

Customer Information

On reporting changes in the data of executive officers/employees regarding sole traders, single-member companies and companies performing private security activities, private investigation activities or activities concerning the design/installation of security systems

inNOVA forms included in the Information

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

Identifier	Title of Form
RI-0215	Vezető tisztségviselő, foglalkoztatottak adataiban bekövetkezett változás bejelentése személy- és vagyonvédelmi, magánnyomozói, vagyonvédelmi rendszert tervező, szerelő tevékenységet végző egyéni vállalkozó, egyéni cég, gazdasági társaság számára
	Reporting changes in the data of executive officers/employees regarding 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 30 June, 2020.

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 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
5. Act XCIII of 1990 on duties (hereinafter referred to as D. Act) http://njt.hu/cgi_bin/njt_doc.cgi?docid=13511.338389
6. Government decree 329/2007 (XII.13.) on the bodies of the Police and on the tasks and powers of the Police (hereinafter referred to as Gov. Dec.) http://njt.hu/cgi_bin/njt_doc.cgi?docid=112629.326988

7. Decree of the Ministry of Justice and Law Enforcement 67/2007. (XII. 28.) on the establishment of the jurisdictions of the Police
http://njt.hu/cgi_bin/njt_doc.cgi?docid=110516.316679

Procedure

The submission of a report is justified if there has been a change in the personal identification data of an executive officer who was registered when applying for the existing, effective operating licence/when registering the activity or of an employee included in the official certificate issued, or if the licence that authorised them to personally conduct the activity has been extended or replaced and thus its number has changed.

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 sole trader, single-member company or company in Hungary, or in the absence of such, the place of the activity to be conducted. 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 licences or to acknowledge the report.

Costs and expenses of procedure

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 the report

1. In the case of an advance payment of the fee, a proof of the payment.
2. A list containing the change(es)

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 register the change. They shall acknowledge changes in the data of employees by certifying the list submitted by the customer as an attachment to the application to register changes, or by issuing a new list. Police shall send the certified list to the customer submitting the report.

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. The Police shall issue and send the electronically authenticated official documents to the customer submitting the application. A personal appearance is not required during the procedure.