How to create a registration unit

Instructions for DIS+ | EET 2.0

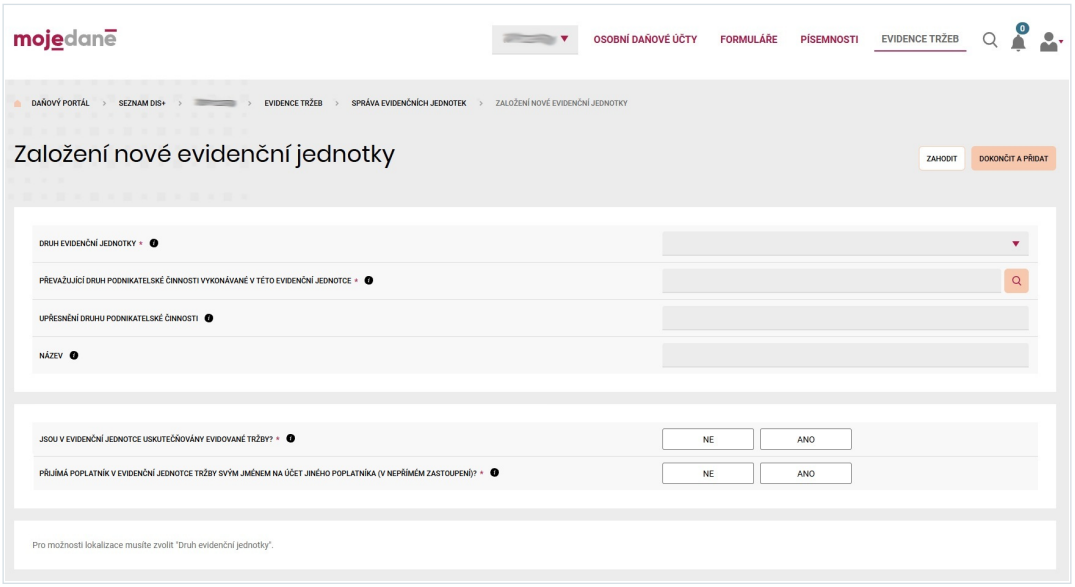
01 Open the new unit form

In DIS+, open the **EVIDENCE TRŽEB** (sales registration) tab and go to **Správa evidenčních jednotek** (registration unit management). On your first visit, two options are available:

NOVÁ EVIDENČNÍ JEDNOTKA (new registration unit) lets you create a unit manually in DIS+. **NAČÍST ZE SOUBORU** (load from file) imports units into EET from a prepared CSV file.



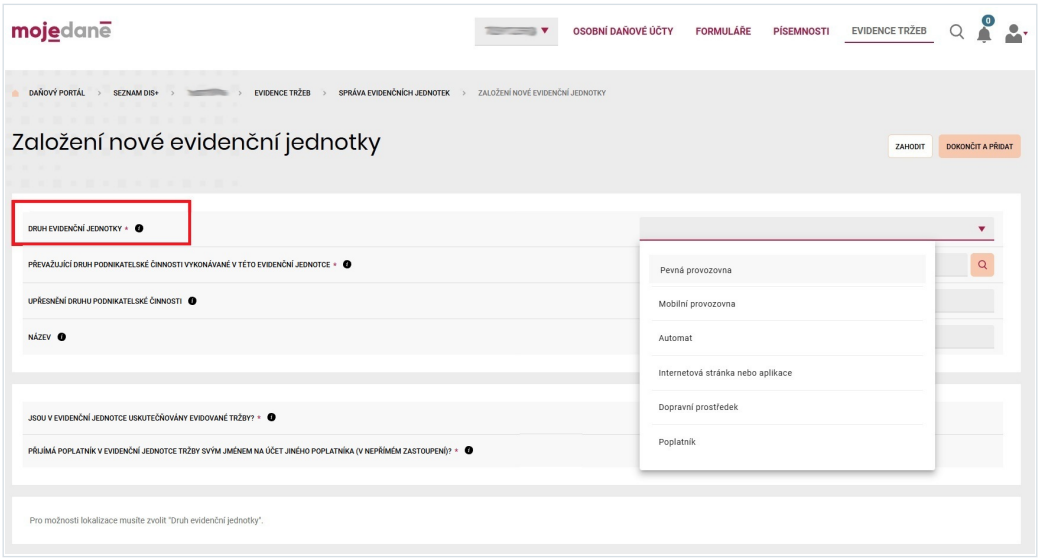
To create a unit manually, click **NOVÁ EVIDENČNÍ JEDNOTKA**. Enter the basic details on the **Založení nové evidenční jednotky** (create a new registration unit) page. Fields marked with an asterisk **(*) are mandatory**.



