

**Act of November 26, 2004  
on Administrative Fees**

The Parliament has adopted the following act of the Czech Republic:

**§ 1**

**Subject-matter of the Act**

This Act specifies administrative fees (hereinafter “fees” only) and the execution of their administration, especially their assessment and collection, carried out by executive bodies as well as bodies of self-governing regions and bodies of legal entities that operate in the sphere of public administration (hereinafter “administrative bodies” only).

**§ 2**

**Subject-matter of the fees**

(1) The fees are paid for administrative proceedings based on the special regulation and other activities of administrative bodies related to the execution of public administration (hereinafter “transactions” only). Transactions that are subject to payment of fees are defined in individual items of the List of Administrative Fees, which forms an appendix of this Act (hereinafter “List” only). Individual items of the List also contain possible cases of exemption from the fee, authorisation of the administrative body to determine the amount of the fee or remarks that describe details of individual transactions.

(2) Transactions started by an administrative body within its jurisdiction with the exception of local investigation and acts connected with offence and criminal proceedings are not subject to payment of fees unless the List specifies otherwise.

**§ 3**

**Fee payers**

(1) A fee payer is a natural person or legal entity that has submitted an application or another proposal for the execution of a transaction to an administrative body or person in the interest of which the transaction was executed.

(2) If more payers become obliged to pay a fee for the same transaction, they will pay it jointly and severally unless the List specifies otherwise.

**§ 4**

**Fee rates and rounding**

Fee rates are specified in the List as fixed sums or percentage of a fee base expressed in money (hereinafter the “percentage fee” only). The base of the percentage fee is rounded up to tens of Czech crowns.

**§ 5**

**Assessment and collection of fees, maturity of fees and consequence of default in payment**

(1) Fees are assessed, collected and enforced by the administrative body that is competent to execute the particular transaction unless the List specified otherwise.

(2) Fees defined in the List as a fixed sum are payable either on the presentation of the application or later, however always before the execution of the transaction in accordance with their delimitation in individual items of the List unless the List specifies otherwise. If the payer does not pay the fee within the time limit, the administrative body will ask him/her to do so within the period of 15 days from the delivery of the notice asking the payer to pay, which is a decision in accordance with the special judicial regulation referring to tax administration. In the notice the administrative body will inform the payer about consequences of a default in payment. An appeal can be lodged against the notice within the period of 15 days from the day that follows after its delivery.

(3) Percentage fees and other fees in the case of which the List specifies so are assessed by the administrative body with a fee assessment and they are payable within the period of 15 days from the day that follows after the delivery of the fee assessment. The administrative body assesses arrears of fees in a similar way.

(4) If the payer does not pay the fee within the time limits specified in sections 2 and 3, the administrative body will suspend the started proceedings or will not execute the transaction unless the List specifies otherwise. If the payer pays the fee after the time limits specified in sections 2 and 3, the administrative body will continue the proceedings as if the fee were paid in time if the body has not decided on stopping the proceedings. However, if the fee is paid by the end of the period of appeal against this decision, the decision ceases to be valid and the administrative body will indicate this fact in the file in the form of an official record.

(5) The administrative body will only issue the result of the executed transaction after the payment of the particular fee unless the List specifies otherwise. The periods for the issue of the decision specified in special judicial regulations do not run in the period from the delivery of the notice until the fee is provably paid.

(6) Surcharges, late fees, late interest or interest for the period of waiting for the payment of the fee, set forth in the special judicial regulation dealing with tax administration are not applied.

## **§ 6**

### **Payment of fees**

(1) Fees are paid in the Czech currency unless this Act specifies otherwise (sections 2, 3 and 5).

(2) Czech diplomatic offices assess percentage fees in that foreign currency in which the fee base is expressed. If the subject-matter of the transaction executed by the Czech diplomatic office is related to financial funds of the payer and the diplomatic office has these funds in its administration, it can deduct the fee from these financial funds.

(3) Diplomatic offices can also collect fees determined as a fixed sum

- (a) in the currency of the state of their seat
- (b) in the currency of another state if the Czech National Bank announces the foreign exchange rate of this currency

(4) For the purposes of paying a fee in accordance with section 2 and 3 the Czech diplomatic office will convert the sum from Czech currency to the foreign currency and vice versa in accordance with the foreign currency exchange rate announced by the Czech National Bank as of the last day of the calendar month preceding the payment period of the fee determined as a fixed sum or with a fee assessment for the whole following calendar month. In the case of conversion of currencies the exchange rate of which is not announced by the Czech National Bank the diplomatic office will use the exchange rate between the US dollar and the

local currency announced by the central bank of the state in which the diplomatic office has its seat, also as of the preceding calendar month and for the whole following calendar month.

(5) Fees paid at Czech border crossings can also be collected by administrative bodies in a foreign currency that is bought by Czech banks.

