

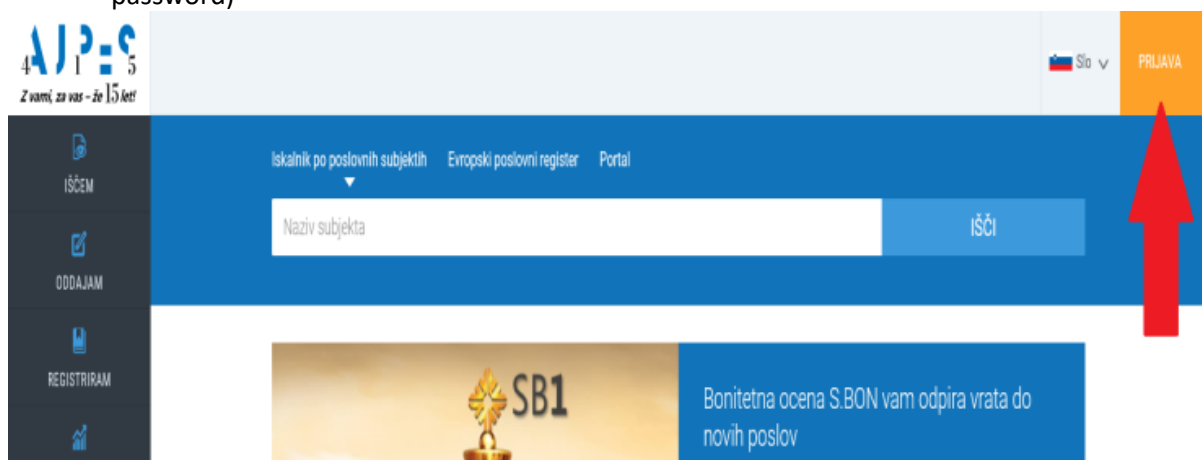
From 1.1.2018 (or 1.3.2018) statistic report and guest registration will be simplified as it will run through the single **eTurizem** application on the [AJPES](http://www.ajpes.com) internet page. All presentations, explanations and instructions are available on our website <https://www.soca-valley.com/sl/poslovne-strani/> (in Slovene).

Process (things you have to do):

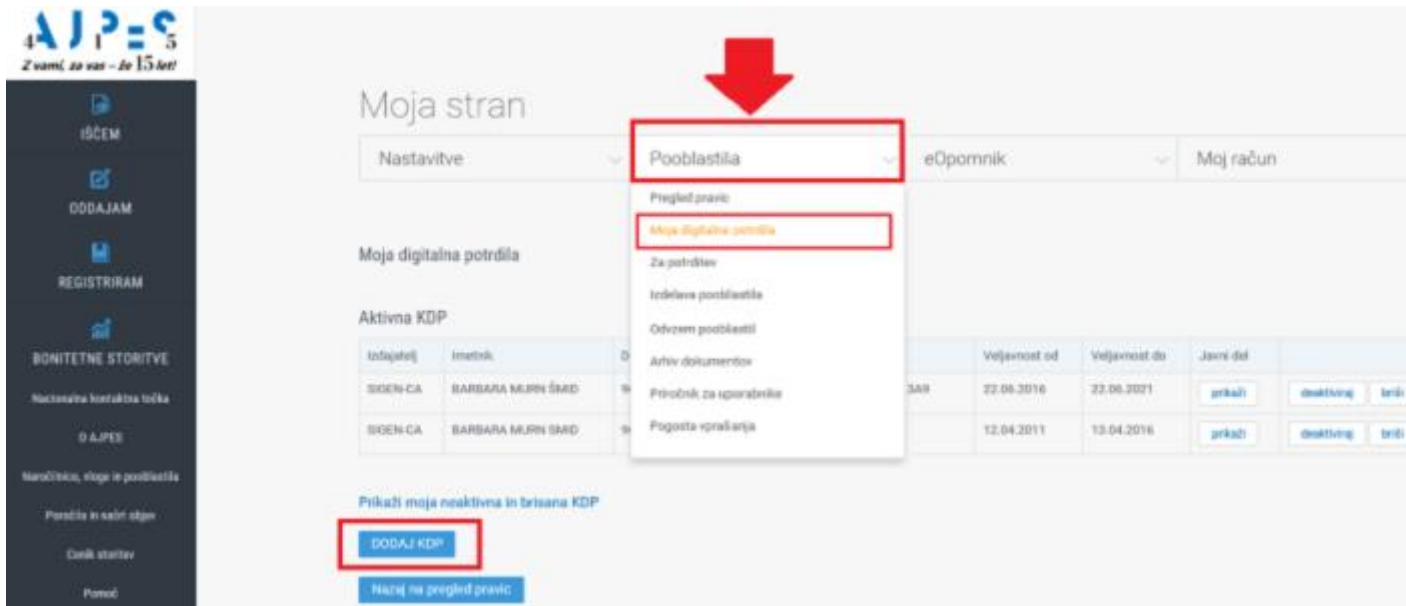
1. Register your accommodation facility in the new Register of Accommodation Facilities (Register nastanitvenih obratov - RNO), between 1.12. 2017 and no later than 28 February 2018 (if you are already signed in Poslovni register Slovenije/Business register of Slovenia).