Based on the Czech Financial Administration’s instructions. Original screenshots and Czech interface labels are retained to help you navigate the portal.

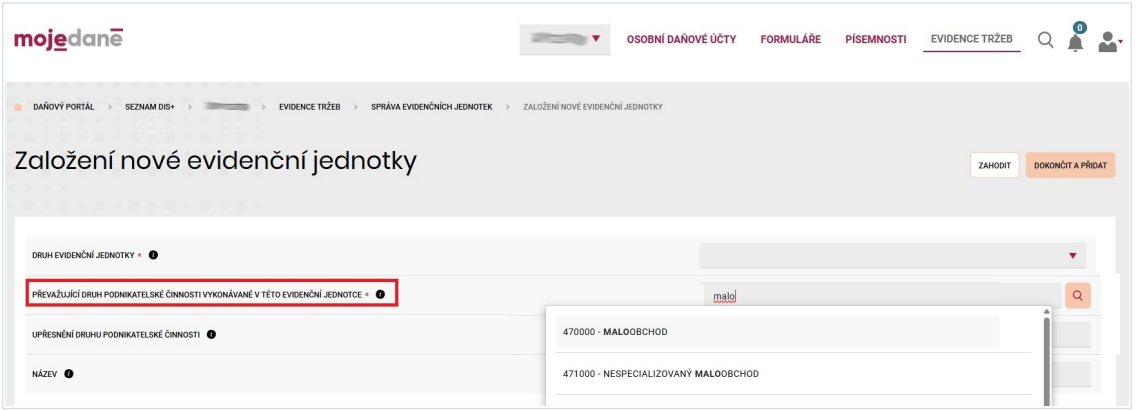
02 Choose the unit type and business activity

In **DRUH EVIDENČNÍ JEDNOTKY** (unit type), choose the option matching the location or how sales are registered: **Pevná provozovna** (fixed establishment); **Mobilní provozovna** (mobile establishment); **Automat** (vending machine); **Internetová stránka nebo aplikace** (website or application); **Dopravní prostředek** (means of transport); **Poplatník** (taxpayer).



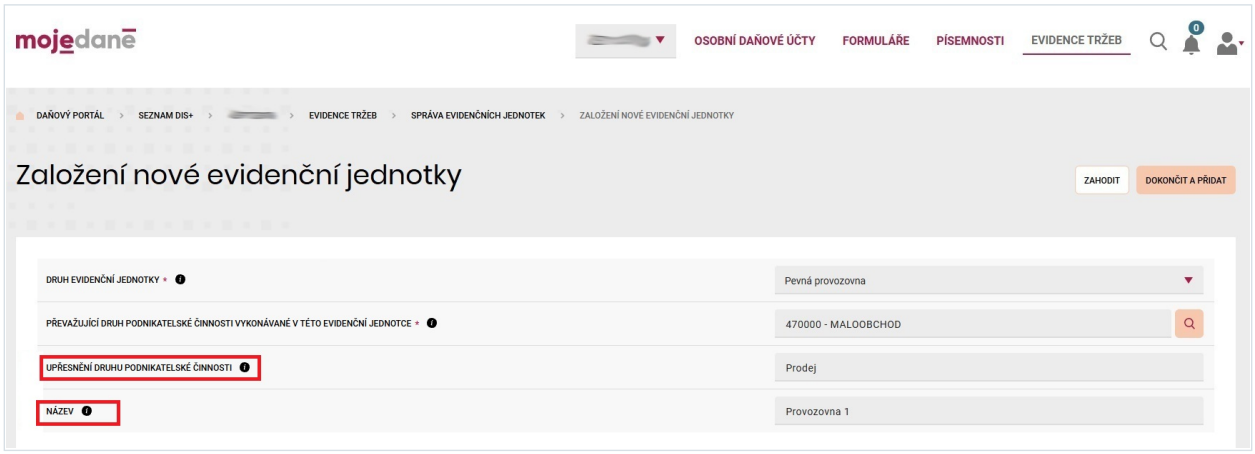
Complete **Převažující druh podnikatelské činnosti vykonávané v této evidenční jednotce** (main business activity carried out at this unit). Suggestions appear automatically as you type the activity name.

