

**Instructions for completing the "INSTALMENTS – minor offence claims" form**

Applicant information:	<i>Enter identification information on the applicant.</i>
Authorised representative information:	<i>Enter the information on the authorised person if the applicant is filing the application via an authorised person.</i>  <i>The power of attorney must be enclosed with the application.</i>
Application information:	<i>Mark one of the options.</i>  <i>A natural person or responsible person may apply for the payment of a fine in up to 12 monthly instalments or in the period of one year, whereby the minimum instalment amount is EUR 20.</i>  <i>A legal person, sole trader or natural person carrying out a business activity may apply for the payment of a fine in up to 12 monthly instalments or in the period of one year, whereby the minimum instalment amount is EUR 200.</i>
Enforceable instrument information:	<i>Enter the information on the type of instrument (payment order, decision, judgment or other instrument imposing the liability) and the issuing authority. It is mandatory to state the number of the enforceable instrument and the date and amount of the liability.</i>
Enclosures:	<i>If enclosures are included, this should be marked accordingly.</i>