

Information for applicants/payers of administrative charges

The State Institute informs applicants that after joining the system of central registration of fees, the method of payment of administrative fees for administrative proceedings and actions of the State Institute will be available from 1 September through the eKolak payment system operated by Slovenská pošta a.s. More information about the service, as well as a more detailed description of the recommended payment options, can be found [HERE](#).

The eKolak system has been designed with modern technology and user needs in mind to make payments easier, faster and more secure. It offers different payment methods and an intuitive interface. The system allows payments for administrative fees as defined in Act No. 145/1995 Coll. on administrative fees.

In addition to the statutory options, the State Institute gives particular attention to the following methods:

The applicant purchases an eKolak, which is attached to the application/submission. eKolak is purchased via the **Payment Terminal (kiosk)**, which is located mainly at the workplaces of state offices, **at the counter** of selected branches of the Slovak Post, via the **mobile application** eKolak ([Android](#) or [iOS](#)) or via [the website](#).

The second option is to pay the administrative fee on the basis of a **payment order**. The latter is issued by SIDC only after receipt of the application based on the scope of services. The payment prescription can be paid **by bank transfer** with the payment details provided or **by scanning the QR code** according to the PAY by square standard. It is also possible to scan the QR code and pay for the prescription via a **kiosk** or the **eKolak mobile or web app**. When paying the payment instructions by bank transfer, care must be taken to ensure that the payment details (IBAN, E2E etc.) are filled in correctly.

If the administrative fee is not paid, even after delivery of a written request, SIDC shall not perform the action and shall discontinue the proceedings. The recommended method of payment for each fee is set out in the table of fees, which can be found [HERE](#).

The following is a brief overview of the recommended procedures applicable to individual sections or departments (detailed procedures will be presented later on the SIDC website):

Section for Registration of Medicines

The applicant submits the application and once registered and checked, receives a notification e-mail with the payment instruction. The expiry date of the payment instruction is 30 days.

If the pre-purchased eKoloK method is chosen, follow the fee table. For each fee, a separate eKoloK is attached (e.g. when applying for 3 types of changes to 1 registration number, the applicant delivers 3 corresponding eKoloK).

Once the application has been processed, the applicant will receive a notification e-mail in which they will find the payment instruction with the added fees that were not accompanied by eKoloK in the original application. eKoloK and instruction expires after 30 days.

Medical Devices Section

The applicant submits the application and once registered and checked, receives a notification e-mail with the payment instruction. Payment instruction expires after 30 days.

Clinical Trials of Medicines and Pharmacovigilance Section

Once the application is received and validated, a notification of the creation of a payment order is uploaded into CTIS within the RFI requesting the applicant to upload a payment confirmation. Subsequently, the issued Payment Instruction is sent to the applicant by e-mail. Payment instruction expires after 30 days.

Inspection Section

The applicant shall enclose with the application an eKoloK for the specific service as set out in the table of fees. In the absence of an eKoloK, the applicant will be asked to remedy the deficiency of the submission, i.e. failure to pay the administrative fee.

Legal Department

The applicant shall enclose with the application an eKoloK for the specific service as set out in the table of fees. In the absence of an eKoloK, the applicant will be asked to remedy the deficiency of the submission, i.e. failure to pay the administrative fee.

We believe that the new payment system and the new procedures will significantly increase the user experience when paying administrative fees.

Thank you for your patience and cooperation.