

**A - The following must be attached to an application for the issuance or extension of the single permit for a person transferred within a company as a manager (Articles 21 and 23 of the Employment, Self-employment and Work of Foreigners Act):**

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- proof that the host entity belongs to the affiliated company;
- an employment contract and an act on transfer;
- proof that they have been employed in the affiliated company for at least nine months, in the case of the first transfer from a country that is not a member of the European Union;
- proof that they will perform work and tasks in the host entity related to management, organisation or supervision.

**In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:**

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information.

**B - The following must be attached to an application for the issuance or extension of the single permit for a person transferred within a company as an expert (Articles 21 and 23 of the Employment, Self-employment and Work of Foreigners Act):**

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- proof that the host entity belongs to the affiliated company;
- an employment contract and an act on posting;
- proof that they have been employed in the affiliated company for at least nine months, in

- the case of the first transfer from a country that is not a member of the European Union;
- proof of at least vocational education and proof of special skills and professional experience in the performance of the registered activities of the company to which the foreigner is transferred.

**In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:**

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information.

**C - The following must be attached to an application for the issuance or extension of the single permit for a person transferred within a company as an employee undergoing training (Articles 21 and 23 of the Employment, Self-employment and Work of Foreigners Act):**

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- proof that the host entity belongs to the affiliated company;
- an employment contract and an act on posting;
- proof that they have been employed in the affiliated company for at least six months, in the case of the first transfer from a country that is not a member of the European Union;
- proof of higher education;
- training programme when the competent authority so requests (fifth paragraph of Article 23 of the Employment, Self-employment and Work of Foreigners Act).

**In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:**

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;

- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information.

**Information regarding personal data protection:**

- the personal data from the form is processed for the purpose of issuance of a residence permit in accordance with Article 93 of the Foreigners Act;
- the authority has the right to obtain other data as well, if this is in your interest and you have given your consent or if this is permitted by law. You can withdraw your consent from the authority at any time;
- if the required conditions are met, you have the right to access your personal data, the right to restrict processing and the right to object to processing;
- you have the right to check the accuracy of your personal data that is entered in the residence permit and the right to request for the data to be altered or, if the required conditions are met, its deletion.
- The controller stores your data in accordance with Article 115 of the Foreigners Act;
- the authorised person of the controller for the protection of personal data at the Ministry of the Interior can be contacted at the e-mail address: [dpo.mnz@gov.si](mailto:dpo.mnz@gov.si);
- if you are of the opinion that your data is being processed illegally, you can file a complaint with the Information Commissioner.