

Re-notification of business – step by step

An undertaking fulfils the obligation under the transitional provision No. 8 of Act No. 374/2021 Coll. by the so-called re-notification of business. When re-notifying, the undertaking shall fill in the details about the website related to electronic communications business (if any) via a web form and modify the existing data on public communications networks and electronic communications services provided in a new structure.

Preparation

To complete the form, it is necessary to know the certificate number assigned by CTU, which the undertaking can find in the relevant part of the [database of undertakings in electronic communications](#).

In order to clarify how to proceed with the designation of existing notified activities in the new structure, an auxiliary conversion table, showing the likely continuity of activities under the new structure to already notified activities, is available – [here](#).

Completing the form

01 Purpose of the notification

1. Mark the item “RE-NOTIFICATION OF BUSINESS” – by marking this item the first page of the form will be partially pre-filled
2. Fill in the assigned certificate number
3. If you don’t have a website, you can untick the “CHANGE OF IDENTIFICATION DATA” item

If you would like to obtain a certificate, you must tick the option that you are applying for a certificate – this item is not mandatory. If the re-notification only fulfils a statutory obligation under transitional provision No. 8, the issue of the certificate is not subject to an administrative fee.

02 A notifying person

Based on the certificate number provided in the first step of the form, the data about the undertaking will be automatically retrieved.

03 Identification data / filled in only in case you have provided a website

1. You fill in the website (if any)
2. It is not necessary to fill in the details of persons authorised to act on behalf of the undertaking or contact details (if they have not changed)

04 Networks

1. Based on the certificate number provided in the first step of the form, the data about the currently notified public communication networks will be automatically retrieved in a text form.
2. Use the “ADD NETWORK” button to fill in information about public communication networks provided in the new structure. The conversion table [here](#) and the list of currently notified networks above could help.
3. To fill in the start date of the specific activity, take the calendar dates corresponding to the activity reported so far.
4. Update the outdated data, if necessary – what you don’t provide, you don’t fill in.
5. Short description of the network is optional.

6. Use the “ADD NETWORK” button to add another network.

05 Services

1. Based on the certificate number provided in the first step of the form, the data about the currently notified electronic communication services will be automatically retrieved in a text form.
2. Use the “ADD SERVICE” button to fill in information about electronic communication services provided in the new structure. The conversion table [here](#) and the list of currently notified services above could help.
3. To fill in the start date of the specific activity, take the calendar dates corresponding to the activity reported so far.
4. Update the outdated data, if necessary – what you don’t provide, you don’t fill in.
5. Short description of the service is optional.
6. Use the “ADD SERVICE” button to add another service.

06 ATTACHMENTS, SENDING, PRINT

1. If there is no additional person authorised to act on behalf of the undertaking, there is no need to prove clean record and to add copies of criminal record (DBS).
2. To send the form directly via data mailbox, use the “SEND TO DATA MAILBOX” button.
3. To generate the pdf format of the form, use the “CREATE PDF” button and send it to the CTU data mailbox, or by email with the authorised electronic signature.
4. If you want to send the form in a paper form, use the relevant button to add the signature space/frame in the PDF form and by “PRINT PDF” button, the form for printing and signing will be generated.