

Ljubljana, 17 October 2023

Instructions and conditions for registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia

The Register of Construction Site Foremen at the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) is intended for construction site foremen who, in accordance with the Building Act (GZ-1) and the Architectural and Civil Engineering Activities Act (ZAI), are authorised to carry out **individual works** (not the whole or a major part of the works) relating to the construction of a complex or less complex building or the **whole or a major part of the construction of an undemanding or simple building** in the construction industry.

Conditions for registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia

In order to be registered in the Register, an applicant:

- must have passed the foreman examination to obtain the title of construction site foreman at the Chamber of Commerce and Industry of Slovenia or the foreman examination at one of the secondary construction schools in Slovenia before 2002 or must have obtained the title of construction foreman in accordance with the regulations which were in force before 25 June 1991,
- must be employed by a company that carries out construction activities in accordance with Article 16 of the GZ-1,
- must have at least five years of professional experience in the execution of construction projects in the course of regular employment in companies engaged in construction activities,
- must have paid the registration fee,
- must have paid the annual fee for the management and maintenance of the Register.

List of attachments to the application for registration:

- a copy of the certificate of passing the foreman examination to obtain the title of construction site foreman,
- a certificate of the employer(s) or other relevant evidence of work experience in the execution of construction projects,
- a certificate of employment (copy of the M1 and M2 forms on employment) in a company registered for construction activities pursuant to Article 16 of the Building Act (GZ-1) or a decision on registration as a sole trader in the name of the applicant registered for construction activities pursuant to Article 16 of the Building Act (GZ-1),
- proof of payment of the registration fee,
- proof of payment of the fee for keeping and maintaining the Register.

Fee annex to the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia

Each year, the Management Board of the Chamber of Construction and Building Materials Industry approves the fee annex or adopts a new fee annex to the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia.

The applicants or the companies in which the applicants are employed should transfer the **registration fee for registration in the Register of Construction Site Foremen and the annual fee for keeping and maintaining the Register of Construction Site Foremen** to the account of the Chamber of Commerce and Industry of Slovenia held at the bank NLB d.d.

- Recipient: Chamber of Commerce and Industry, Dimičeva ulica 13, 1504 Ljubljana
- Account number: SI56 0292 4001 7841 495
- Reference: SI00 2140-629

Instructions for registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia

Candidates register in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia using an [electronic application](#) available on the website [of the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia](#).

Upon receiving the application, the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) verifies the received data and attachments to the application.

If the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) finds the application to be incomplete, it informs the applicant by letter within five days of receipt of the electronic application that the application must be completed.

The Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) registers the applicant in the Register of Construction Site Foremen within 30 days of receipt of the complete application.

The applicant receives a confirmation of the registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia.

For an additional fee, the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) will produce and send to the applicant a stamp with the applicant's identification number and the name of the company for which the applicant performs the duties of a construction site foreman.

Annual fee for the keeping and maintaining the Register, suspension, removal from the Register and change of data

Annual fee for keeping and maintaining the Register

The applicant pays an annual fee for keeping and maintaining the Register of Construction Site Foremen in accordance with the fee annex.

Suspension

If the applicant fails to pay the fee for keeping and maintaining the Register, despite two reminders, the authorisation will be suspended.

The status of suspension in the Register may last for a maximum period of two years from the date of its entry into force.

Removal from the Register of the Chamber of Construction and Building Materials Industry at the Chamber of Commerce and Industry of Slovenia (GZS ZGIGM) is carried out in the following cases:

- if the individual or their employer has not paid two consecutive annual fees,
- if it is established that the individual has submitted false supporting documentation for registration in the Register,
- if the individual retires or dies,
- if the individual has been subject to the criminal sanction of removal from the Register.

Change of data

A construction site foreman entered in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia must report any change in the data entered in the Register of Construction Site Foremen (change of name, address, change of the company for which they perform the duties of a construction site foreman, change of the company's address etc.).