(6) Czech administrative bodies at Czech border crossings convert Czech currency into a foreign currency and vice versa in accordance with the foreign exchange rate announced by the Czech National Bank on Friday in the week that precedes the due date of a fee determined as a fixed sum or due date of a fee assessed with a payment assessment for the whole following week. The Czech administrative body may return surplus payment of a fee (§ 7, point 2) that was paid in a foreign currency in the Czech currency.

(7) Fees converted from the Czech currency to a foreign currency and vice versa are rounded up to whole currency units unless the List specifies otherwise.

(8) Fees assessed and collected by administrative bodies based in the territory of the Czech Republic with the exception of fees assessed and collected by bodies of self-governing regions and fees assessed and collected at Czech border crossings can be paid with duty stamps if the fee does not exceed 5000 CZK. In the other cases with the exception of fees assessed and collected by Czech diplomatic offices and bodies of self-governing regions fees are paid to a special account of the state budget. The special account of the state budget is established with the Czech National Bank by the respective administrative body with consent of the Ministry of Finance. In the case of Czech diplomatic offices fees are paid to accounts of these bodies abroad and the way of payment of fees of bodies of self-governing regions are determined by these bodies in accordance with the special judicial regulation dealing with tax administration.

## **§ 7**

### **Returning fees**

(1) The administrative body will return the fee fully on request of the person that paid it

- a) if the required transaction defined in individual items of the List is not executed and if it is not the case of a fee the subject-matter of which is an application, proposal, suggestion, objection announcement or notice accepted by the administrative body;
- b) if a fee was paid that is not defined in the list;
- c) if the fee was paid by a person that is not a fee payer in the sense of this Act.

(2) On the payer's request the administrative body will return the sum that the payer paid over the sum specified in the List (hereinafter "surplus fee" only).

(3) It is not possible to lodge an appeal against a decision on returning a fee and decision on returning a surplus fee in accordance with sections 1 and 2.

(4) If a payer only paid the fee after the decision of the administrative body on stopping the proceedings in accordance with § 5, section 4, the administrative body will only return 50% of the paid fee on the payer's request if the sum exceeds 100 CZK.

(5) It is the administrative body that the fee was paid to that decides on returning the fee, its part or surplus fee and that returns the fee, its part or surplus fee. If the fee was paid with a duty stamp, the body will return it from a special account of the state budget. If the administrative body does not have such a special account of the state budget, the fee paid with a duty stamp will be returned by the local financial office with competence in the region

where the administrative body has its seat on the basis of a decision of the administrative body.

(6) Sections 1 to 5 will not be applied for returning a fee if the List specifies otherwise.

## **§ 8**

### **Exemption from fees**

(1) Exempt from fees are

- a) state bodies and state funds;
- b) diplomatic offices of other countries and delegated diplomats, professional consuls and other persons if they are citizens of other states and enjoy privileges and immunity in accordance with the international law, if mutuality is guaranteed and if the transactions are not executed in the personal interest or for mutual benefit of these persons;
- c) self-governing regions and their bodies if they request transactions in connection with the execution of public administration they are delegated to;
- d) legal entities if they request transactions in connection with the execution of public administration they are delegated to;
- e) natural persons and legal entities if such exemption results from international treaties and agreements that the Czech Republic is bound with.

(2) Exempt from fees are transactions

- a) connected with the execution of special judicial regulations on social security, pension insurance, public health insurance, state social allowances, illness insurance, insurance fees for general health insurance, insurance fees for social benefits and contributions to the state employment policy, social-legal protection of children, social care, matters of military service of citizens and matters of the civilian service with the exception of the fee for the issue or replacement of a card of extraordinary benefits for severely disabled persons;
- b) carried out due to a change or correction of the name of a village, town, region, street, another public area, personal identity number or transactions executed as a result of administrative decisions;
- c) for bodies of a self-governing region executed by the office of the same self-governing region;
- d) for purposes of the inheritance procedure pursued by a notary as a judicial commissioner;
- e) for purposes of seizure proceedings pursued by a judicial seizure officer;
- f) for purposes of using the right to vote;
- g) connected with providing foreigners with temporary protection;
- h) if international treaties and agreements that the Czech Republic is bound with specify so;
- i) executed due to a natural disaster in the territory of the Czech Republic; for the purposes of this Act natural disasters are a fire and explosion not caused intentionally, lightning, hurricane and wind with a speed of more than 75 km/h, flood, hail, landslide and rock collapse if these phenomena did not occur in connection with industrial or construction activities, avalanche activities and earthquake reaching at least the 4<sup>th</sup> degree of the Richter's International Scale defining earthquake effects;
- j) requested and executed through remote access, signed with an electronic signature based on a qualified certificate issued by an accredited provider of certification services if the amount of the fee does not exceed 2000 CZK.

