

## Customer Information

### For companies and single-member companies performing private security activities, private investigation activities or activities concerning the design/installation of security systems on reporting personnel changes

#### ÁNYK (General Form Completion Program) form included in the Information

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

Identifier	Title of Form
RI-0212	Bejelentés személyi változásról (vezető tisztségviselő, tulajdonos, tag) személy – és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő tevékenységet végző gazdasági társaság, egyéni cég számára
	Reporting personnel changes (executive officer, owner, member) for companies and single-member companies performing private security activities, 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 referred to as 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 CXX of 2012 on the activities of persons performing certain law enforcement tasks and on the amendments to certain acts to fight truancy (hereinafter referred to as Law Enforcement Act) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=152650.337597](http://njt.hu/cgi_bin/njt_doc.cgi?docid=152650.337597)
4. 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)
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.) [http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=112629.326988](http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988)
7. 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 submission of a report is justified if there has been a personnel change concerning an executive officer/ owner/ member who was registered when applying for the existing, effective operating licence / when registering the activity.

Single-member companies and companies (hereinafter: enterprises), which have an operating licence to perform private security activities or have registered their private investigation activities or activities concerning the design/installation of security systems and have an official certificate thereof, are eligible to report personnel changes.

Enterprises are obliged to report changes to registered data by the fifth day of the month following the month in question to the police headquarters authorised to issue an operating licence, to acknowledge the report and to issue a decision acknowledging the pursuit of the activity abroad.

## **Submitting the report**

The report 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 procedure fee of HUF 3,000 (three thousand)
2. The account numbers for the payment of general procedure fees have been published on the official website of the Police
3. Advance payment: "SZV. vált. díj" ("private security change fee") to be indicated in the reference field.
4. 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. (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 report**

1. If the new executive officer has no Hungarian citizenship: a document issued by the relevant authority of the applicant's country of residence, not older than 3 months, has to be presented, certifying that the executive officer has no criminal record and is not subject to the restrictions specified in paragraphs (3) and (4) of section 6 of the PSI Act. 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 report.
2. For an executive officer with no Hungarian citizenship a public document certifying his legal capacity and its certified Hungarian translation.
3. If the executive officer, owner or member participates in the technical coordination or management of the activity or is personally involved in the activity, the reference number of the existing and effective licence authorising the personal conduct of the activity or the reference number of the decision recognising a licence issued in another EEA state has to be indicated.
4. In the case of an advance payment of the fee, a proof of the payment.

### **Processing the report**

If during the processing of the report it is established that an eligible customer has submitted a fully completed report to the relevant and competent authority or has complied with the request for supplying missing items and conforms to the applicable requirements set out in legislation, the Police shall check the compliance of the persons reported with the legal requirements and shall register the change. The Police shall issue a decision on registering the changes to the data of the enterprise and shall send that decision to the customer submitting the report.

If during the procedure it is established that the personnel change results in conditions that rule out the pursuit of the activity, they shall withdraw the operating licence and in the case of an enterprise performing design/installation/private investigation shall prohibit further pursuit of the activity.

In the case of an incomplete report, the authority in charge shall order the issue of a request for the supply of missing items. The missing documents requested can be submitted as attachments to a separate form.

If the requested documents are not supplied or the specified administrative service fee is not paid, the Police shall or may terminate the public administration procedure.

In the case of a report concerning an executive officer with no Hungarian citizenship, a personal appearance is required during the procedure in order to present the foreign document and its Hungarian translation.