSessionCriteria%21true%3DsortAttribute%21officialTitle%3DsortAscending%21true%3DactionCommand%21getCodeListData%3D%3D/)   |
| 0  | Not yet known |
| 1  | International with a predominant public sector |
| 2  | Private domestic |
| 3  | Cooperative |
| 4  | State-owned |
| 5  | Ownership of territorial self-government |
| 6  | Ownership of associations, political parties and churches |
| 7  | Foreign |
| 8  | International with a predominant private sector |