

**PUNCOVNÍ ÚŘAD / ASSAY OFFICE**

Kozí 4

110 01 Praha 1

TEL. (02) 259 82 111

FAX (02) 259 82 201

[INFO@PUNCOVNIURAD.CZ](mailto:INFO@PUNCOVNIURAD.CZ)

[WWW.PUNCOVNIURAD.CZ](http://WWW.PUNCOVNIURAD.CZ)

<b>REGISTRATION NUMBER</b>		<b>METAL</b>	GOLD	
			SILVER	
			PLATINUM	
<b>NAME / COMPANY</b>		<b>ORIGIN</b>	NEW	
			FOREIGN	
			OLD	
			OTHER	
		<b>METHOD OF PAYMENT</b>		
<b>FINENESS</b>		<b>GOODS</b>		

	PIECES	WEIGHT	IMITATION PARTS	TYPE – NOTE	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>IN TOTAL</b>				<b>NET WEIGHT</b>	

*The Assay  
Office can  
only  
accept  
Czech  
forms as  
valid*

DATE \_\_\_\_\_ STAMP / SIGNATURE \_\_\_\_\_

## NOTICE OF THE ASSAY OFFICE

1. By course of §10 and 11 Hallmarking Act No. 539/1992 Coll., when submitting the goods, the manufacturer or importer is obliged to notify of the following:  
1. type, 2. weight, 3. number of pieces, 4. fineness

When submitting the foreign goods, the importer is obliged to present the customs document on the release for the free circulation of the goods (Unified Customs Declaration Section 3/8 or the customs assessment).

2. The separate order must be placed for each type of the precious metal and different fineness.
3. The separate order must be placed for the additional works on or repairs of the goods.
4. All the pre-printed data must be filled in.  
The corresponding metal and origin of goods shall be marked by cross.  
The different origin means e.g. reworking and repairs.  
The method of payment is to be specified by the following letters:  
**H** – by cash; **F** – by invoice; **S** – by cheque.
5. In the event that you want to settle the hallmarking fees by means of non-cash payment method, it must be agreed upon with the Assay Office in advance.
6. In the event that the submitter does not present the weight of the imitation parts, the hallmarking fee is to be collected for the whole (gross) weight of the presented goods.

### IN CASE OF NON-OBSERVANCE OF THE ABOVE-MENTIONED NOTICE, THE ASSAY OFFICE SHALL NOT ACCEPT THE GOODS FOR THE HALLMARKING CONTROL

<b>BRANCH OFFICE IN JABLONEC N. NISOU</b> E. FLORIÁNOVÉ 9 466 01 JABLONEC N. NISOU TEL. (0428) 710 008 FAX (0428) 710 008 JABLONEC@PUNCOVNIURAD.CZ	<b>BRANCH OFFICE IN BRNO</b> VEVEŘÍ 18 602 00 BRNO TEL. (05) 412 46 249 FAX (05) 412 46 251 BRNO@PUNCOVNIURAD.CZ	<b>BRANCH OFFICE IN OSTRAVA</b> ZAHRADNÍ 1 701 22 OSTRAVA TEL. (069) 612 53 85 FAX (069) 612 53 85 OSTRAVA@PUNCOVNIURAD.CZ
<b>SUB-BRANCH OFFICE IN TURNOV</b> VÝŠINKA 1409 511 01 TURNOV TEL. (0436) 357 209 FAX (0436) 357 208 TURNOV@PUNCOVNIURAD.CZ	<b>SUB-BRANCH OFFICE IN OLOMOUC</b> NÁM. RUDOLFA TERERA 3/4 770 10 OLOMOUC 10 TEL. (068) 541 27 55 FAX (068) 541 27 54 OLOMOUC@PUNCOVNIURAD.CZ	<b>SUB-BRANCH OFFICE IN TABOR</b> PRAŽSKÁ 209 390 01 TÁBOR TEL. (0361) 251 930 FAX (0361) 251 930 TABOR@PUNCOVNIURAD.CZ
<b>SUB-BRANCH OFFICE IN PLZEŇ</b> KOTEROVSKÁ 83 307 53 PLZEŇ 2 TEL. (019) 724 91 75 FAX (019) 724 91 75 PLZEN@PUNCOVNIURAD.CZ	<b>SUB-BRANCH OFFICE IN HRADEC KRÁLOVÉ</b> DIVIŠOVA 439 500 02 HRADEC KRÁLOVÉ TEL. (049) 551 16 18 FAX (049) 551 16 79 HRADEC@PUNCOVNIURAD.CZ	<b>SUB-BRANCH OFFICE IN ČERVENÝ KOSTELEČ</b> 17. LISTOPADU 220 549 41 ČERVENÝ KOSTELEČ TEL. (0441) 462 265 FAX (0441) 462 265 KOSTELEČ@PUNCOVNIURAD.CZ