If you are only starting your business, you will first register in Poslovni register Slovenije and then in Register nastanitvenih obratov (RNO) before starting your business.

- First you need to register on AJPES webpage - right upper corner (to get username and password)



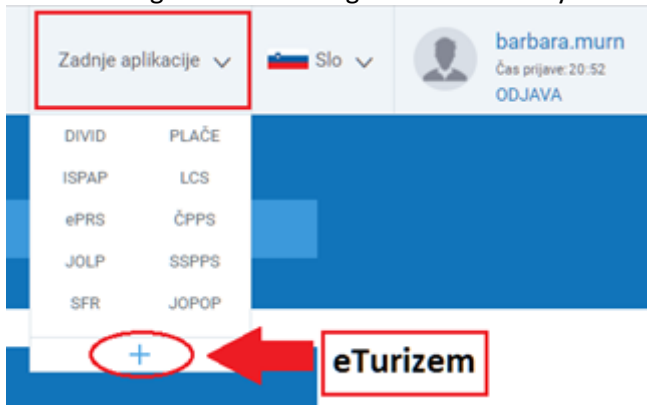
- then you need a qualified digital signature to sign up in RNO (for example, SIGEN-CA, you can get it at [Upravna enota Tolmin](#)) and put it on your computer.



Your accountant (who has SIGEN-CA) can do that for you, but you have to give him/her authorization form.

You can also go directly to AJPEŠ in Nova Gorica – there you can register your accommodation without qualified digital signature! (but go with someone who speaks Slovene!)

2. Go to the new eTurizem application on AJPEŠ webpage, where from 1.1. 2018 or the beginning of the following month after registration in RNO you will be:



· Reporting guests to the police,

Vpisi v knjigo gostov za nastanitveni enot: 43087 Basček, Zgoranje Jezerska 15, 4290 Zgoranje Jezerska
 trajalec: saskastivne dejavnost: 373185000 P903, trgovina in storitve, d.o.o.

Leto: 2017 | Zaporedna številka prijave gosta: 67 | Ime: Ime gosta | Priimek: Priimek gosta | Datum prijave: 19. 9. 2017 | Tip: Moški Ženski
 Državljanstvo: Slovenija | Vrsta identifikacijskega dokumenta: Osebnostna izkaznica | Datum in ure odhoda: 29.10.2017 | Datum in ure odhoda oz. predvidenega odhoda: | Vrednost polne turistične takse: 1,275 € | Razlog oprostitve ali delnega plačila turistične takse: Ni oprostitve

Leto	Zap. št.	Ime	Priimek	Datum prijave	Spol	Državljanstvo	Vrsta in številka ident. dokumenta	Datum in ure prihoda	Datum in ure odhoda	Vrednost polne turistične takse/km (Z/P)	Razlog oprostitve ali delnega plačila turistične takse	Datum in ure odhoda	Spremenjeni status
Uredi	2017	Sanja	Štečaj	8.9.2017	Ženski	Hrvatska	Polna knj 1122334455	14.9.2017 13:0		1,275	Polnočno plačilo (30%) - turisti kampi	14.9.2017 14:30	✓
Uredi	2017	Mina	Tošna	10.1.2000	Ženski	Slovenija	Osebnostna izkaznica 84214	13.9.2017 12:47	15.9.2017 14:0	1,275	Oprostitve - otrok do 7. leta starosti	20.9.2017 12:55	✓
Uredi	2017	Iva	Tošna	10.1.2014	Ženski	Slovenija	Osebnostna izkaznica 807054321	13.9.2017 12:47	15.9.2017 14:0	1,275	Oprostitve - otrok do 7. leta starosti	14.9.2017 10:57	✓
Uredi	2017	Mark	Tošna	4.9.2013	Moški	Slovenija	Osebnostna izkaznica 234941990	13.9.2017 12:47	15.9.2017 14:15	1,275	Oprostitve - otrok do 7. leta starosti	14.9.2017 10:49	✓
Uredi	2017	Janez	Tošna popravski nov	1.9.1975	Moški	Slovenija	Osebnostna izkaznica 123456789	13.9.2017 12:47	15.9.2017 14:0	1,268	Polna turistična taksa (ni oprostitve)	27.9.2017 14:12	✓

Oprema stranica s slike razvojnega testnega okolja (možnost spremembe)

- Simultaneously with the registration of guests, providing the data to municipality with the obligation to pay the tourist tax,
- In the first days of each month, providing data to the Statistical Office of the Republic of Slovenia (SURS) on the availability of your accommodation facilities in the previous month.

Our recommendation:

- In the month of December, all existing tourist providers (registered in the Business Register of Slovenia) register in the new Register of Accommodation Facilities (RNO).
- From 1 January 2018 start reporting (guest registration) in a new way - eTurizem.

Here are two contacts (to help you) from AJ PES Nova Gorica:

Elena Zavadlav Ušaj 00386 53386218

Tanja Pavlovič 00386 53386210