

Information on the Organization of Consulting the Documentation in the Administrative Proceeding No. 3720-2016

1. Each party shall be registered by the representative of the Authority, stating his/her name and address. Data are required for making the Minutes of the act in the proceedings.

2. The rules for registration are as follows:

In case of a party – natural person (hereinafter as “FO”):

- Authority’s representative will ask for submission of a proof of identity;
- Based on proof of identity, the representative of the Authority shall enter the current date, name and surname of the party, address and the abbreviation of “FO” into a pre-printed form of the list of attendees,

In case of a party – an authorized representative of a legal person (hereinafter as “PO”):

- Authority’s representative will ask for submission of a proof of identity and a power of attorney with a mandate to act on behalf of PO;
- Based on submitted proof of identity, the representative of the Authority shall enter the current date, name and surname of the party, address and the abbreviation “PO”
- The Power of Attorney (or a copy thereof) shall be attached by the representative of the Authority to the list of parties.

3. After registration, a party requests the documentation from the administrative staff of the Authority using the form – “Take-over – Hand-over Protocol” according to the list of available documents, stating the exact list of required documentation for consultation.

4. The party can study the documentation only in areas designated for this purpose, in the study room. It is not allowed to take this documentation outside the designated areas or outside the archive. After studying the documentation the party must return the complete documentation back to the archive and sign the “Take-over and Hand-over Protocol”.

5. If a party wishes to make copies of the documentation, it is necessary to state the number, title of the document and pages, from which copies will be made. Making copies is provided by the Authority as paid service. Information about the costs is available on the website of the Authority (<http://www.ujd.gov.sk/ujd/www1.nsf/viewByKeyMenu/Sk-xx-06-03-01>), or will be provided upon request by the Authority staff.

5.1 The capacity of copying service

- Capacity for making copies will be utilized as much as possible, operatively.
- In the event that the capacity of the service is exceeded, the procedure shall be as follows:
 - For number of copied pages in the range 30-150 pages, the period for providing these copies is max. 24 hours from placing the request;
 - For number of copied pages in the range 151-500 pages or copying a format larger than A3, the period for making these copies is 48 hours from placing the request;
 - For number of copied pages in the range 501 and more, the period for providing these copies is 72 hours from placing the request;
 - The party is obliged to pay the costs of making the copies requested in advance and on the spot.

6. After familiarizing with the content of the documentation the representative of the Authority draws up Minutes with the party in accordance with Section 22 of the Act No. 71/1967 Coll. on administrative proceedings (Administrative Procedure), as amended.

Useful Information

- Information on the access road to the building, where the documentation is available for inspection (object 11-643/006) will be provided by the staff of internal security service at any entrance to NPP Mochovce.
- Snack counter and canteen are available in the building adjacent to the building No. 11-643/006