(3) In the result of a transaction that is exempt from the fee in accordance with section 2, letter a) to i) the administrative body will indicate the purpose of the transaction.

(4) Other persons and transactions are exempt from fees in the scope defined in the List.

(5) The administrative body is authorised to reduce or increase fees or waive collection of a fee in the scope defines in the List.

## **§ 9 Proceedings**

Proceedings concerning the matters of fees are governed by the special judicial regulation dealing with tax administration unless this Act specifies otherwise.

## **§ 10 Supervision of regional financial bodies over state budget income**

(1) Regional financial bodies check whether administrative bodies assess, receive, collect or return fees that represent an income of the state budgets in time and in amounts corresponding to this Act. Local competence of regional financial bodies results from the seat of the administrative body that is subject to such checks.

(2) If the regional financial body finds any shortcomings it will notify the administrative body of the particular shortcomings and of the duty to enforce fees and it will specify a time period for remedial measures in the record of the inspection.

(3) If the right to enforce arrears of a fee lapses, the regional financial body will impose the duty on the administrative body to pay the missing sum to the state budget instead of the payer from the budget of the administrative body with a decision in accordance with the administrative order.

## **§ 11 Temporary provisions**

If proceedings concerning the subject-matter of a fee were started before the day this Act became effective, the fee will be collected in accordance with hitherto legal regulations even in cases the fee becomes payable after this Act becomes effective.

## **§ 12 Empowering provisions**

After declaring a state of danger or state of war the government is empowered for the period of the state of danger or state of war with a decree in the necessary scope to secure the emergency or war state budget<sup>72</sup>

- a) to modify subject-matters and rates of fees specified in the list
- b) to exempt armed forces, armed security corps, fire brigades and emergency service from fees.

## **§ 13 Cancellation provisions**

The following regulations are cancelled:

1. Act no. 368/1992 Coll. on Administrative Fees as amended by later provisions
2. Regulation no. 81/1995 Coll. on Exemption from Administrative Fees
3. Regulation no. 81/1995 Coll. on Exemption from an Administrative Fee

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<sup>72</sup> § 31 and 32 of the Act no. 218/2000 Coll. on Budgetary Rights and on changes of some related acts (budgetary rights).

## **§ 14**

### **Effect**

(1) This Act becomes effective on the thirtieth day after its announcement with the exception specified in section 2.

(2) Items 117A and 144A of the List become effective on the day of cancellation of border controls defined for the Czech Republic in the decision of the EU Council on the validity of the agreement signed on June 19, 1990 in Schengen between Belgium, Germany, France, Luxembourg and the Netherlands concerning execution of the agreement signed on June 14, 1985 on gradual removal of controls at common borders.

(3) On the day of cancellation of border controls defined for the Czech Republic in the decision of the EU Council on the validity of the agreement signed on June 19, 1990 in Schengen between Belgium, Germany, France, Luxembourg and the Netherlands concerning execution of the agreement signed on June 14, 1985 on gradual removal of controls at common borders items 117 and 144 of the List will lose their validity.

**Zaorálek m.p.**

**Klaus m.p.**

**Gross m.p.**

## PART XI

### Remarks to PART XI

- 1: Fees in accordance with this part of the List of Administrative Fees are only collected by the Industrial Property Office.
- 2: Fees in accordance with this part of the List of Administrative fees are settled at presentation except of the fee specified in the item 128, letter d) of this List.
- 3: Administrative fees paid in accordance with the items 128, letter a) and g), 131, 134, 138, letter a), 141, letter a) and 142 of this List shall not be returned in case of revocation of an application or request or in case of suspension of proceedings concerning the application or request.

### Item 126

Issue of a duplicate, copy, extract from register, documents, official documents and records

CZK 100  
for each page or started  
page  
CZK 15  
for each page or started  
page if it is issued with the  
use of a copying machine  
or computer printer

### Remark

For purposes of this Act a started page means every issued page of the A4 format or smaller.

### Item 127

#### a) Request

- for the first extension of a time limit CZK 200
- for each further extension of a time limit CZK 500
- for excusing failure to comply with a time limit CZK 1000

b) Filing an appeal against a decision of the Industrial Property Office CZK 1000

#### c) Request

- for issuing a priority right certificate (priority document) CZK 600
  - for registration of a transfer CZK 600
  - for registration of a licence CZK 600
  - for registration of a lien CZK 600
  - for conversion of a European application<sup>73</sup> CZK 600
- for each state where the  
application will be sent

## Inventions and supplementary patent certificates

### Item 128

- a) Filing an invention application CZK 1200
- if the applicant(s) is (are) exclusive inventor(s) CZK 600

b) Acceptance of a request

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<sup>73</sup> Announcement no. 69/2002 Coll. of the acceptance of the Agreement of Granting European Patents (European Patent Agreement), art. 136, section 2; § 35b of the Act no. 527/1990 Coll. on Inventions and Innovations as amended by later provisions