Alternatively, click the **magnifying glass icon**. In the activity list, first select the appropriate section, then the specific activity.



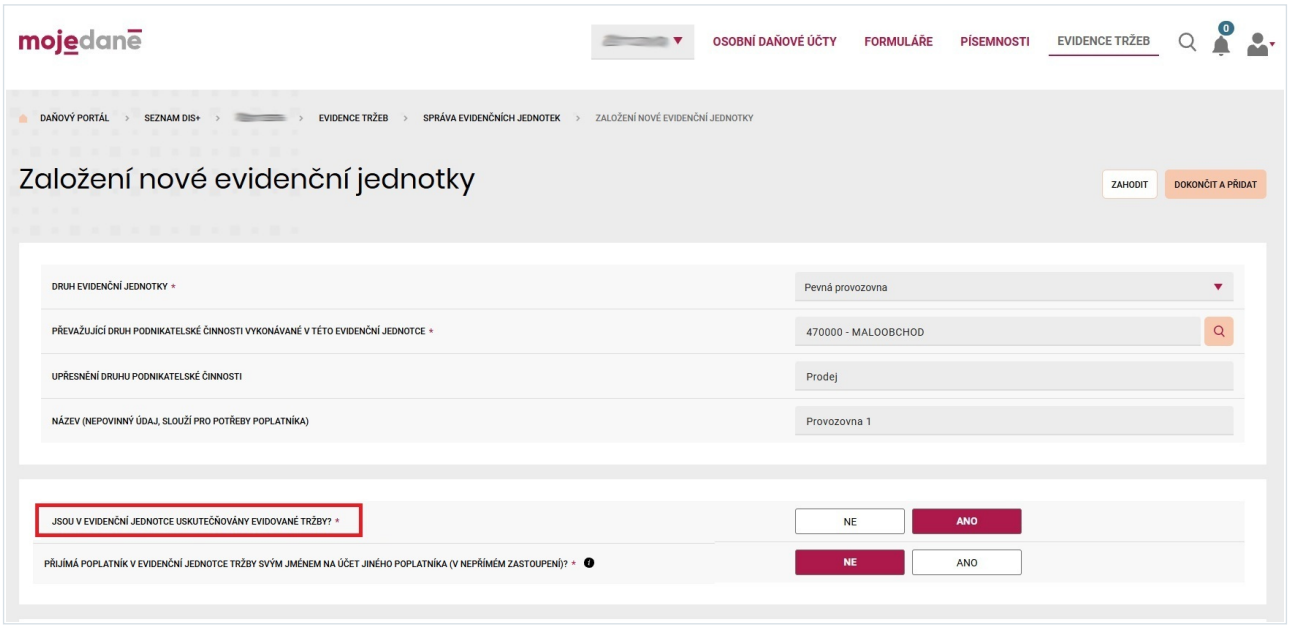
03 Add a name and sales information

Optionally complete **Upřesnění druhu podnikatelské činnosti** (business activity details) and **Název** (name). The name is for the taxpayer's use and helps distinguish units, for example when monitoring the sales registered at individual points of sale.



Use **Ano** (yes) or **Ne** (no) to indicate whether sales subject to registration take place at this unit.

Also indicate whether the taxpayer receives sales proceeds at the unit **in their own name on behalf of another taxpayer (indirect representation)**.

