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Európska únia

TVORÍME VEDOMOSTNÚ SPOLOČNOSŤ  
Európsky fond regionálneho rozvoja

Ministerstvo hospodárstva Slovenskej republiky

INTEGROVANÝ INFORMAČNÝ SYSTÉM PRE ZABEZPEČENIE POSKYTOVANIA ELEKTRONICKÝCH SLUŽIEB MH SR

## User guide to the electronic service ES 30

### Information on the possibilities and advantages of investing in Slovakia

Elektronizácia služieb Ministerstva hospodárstva SR  
kód ITMS projektu: **21110120021**

Tento projekt sa realizuje s podporou Európskej únie.  
Projekt je spolufinancovaný Európskou úniou.  
Európsky fond regionálneho rozvoja

[www.informatizacia.sk](http://www.informatizacia.sk)  
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## 1. Introduction

The Ministry of Economy of the Slovak Republic has through its electronic services ensured communication with the public, which is realized without the need for personal visit and without the need for paper documents that were replaced by electronic documents.

### 1.1. The purpose of the document

This document contains general information on how to use the electronic service and is intended for public using the Electronic Services Portal.

### 1.2. Service description

This service provides information on possibilities and advantages of investing in the SR. This information is important for local and foreign investors, policymakers for investments, students and academics, as well as other institutions and entities.

### 1.3. Terms and abbreviations

List of terms and abbreviations listed in the document:

Abbreviation, Term	Explanation
eDesk	Electronic mailbox of the citizen
MoE SR	The Ministry of Economy of the Slovak Republic
SME	Small and medium-sized enterprises
PDF	Portable Document Format
SARIO	Slovak investment and trade development agency
SBA	Slovak Business Agency (formerly NADSME, NARMSP)
CGP	Central Government Portal (slovensko.sk web portal; ÚPVS)
Workdesk	Screen for working with the submission
QES	Qualified electronic signature

*Table 1 - List of terms and abbreviations*

## 2. The use of the electronic service

The service allows to view published information on the possibilities and advantages of investing in Slovakia.

### 2.1. Orientation on the Electronic Services Portal

The agenda of electronic service is accessible through:

- Thematic blocks
- List of electronic services
- Searching by term / phrase
- Filtering by selected request

The screenshot shows the Electronic Services Portal of the Ministry of Economy of the SR. The interface includes a search bar at the top right, a navigation menu on the left, and a main content area. Annotations with red arrows point to specific features:

- Search bar:** Located at the top right, containing a search input field and a 'Search' button.
- Thematic blocks:** A vertical list on the left side of the main content area, including categories like EDUCATION, MANAGEMENT OF REAL ESTATE, RECEIVING REPORTS, SUPPORTING ENTREPRENEURS, INVESTMENT PROMOTION, EXPORT PROMOTION, LICENCING AND CERTIFICATION, INFORMATION SERVICES, and SUBSIDIES.
- Filtering options:** A 'Filter' section in the center of the main content area, featuring dropdown menus for 'Organization' and 'Life situation', and 'Clear' and 'View' buttons.
- List of electronic services:** A section titled 'LIST OF ELECTRONIC SERVICES' at the bottom of the main content area, showing a list of services such as 'ES01 Education services for exporters'.

Figure 1 - Orientation on the Portal

## 2.2. Service detail

After selecting the desired service, the system displays a page with a detailed description of the service accompanied by additional information on administrative charges, required attachments, information for whom the service is intended and with a brief manual.

<ul style="list-style-type: none"> <li>EDUCATION</li> <li>MANAGEMENT OF REAL ESTATE</li> <li>RECEIVING REPORTS</li> <li>SUPPORTING ENTREPRENEURS</li> <li>INVESTMENT PROMOTION</li> <li>EXPORT PROMOTION</li> <li>LICENCING AND CERTIFICATION</li> <li style="background-color: #e6f2ff;">INFORMATION SERVICES</li> <li>SUBSIDIES</li> <li>ACTS OF ADMINISTRATIVE PROCEDURE</li> </ul>	<h3>ES30 INFORMATION ON THE POSSIBILITIES AND ADVANTAGES OF INVESTING IN SLOVAKIA</h3> <p><i>Created on: 03.09.2015 Updated on: 09.03.2016</i></p> <p>This service provides information on possibilities and advantages of investing in the SR. This information is important for local and foreign investors, policymakers for investments, students and academics, as well as other institutions and entities.</p> <p><b>Administrative charges</b> The service is free of charge.</p> <p><b>Attachments</b> The application does not require an attachment.</p> <p><b>Users</b> Business</p> <p><b>Manual</b> You have the possibility of using the following services:</p> <ul style="list-style-type: none"> <li>View a list of published PDF documents arranged according to the different categories.</li> <li>View published PDF document or to download it from the internet to your computer for later use.</li> </ul> <p><b>Electronic service manual</b> <a href="#">Electronic manual [pdf, 377.45 kB]</a></p>	<h4>SERVICE OPTIONS</h4> <ul style="list-style-type: none"> <li>Information about the possibilities and benefits of the investment in the Slovak Republic</li> </ul>
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Figure 2 - Service detail

## 2.3. The use of the service

The service provides the following options:

- Access to the published information – public authorities have the opportunity to inform on particular agenda on the ES Portal of the MoE SR.

### 3. Access to published information

The organization publishes information for public on web portal. The service displays published information in a form of a list of documents. Published information are sorted by date - currently valid documents are shown in the "Current data" folder and the documents validity of which disclosure was completed are shown in the "Archive data".

By clicking on the link of the document, the system will offer the option to download the document or to view it. Information may be disclosed in a variety of document types - doc, html, etc.

