

## Instructions for completion of the registration form

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The registration form serves for the initial registration of data in the discount system and for execution of the changes of some registration data.

Before filling the form you should have the following documents prepared:

- Technical certificates of all vehicles that shall be registered in the Toll discount system.
- Power of attorney in case the vehicle's operator is represented by another person or entity;
- Certificate on authorization for operation of the vehicle, if the operator is not the owner or the operator specified in the technical certificate of the respective vehicle.

For technical and safety reasons the registration portal of the Toll discount system doesn't allow saving the semi-finished version of the form. Therefore it is convenient to have prepared all the necessary documents before you start filling the form.

### Registration scenarios

The registration portal registers the carriers when filling out the forms in accordance with preselected scenario. When starting the registration portal, the users can access the scenarios listed below for the sake of transparency.:

#### Initial registration of the operator and vehicles in the discount system

#### Amendment / deregistration of the operator's vehicles

#### Change of the operator's contact person

#### Change of the operator's registered office

#### Additional authorization of a third person

#### Replacement of the entity representing the operator

#### Change of the contact person of the representing entity

#### Cancellation of the representation

### Instructions for completion of the registration form

At the introductory screen of the Toll discount enrolment portal you can find buttons to enter the application to fill in the registration form.

Below you can find the instructions for completion of all fields of the form. At the end of this document you can find a detailed description of individual registration scenarios.

#### Žádost č.

#### Request no.

This number is generated automatically. It is a unique number assigned by the registration portal to your application in the moment it is sent to the Toll discount system.

#### prvotní evidence do systému slev

#### first registration to the Toll discount system

This choice is the first registration in the Toll discount system. It means that the vehicle's operator has not been registered in the Toll discount system yet. The field is filled out automatically based on the selected registration scenario.

**změna základních evidenčních údajů**  
**change of master registration data**

This choice represents the request for change of the data already registered in the Toll discount system. The field is filled out automatically based on the selected registration scenario.

**doplnění / odhlášení vozidel**  
**add / cancel vehicles**

This choice represents the request for adding or cancelling a vehicle in the Toll discount system. The field is filled out automatically based on the selected registration scenario.

## **Část A - Údaje o provozovateli / Part A - Vehicle Operator data**

**název / jméno a příjmení**  
**name / individual name and surname**

Specify the name, or name and surname of an individual.

Specify the firm or name, or the name and surname, or even the differentiating supplement, if you are an individual operating on your own account.

Specify the firm or name, if you are a legal entity.

This field is compulsory.

**sídlo / adresa**  
**registered seat / address**

Specify the address of the permanent or similar residence, if you are an individual.

Specify the address of the permanent or similar residence, or address of the place of business, if you are an individual operating on your own account.

Specify the address of the registered office, if you are a legal entity.

**změna**  
**change**

This choice represents the request for change of the originally registered data on the registered office / address of the vehicle's operator. The field is filled out automatically based on the selected registration scenario.

**IČ:**  
**registration No.**

Specify the registration number of the entity to which it was assigned. Completion of this fields is compulsory, if you are an individual operating on your own account or a legal person.

**datum narození fyzické osoby**  
**date of birth of individual**

Specify the date of birth in case the operator is an individual. This item must be filled in if the operator is an individual.

**číslo zákazníka ESVZ**  
**Toll system client number**

**číslo uživatele**  
**User ID**

Specify your user number in the electronic toll collection system, if it was assigned to you. This information serves for precise identification of all accounts of your vehicles in the electronic toll collection system for the purpose of determination of the value of the toll imposed.

## **Část B – Kontaktní osoby / Part B - Contact persons**

**jméno a příjmení kontaktní osoby**  
**contact person name and surname**

Specify the name and surname of the contact person for execution of the agenda in the Toll discount system. If the operator is not represented by a third person, all communication by the Electronic toll collection system operator will be directed to this contact person.

This information is compulsory.

**změna**  
**change**

Check the box in case you want to change the previously registered data on the main contact person.

