

In e-MTA

The application can be submitted by:

- ✓ the signatory of a legal person,
- ✓ the legal representative of a state, rural municipality or city authority,
- ✓ a sole proprietor and
- ✓ their authorised representative.

ACCESS PERMISSIONS FOR SUBMITTING THE APPLICATION

In order to submit the application in e-MTA, the user must have the access permission "Submitting applications for registration as a person liable to value added tax (KMKR)".

In order to grant **access permissions**, a person who is authorised must enter **e-MTA** in the role of a **representative** select **Settings – Access permissions – Access permissions of representatives**. On the access permissions' administration page, the personal identification code of the user to be authorised must be entered and the access permission under the section **Separate permissions** titled **Submitting applications for registration as a person liable to value added tax (KMKR)** must be selected.

In the "My access permissions" section, you will see your access permissions (permissions for using e-MTA services), you can terminate them and delegate them (if the access permission can be delegated), i.e. transfer the access permission for representing yourself to another person.

SUBMITTING APPLICATIONS

In order to submit an application in **e-MTA** as the authorised person, select **Registers and inquiries – Registration – Registration of the VAT liable person – New application**.

Video guide for submitting an application in e-MTA

Handbook Article last update 08.01.2025