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| Administrative service No. | **CENTRAL REGISTER OF SPECIAL PLEDGES**  **AT THE MINISTRY OF JUSTICE** |
| **2262** | **Issuance of a written inquire without certifying for the entries in the account of a certain person or on a certain transaction** |
| **It shall be provided on the basis of:** | |
| • Special Pledges Act - Art. 24, paragraph 1  • Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice - Art. 21, paragraph 2, assoc. second hypothesis | |
| **The service is also provided as an internal administrative:** | |
| Yes, through the RegiX environment. | |
| **Authority for the provision of the administrative service:** | |
| Director of the Central Register of Special Pledges | |
| **Time limit for submission:** | |
| Up to 7 days from the date of submission of the application for issuance of a written inquire without certifying for the entries in the account of a certain person or on a certain transaction. | |
| **Validity of the document / individual administrative act:** | |
| The inquireprovided is valid at the time of its issue. | |
| **Authority superseding the activities of the service provider:** | |
| Minister of Justice | |
| **Body to which an individual administrative act is appealed:** | |
| Minister of Justice | |
| **Order, including time limits for appealing against the actions of the service provider:** | |
| The refusal to issue a certificate, reference or excerpt from the registry shall be subject to appeal according to the general procedure. | |
| **Limitations and conditionalities:** | |
| The Central Register of Special Pledges shall be accessible to the public. Any person may request an inquire or issuance of a certificate of the absence or existence of a recorded circumstance and of the documents on the basis of which the entries were made. | |
| **E-mail address, to which the service is provided:** | |
| <https://www.justice.government.bg/home/index/32797d12-56b2-4385-9b36-b0ed9e7416f0?top=1> | |
| **E-mail address for opinions and suggestions:** | |
| [croz@justice.government.bg](mailto:croz@justice.government.bg) | |
| **Administrative units in which the documents are submitted and information on the progress of the file is obtained:** | |
| General Directorate "Central Registration Service and Local Registration Offices"  Address: 5 Aksakov Str. ZIP code 1000 Sofia (capital city)  Long - distance dialing code: 02  Contacts: (02) 9237-528, (02) 9237-526, 9237-459  Fax: (02) 9872881  E-mail address: [croz@justice.government.bg](mailto:croz@justice.government.bg)  Opening hours: Standard opening hours, 09:00 to 17:30  The reception time for citizens is considered to the needs of users using the provided administrative services - every working day from 09.30 to 12.00 and from 13.30 to 16.00.  Access for people with disabilities is provided in the unit. | |
| "Financial-accounting and economic activity" department - Registry  Address: 5 Aksakov Str. ZIP code 1000 Sofia (capital city)  Long - distance dialing code: 02  Contacts: (02) 9237-528, (02) 9237-526, 9237-459  Fax: (02) 9872881  E-mail address: [croz@justice.government.bg](mailto:croz@justice.government.bg)  Opening hours: Standard opening hours, 09:00 to 17:30  Access for people with disabilities is provided in the unit. | |
| **Necessary documents and requirements** | |
| The Central Register of Special Pledges shall be accessible to the public. Any person may request an inquire of the absence or existence of a recorded circumstance and of the documents on the basis of which the entries were made.  **Necessary documents for issuance of a written inquire without certifying for the entries on the account of a certain person in his capacity as a pledger, buyer under a contract for sale with preservation of the property until payment of the price, user under a lease agreement, person against whom a distraint has been imposed, person for whom insolvency proceedings have been opened, and a person declared insolvent**  The necessary documents for ordering the service shall be as follows:  1. Application for issuance of a reference by account of a certain person, which contains:  - Name, identification code and address of the person requesting the reference;  - Name and identification code of the person on whose account the reference is requested;  - Telephone, fax or e-mail address for contact with the applicant;  2. Document for paid state fee in the amount of BGN 7 per page (Article 6 of the Tariff for state fees collected by the Central Register of Special Pledges under the Special Pledges Act). For requests for inquiries a fee of BGN 10 is paid for the first sheet upon their request; for the other pages the fee is paid upon receipt (Art. 7, para 2 of the Tariff for the state fees, collected by the Central Register of Special Pledges under the Special Pledges Act).  Upon oral request of the indicated administrative service, the employee of the Central Register of Special Pledges shall note the specific requisites for the requested administrative service on a standardized application according to a sample (Article 5a of the Ordinance for administrative service). The standardized application contains obligatory elements for providing the administrative service according to art. 41, paragraph 1 and 2 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice, and the requisites of Appendix № 1 to Art. 7, paragraph 2 of the Ordinance for administrative servicing, respectively, is a protocol for oral application in the sense of art. 29, paragraph 5 of the Administrative Procedure Code. The application is signed by the employee and the applicant.  The reference by account of a certain person provides information about the entries in the register of this person in his capacity of pledger under a special pledge contract, buyer under a contract of sale with preservation of the property until payment of the price, user under a lease agreement, person against whom a distraint has been imposed, person , for which insolvency proceedings have been opened, and a person declared bankrupt (Art. 21, para 1, item 1 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice). The content of the reference by account of a certain person is regulated in Art. 22 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice.  