The screenshot displays a web portal interface. On the left is a vertical navigation menu with categories: EDUCATION, MANAGEMENT OF REAL ESTATE, RECEIVING REPORTS, SUPPORTING ENTREPRENEURS, INVESTMENT PROMOTION, EXPORT PROMOTION, LICENCING AND CERTIFICATION, INFORMATION SERVICES, SUBSIDIES, and ACTS OF ADMINISTRATIVE PROCEDURE. The main content area features a document titled "INFORMATION ABOUT THE POSSIBILITIES AND BENEFITS OF THE INVESTMENT IN THE SLOVAK REPUBLIC", created on 03.09.2015 and updated on 14.07.2016. Below the title is a filter bar with "Current data" (selected) and "Archive data" options. A sub-section titled "Investment environment in Slovakia" contains a document icon and the heading "WHY SLOVAKIA". The text describes Slovakia as an ideal investment destination due to its political and economic stability, the Euro currency, competitive taxation, and a skilled workforce. It also includes creation and update dates of 14.07.2016. On the right side, there are four utility icons: CONTACT, APPLICATIONS, TERMS, and TUTORIALS. Below these is a "RELATED PORTALS" section listing MoE, SARIO, SBA, and ÚPVS, each with an external link icon.

Figure 3 - Display of the information in the form of document



## 4. Useful information

Electronic Services Portal contains information which serves for faster execution of your agenda and answering of any questions.

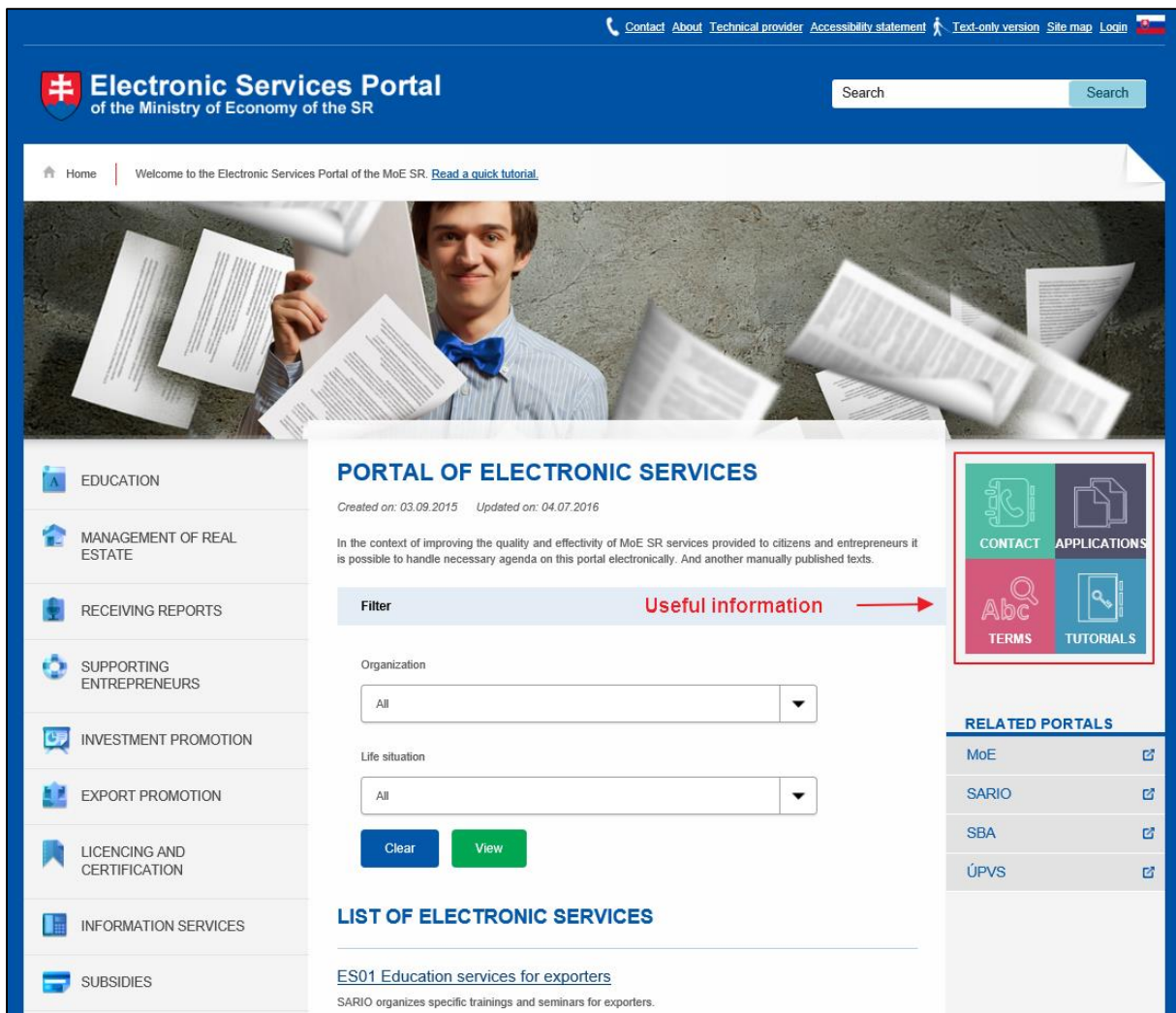


Figure 4 - Useful information

### Contact

The section "Contact" contains the contact information that may be used in the case of questions / problems arising in the process of execution of the relevant agenda. You can also use the online form to request for information.

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### Applications

The section "Applications" contains PDF thumbnails of all electronic forms sorted by thematic blocks.

### Terms

The section "Terms" contains the explanations of the terms and abbreviations used on the Electronic Services Portal of the Ministry of Economy of the Slovak Republic has

### Tutorials

The section "Tutorials" contains instructional videos as well as a brief manual on how to work with the Electronic Services Portal.