**e-mail**  
**e-mail**

Specify the current e-mail of the main contact person. This information is compulsory.

**telefon**  
**phone number**

Specify the current phone number of the main contact person. This information is not compulsory.

**jméno a příjmení náhradní kontaktní osoby**  
**alternative contact person name and surname**

Specify the name and surname of the alternative contact person for execution of the agenda in the Toll discount system. This person will be contacted in case the previous main contact will be evaluated as non-functional. Information on the alternative contact person is not compulsory.

**změna**  
**change**

Check the box in case you want to change the previously registered data on the alternative contact person.

**zrušení**  
**cancel**

Check the box in case you want to cancel the previously registered data on the alternative contact person.

**e-mail**  
**e-mail**

Specify the e-mail of the alternative contact person.

**telefon**  
**phone number**

Specify the phone number of the alternative contact person.

## **Část C – Zastupující osoba / Part C - Representing Person**

**provozovatel je zastupován třetí osobou**  
**operator is represented by a third person**

Check the box in case the operator of the vehicle is represented by a third person regarding registration in the Toll discount system or payment of the discount awarded. In case the authorized third person makes the first registration, it is necessary to submit also the power of attorney issued by the operator of the vehicle.

**plná moc je platná od**  
**the power of attorney is valid from**

Specify the date of beginning of effectiveness of the power of attorney if you have attached the document of power of attorney to your application

**do**  
**to**

If the power of attorney is limited in time, specify the date as of which its validity expires if you have attached the document of power of attorney to your application.

**provozovatel nahrazuje zastupující osobu**  
**operator replaces the representing person**

Check the box in case you want to replace the originally registered representing person by another one.

If the representing person shall be replaced, it is necessary to attach also the power of attorney issued by the operator of the vehicle authorizing the person newly registered as the representing person.

**provozovatel ruší zastupování**  
**operator cancels the representation**

Check the box in case you want to cancel the representing by a third person. In case representation is cancelled.

**ke dni**  
**on date**

Specify the date as of which the representing person shall be replaced by another one, or as of which the representation by the existing person shall be cancelled.

The following information shall be completed always, provided:

- you require registration of a new representing person, or
- the application being processed is executed by a representing person already registered.

**název / jméno a příjmení**  
**name / individual name and surname**

Specify the name and surname, if you are an individual.

Specify the firm, or the name and surname, if you are an individual operating on your own account.

Specify the firm or name, if you are a legal entity.

**sídlo / adresa**  
**seat / address**

Specify the address of the permanent or similar residence, if you are an individual.

Specify the address of the permanent or similar residence, or address of the place of business, if you are an individual operating on your own account.

Specify the address of the registered office, if you are a legal entity.

**IČ:**  
**registration No.**

Specify the registration number of the entity to which it was assigned. Completion of this fields is compulsory, if you are an individual operating on your own account or a legal person.

**datum narození fyzické osoby**  
**date of birth of individual**

Specify the date of birth in case the operator is an individual.

**kontaktní osoba**  
**contact person**

Specify the name and surname of the contact person in case he/she represents the legal person.

**změna**  
**change**

Check the box in case you want to change the previously registered data on the representing contact person.

**e-mail**  
**e-mail**

Specify the e-mail of the representing contact person.

**telefon**  
**phone number**

Specify the telephone number of the representing contact person.

## **Část D – Přílohy / Part D - Attachments**

In this part specify the numbers of the documents attached which serve for the purpose of check when putting the attachments together before the documents are sent to the electronic toll collection operator and at the subsequent processing. This information is not compulsory.

**technické průkazy (počet ks)**  
*technical certificates (number of pieces)*

Specify the number of the copies of technical certificates attached.

**plná moc (počet ks)**  
*power of attorney (number of pieces)*

Specify the number of the powers of attorney attached. Such documents also includes documents of authorization for the vehicle operator, if s/he is not presented as the owner or the operator in the vehicle identification card.

**ostatní (počet ks)**  
*other (pcs)*

Specify the number of other attachments.

