

Notification and changes in business - instructions for completing the form

Information on completing the form „Notification of business according to Section 13 of the Act No. 127/2005 Coll., on Electronic Communications and on Amendment to Certain Related Acts (Electronic Communications Act), as amended“.

The form is used to fulfil the obligation under Section 13 of the Electronic Communications Act. Authorisation to undertake business in electronic communications, except for the provision of number-independent interpersonal communications services, is established in compliance with Section 8(2) of the Electronic Communications Act to a natural or a legal person on the date of delivery of notification of business which complies with the requirements of Section 13 of this Act.

The form is also used to notify changes of information provided in the notification, end of business, discontinuance of business, or its restart.

!!! Notification of the change in business also implements the obligation to submit a notification according to transitional provision No. 8 of Act No. 374/2021 Coll. ("re-notification") to CTU, see separate instructions – [here](#).

The form is available here: <https://epekform.ctu.cz/Epek/Krok1>.

The form is filled eventually in individual steps. An overview of the steps, including information in which step the client currently is, is located at the top of the form (above the title). In the form, only the parts relevant to the purpose of the notification completed in the first step are filled in. The "NEXT" and "PREVIOUS" buttons at the bottom right of the form can be used to move between individual steps.

Step 1: Purpose of the notification

Notifying person (notifier) chooses the purpose of notification from the options menu.

STARTING A BUSINESS

The notifier shall choose this option if they are notifying the start of business in electronic communications pursuant to Section 13 of the Electronic Communications Act. The notifier may choose whether to request a certificate confirming that they have submitted a correct and complete notification pursuant to Section 13 and have complied with the conditions under Section 8 of the Electronic Communications Act. The issue of such a certificate shall be subject to an administrative fee of CZK 1 000.

CHANGING A BUSINESS

The notifier chooses this option if they have already notified the start of business to the CTU in the past and they are notifying now a change in the data already notified, end a business, discontinue or restart a business after discontinuation.

The notifier fills in the certificate number (assigned by the CTU at the start of the activity, see e.g. in the relevant section of the [database of electronic communications undertakings](#)).

Based on the completed certificate number, some of the following steps of the form will be pre-filled with the already notified data available to the Office in its database (in particular, the identification of the undertaking and the electronic communications services and public communications network notified by the undertaking).

As more than one type of change may be notified individually or simultaneously, the purpose of the notification of a change will be specified:

- If the undertaking notifies a change in the scope of business activity, its ending, discontinuance or restarts a business activity again, they shall choose CHANGE IN THE SCOPE OF NOTIFIED BUSINESS, ENDING, DISCONTINUATION, RESTART OF BUSINESS.

Then they choose, from the selection box that appears below, whether to notify:

- CHANGE IN THE DATA ON COMMUNICATION ACTIVITY – details of the performed individual activities;
- END OF BUSINESS – termination of the entire scope of the notified business.
In this case, the authorisation to undertake business in electronic communications will end and one date can be filled in on which the end is notified;
- DISCONTINUATION OF BUSINESS – the date on which the business is discontinued must be filled in, and the date the business is restarted may be filled in if the business is discontinued for a fixed period of time;
- RESTARTING DISCONTINUED BUSINESS – an undertaking should fill in the date of restarting a business.

- If an undertaking notifies a change in identification data (address of the place of business, contact persons, authorised persons, delivery address, information about a branch, etc.), they shall select the item CHANGE IN IDENTIFICATION DATA.
- If an undertaking changes the date of the start of business (cannot be changed retroactively), they select CHANGE IN THE DATE OF START.

A notifier may choose whether to request a certificate confirming that CTU has communicated a change in the notified data. The issue of such a certificate shall be subject to an administrative fee of CZK 500.

At this step, a previously saved form (see below) can be retrieved and used.

Step 2: Notifying person

In case of notifying the start of business, a notifier shall fill in the identification data of an undertaking used for the identification of submission (submitter) pursuant to Section 37 of Act No. 500/2004 Coll., Administrative Code, as amended.

