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| ***DECLARATION FORM BY WHICH A FOREIGN PERSON THAT IS ESTABLISHED IN AN EEA****\** ***CONTRACTING STATE NOTIFIES THE MINISTRY OF THE PERFORMANCE OF PHYSICAL PLANNING AND BUILDING ACTIVITIES IN THE REPUBLIC OF CROATIA ON A TEMPORARY OR OCCASIONAL BASIS***  *Provisions of Article 69 of the Act on Physical Planning and Building Tasks and Activities (Official Gazette 78/15  - hereinafter: the Act)* |

**ACTIVITY THAT THE FOREIGN PERSON WILL PERFORM ON A TEMPORARY OR OCCASIONAL BASIS   
IN THE REPUBLIC OF CROATIA\*\*\***

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**DATA ON THE FOREIGN PERSON**

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| TITLE OF THE FOREIGN PERSON (data from official document) | |  | |
| **REGISTERED OFFICE OR DOMICILE OF THE FOREIGN PERSON (data from official document)** | | **STREET:** | |
| **HOUSE NO.:** | |
| **PLACE:** | |
| **POSTAL CODE:** | |
| **MEMBER STATE:** | |
| **REGISTRATION NUMBER / OTHER NUMERICAL IDENTIFICATION OF THE FOREIGN PERSON (data from official document)** | |  | |
| **TELEPHONE:** | **GSM:** | **FAX:** | **E-MAIL:** |
| **RESPONSIBLE PERSON:** | | **NAME AND SURNAME:** | |
| **POSITION:** | |
| **TELEPHONE:** | **GSM:** | **FAX:** | **E-MAIL:** |
| **ADDRESS OF THE RESPONSIBLE PERSON:** | | **STREET AND HOUSE NUMBER:** | |
| **PLACE:** | |
| **POSTAL CODE:** | |
| **MEMBER STATE:** | |
| **PERSON, DOMICILED IN THE REPUBLIC OF CROATIA, AUTHORISED FOR REPRESENTATION OR PERSON AUTHORISED TO RECEIVE WRITS** | | **NAME AND SURNAME:** | |
| **ACTIONS FOR WHICH THE PERSON IS AUTHORISED pursuant to the General Administrative Procedure Act\*\*:** | |
| **TELEPHONE:** | **GSM:** | **FAX:** | **E-MAIL:** |
| **ADDRESS OF THE PERSON AUTHORISED FOR REPRESENTATION OR PERSON AUTHORISED TO RECEIVE WRITS IN THE REPUBLIC OF CROATIA** | | **STREET AND HOUSE NUMBER:** | |
| **PLACE:** | |
| **POSTAL CODE:** | |
| **REPUBLIC OF CROATIA** | |
| **TASKS COVERED BY THE ACTIVITY PURSUANT TO REGULATIONS IN THE STATE OF ESTABLISHMENT** | |  | |
| **VALIDITY PERIOD OF THE DOCUMENT proving the right to carry out the activity in the country of establishment of the foreign person (unlimited or limited with entered validity date)** | |  | |
| **AUTHORISED NATURAL PERSON EMPLOYED WITH THE FOREIGN PERSON, RESPONSIBLE FOR THE TASKS WITHIN THE ACTIVITY CARRIED OUT BY THE FOREIGN PERSON** | | **NAME AND SURNAME:** | |

**MANDATORY ENCLOSURES TO THE DECLARATION:**

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| **1.** | **DOCUMENT PROVING THE RIGHT TO CARRY OUT THE ACTIVITY IN THE STATE OF ESTABLISHMENT OF THE FOREIGN PERSON (title and designation of the document)** | | **Document 1:** | |
| **Document 2:** | |
| **2.** | **EVIDENCE OF LIABILITY INSURANCE OF THE FOREIGN PERSON COVERING FOR DAMAGE THAT THE PERSON MAY INCUR TO THE INVESTOR OR OTHER PERSONS BY CARRYING OUT THE ACTIVITY** | | **NUMBER OF CONTRACT/POLICY:** | |
| **INSURANCE PERIOD:** | |
| **INSURER:** | |
| **3.** | **POWER OF AUTHORITY\*\* (validity date of the power of authority)** | |  | |
| **STATEMENT BY THE RESPONSIBLE PERSON**  **The data indicated in this declaration form is true, which I certify by my signature:** | | | | | |
| **Place and date of drafting the declaration:** | | | **Name and surname of the responsible person:** | | **Signature of the responsible person:** |

*The declaration form has to be fully completed*

*\* European Economic Area*

*\*\* Article 32., 33., 36 and 37 of the General Administrative Procedure Act (OG 47/09)*

*\*\*\* design and/or professional construction supervision, construction, building project management, or testing and preliminary studies*

*CLARIFICATION:*

*Mandatory documents enclosed to the declaration shall prove:*

*1.– the right to carry out the activity in the state of domicile or registered office of the foreign person with potential limitations, or that there are no limitations in this regard (certificate of the competent body for carrying out activities of the country of registration, and registration) or valid licence or document regulating this right of carrying out activities,*

*2.– that the foreign person has a liability insurance covering for damage that the person may incur to the investor or other persons by carrying out tasks or activities (evidence is the insurance contract or policy signed both by the insurance contractor and the insurer),*

*3. – that the foreign person is represented by a representative or has a person with power of authority pursuant to Art. 32, 33, 36 and 37 of the General Administrative Procedure Act (OG 47/09).*

*Together with the indicated evidence also their translations into Croatian shall be enclosed. The Ministry may also request from the submitter to provide additional clarifications.*

*The declaration form with enclosures shall be submitted by mail to the Ministry of Construction and Physical Planning, Ulica Republike Austrije 20, 10000 Zagreb, Republic of Croatia, or by electronic way through the e-procedure.*

*NOTE: The authorised natural person employed with the foreign person and submitting the declaration must meet the requirements prescribed in Art. 61 of the Act*

*E-PROCEDURE for submitting the declaration by which a foreign person that is established in an EEA contracting state notifies the Ministry of the performance of physical planning and building activities in the Republic of Croatia on a temporary or occasional basis:*

* *The form shall be completed and personally signed,*
* *The form, together with all the required documents in scanned format, shall be sent to the e-mail of the competent body,*
* *If the form and documents are sent by e-mail, the submitter has no obligation to send them by regular mail or deliver in person,*
* *Notification of orderly submitted declaration. The time limit is 30 days from the orderly submitted declaration,*
* *Upon having submitted an orderly declaration, the carrying out of activities of physical planning, design and/or professional construction*

*The* *declaration* [*FORM*](http://psc.hr/wp-content/uploads/2017/05/OBR-MINGPO_Zahtjev-za-utvrdivanje-minimalnih-uvjeta-za-obavljanje-djelatnosti-trgovine.doc) *by which a foreign person that is established in an EEA contracting state notifies the Ministry of the performance of physical planning and building activities in the Republic of Croatia on a temporary or occasional basis shall be submitted by e-mail, for submission of the entire (scanned) documentation:*

*• for carrying out activities of* ***physical planning****:*

*to the e-mail address* [*prostorno.uredjenje.suglasnosti@mgipu.hr*](mailto:prostorno.uredjenje.suglasnosti@mgipu.hr)

*• for carrying out activities of* ***design and/or professional construction supervision, construction, building project management, or testing and preliminary stuedies****:*

*to the e-mail address* [*strani.izvodaci@mgipu.hr*](mailto:strani.izvodaci@mgipu.hr)