

Information for participants in the auction

The following legal requirements must be fulfilled prior beginning of the auction from **your side**:

- Register in the participants' list
- Fill out and sign Solemn Declaration of the Auction Participant
- Identify yourself (see below)
- Pay the surety (caution)

You will receive the "Solemn Declaration of the Auction Participant" during the registration before the auction. The document is available on our website or may be requested at the auctioneer.

After fulfilling all the requirements, you will receive the auction number and become the auction participant.

Please bring the following documents:

- Your valid ID or passport
 - Written confirmation that you have paid the surety (caution) or cash for the surety (caution) (see below)
 - Should you bid as a private person and you have the "joint marital assets", it is necessary that both spouses are personally present (unless the certified proxy is presented).
 - Should you bid as a legal entity (company), the original or certified copy of the "Company Registration" must be presented (this document will not be returned and will be archived).
- The bidder must be either registered as a statutory or must possess a certified proxy from the statutory.

Detailed information to the auction:

The methods of payment of the auction surety (caution, guarantee) are always mentioned in the relevant "Auction Notice". It is always possible to pay the auction surety (caution, guarantee) to the auction account; sometimes it is possible to pay it cash during the registration. Please check this prior your participation at the auction as in some cases we are not able to accept the cash. Each auction has its own auction account which is under special regime and it is protected by a special insurance. The written payment confirmation is not necessary in case you have transferred the surety (caution, guarantee) well in advance and with correct VS (variable symbol). Please check with the auctioneer if your payment has been registered.

Should you succeed in the auction, the "Protocol on the Auction" and the "Auction Notice" will be provided to you. These two documents are legal documents and serve as evidence you have auctioned the item(s), for example for the bank in order to arrange the credit. The "Auction Notice" contains the amount that is to be paid, the account number and the deadline for payment. It is not possible to postpone the deadline.

In case you do not succeed in the auction, the surety (caution, guarantee) will be returned to you immediately the same method as it was paid on the bank account you have used or you have mentioned in the "Solemn Declaration of the Auction Participant". Please be aware that in case of the cash surety (caution, guarantee) the counting of cash may take longer time.

The successful bidder should leave the e-mail and telephone contact for communication regarding handing over the auctioned item.

After the full price has been paid, you will receive certified confirmation (except for movable property) on the payment and ownership. The same confirmation is then sent to the Cadastral Office where the change of the ownership is registered. The Cadastral Office will register the change within couple of weeks (the official deadline is 30 days).

The last necessary document is the "Hand Over Protocol". In case you have not left your contact, please contact us after you had paid the full price regarding hand-over of the auctioned item and signing the above mentioned protocol.

We hope that the above mentioned information is useful and we look forward to meet you in our action room.

Please do not hesitate to contact us for further information.

We are here for you!
PROKONZULTA, a.s.