## **Část E – Identifikace evidovaných vozidel / Part E - Identification of registered vehicles**

In the list specify all vehicles meant for registration or cancelling within the Toll discount system.

**registrační značka**  
*license plate*

Specify the licence plate number of the vehicle.

**stát**  
*country*

Specify the country code of the vehicle's registration.

**číslo smlouvy (účtu)**  
*contract (account) No.*

Specify the number of one contract (account) registered in respect of the vehicle in the electronic toll collection system, if you have it available. This information serves for precise identification of the accounts of this vehicle in the electronic toll collection system for the purpose of determination of the value of the toll imposed.

**odhlásit vozidlo**  
*cancel registration*

Check the box in case you want to cancel the registration of the vehicle already registered in the Discount system.

**Provozovatel souhlasí s evidencí údajů v Systému slev. Evidované údaje budou zpracovávány v souladu se zákonem č. 101/2000 Sb., o ochraně osobních údajů, výhradně pro účely evidence v systému slev na mýtném. *The vehicle operator agrees with registration of data in the Toll Discount system. Registered data will be processed in accordance with Act. No. 101/2000 Coll., on the personal data protection exclusively for the purposes of records in the toll discount system.***

Check the box for confirmation of the agreement with registration of the data in the Discount system. Operator's confirmation of the agreement is a prerequisite to accept the application for registration.

**Provozovatel vozidla se podpisem tohoto formuláře zavazuje, že v případě nesprávných či nepravdivých údajů uvedených v tomto formuláři, bude povinen uhradit provozovateli systému ESVZ náhradu vzniklé škody nebo nákladů spojených s opravou. *By signing this form the Vehicle Operator agrees that in case of incorrect or false information provided in this form will be obliged to pay damage compensation fees or costs related to the corrective measures to the CTTS system operator.***

Check the box for confirmation of the obligation on responsibility for the data filled in. Confirmation of the obligation is a prerequisite to accept the application for registration.

Provozovatel souhlasí se zasíláním elektronických daňových dokladů ve formátu PDF ve věci poskytování slevy na mýtném. *The vehicle operator agrees to receive electronic tax documents in PDF format regarding the provision of toll discounts.*

Check the box to confirm agreement with receiving electronic tax documents in PDF format regarding the provision of toll discounts.

podpis  
*signature*

The registration form shall be signed by the individual, the person acting on behalf of the entity of the operator of the vehicle, or an authorized representing person.

jméno a příjmení  
*name and surname*

Fill out legibly the name and surname of the person acting on behalf of the entity of the operator or the representing person.

funkce  
*position*

Fill out the position of the person acting on behalf of the entity of the operator or the representing person.

### How can I know that my request was successfully delivered to the Toll discount system?

If you have sent a printed version of your request which

- contained an identification number,
- was signed by an authorised person and
- is supplemented by all necessary documents attached

to the stated address of the Toll system operator, your request was correctly delivered to the Toll discount system.

All steps which are necessary to perform so that you can be sure that your application has been successfully delivered to the Toll discount system are described below.

An **identification number** was assigned to each request. If the printed version of your request does not contain this number, you probably haven't performed all necessary steps correctly. The identification number has always 12 digits and is stated at the heading of each valid request:

Žádost č. <i>Request No.</i>	<b>130108000210</b>	
o zaevidování / změnu v evidenci dat v systému slev elektronického mýtného <i>for registration / change of registration data into the Toll discount system</i>		
<input checked="" type="checkbox"/> prvotní evidence do systému slev <i>first registration to the Toll discount system</i>	<input type="checkbox"/> změna základních evidenčních údajů <i>change of master registration data</i>	<input type="checkbox"/> doplnění / odhlášení vozidel <i>add / cancel vehicles</i>

The identification number is assigned to the request at the moment you ask the PIN number. The PIN number contains 4 digits, is generated automatically by the system and serves to confirm the electronic version of your request sent to the Toll discount system and to verify your contact e-mail stated in the request.