The written inquire without certifying for the entries on the account of a certain person shall be provided with the content of the certificate for the entries on the account of a certain person. The reference by account of a certain person includes the current entries in the person's account in the order of their execution and is valid at the time of its issuance.  At the request of the applicant in the content of the inquire may be included and archived at the time of issuance of the reference due to expired or deleted with the consent of the pledge creditor (lessor, seller) entries in the account of the person, in the order of their execution.  At the request of the applicant, in the contents of the reference by account of a certain person may include a description of the assets pledged (under a pledged contract), or sold (under a contract of sale with the preservation of ownership), leased (under a leasing contract) or distrained (under a distraint on property) included in each specific entry or the electronic images of the documents on the basis of which the individual entries were made.  **Necessary documents for issuance of a written inquire without certifying for the entries on a certain transaction**  The necessary documents for ordering the service shall be as follows:  1. Application for issuance of a reference in connection with a certain transaction, which contains:  - Name, identification code and address of the person requesting the reference;  - Registration number of the transaction under Art. 12 of the Special Pledges Act, distraint under Art. 4 of the Special Pledges Act or the decision of the bankruptcy court, in respect of which a reference is issued;  - Telephone, fax or e-mail address for contact with the applicant;  2. Document for paid state fee in the amount, determined in art. 6 of the Tariff for the state fees, collected by the Central Register of the Special Pledges under the Special Pledges Act - 7 BGN per page. For requests for inquiries a fee of BGN 10 is paid for the first sheet upon their request; for the other pages the fee is paid upon receipt (Art. 7, para 2 of the Tariff for the state fees, collected by the Central Register of Special Pledges under the Special Pledges Act).  Upon oral request of the indicated administrative service, the employee of the Central Register of Special Pledges shall note the specific requisites for the requested administrative service on a standardized application according to a sample (Article 5a of the Ordinance for administrative service). The standardized application contains obligatory elements for providing the administrative service according to art. 41, paragraph 1 and 2 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice, and the requisites of Appendix № 1 to Art. 7, paragraph 2 of the Ordinance for administrative servicing, respectively, is a protocol for oral application in the sense of art. 29, paragraph 5 of the Administrative Procedure Code. The application is signed by the employee and the applicant.  The reference includes the initially entered circumstances of the transaction or attachment indicated by the applicant of the request and all additional entries made for amendments and supplements thereto (Art. 21, para 1, item 2 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice). The content of the reference under a transaction is regulated in Art. 23 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice.  The transaction report can be issued only by number of initial entry.  At the request of the applicant, in the contents of the reference for the entries in connection with a certain transaction under art. 12 of the Special Pledges Act, distraint of property under Art. 4 of the Special Pledges Act or a court decision on the insolvency, may include a description of the assets pledged (under a pledged contract), or sold (under a contract of sale with the preservation of ownership), leased (under a leasing contract) or distrained (under a distraint on property) included in each specific entry on the transaction or the electronic images of the documents on the basis of which the individual entries on the transaction were made.  The reference in connection with a certain transaction may be issued both for valid and for archived due to expired validity or deleted with the consent of the pledge creditor (lessor, seller) entry (Article 42, paragraph 3 of the Rules for the structure and activity of the Central Register of Special Pledges at the Ministry of Justice). | |
| **Applications** | |
| Application for issuance of a reference, certificate or excerpt from the registry through the Central Registration Service - Sofia  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Blagoevgrad  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Burgas  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Varna Application for issue of a reference, certificate or excerpt through the Local Registration Office - Vratsa  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Pleven  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Plovdiv  Application for issuance of a reference, certificate or excerpt through the Local Registration Office - Ruse | |
| **Legal framework** | |
| Special Pledges Act  Rules for the structure and activity of the Central Register of Special Pledges under the Ministry of Justice  TARIFF for the state fees collected by the Central Register of Special Pledges under the Special Pledges Act  Country codes  Disctrict court codes  Customs codes | |
| **Payment for the service** | |
| **For the service is charged State fee**  The issuance of an inquire, certificate or excerpt from the Central Register of Special Pledges shall be subject to a state fee determined under the Tariff for the state fees collected by the Central Register of Special Pledges under the Special Pledges Act.  For inquiries about the absence or presence of registered circumstances without certification a fee of BGN 7 per page shall be collected.  For requests for inquiries a fee of BGN 10 is paid for the first sheet upon their request; for the other pages the fee is paid upon receipt (Art. 7, paragraph 2 of the Tariff for the state fees, collected by the Central Register of Special Pledges under the Special Pledges Act).  The fees shall be paid to the account of the Central Register of Special Pledges as follows:  UNICREDIT BULBANK AD 1 IVAN VAZOV Str. IBAN: BG02UNCR76303100111765 BIC: UNCRBGSF  A document certifying the state fee paid shall be attached to each application form.  **The service can be paid for in one of the following ways:**  Bank transfer | |