- The construction site foreman reports any change of data using an electronic application for data change.
- The change of data in the Register of Construction Site Foremen is subject to payment of a fee in accordance with the fee annex.

Instructions and conditions for registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia are a summary of the [Rules on the procedures for registration in and removal from the Register of Construction Site Foremen](#), adopted by the Management Board of the Chamber of Construction and Building Materials Industry on 30 November 2018 on the basis of paragraph 8 of Article 14 of the Building Act (Official Gazette of the Republic of Slovenia [Uradni list RS], No. 61/17) and on 19 August 2022 on the basis of Articles 16 and 18 of the Building Act (Official Gazette of the Republic of Slovenia [Uradni list RS], No. 199/21 - GZ-1).

Instructions for the electronic procedure for registration in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia

Construction site foremen are registered in the Register of Construction Site Foremen at the Chamber of Commerce and Industry of Slovenia using the [Register of Construction Site Foremen application](#) (<https://ivd.gzs.si/ivd/about>).

The application allows:

1. registration in the Register by means of an electronic application,
2. change of data entered in the Register,
3. access to the Register of Construction Site Foremen and search for applicants registered in the Register.

1. Registration in the Register by means of [an electronic application](#) (<https://ivd.gzs.si/ivd/application-form>):

The applicant must provide the following information in the electronic application form:

- personal data (name, surname, date and place of birth, personal identification number, telephone number, e-mail address, home address),
- information on the qualification for registration (qualification as a construction site foreman, examination number, date of examination),

- information on employment in the company (company registration number, company tax number, company name, address of the company's registered office).

The applicant must attach the following documents to the application:

- a certificate of employment in a company registered for construction activities in accordance with Article 14 of the Construction Act (copy of forms M-1, M-2),
- a certificate from the employer(s) or other relevant evidence of work experience (at least 5 years) in the implementation of construction projects,
- proof of payment of the fee for registration in the Register of Construction Site Foremen,
- proof of payment of the annual fee for the management and maintenance of the Register,
- a certificate of passing the foreman's examination.

After entering the above information, the applicant clicks on the "Submit application" button.

After submitting the application, the applicant will receive an on-screen message informing the foreman that the application will be submitted as soon as they have signed the form Application for registration in the Register with the data entered by them in the electronic form.

The applicant signs the application form electronically or manually and returns the signed application form to the system.

Once the application form has been submitted, the applicant will receive a confirmation of submission of the application form at their e-mail address with an indication of the procedure for registration in the Register of Construction Site Foremen:

"We will examine the application with the attached documents to see whether they meet the conditions for registration in the Register of Construction Site Foremen. If you meet the conditions for registration in the Register, we will register you and issue a certificate of registration within 30 days of receiving the signed application. If we consider that your application is incomplete, we will ask you to complete it within 5 working days of receipt of the signed application."

2. Change of data entered in the Register by means of an [electronic application](https://ivd.gzs.si/ivd/application-form/change) (<https://ivd.gzs.si/ivd/application-form/change>):

The construction site foreman enters their identification number in the electronic form and indicate the type of change (change of personal data, change of company data, suspension, removal from the Register).

The construction site foreman clicks on the "Obtain data" button.

An electronic application will appear on the screen, in which the foreman must enter the new data and upload the supporting documents.

Once the application has been submitted, the construction site foreman will receive an on-screen message informing them that their application will be submitted as soon as they have signed the form Application for change of registration in the Register with the data entered by them in the electronic form.

The applicant signs the application form electronically or manually and returns the signed application form to the system.

After submitting the application form, the applicant will receive a confirmation of the submitted application form with an indication of the procedure for changing the registration in the Register of Construction Site Foremen.

"We will examine the application and the attached documents to see whether they meet the conditions for changing your registration in the Register of Construction Site Foremen. If your application is complete, we will register you in the Register and issue a new certificate of registration in the Register of Construction Site Foremen with updated data within 30 days of receipt of the signed application. If we consider that your application is incomplete, we will ask you to complete it within 5 working days of receipt of the signed application."