

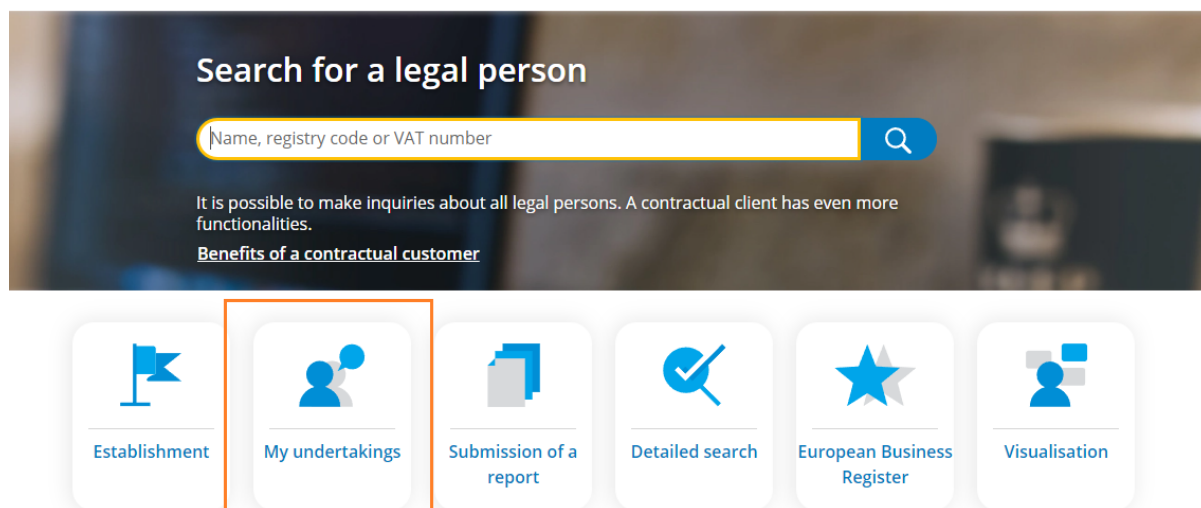
Adding Term of Office of the Contact Person

Legal entities whose address is located or a board resides in a foreign country must appoint a contact person.

First, the representative of the legal entity must log in to the portal by clicking on the Sign in button in the upper right corner. Select the means of authentication - ID card, Smart-ID or mobile ID and log in to the system.

Here's how:

- Log in:**
Use your ID card, Mobile-ID, or Smart-ID to enter the e-Business Register. Register is available at <https://ariregister.rik.ee>. Keep your ID card or Mobile-ID handy or Smart ID for that.
- Navigate to “My Undertakings”:**
Once you're logged in, click on the *My Undertakings* button right on the homepage.
-



If the legal entity related to you appears in the list on the opened page, click on the name. Then you will see the page of the legal entity, and to start the change entry application, you need to press the "Change data" button.



RIK Test OÜ [← To the list of my undertakings](#)

Registry code **10000000** Legal form **Private limited company**

Main information Applications Entries, rulings and letters Documents

Main information

In this main information view, you can view the data of legal persons associated with you and start changing the data.

[Change the data](#) [View data](#) [✂ Start an entry application regarding liquidation](#)

▼ **Notifications**

If the legal entity is not displayed in the list, but you have the rights to change the data, click on the link "Look for a Company" in the "Search for a legal person" section on the right, at the bottom of the page. You can then enter the company name or registry code and search.

an ID card or Mobile ID, or an e-Residency card.

Search for a legal person

Cannot find your company or ruling associated to you in the list? Look for a [Company or a ruling.](#)

You must select the desired company from among the search results by clicking on the name of the company then on click on "Change the data" button and confirm that you have the rights to change the data.

A change entry application form will open for you, where you can add a Term of office to the contact person's data in the "Persons" section. First click the "Change" link at the end of the Contact person data line.

Back to my undertakings

Amending the data of the Private limited company > Persons

RIK OÜ
Registry code: 00000000

Contact person ⓘ

Name	Personal identification code	Term of office
TEST RIK OÜ	00000000	Change Delete

+ Add contact person

Management board member ⓘ

Then enter the term of office contact person in the form that opens.

