

VEP REGISTRATION

The prerequisite for registration is an electronic identity in the form of a qualified certificate for e-signature (certificate) or cloud based qualified digital certificate.

Certificates, that provide qualified e-signature, which is required by ELES d.o.o., can be issued by the following providers:

HALCOM-CA (Private key on a smart card or USB key)

[for natural persons and business entities](#)

POŠTA®-CA (Private key on a smart card or USB key)

[for natural persons](#)

[for business entities](#)

HALCOM ONE (Cloud based digital certificate)

[for natural persons and business entities](#)

SIGOV-CA (Private key on a smart card or USB key)

[for state authorities](#)

On the [VEP.si website](#) click on "Create an account for free" or go straight to [VEP account registration](#).

Select and confirm the qualified electronic signature certificate with which you want to register.

If a qualified certificate on a secure device for electronic signature is being used, the signature component VEP.Signature will be installed on your device during user registration. Click [here](#) for installation instructions.

If using Halcom One the signature component installation is not needed.

BUSINESS ENTITY REGISTRATION

1. User data

Fill out the required information. If the company is registered in Slovenia, the company name should be entered to match the name in the PRS business registry. We recommend that you allow notifications by email and publishing your address in VEP address book.

New user account registration

Register a new user account for free.

User data Account data Sign contract

- ☐ Natural person
- ☒ Entity entered in the business register - PRS (also lawyers, s.c., ...)

Country *

Germany

Company name*

Registration number*

☐ VAT payer

Tax number *

Street and house number *

Postcode *

City *

IBAN *

Telephone

Mobile

E-mail address *

E-mail address for notification of received messages *

VEP usage purpose (Select or enter text)

☒ I want to be notified by e-mail to the address

☒ I wish to be published in address book

Cancel

Save and continue

2. Account data

Provide the **VEP secure inbox address** that you will use for the secure email business and set your **password**.

Note: The password must be at least 6 characters long, contain uppercase and lowercase letters, and at least one number.

Click '**Save and Continue**.' In the next step, the VEP user agreement will be prepared.

New user account registration

Register a new user account for free.

User data **Account data** Sign contract

Secure inbox address *

germanCompany

@vep.si

Password *

.....



Repeat password *

.....



Cancel

Save and continue

3. Sign contract

After reviewing the contract, indicate your agreement to the terms "I agree to the terms of the contract and sign it as such" and sign it by clicking **"Sign the contract."**

After successfully signing the contract, a registered secure electronic inbox will open for you.

You will receive an electronically signed copy of the contract during the registration process. If the contract was electronically signed by the natural person who owns the inbox or a legal representative of the legal person, you do not need to send a written copy. If you still want your written copy of the contract, send us two printed and signed copies to our address Eius d.o.o., Grudново nabrežje 15, 1000 Ljubljana, Slovenia. We will return one copy, signed by us, to you by mail.

If the registration is not performed with a qualified certificate of the legal entity's representative *"The contract will be concluded in writing (I am not a representative / I do not agree with the content of the contract),"* save the contract by clicking on the **"Download contract"** button and then complete the procedure by clicking on the **"Submit the application"** button.

To fully activate the secure mailbox post us the physical copy of the contract, signed by the representative, to our office address address Eius d.o.o., Grudново nabrežje 15, 1000 Ljubljana, Slovenia. If you can sign the contract electronically, send us a signed copy to our email address pisarna@eius.si.

The VEP account will be activated when we receive a signed contract from the legal representative.



New user account registration



Register a new user account for free.


User data Account data **Sign contract**

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Article 6

The Client undertakes to pay the invoice within 15 days of receipt. An invoice is issued monthly for services rendered in the previous month. In the event of late payment, statutory default interest is charged.

EXCLUSION AND LIMITATION OF LIABILITY

Article 7

Neither party shall be liable for any breach of this contract if the inability to perform the contract or individual provisions thereof is due to unforeseen or unexpected events commonly known as force majeure, or actions of the state or other competent administrative authorities or actions of third parties other than dependent on the will of the parties and could not be expected, prevented or deterred by the parties. Each party is obliged to immediately notify the other party in writing of the occurrence of such an event.

CONFIDENTIALITY AND DATA PROTECTION

Article 8

The contracting parties undertake to protect the data from this contract as a business secret and in accordance with the Personal Data Protection Act.

FINAL PROVISIONS

Article 9

An integral part of the contract are also the General Terms and Conditions for the use of a secure electronic mailbox (hereinafter referred to as the General Terms and Conditions) which regulate issues not defined in this contract. The Contractor reserves the right to change the General Terms and Conditions. The general conditions are published on the vep.si portal.

Article 10

The contract is concluded for an indefinite period and enters into force on the day of signing by the contracting parties. Either party may terminate the contract (regular termination of the contract). The notice period is 15 days and starts from the day of service of the written notice to the other contracting party.

In the event of a breach of contractual obligations (extraordinary termination of the contract), the party must notify the party violating the contract and give it an additional deadline to eliminate the breach, which may not be less than 15 (fifteen) days from notification. If the party in breach of the contract does not remedy the breach, the contract shall terminate on the date of expiry of the time limit for remedying the breach.

Article 11

Disputes that the parties will not be able to resolve amicably will be resolved by the competent court in Ljubljana.