If the natural person has not been assigned an ID number prior to the notification of the start of business, CTU shall assign it to them upon submission of a completed notification of business.

In case of notification of a change, the person's identification data registered are available at the time of the change.

Step 3: Identification data

Natural person shall indicate the address of the place of business and may update it in case of notification of a change.

If an undertaking does not have a data mailbox and their address for the delivery of documents differs from the address of the place of business or registered office, they shall fill in/change the delivery address, as well as the website related to the business in electronic communications, identify the branch if it conducts business through it in the Czech Republic and, where applicable, enter contact information that is not a mandatory information.

In order to prove the clean record of persons authorised to act on behalf of a legal person, it is possible to provide CTU with basic data of the authorised person (surname, birth number and place of birth) sufficient to request a copy of criminal record (DBS) pursuant to Act No. 269/1994 Coll., on the Criminal Record, as amended. Alternatively, instead of the information given here, the copies of criminal record may be attached in the last step of the form.

Step 4: Networks

If an undertaking notifies the start of business, they shall use the button “ADD NETWORK” and fill in information about all public communication networks that are part of the notified business activity they intend to provide.

If an undertaking notifies a change in the scope or content of the notified business, they will have a list of currently notified networks, based on the previously entered certificate number, which they can make changes to (e.g. enter the date of the end if they intend to stop providing the network, or use the button ADD NETWORK to add more networks to the list, etc.).

In case none of the offered network types corresponds to their intention, they choose the "other" option and under "Specification of other network", they briefly describe it.

The item 'Short description of the network' is used to describe the network if necessary and is not mandatory.

Step 5: Services

If an undertaking notifies the start of business, they shall use the button “ADD SERVICE” and fill in an information about all public communication networks that are part of the notified business activity they intend to provide. For each service, they shall indicate whether it is a publicly available service and whether they intend to provide it exclusively on a wholesale basis.

If an undertaking notifies a change in the scope or content of the notified business, they will have a list of currently notified services, based on the previously entered certificate number, to which they can make changes (e.g. enter the date of the end if they intend to stop providing the service or use the button ADD SERVICE to add more services to the list, etc.).

The item "Short description of the service" is used to describe the service if necessary and is not mandatory.

Step 6: Attachments, sending, print

Natural person shall provide basic personal data to prove their clean record (surname, birth number and place of birth), sufficient for CTU to request a copy of criminal record (DBS) pursuant to Act No. 269/1994 Coll., on the Criminal Record, as amended. Alternatively, instead of the information given here, the copy of criminal record (DBS) may be attached.

If the legal person has not provided the details of authorised persons in the form to prove their clean record, they attach the required copies of criminal record.

A legal person not yet registered in the Commercial Register shall also submit a certified copy of the contract or instrument setting up or establishing the legal person.

Attachments should be in the DOC, PDF or RTF format.

The completed form can only be saved in XML format at this point (also for further use, see above) and prepared for submission to CTU by one of the following methods:

- in a paper form with a handwritten signature of a person authorised to act on behalf of the notifying person physically, sent to CTU address (Czech Telecommunication Office, PO Box 02, 225 02 Praha 025). The document for sending in paper form is created by selecting "ADD A SIGNATURE SPACE/FRAME TO PDF" and pressing the "CREATE PDF" button. This will generate the relevant pdf image of the form, which can then be printed, signed and sent to CTU;
- electronically using the "Send to data mailbox" button and by logging in to your own data mailbox (the signature of the person authorised to act on behalf of the person notifying business is replaced by sending via the data mailbox of the obliged person). All relevant attachments, including a PDF image of the form, will be automatically added to the message;
- by e-mail with recognised electronic signature of the person authorised to act on behalf of person notifying business to CTU email address: podatelna@ctu.cz (a PDF file obtained by pressing the "CREATE PDF" button should be attached).

More information about notification of business can be found here:

<https://www.ctu.eu/notification-business>