

Customer Information

On reporting personnel changes regarding sole traders, single member companies and companies performing private security activities, private investigation activities or activities concerning the design/installation of security systems

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-0211	Bejelentés személyi változásról (tevékenységet szakmailag szervező irányító, foglalkoztatott) személy- és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő tevékenységet végző egyéni vállalkozó, egyéni cég, gazdasági társaság számára
	Reporting personnel changes (concerning managers technically coordinating the activity and employees) for sole traders, single member companies and 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
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
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
4. Act LXXVI of 2009 on the general rules of the commencement and pursuit of service activities
http://njt.hu/cgi_bin/njt_doc.cgi?docid=125358.329441
5. 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
6. Act XCIII of 1990 on duties (hereinafter referred to as D. Act)
http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389

Procedure

The submission of a report is justified if there has been a personnel change concerning a manager technically coordinating the activity / an employee who was registered when applying for the existing, effective operating licence / when registering the activity, and is included in the attachment of the operating licence or official certificate.

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 and to acknowledge the report. The report has to include the reference number of either of the following documents issued for the person performing the activity: a licence authorising the personal conduct of the activity or a decision recognising a licence issued in another EEA state.

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

For applicants performing private security activities:

1. An administrative service fee of HUF 2,300 (two thousand three hundred) to be paid into the appropriation allocation fund account of the county (or Budapest) police headquarters in charge of the case in advance or retrospectively.
2. Account numbers: see Attachment 1 of MoI (Minister of Interior) Decree.

For those performing any other activities:

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 reports concerning private security enterprises

1. In the case of an advance payment of the fee, a proof of the payment.
2. In the case of a report concerning a person having the right of free movement and residence, a public document certifying his legal capacity and its certified Hungarian translation. Furthermore, a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months, certifying compliance with

the requirements concerning the applicant's background (the applicant has no criminal record and is not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act or in the case of a private security guard licence, those specified in paragraphs (2) and (3) of section 5 of the Law Enforcement 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 application.

Attachments to be added to reports concerning private investigation and security system design/installation enterprises

1. In the case of an advance payment of the fee, a proof of the payment.
2. In the case of a report concerning a person having the right of free movement and residence, a public document certifying his legal capacity and its certified Hungarian translation. Furthermore, a public document issued by the relevant authority of the applicant's country of residence, not older than 3 months, certifying compliance with the requirements concerning the applicant's background (the applicant has no criminal record and is not subject to the restrictions specified in paragraphs (3) and (4) of section 6, of the PSI Act or in the case of a private security guard licence, those specified in paragraphs (2) and (3) of section 5 of the Law Enforcement Act. Attaching a (certified) Hungarian translation to documents issued in a language other than Hungarian, helps and accelerates the procedure.

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 exchange the attachment of the operating licence authorising the conduct of the private security activity, or, in the case of any other report, shall issue a new official certificate. Documents exchanged can be received at the authority in charge, during opening hours. When receiving the new document, the old attachment / official certificate has to be returned to the authority in charge.

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.

If the applicant fails to conform to the applicable requirements set out in legislation, the report shall be rejected.

During the procedure a personal appearance is required in order to present original documents, receive the new document and return the old one.