Article 12

This contract is made in 2 (two) identical copies, of which each contracting party receives 1 (one) copy.

Provider: EIOUS d.o.o., Pavel Reberc, director
Ljubljana, on 13.01.2022

Client: Ljubljana, 13.01.2022

* the contract is electronically signed

 Save contract

☒ The contract will be concluded in writing (I am not a representative / I do not agree with the content of the contract)

To continue, download the contract, print it in two copies and send the copy signed by the legal representative to [our address](#).

Your secure email address will be registered, but will be activated only upon receiving of the signed contract from the legal representative.

Cancel

Submit an application

REGISTRATION OF A NATURAL PERSON

1. User data

Fill out the required information and click '**Save and Continue.**' We recommend that you allow notifications by email and publishing your address in VEP address book.

New user account registration

Register a new user account for free.

User data Account data Sign contract

☒ Natural person
☐ Entity entered in the business register - PRS (also lawyers, s.e., ...)

Country *
Germany

Name *
JOIST

Surname *
REBERG

☐ VAT payer

Tax number *

Street and house number *

Postcode *

City *

IBAN

Telephone

Mobile

E-mail address *

E-mail address for notification of received messages *

VEP usage purpose (Select or enter text)

☒ I want to be notified by e-mail to the address
☒ I wish to be published in address book.

Cancel **Save and continue**

2. Account data

Provide the **VEP secure inbox address** that you will use for the secure email service and set your **password**.

Note: The password must be at least 6 characters long, contain uppercase and lowercase letters, and at least one number.

Click '**Save and Continue.**' In the next step, the VEP user agreement will be prepared.

New user account registration

Register a new user account for free.

User data **Account data** Sign contract

Secure inbox address *

@vep.si

Password *

Repeat password *

Cancel

Save and continue

3. Sign contract

After reviewing the contract, indicate your agreement to the terms "I agree to the terms of the contract and sign it as such" and sign it by clicking **"Sign the contract."**

After successfully signing the contract, a registered secure electronic inbox will open for you.

You will receive an electronically signed copy of the contract during the registration process. If the contract was electronically signed by the natural person who owns the inbox you do not need to send a written copy. If you still want your written copy of the contract, send us two printed and signed copies to our address Eius d.o.o., Grudново nabrežje 15, 1000 Ljubljana, Slovenia. We will return one copy, signed by us, to you by mail.

If the registration is not performed with a qualified certificate of the natural person's representative *"The contract will be concluded in writing (I am not a representative / I do not agree with the content of the contract),"* save the contract by clicking on the **"Download contract"** button and then complete the procedure by clicking on the **"Submit the application"** button.

To fully activate the secure mailbox post us the physical copy of the contract, signed by the representative, to our office address address Eius d.o.o., Grudново nabrežje 15, 1000 Ljubljana, Slovenia. If you can sign the contract electronically, send us a signed copy to our email address pisarna@eius.si.

The VEP account will be activated when we receive a signed contract from the legal representative.

New user account registration

Register a new user account for free.

User data Account data Sign contract

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OBLIGATIONS OF THE CONTRACTING PARTIES

Article 2

The Contractor undertakes to:

- provide assistance to users;
- provide the service agreed in the contract with the greatest possible availability;
- Urgent maintenance work will be performed by the contractor outside working hours, usually on Sunday afternoon, and exceptionally also on Saturdays after 8 pm. Outside these terms, maintenance work or interventions are carried out only in exceptional cases;
- In the electronic mailbox of the subscriber on the portal vep.si, deliver electronic documents from the day of sending.
- Ensure the security of the submitted documents as much as possible.

Article 3

The Client undertakes to:

- notify the contractor of changes in the data relating to the contracting authority and specified in this contract no later than 10 (ten) days after the occurrence of the change by a legally valid method of communication.
- errors or irregularities in the operation of the contractor's notification system.

PRICES AND PAYMENT TERMS

Article 4

The price for the transmission of electronic consignments is determined according to the contractor's price list valid on the day of the service.

Article 5

The Client undertakes to settle all obligations for the use of the vep.si portal and other ordered services.

The services charged are:

- electronic document transmission services on vep.si portals
- other services of the contractor on request.

Article 6

The Client undertakes to pay the invoice within 15 days of receipt. An invoice is issued monthly for services rendered in the previous month. In the event of late payment, statutory default interest is charged.


EXCLUSION AND LIMITATION OF LIABILITY

Article 7

Neither party shall be liable for any breach of this contract if the inability to perform the contract or individual provisions thereof is due to unforeseen or unexpected events commonly known as force majeure, or actions of the state or other competent administrative authorities or actions of third parties other than dependent on the will of the parties and could not be expected, prevented or deterred by the parties. Each party is obliged to immediately notify the other party in writing of the occurrence of such an event.

CONFIDENTIALITY AND DATA PROTECTION

Article 8

 Save contract

- ☒ I agree to the terms of the contract and sign it as such
- ☐ The contract will be concluded in writing (I am not a representative / I do not agree with the content of the contract)

In case the registration is not done with a qualified certificate of the representative of the legal entity, print the contract in two copies, sign it and send it by physical mail to [our address](#).

Your secure email address will be activated as soon as you submit your application.

Cancel

Sign the contract