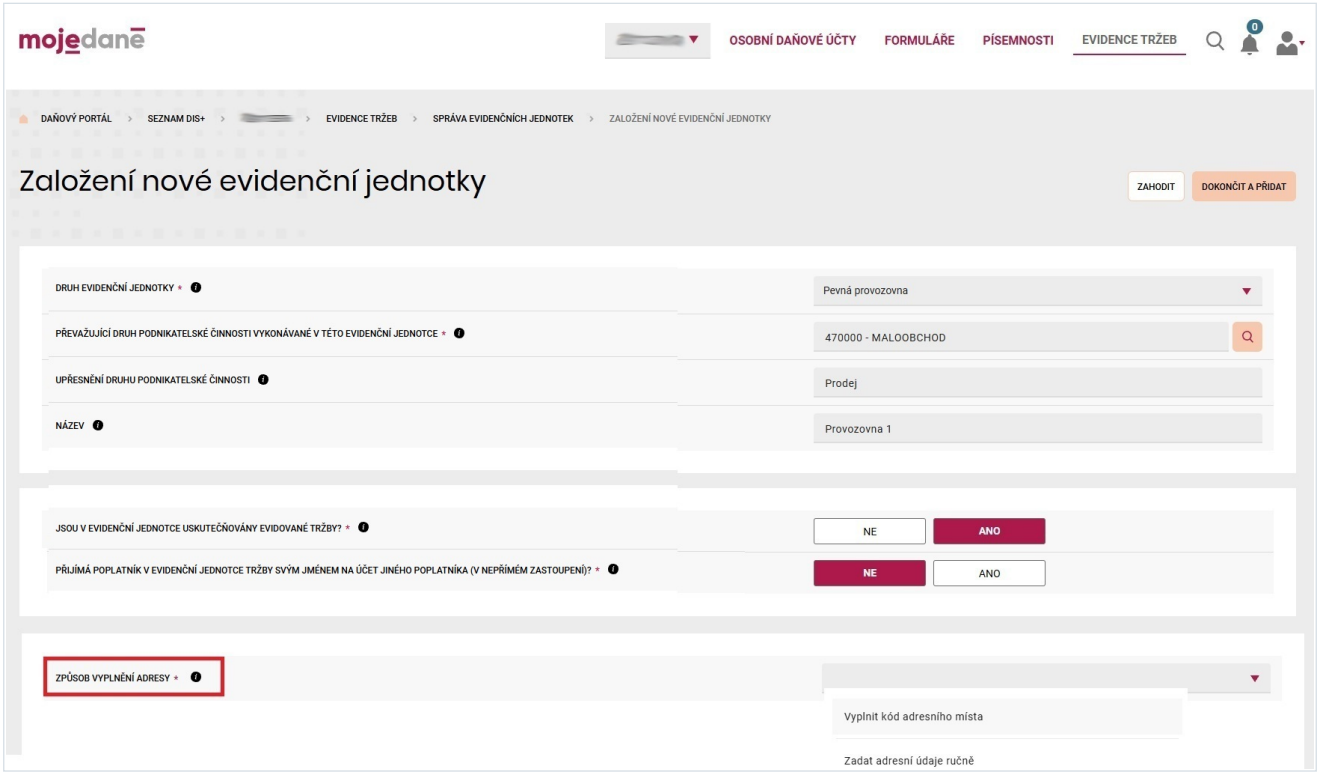


04 Enter the unit location

The location field depends on the registration unit type selected:

Fixed establishment: address.
Website or application: URL.
Means of transport: vehicle registration number (SPZ) or another suitable identifier.
Other types: the field adapts to the nature of the unit.

For a fixed establishment, open **Způsob vyplnění adresy** (address entry method) and choose **Vyplnit kód adresního místa** (enter an address point code) or **Zadat adresní údaje ručně** (enter address details manually).

