

Instructions for completing the form Application for external authorization (EDP-PE form)

I. General data for external authorising for working with forms in the eDavki portal

The eDavki portal allows the taxpayer (principal) to authorize another person (authorised person) to work with forms in the eDavki portal. External authorising is suitable for business entities with external accounting or for natural persons who are not skilled in electronic commerce or for any taxpayer (principal) who want to allow a third party entry of documents, filing of documents and checking of filed documents or insights into data. It should be noted here that there must be big trust between the principal and the authorised person because, through an external authorization, the principal is granted, within the limits of the powers, access to personal data and data representing tax secrecy.

With the EDP-PE form, the principal changes (assigns or withdraws) rights to another person, for working with forms within the eDavki portal (EDP rights). Two forms of EDP-PE are available for physical (paper) way, which differ only in terms of determining the extent of the authorization:

- EDP-PE_1 (Application for external authorization_general): the form enables the principal to authorizing the authorized person with one check for all existing and future actions on the eDavki portal.
- EDP-PE_2 (Application for external authorization): the form allows the principal to limit the authorization only to a particular form or group of forms.

II. Change (assignment or withdrawal) of external EDP rights

The change of external EDP rights is possible in electronic way via the eDavki portal or in physical (paper) way with the EDP-PE form. In the case of external authorization, there is no requirement (as with internal authorization) that the authorized person is a registered user of the eDavki portal, therefore it is a matter of mutual relationship between the principal and the authorized person to arrange the registration in the eDavki portal. The registration procedure is [here](#).

a) External authorization procedure in electronic way

The taxpayers themselves, through the eDavki portal, easily and quickly regulate external authorizations (external EDP rights). The consequences occur immediately after the submission of the application. Individuals entering the eDavki portal as natural persons (to change their own EDP rights) and persons entering with the digital certificate for employees who are also legal representatives (to change rights on behalf of a business entity) have the right to edit external EDP rights.

1. [Enter](#) the eDavki portal.
2. Choose "Representing oneself as a natural person" or select the business entity through which you have a digital certificate (in case you enter with the digital certificate for employees and you are also legal representatives).
3. On the left, click on "Authorizations," "External deputies" and click on "Add external deputy" or click on the tax number of the existing deputy for whom you want to change the authorization.
4. Click on "Manage authorizations for indicate the extent and duration of the authorization, and click on the "Submit application".
5. By copying the security code and digital signing the authorization procedure is completed. The eDavki portal tells you that you have successfully filed the document

b) External authorization procedure in physical (paper) way

There are two forms (EDP-PE_1 and EDP-PE_2). The difference lies in the fact that the EDP-PE_2 form enables the fragmentation of the external authorization at different levels. The form is filled in legibly, in capital letters. It is necessary to fill in the information on the principal and the information about the authorised person.

Extent and time validity of the authorisation:

Application for external authorization general (EDP-PE 1): If you want to authorise the authorised person until withdrawal for entry, filing and checking all existing and future documents on eDavki portal, you shall mark the first "YES".

With this act you grant the following EDP rights to the authorised person:

- Entry / completing the documents – granting the authorisation enables the authorised person to enter and check »Draft documents« and »Prepared documents«. The authorised person gets access to **all** »Draft documents« and »Prepared documents« (also for past periods, for which this person has not been authorised yet) and not only those, which this person will enter (prepare) by him/herself.
- Signing and submitting documents – granting the authorisation enables the authorised person to file **all** documents.
- Checking filled documents – granting the authorisation enables the authorised person to check **all** »Filled documents«. The authorised person gets access to all Filled documents (also for past periods, for which this person has not been authorised yet).
- Received Documents– granting the authorisation enables the authorised person to check all »Received Documents«. The authorised person gets access to all received documents (also for past periods, for which this person has not been authorised yet).
- The right to insights and disclose – granting the authorisation enables the authorised person to access to all principal's records on eDavki portal (e.g. Taxpayer card).

If you want to withdraw all authorisations from the authorised person, you shall mark the second »YES«.

Application for external authorization (EDP-PE 2): To change the authorization only for a specific form or group of forms or only for entering documents or for filing documents or for checking the filed documents, check it accordingly. If the EDP right is granted, mark the relevant fields with "YES". If the the EDP right is revoked, mark the relevant fields with "NO". The authorization may be valid for a specified period of time or until is canceled. In this regard, a certain time delay from the submission of the EDP-PE form to the post office until the entry of the EDP right in the eDavki portal made by the employee of the Financial Administration of the Republic of Slovenia.

Date and signature of the principal or his representative: EDP-PE form as any other application, in accordance with Article 63 of the General Administrative Procedure Act, it must be handwritten signed (by principal) and delivered in a physical (paper) way (for example, personally, by post) to the competent financial office of the principal, otherwise the application is incomplete. Pay attention to the EDP-PE_2 form, because the signature of the principal is required on each page.