

METHODOLOGICAL GUIDELINE FOR APPLICANTS/PAYERS OF ADMINISTRATIVE FEES RELATED TO FEE COLLECTION USING THE "eKOLOK" SYSTEM

Guideline for Applicants/Payers in regard of Fee Collection using the "eKoloK" system

Organisational Unit of SIDC (ŠÚKL):	Director's Office and GSSO (Referát riaditeľa a GTSÚ)
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1 PURPOSE

This Methodological Guideline (MG) provides information from the State Institute for Drug Control (hereinafter referred to as SIDC (ŠÚKL)) for applicants and payers of administrative fees.

SIDC (ŠÚKL) is, in accordance with Section 7(3) of Act No. 145/1995 Coll. on Administrative Fees as amended, connected to the Central Fee Registration System (hereinafter referred to as CFRS (CSEP)) since 1 September 2024. The CFRS (CSEP) is operated by Slovenská pošta, a.s. (Slovak Post).

2 ABBREVIATIONS USED

CFRS (CSEP)	Central Fee Registration System (centrálny systém evidencie poplatkov)
MG (MP)	Methodological Guideline (metodický pokyn)
SIDC (ŠÚKL)	State Institute for Drug Control (Štátny ústav pre kontrolu liečiv)
Coll. (Z. z.)	Collection of Laws (Zbierka zákonov)
GSSO (GTSÚ)	General Secretary of the Service Office (generálny tajomník služobného úradu)

3 RELATED LEGISLATION

Act No. 145/1995 Coll. on Administrative Fees as amended (hereinafter the "Act")

Act No. 362/2011 Coll. on Medicines and Medical Devices.

4 PAYMENT OF ADMINISTRATIVE FEES ACCORDING TO INDIVIDUAL ITEMS OF THE ADMINISTRATIVE FEE SCHEDULE

Administrative fees are payable for acts and proceedings listed in the schedule of administrative fees, which forms an annex to the Act on Administrative Fees (hereinafter the "schedule") under individual items. The schedule of acts and proceedings of SIDC (ŠÚKL) has been processed into the SIDC (ŠÚKL) service catalogue for the purposes of the CFRS (CSEP). Administrative fees are due at the time of submission directed at the performance of an act or the conduct of proceedings. The submission simultaneously gives rise to a fee obligation. If the administrative fee is not paid, even after delivery of a written notice, SIDC (ŠÚKL) will not perform the act and will discontinue the proceedings.

If the submission is made by electronic means or through a certifying person (Section 26(2) of Act No. 95/2019 Coll. on Information Technologies in Public Administration as amended by Act No. 325/2022 Coll.), the fee rate is reduced by 50%. This reduction is capped at a maximum of EUR 50.

The reduced rate applies only if all attachments to the submission are also submitted in electronic form.

If the above statutory conditions for electronic submission are met:

1. SIDC (ŠÚKL) will issue a payment order with the reduced rate automatically, or
2. the payer will attach an "eKolak" in the value of the reduced rate to the submission.

The SIDC (ŠÚKL) service catalogue is created from the fee code list for acts and proceedings of SIDC (ŠÚKL) so as to realistically capture all acts and proceedings that a payer may request from SIDC (ŠÚKL).

The current service catalogue is published on the website www.sukl.sk under: Home Page > Information for the Public > eKolak > eKolak - Schedule of Administrative Fees 2024 at the address https://www.sukl.sk/hlavna-stranka/slovenska-verzia/informacie-pre-verejnost/ekolak?page_id=6353

5 METHODS OF PAYMENT OF ADMINISTRATIVE FEES AT SIDC (ŠÚKL)

SIDC (ŠÚKL) indicates the recommended payment methods for individual fees in the service catalogue. Pursuant to Section 7(1) of the Act on Administrative Fees, administrative fees may be paid in the following ways:

5.1 PURCHASE OF A PROOF OF ADMINISTRATIVE FEE PAYMENT

A Proof of Administrative/Court Fee Payment (eKolak) may be purchased by the payer either for the required amount without a specified service, or for a specific act according to the SIDC (ŠÚKL) service catalogue at selected branches of Slovak Post (Slovenská pošta), which are published at www.posta.sk under Services of the State / eKolak Payment System.

After paying in cash, by payment card or post card, the payer receives from the Slovak Post counter employee a Proof of Administrative/Court Fee Payment (eKolak) for the required amount of the specific service, or with the specific service indicated, which is attached to the submission. In the case of a paper submission, the applicant must include the original eKolak.

An eKolak purchased at Slovak Post branches may be used within 2 years from the date of purchase.

5.2 PAYMENT VIA PAYMENT TERMINALS / KIOSKS

After selecting the required service at the kiosk and paying in cash or by payment card, the payer receives a Proof of Administrative/Court Fee Payment (eKolak) for the specific service. The eKolak

may be used within 30 days from the date of purchase.

A payment order issued by SIDC (ŠÚKL) (point 5.4) can be paid via a kiosk if payment was not made before/at the time of submission.

Kiosks are located mainly at the offices of the Ministry of Interior of the Slovak Republic, the Ministry of Justice of the Slovak Republic and courts, but also at the Ministry of Economy of the Slovak Republic, the Ministry of Transport and Construction of the Slovak Republic, the Bratislava Tax Office, and the General Prosecutor's Office of the Slovak Republic.