You can ask the PIN using the „**Check and ask PIN**“ button. This button is located **at the end of the electronic request form**:

V / In  dne / Date 08.01.2013

Pro odeslání formuláře je nutné zadat PIN. PIN bude zasláno na uvedený kontaktní e-mail po stisknutí tlačítka Vyžádat PIN.  
To submit this form you must enter a PIN. PIN will be sent to the contact e-mail after pressing the Ask PIN button.

Zkontrolovat a vyžádat PIN  
Check and ask PIN

The PIN will be delivered to the contact e-mail you have stated in the form. You can find this number in the e-mail at this place:

Od: info-slevy@rsd.cz  
Komu:   
Kopie:   
Předmět: Systém slev na mýtném – ověření kontaktního údaje / Toll Discount System – Verification of contact information

Upozornění: Pokud Vaším jménem jedná zastupující osoba, považujte tuto zprávu pouze za informační.

Vážený zákazníku,

Děkujeme za vyplnění evidenčních údajů do systému slev. Pro možnost odeslání Vámi vložených dat do systému opište, prosím, následující kód do příslušného pole na portálu slev:

2018

Provozovatel systému elektronického mýta  
Ředitelství silnic a dálnic ČR  
Nábřeží Ludvíka Svobody 1222/12  
110 15 Praha 1

Notice: If a representing person is acting on your behalf, you should consider this message for information only.

Dear Customer,

Thank you for completing the registration data. Please, use the following code to send the registration data from the registration portal to the system:

2018

RSD CR  
Nabreží Ludvíka Svobody 1222/12  
110 15 Prague 1  
Czech Republic

Enter the PIN number to the field which is displayed at the end of the electronic request form and send to the system using the „**Odeslat PIN / Send PIN**“ button:

V / In  Horním Městě dne / Date 08.01.2013

Pokud chcete před odesláním dat do systému provádět změny formuláře, stiskněte tlačítko Upravit formulář.  
If you want to change any data in the form before sending to the system press the Change form button.

Upravit formulář / Change Form

Pro možnost odeslání dat do systému slev vložte PIN a stiskněte tlačítko Odeslat PIN. PIN bylo zasláno na kontaktní e-mail:  
Enter the PIN and press the Send PIN button to send the data to the system. The PIN was sent to the stated contact e-mail: i

PIN:

Odeslat PIN / Send PIN

After you enter and send PIN the completed print version of your request in the pdf format is sent to

your contact e-mail. **If you have received your completed pdf request to the contact e-mail stated in this request, your request is at this moment saved in the Toll discount system.**

If you have **asked the PIN and haven't received the e-mail** with this number, check the following possibilities:

- The contact e-mail is not correctly stated in the request form:  
correct the contact e-mail and ask the PIN again,
- E-mail containing the PIN is in the spam folder:  
use the number from the spam folder,
- E-mail containing PIN was not delivered due to your full e-mail box:  
clear your e-mail box and contact the Toll discount system support,
- Other cases:  
contact the Toll discount system support.

Please, pay special attention to all particulars of the confirmation and sending of the electronic request to the Toll discount system. The request which the PIN has not been asked for haven't been yet saved in the Toll discount system. If you print a not confirmed request without an assigned identification number, your contact data can be displayed as incomplete. Then the Toll discount system support will not be able to contact you. So make always sure that your printed request has an identification number assigned. If not, you need to complete the request form again and sent it to the system in a correct way.

In order to your request would be valid, it is necessary to send its **authorised printed version** to the Electronic toll system operator.

The request has to be signed by the **person authorised to act on behalf of the vehicle operator**, it is also necessary to specify the **function / position** of this person.

If the Toll discount system support finds any discrepancies within your request, you will be contacted via the stated contact e-mail or telephone number. Additional supplements or clarifying of the discrepancies does not affect the date of the beginning of the vehicle registration in the Toll discount system. The date when you initially sent the request to the system is taken as the beginning date of the registration.