Help for the Import and Export page

Establishments | CSV and XML | MOJE daně

01 Page functions and import

What the page provides

Import establishments: create new establishments in bulk from an external CSV file with the required structure.

Export establishments: create and download a CSV file listing the taxpayer’s current establishments, including all detailed information.

Code lists: view or download XML code lists needed to prepare an import file.

Encoding

The supported character sets are **Windows-1250, ISO-8859-2 and UTF-8**. For import, **Kódování** (encoding) must match the file’s actual encoding. A mismatch may cause invalid-character errors. For export, this setting determines the output file’s encoding.

Import procedure

1. Select an input file with the **.csv** extension using the browser’s file selection dialog.

2. Check and, if necessary, change **Kódování** (encoding).

3. Click **Importovat** (import). The file is uploaded to the server and its structure and data are validated.

4. If errors occur, an error list appears and no establishments are created. Otherwise, a preview appears: confirming creates the establishments; rejecting leaves them uncreated.

Important import behaviour

Import always adds new establishments without comparing them with establishments already registered. The establishment number is not included in the import file; the system assigns it automatically when creating the establishments after a successful import.

Based on the linked Czech Financial Administration help page. Terminology and file format follow that page: establishment types S, M and V. Czech interface labels are retained.

02 Export and CSV rules

Export procedure

1. Under **Kódování** (encoding), select the character set for the output file.

2. Select **Záhlaví tabulky** (table header) if needed. When selected, the first row contains column names. Otherwise, the file contains establishment data only.

3. Click **Exportovat** (export). A **.csv** file is created and the browser offers a dialog to select its name and save location.

4. Save the file to disk or open it, for example in Microsoft Excel.

Input CSV file rules

The field separator is a **semicolon (;)**. Each row contains the data for one establishment.

Each row must contain **all 10 fields in the prescribed order** shown on pages 3 and 4. Empty fields retain their positions; an empty internal field appears as two consecutive separators **;;**.

Enclose a text field containing a semicolon in **double quotation marks** so that the semicolon is not interpreted as a separator. **Double** any quotation marks inside a text field.

Use one of the supported character sets: **Windows-1250, ISO-8859-2 or UTF-8**.

Quotation marks in the file

Examples of a field as written in the CSV itself:
"Prodejna; centrum" - the semicolon is part of the value.
"Prodejna ""Centrum""" - quotation marks within the value are doubled.

These rules concern the resulting CSV file contents. When creating it in Excel, for example, these operations do not need to be performed manually.

03 Import fields 1-5

The column order is mandatory. Even optional fields and fields not used for a given type must retain their positions in the row.

No.	Field	Format and rules
1	Establishment name	Text, maximum 255 characters. Applies to all types. Optional.
2	Establishment type	Text, exactly 1 character: **S** - fixed, **M** - mobile, **V** - virtual. Mandatory. The value must match S|M|V.
3	Main business activity	Number, maximum 3 digits. The value must appear in a currently valid entry in **Kódy převažujících činností provozoven** (main establishment activity codes). Mandatory for all types.
4	Street	Text, maximum 38 characters. Type **S** only; ignored for other types. Optional.
5	Building descriptive or registration number (číslo popisné / evidenční)	Text, maximum 6 characters. Mandatory for type **S**; ignored for other types.

04 Import fields 6-10

The column order is mandatory. Even optional fields and fields not used for a given type must retain their positions in the row.

No.	Field	Format and rules
6	Orientation number (číslo orientační)	Text, maximum 4 characters. Type **S** only; ignored for other types. Optional.
7	Municipality (Obec)	Text, maximum 255 characters. Must match the current name in **RÚIAN**; matching is case-insensitive. Mandatory for type **S**; ignored for other types.
8	Postal code (PSČ)	Text, exactly 5 digits, without spaces. May be obtained from RÚIAN. No check is made that the postal code matches the municipality, as the taxpayer may have an address with its own postal code. Mandatory for type **S**; ignored for other types.
9	Vehicle registration number or other unique identifier of the mobile establishment	Text, maximum 255 characters. Mandatory for type **M**; ignored for other types.
10	URL or other information uniquely identifying the virtual establishment	Text, maximum 255 characters. Mandatory for type **V**; ignored for other types.

05 Export structure and code lists

Export produces a CSV file following the same rules as import. However, it adds two columns at the beginning and the address point code at the end:

Column	Contents
1	**Establishment number** - a numeric identifier assigned automatically by the system at registration.
2	**Establishment status** - A = Aktivní (active); P = Přerušená (suspended).
3-12	The ten import fields, in exactly the same order (see pages 3 and 4).
13	**Kód adresního místa** (address point code) - the address identifier, if the fixed establishment's address was uniquely verified in RÚIAN when it was created.

Difference from import

An export row contains **13 fields**; an import row contains **10 fields**. The establishment number and status are not part of the import structure.

Code lists and registers

Some import values must match the current code lists maintained by the Czech General Financial Directorate and the RÚIAN register managed by ČÚZK.

For the main business activity code, use a currently valid entry from the relevant code list. For the municipality name, use the current RÚIAN value.

Links on the application page display code list contents in **XML**. General information is available in **Rozhraní číselníků** (code list interface) documentation. The **Veřejný dálkový přístup ČÚZK** public access service allows you to find a municipality or verify an address in RÚIAN.

Source: Czech Financial Administration - original help page

Source checked on 16 November 2026