The current list of offices with self-service payment devices (kiosks) can be found on the Central Government Portal: <https://www.slovensko.sk/sk/elektronicky-kolok>

5.3 PAYMENT VIA THE EKOLOK MOBILE OR WEB APPLICATION

Through the mobile application or web application ("virtual kiosk"), it is possible to purchase a Proof of Administrative/Court Fee Payment ("eKolok") for a selected service, or to pay a payment order issued by SIDC (ŠÚKL) if payment was not made before/at the time of submission. After creating a login account, the payer selects the type of administrative fee and pays by payment card. Upon successful payment, the application generates a QR code of the valid eKolok; the payer also has the option to generate a Proof of Administrative Fee Payment in electronic form (PDF), which is attached to the application.

The eKolok mobile application can be installed on mobile devices via Google Play / App Store under the name "eKolok". The application is available for mobile devices with Android OS version 4.4 and above, and for mobile devices with iOS 11.

The web application is available at <https://m.ekolky.gov.sk>

The user manual for the Slovak Post mobile and web application eKolok is available at <https://www.posta.sk/sluzby/platobny-system-ekolok> as a document intended for the public entitled "Mobile and Web Application eKolok - User Manual".

5.4 PAYMENT BY BANK TRANSFER TO THE SLOVAK POST ACCOUNT

The payer shall pay the administrative fee by bank transfer to the Slovak Post account only on the basis of a payment order generated by SIDC (ŠÚKL), if payment was not made before/at the time of submission. The payment order contains a validity date by which the payment must be received in the Slovak Post account. If the administrative fee is not paid even after delivery of a notice, SIDC (ŠÚKL) will not perform the act and will discontinue the proceedings.

The payer shall use the payment details, account number and variable symbol stated in the payment order. The payment order is delivered to the payer's electronic mailbox on the Central Government Portal, or in exceptional justified cases by e-mail. The payment order may also be sent to the applicant in paper form.

5.5 PAYMENT BY POSTAL ORDER AT A SLOVAK POST COUNTER

A postal order may be part of a payment order generated by SIDC (ŠÚKL) if payment was not made before/at the time of submission. The payer makes the payment in cash, by payment card or post card at a Slovak Post counter. Information about the payment of the payment order is recorded in the central system online.

SIDC (ŠÚKL) does not generate a postal order in cases where the applicant is a foreign applicant or where the amount of the fee/fees exceeds EUR 15,000.

6 PROCEDURE OF SIDC (ŠÚKL) IF THE PAYER SUBMITS A PROOF OF ADMINISTRATIVE FEE PAYMENT FOR AN ACT OR PROCEEDINGS OF ANOTHER ADMINISTRATIVE AUTHORITY, OR FOR A DIFFERENT ADMINISTRATIVE PROCEEDING WITHIN SIDC (ŠÚKL)

If the payer submits a Proof of Administrative Fee Payment (eKoloK) obtained for an act or proceedings of another administrative authority, SIDC (ŠÚKL) cannot accept such a proof, as it does not constitute an eKoloK paid for a specific act or proceedings within SIDC (ŠÚKL).

If the payer submits a Proof of Administrative Fee Payment (eKoloK) obtained for a different administrative proceeding within the SIDC (ŠÚKL) service catalogue, SIDC (ŠÚKL) cannot accept such a proof, as the act stated on the Proof must correspond to the act of the administrative proceeding.

Since the eKoloK system contains a code list - service catalogue in which each entry has its own unique service ID (act or proceeding of SIDC (ŠÚKL)), the system will not allow uploading a fee payment based on a Proof of Administrative Fee Payment for a service of another administrative authority that has a different service ID.

SIDC (ŠÚKL) will return such a Proof of Administrative Fee Payment to the payer, who must then contact Slovak Post regarding the reversal of the payment.

7 REFUND OF ADMINISTRATIVE FEES OR FEE OVERPAYMENTS

Since SIDC (ŠÚKL) is connected to the CFRS (CSEP), the refund of a fee or fee overpayment pursuant to Section 10(3)(b) of the Act on Administrative Fees is carried out by the system operator – Slovak Post, a.s., on the basis of a certified copy of a final decision of SIDC (ŠÚKL) on the return of:

- an administrative fee pursuant to Section 10(1),
- a fee overpayment pursuant to Section 10(2),
- an administrative fee of up to 65% of the fee paid pursuant to Section 10(5) of the Act on Administrative Fees.

"The payer requests the refund of a fee, part thereof or an overpayment from SIDC (ŠÚKL) using a form available on the website www.sukl.sk under: Home Page > Information for the Public > eKoloK, at the address https://www.sukl.sk/hlavna-stranka/slovenska-verzia/informacie-pre-verejn-ost/ekolok?page_id=6353"

SIDC (ŠÚKL) shall, pursuant to Section 10(3)(b) of the Act on Administrative Fees, send a certified copy of the final decision on the refund of the administrative fee or fee overpayment issued pursuant to Section 10(1) or (2), or a certified copy of the final decision on the refund of the proportional part of the fee issued pursuant to Section 10(5) of the Act on Administrative Fees, to the Applicant and, for implementation purposes, to the system administrator, Slovak Post. Slovak Post will proceed with the refund only when the Decision has been delivered to and collected by the applicant concerned, so that the finality clause can be generated. Without this, it is not possible to send the notification and certified copy of the final decision to Slovak Post.

SIDC (ŠÚKL) will enter a Refund Notice in the Administrative Fee Module, which is processed by Slovak Post.

The contact details of the system operator, Slovak Post, are available at <https://www.posta.sk/kontakty/zakaznicke-centrum>

8 FINAL PROVISIONS

This Methodological Guideline was approved by the Director of SIDC (ŠÚKL) and GSSO (GTSÚ) Mgr. Roman Dorčík on 11 September 2025. MG 149/2025, Version 2, is effective from 15 September 2025.