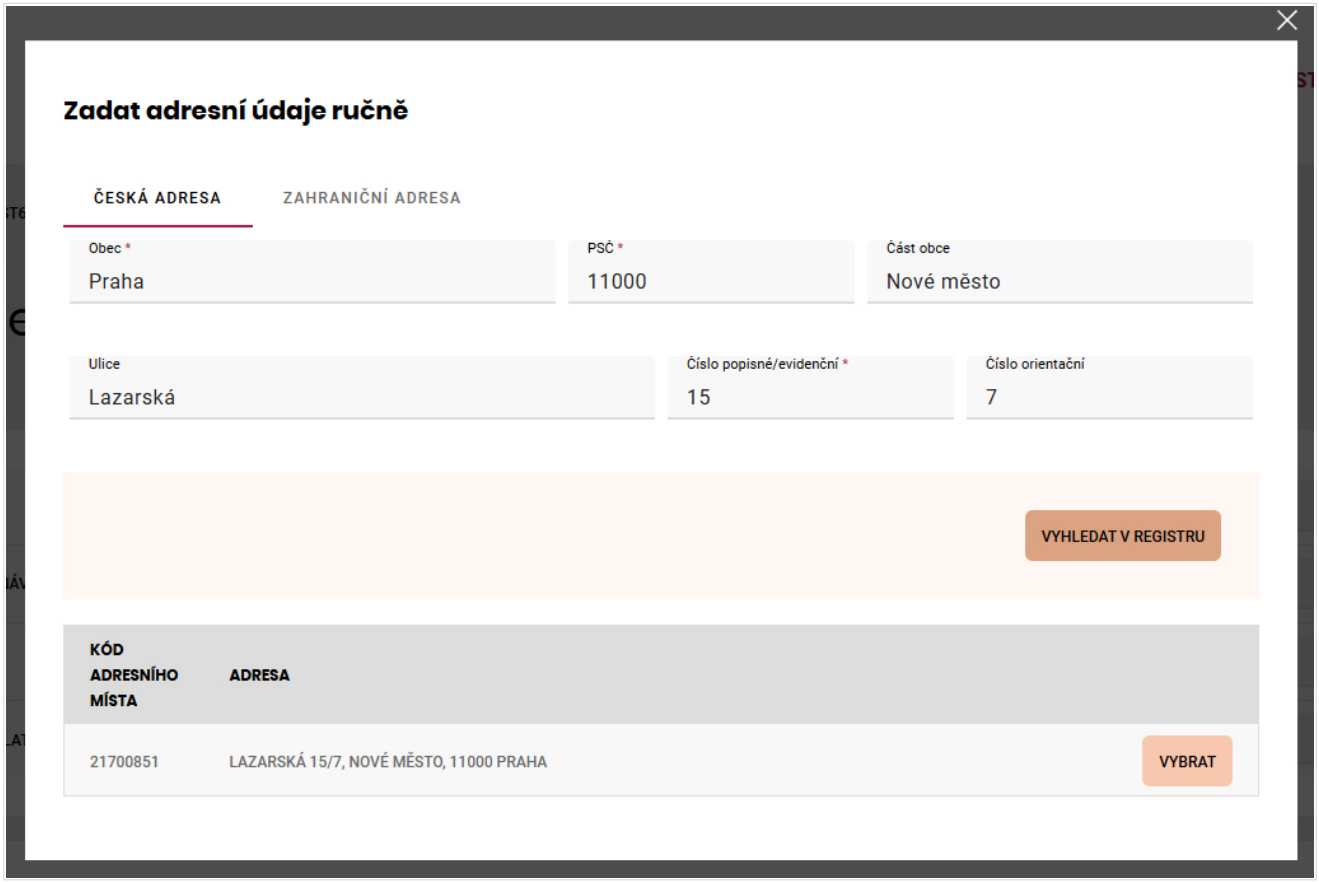


05 Enter the fixed establishment address

Option A - Vyplnit kód adresního místa: enter the numeric code that uniquely identifies the address point.

Option B - Zadat adresní údaje ručně: at the top of the form, choose whether the address is Czech or foreign, then complete the required details.

