

## Customer Information

### On applications by sole traders to register private investigation activities or activities concerning the design/installation of security systems

#### ÁNYK (General Form Completion program) form included in information

Case group: Procedures concerning private security and private investigation (security procedures)

Identifier	Title of form
RI-0208	Egyéni vállalkozó bejelentése magánnyomozói, illetve vagyonvédelmi rendszert tervező, szerelő tevékenység végzésére
	Application by sole traders for the registration of private investigation activities or activities concerning the design/installation of security systems

**This information is effective as of 1 January, 2018.**

#### Legislation relating to the procedure

1. Act CL of 2016 on the general rules of administrative proceedings and services  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=199170.331240](http://njt.hu/cgi_bin/njt_doc.cgi?docid=199170.331240)
2. Act CXXXIII of 2005 on the rules of private security and private investigation (hereinafter: PSI Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=95492.338607](http://njt.hu/cgi_bin/njt_doc.cgi?docid=95492.338607)
3. Act CCXXII of 2015 on the general rules of electronic administration and trust services (hereinafter referred to as E-Adm. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=193173.338642](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642)
4. Act LXXVI of 2009 on the general rules of the commencement and pursuit of service activities  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=125358.329441](http://njt.hu/cgi_bin/njt_doc.cgi?docid=125358.329441)
5. Act XCIII of 1990 on duties (hereinafter referred to as D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511.338389](http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389)
6. Government decree 329/2007 on the bodies of the Police and on the tasks and powers of the Police. (XII.13.) (hereinafter referred to as Gov. Dec.)
7. [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
8. Decree of the Ministry of Justice and Law Enforcement 67/2007. (XII. 28.) on the establishment of the jurisdictions of the Police  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=110516.316679](http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679)

## **Procedure**

The form is used to register private investigation activities or activities concerning the design/installation of security systems that can be performed by sole traders that have a registered office, establishment or branch in Hungary.

## **Submitting the application for registration**

The application for the registration has to be submitted to the city (district) police headquarters whose jurisdiction covers the registered office/ establishment/ branch of the enterprise in Hungary.

## **Costs and expenses of procedure**

1. A general procedure fee of HUF 3,000 (three thousand) to be transferred to the account of the authority in charge of the case (shown in Attachment 1 of the present information page), in advance or retrospectively.
2. Advance payment: "eljárási illeték" ("procedure fee") to be indicated in the reference field of the transfer
3. Retrospective payment: to be made at the latest on the day after knowledge of the registration number of the authority in charge of the case. The registration number of the case is to be indicated in the reference field of the transfer. (Registration number: the "RZSEIR" registration number indicated on the notification sent by the document management system of the Police to the applicant's Client Gateway storage space).

## **Attachments to be added to the application**

1. Sole traders without Hungarian citizenship have to certify the fact that they have no criminal record and that they are not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act with a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months. A document issued in another country is of probative value – unless otherwise suggested by an international treaty or the practice of international reciprocity- if it has been certified as diplomatically authentic by the Hungarian foreign representation operating in the country where the document was issued. For documents issued in a language other than Hungarian, a certified Hungarian translation also has to be attached to the application.
2. For sole traders without Hungarian citizenship, a public document certifying their legal capacity and its certified Hungarian translation
3. A liability insurance covering the activity to be conducted, and a certificate issued by the insurance company attesting that the insurance contract has been continuously in effect due to payments of the insurance fee.
4. In the case of an advance payment of the administrative service fee to the Police, a proof of the payment.

## **Processing the registration application**

When processing the case, the Police shall examine the registration application and its attachments.

If during the processing of the application it is established that an eligible customer has submitted a fully completed application to the relevant authority and conforms to the applicable

requirements set out in legislation, the Police shall acknowledge the activity by issuing an official certificate, which shall be valid until further notice. The certificate shall be sent by post at the Customer's request, or may be received in person at the authority in charge.

Private investigation activities and security system design/installation activities may only be commenced if the authority in charge has authenticated the records of the sole trader's contracts.

If the application does not comply with the requirements set forth in the relevant legislation or the procedure fee has not been paid and the service provider has not been granted exemption from costs, at the same time as stating the omissions, the Police shall warn the service provider of the legal consequences of conducting its activity without registration.

The procedure requires a personal appearance.