- for publication prior to the time limit specified by the Law	CZK 800
- for making the translation of requirements of the European patent application available incl. corrections of translations	CZK 500
c) Request for carrying out full examination of an invention application	CZK 3000
- for the 11 <sup>th</sup> and each further patent claim	CZK 500
d) Issuing of a Patent Letter	
- up to ten pages	CZK 1600
- for each further page	CZK 100
e) Publication of the translation of a European patent file	CZK 2000
- for publication of corrections of the translation	CZK 100
f) Presentation of the translation of a European patent file in a supplementary period	CZK 3000
g) Request for issuing of a supplementary patent certificate	CZK 5000

#### **Item 129**

a) Request for determining whether a technical solution falls within the scope of the patent	CZK 5000
b) Proposal to cancel	
- a patent after the expiration of 6 months from the patent coming into effect	CZK 2000
- a European patent	CZK 2000
- a supplementary patent certificate	CZK 2000

#### **Item 130**

Transactions of the Industrial Property Office connected with the filing of an international application in accordance with the Patent Cooperation Agreement	CZK 1500
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### **Utility models**

#### **Item 131**

Filing a utility model application	CZK 1000
- if the applicant(s) is (are) exclusive inventor(s)	CZK 500

#### **Item 132**

Request for determining whether a technical solution falls within the scope of a registered utility model	CZK 5000
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#### **Item 133**

Proposal for cancellation of a utility model from the Register	CZK 2000
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#### **Item 134**

Request for each extension of validity of registration of a utility model	CZK 6000
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### **Remarks**

1. If a utility model is entered in the Register after the expiration of the period of its validity, the fee for the extension is due within 2 months from the day of registration.
1. If the fee is not paid within the specified time limit, it can be paid in a further time limit of 6 months; in such a case the fee is doubled.

### **Industrial designs**



**Item 135**

Filing a multiple application for an industrial design	CZK 1000
- if the applicant(s) is (are) exclusive authors	CZK 500
- for each subsequent industrial design in the application	CZK 600
- for each subsequent industrial design in the application if the applicant(s) is (are) exclusive author(s)	CZK 300

**Item 136**

Proposal for cancellation of an industrial design from the Register	CZK 2000
- for each subsequent industrial design contained in an industrial design with multiple registration	CZK 800

**Item 137**

Request for extension of the validity period of an industrial design	
- first extension for a 5 years' period	CZK 3000
- second extension for a 5 years' period	CZK 6000
- third extension for a 5 years' period	CZK 9000
- fourth extension for a 5 years' period	CZK 12000

**Remarks**

1. If an industrial design is entered in the Register after the expiration of the period of its validity, the fee for the extension is due within 2 months from the day of registration.

1. If the fee is not paid within the specified time limit, it can be paid in a further time limit of 6 months; in such a case the fee is doubled.

**Trademarks and appellations of origin****Item 138**

a) Filing an application for	
- an individual mark not exceeding three classes of goods and services	CZK 5000
- a collective mark not exceeding three classes of goods and services	CZK 10000
- for each class of goods or services exceeding three classes	CZK 500
b) Filing opposition to the registration of a published sign	CZK 1000

**Item 139**

a) Request	
- for renewal of registration of an individual mark	CZK 2500
- for renewal of registration of a collective mark	CZK 5000
- for renewal of registration of an individual mark filed after the expiration of the period of protection, but within six months from this date at the latest	CZK 5000
- for renewal of registration of a collective mark filed after the expiration of the period of protection, but within six months from this date at the latest	CZK 10000
b) Request for cancellation or invalidation of a trademark	CZK 2000

**Item 140**

Filing an application for	
- international registration of a trademark	CZK 2500
- renewal of international registration of a trademark	CZK 3000
- territorial extension or reduction of international registration of a trademark	CZK 500

**Item 141**

a) Filing an application for registration of an appellation of origin / geographical	
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denomination	CZK 4000
b) Request for international registration of an appellation of origin	CZK 2500
c) Filing and application for cancellation of an appellation of origin / geographical denomination	CZK 2000
d) Passing an application for registration of an appellation of origin / geographical denomination over to the Commission of the EC	CZK 500

**Remark**

Fees levied in accordance with the items 140 and 141, letter b) of this List are collected for transactions carried out in accordance with the Madrid Agreement on International Registration of Industrial or Trade Marks, in accordance with the Protocol to the Madrid Agreement, the Lisbon Agreement on Protection of Appellations of Origin and their International registration with the International Office of the World Intellectual Property Office in Geneva.

**Topography of semiconductor products**

**Item 142**

Filing and application for registration of topography of semiconductor products CZK 5000

**Item 143**

Filing an application for cancellation of semiconductor products in the Register CZK 2000