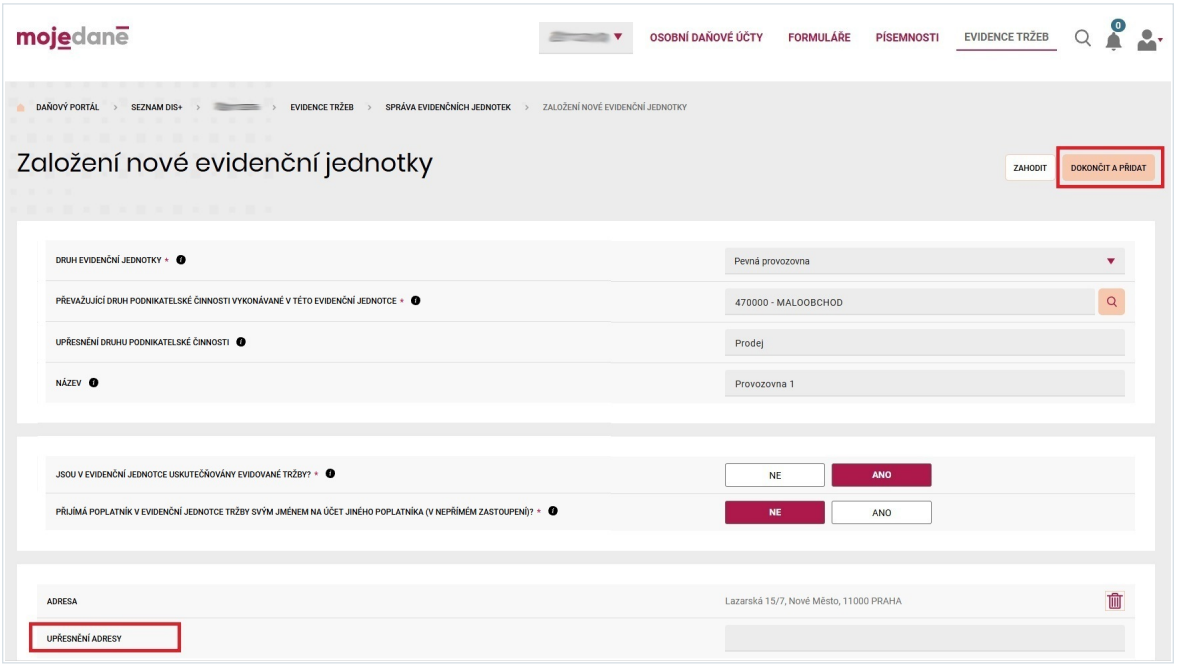
Click **VYHLEDAT V REGISTRU** (search the register). One or more matching addresses appear. Click **VYBRAT** (select) for the correct address.



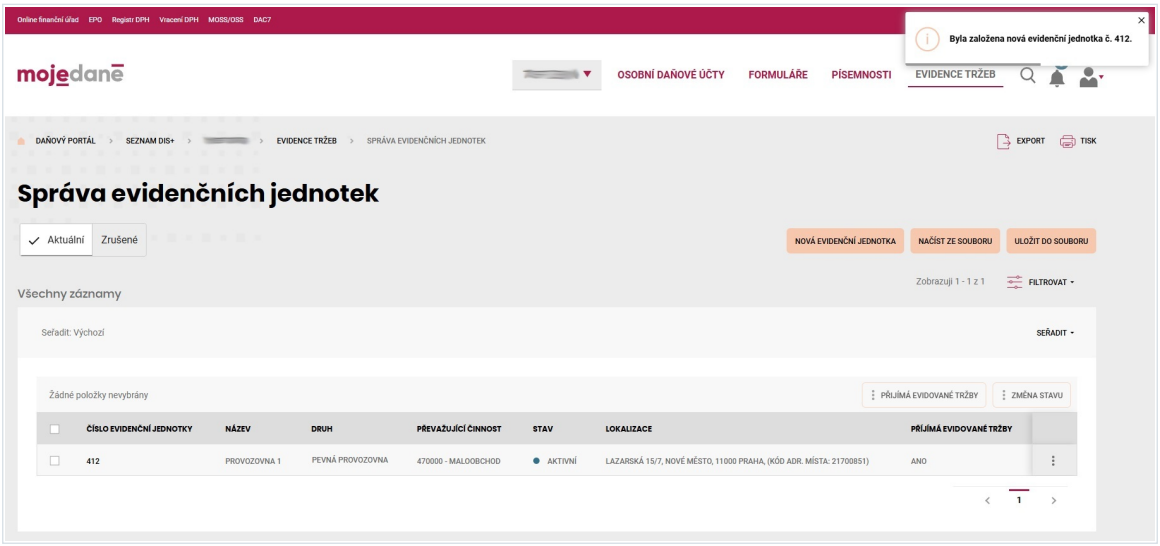
06 Finish creating the unit and check the result

After entering the address, you may optionally complete **UPŘESNĚNÍ ADRESY** (additional address details) to provide more information about the unit's location.

Click **DOKONČIT A PŘIDAT** (finish and add) to complete creation of the registration unit.



The new unit appears on the **Správa evidenčních jednotek** (registration unit management) page.



Source: Czech Financial Administration - original instructions

Source checked on 16 November 2026