

Instructions for completing the employer registration sheet

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 deregistration date of the last employee.
	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 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 Companies Register, enter the business name used in the entry in the Companies Register. If the employer is a branch of a legal person, enter the business name in accordance with the entry in the Companies 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.
	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.
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. In the case of a foreign employer for which no SK NACE code has been assigned, follow Decree No. 112/2012 of the Statistical Office of the Slovak Republic.
	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
	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. 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.

Sections 4, 7 and 8	Telephone	Enter your telephone number including dialling codes.
	E-mail	Enter your e-mail address.
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 is 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 at most 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.
Section 8	Date of change	Enter the date from which the change is effective if you are using the form to report a change.