



ÚSTAV ŠTÁTNEJ KONTROLY VETERINÁRNYCH BIOPREPARÁTOV A LIEČIV

Institute for State Control of Veterinary Biologicals and Medicaments

PAYMENT OF ADMINISTRATIVE AND OTHER PROFESSIONAL AND ADMINISTRATIVE FEES

1. Method of payment of administrative fees

a) Payment based on a payment order issued by the ÚŠKVBL (Slovak/foreign applicant):

After submitting an application, the ÚŠKVBL may issue a payment order to the payer. The payment order is issued for a specific service, amount and contains all necessary payment instructions for its payment. The generated payment order is sent by the ÚŠKVBL to the applicant at his/her email address.

The payment order can be paid in several ways - the ÚŠKVBL recommends paying the payment order by bank transfer or by paying a postal order (if it is part of the payment order).

Important: The payment order is unique and serves to pay for the transaction indicated on the payment order. The ÚŠKVBL asks payers to **strictly adhere to the payment details specified on the payment order**. Payment details cannot be used for repeated transactions. When making a payment, it is necessary to strictly adhere to the due date stated on the payment order. If payment is made after the due date stated on the payment order or if the data is entered incorrectly, Slovak Post, a.s. will automatically return the fee to the applicant and the fee is not unpaid.

For repeated payment, it is necessary to prepare a new payment order, which the applicant has to request from the ÚŠKVBL by e-mail at: sona.janosikova@uskvbl.sk. When submitting the application, it is necessary for the applicant to provide the company ID and e-mail address of the payer of the administrative fee.

b) Payment by purchasing an eKoloK (Slovak applicant):

The administrative fee can also be paid by purchasing a so-called eKoloK, which the applicant submits to the ÚŠKVBL as confirmation of payment of the administrative fee. The ÚŠKVBL recommends using this method of payment for up to an administrative fee of EUR 350.

The ÚŠKVBL service will be provided only after the funds have been credited to the ÚŠKVBL account.

All information about the eKoloK payment system and administrative fees can be found on the website:

[Slovak Post - eKoloK Payment System \(posta.sk\)](http://posta.sk)

2. Method of payment of fees for other professional and administrative services (Slovak and foreign applicants)

Fees resulting from the schedule of reimbursement of expenses for other professional and administrative services are paid on the basis of an invoice issued by a ÚŠKVBL employee, Ms. Jánošíková sona.janosikova@uskvbl.sk, tel. +421 37 6933524. The ÚŠKVBL will provide the service only after the funds have been credited to the ÚŠKVBL account.

3. Method of payment of annual maintenance fees

Annual maintenance fees are paid on the basis of a request issued by ÚŠKVBL. The request contains a list of registered veterinary medicines or approved veterinary products of individual decision holders, the total amount, and all necessary payment instructions for payment.

Translated with [DeepL.com](https://www.DeepL.com)