Back to my undertaking

Amending the data of the Private limited company > Persons

RIK OÜ
Registry code: 00000000

Contact person ⓘ

Name	Personal identification code	Term of office
TEST RIK OÜ	00000000	Delete

Contact person change

Business name *
TEST RIK OÜ

Registry code *
00000000

Country of the registry code *
Estonia

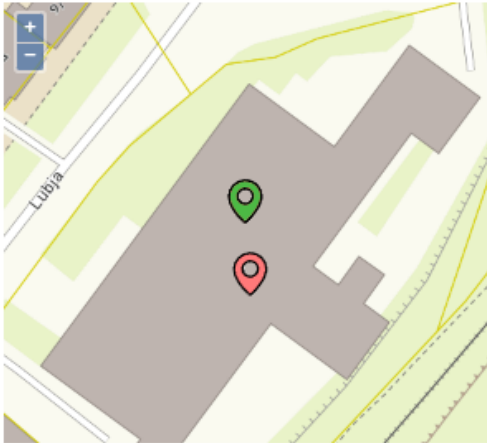
E-mail *
test.contact@testrik.ee

Term of office *
dd.mm.yyyy

Address *
Harju maakond, Tallinn, Kesklinna linnaosa, Lubja tn 4

Postal code *
00000

[Save](#) [Cancel](#)



e of the



The contact person's consent must also be added to the application in the "documents" section, either as a file digitally signed by the contact person (file type "Contact person's consent").

If consent is not attached as a document, the contact person must digitally sign the entire application in the e-Business Register portal at the "Signing" stage.

Next, you have to move to the signing stage, where the board member of the legal entity must sign the application. If the contact person's consent is not attached as a digitally signed document to the application, the contact person must also sign.

To sign, press the "Sign" button. You can only sign with an Estonian authentication tool - ID card (including e-residency card), smart-ID, mobile ID.



Signing of the application ⓘ

Please sign the application digitally with an ID card or mobile ID by all required persons.

It is not possible to sign applications with Smart-ID, we apologize for any inconvenience!

Management board member, Shareholder
Kersti RIK

Signature missing

E-mail address

Send

☐ Notify me when a related person signs the application

An entry petition can be submitted for expediated proceeding or ordinary proceeding by a court maintaining the register. An entry petition can be sent for expediated proceeding provided that all the signatures required for filing the entry petition must be submitted in digital form. If you submit an entry petition for ordinary proceeding, at least one signature must be submitted in digital form. The remaining signatures and consents can be sent to the registration department of the court on paper.

▼ Application

TO THE REGISTRATION DEPARTMENT OF TARTU COUNTY COURT

APPLICATION

Test OÜ 00000000 informative date

1. Please enter data:

1.1. Contact person is TEST RIK OÜ registry code 0000000, address Harju maakond, Tallinn, Kesklinna linnaosa, Test mnt 0, 00000, e-mail address contact@testrik.test

Documents attached to the application

1. Consent.asice (Consent of Contact person)

> Documents (1)

There is no state fee for the application.

Sign

< Back to amend the application

If all the necessary persons have signed the application, proceed to the application submission stage and submit the application to the register.



[← Back to my undertakings](#)

Amending the data of the Private limited company > Submission of application Test OÜ
Registry code: 00000000

Please submit the application

Please submit the application by clicking on "Submit application" button.

After submission the registrar shall check the correctness of the application and enter the data in the register or inform about the deficiencies of the application.

> Documents (1)

[SUBMIT APPLICATION](#)

[← Back](#)

If only the term of office of the contact person has been added or changed in the application, the state fee does not have to be paid.

However, if a new contact person is added (or other information has changed), a state fee must be paid.

If a legal person has the obligation to appoint a contact person, the registrar may initiate proceedings to fine or delete the legal person in the absence of a contact person.

The contact person's information will be automatically deleted in the future also if the term of office date has passed.

Contact person details:

Name: Minufirma OÜ

Registry code: 11253141

E-mail: info@virtualofficeinestonia.com