

## 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 information

Case group: Procedures concerning private security and private investigation (security procedures)

Identifier	Title of form
RI-0217	Bejelentés személyi változásról (foglalkoztatott, tevékenységet szakmailag szervező irányító, vezető tisztségviselő, természetes személy tag, természetes személy tulajdonos) személy- és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő tevékenységet végző gazdasági társaság, egyéni cég, egyéni vállalkozó részére
RI-0217	Reporting personnel changes (concerning employees, managers technically coordinating activities, executive officers, natural persons as owners, natural persons as members) for companies, single member companies and sole traders performing private security activities, private investigation activities or activities concerning the design/installation of security systems

**This information is effective as of 18 April, 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](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](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](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](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](http://njt.hu/cgi_bin/njt_doc.cgi?docid=193173.338642)

6. Government decree 487/2017. (XII. 29.) on differing and supplementary rules concerning the public administration procedures for the activities of private security personnel, private investigators, persons performing certain law enforcement tasks and armed security guards  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=206344.350399](http://njt.hu/cgi_bin/njt_doc.cgi?docid=206344.350399)
7. Decree of the Ministry of Interior 22/2006 on the implementation of Act CXXXIII of 2005 on the rules of private security and private investigation (hereinafter referred to as DMI)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=102416.350600](http://njt.hu/cgi_bin/njt_doc.cgi?docid=102416.350600)
8. Act XCIII of 1990 on duties (hereinafter referred to as D. Act)  
[http://njt.hu/cgi\\_bin/njt\\_doc.cgi?docid=13511.338389](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.

## **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 (Ministry of Interior) Decree.

### For those performing any other activities:

3. A procedure fee of HUF 3,000 (three thousand)
4. The account numbers for the payment of general procedure fees have been published on the official website of the Police.
5. Advance payment: "SZV. vált. díj" ("private security change fee") to be indicated in the reference field.
6. 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.

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

2. In the case of an advance payment of the fee, a proof of the payment.

**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.