

# Republic of Slovenia

## Business Guide

Prepared by:

### Embassy of Switzerland in Ljubljana

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#### ENTERING AND EXITING THE COUNTRY

The border formalities are minimal and comply with European standards. EU and Swiss citizens can pass the border with a valid ID card if their stay in the Schengen area does not exceed 90 days. More information on traveling to Slovenia can be found [here](#).

If you find yourself in an emergency situation while in Slovenia, you can contact the [Regional Consular Center in Vienna](#) or the [EDA Helpline \(24/7\)](#).

Additional information:

[Slovenian Tourist Organisation](#)  
[Ministry of Foreign Affairs of the Republic of Slovenia](#)

Within the EU the free movement of goods applies. Exceptions are i.a. tobacco products and alcoholic beverages, which are subject to restrictions.

Exceptions can be found [here](#).

There is no restriction on the import of cash for EU citizens. Citizens from other countries can enter and exit the country with a maximum of €10,000 in cash. A higher amount must be declared at the customs office. For more information click [here](#). On 21 December 2016 the European Commission adopts [stronger rules](#) to fight terrorism financing.

Slovenia has repealed the VAT rebate on export, since there are no such reimbursements within the EU. Travelers from non-EU countries shall request a special form from the sellers. This form must be submitted to the customs authorities, together with the original invoice, for confirmation. The tax will be refunded to you by the organizations listed on the form for duty-free purchasing. No VAT refund is possible on petroleum, alcohol, alcoholic beverages or tobacco products.

For more information click [here](#).

If you wish to bring your dog or cat to Slovenia, the regulations differ with regard to whether you come from an EU or non-EU country. These countries also differ in terms of the risk of rabies. In all cases your pet needs a pet passport and a veterinary certificate that confirms it has been vaccinated against rabies. Slovenia has been a rabies-free country since 2016.

For more information click [here](#).

## LANGUAGES

Slovenian is the official language. Almost all official authorities and business contacts speak English and German is also quite widespread.

## OFFICIAL HOLIDAYS

In addition to official holidays also existing in Switzerland (New Year, Easter, etc.), the following days are public holidays in Slovenia:

- 8 February: Cultural holiday – Prešeren Day
- 27 April: Resistance Day
- 1 and 2 May: Labour Day Holiday
- 25 June: Statehood Day
- 15 August: Assumption Day
- 31 October: Reformation Day
- 1 November: All Saints' Day
- 26. December: Independence and Unity Day

School holidays in 2020-2021

- 26 October – 6 November 2020: Autumn holidays
- 25 December 2020 – 2 January 2021: Christmas holidays
- 15 February – 19 February 2021: Winter holidays I (South-East Slovenia regions)
- 22 February – 16 February 2021: Winter holidays II
- 26 April – 2 May 2021: First-of-May holidays
- 28 June – 31 August 2021: Summer holidays

## TIME ZONE

Slovenia observes the Central European Summer Time (CEST) in the summer and the Central European Time (CET) in the winter.

## HEALTH PROTECTION

There are no particular risks of contracting dangerous diseases, which is why no special vaccinations are required for the journey to Slovenia. Pharmacies are available in most towns and in the cities there are duty pharmacies, which are open around the clock. There are clinical medical centers in virtually all Slovenian cities and individual hospitals in smaller and larger towns and cities.

The emergency number is 112. This is the number of the [Notification Center](#) where they dispatch emergency response teams.

EU citizens can receive a [European Health Insurance Card](#) which gives them insurance coverage in Slovenia. Citizens of Switzerland, Liechtenstein, Iceland and Norway can also apply for the card.

The card gives you the same access to medical services in the public healthcare system - i.e. doctors and pharmacies - as Slovenian citizens have. If you have to pay for medical services in Slovenia, you will be refunded immediately after your return. With the European Health Insurance Card, you receive all necessary medical care that will allow you to continue your stay in Slovenia. However, the card does not cover services provided by private practitioners.

For the citizens of all other countries it is best to take an international travel health insurance before traveling to Slovenia.

More information is available on the website of the [Slovenian Health Insurance Fund](#) (Zavod za zdravstveno zavarovanje Slovenije).

## POWERGRID

The grid voltage in Slovenia is 230 volts with a frequency of 50 Hz. Guests from Switzerland are recommended to bring their own network adapters (for 3-pole plugs).

## PAYMENT METHODS

The official currency in Slovenia is the euro.

When entering or leaving the country with EUR 10'000 in cash or more, the money must be declared in writing to the customs office.

The banks are usually open from 9 am to 12 noon and from 2 pm until 5 pm on weekdays, while on-duty banks are open on Saturdays from 9 am to 12 noon as well. All banks have ATMs where you can withdraw cash with MasterCard, Visa, Maestro, Cirrus and Visa Electron Plus cards around the clock.

## TRANSPORT

You can enter Slovenia through one of the border crossings with Italy, Austria, Hungary or Croatia.

Flights to Ljubljana are operated by several foreign Flight operators (AirFrance, Lufthansa, easyJet, Air Serbia, Turkish Airlines, Montenegro Airlines, LOT Polish Airlines, Transavia, Brussels Airlines). Since 2019 Slovenia no longer has a national flight operator. Swiss Air Lines has been connecting Zurich and Ljubljana again since October 2019 but has temporarily stopped due to the COVID-19 epidemics. You can also fly to one of the nearby foreign airports and travel to Slovenia by bus, train or car. The low-cost car-transfer carrier [GoOpti](#) also offers a transfer service from the surrounding airports to Slovenia.

Most cars enter Slovenia on motorways. To be able to drive on it you need a [vignette](#), otherwise you will receive a high fine (between 300 and 800 euros). Vignettes are available at petrol stations in Slovenia and in neighboring countries, as well as at the Slovenian and foreign automobile clubs, Slovenian post offices and some newsstands. [A list of sales outlets](#) is available for more information.

The service and petrol stations are spread along the motorways and are open 24/7.

In the event of a breakdown, the [AMZS \(Avtomoto Zveza Slovenije\)](#) will help you. The number is 1987.

Car rentals can be arranged at numerous international [companies](#).

Train connections with other countries are not very developed: Slovenia can be reached directly with a night train to / from Zurich, besides from Austria, Hungary and Croatia. There is also a train connection with Italy (Trieste, Trieste Airport, Udine). Rail travel in Slovenia is rather time-consuming.

More information on prices and timetables are available on the [Slovenian Railways](#) website.

Slovenia can also be reached by bus. The local bus service is well organized and relatively cheap. [Timetables](#) and detailed information are available online.

## HOTELS

Information on hotels and other accommodation are available [here](#).

## COMMUNICATION

The country code for Slovenia is +386. This is followed by the area code (w/o 0; i.e. for Ljubljana +386 1 and the number of the recipient).

If you come from a country where your network operator charges you high fees for calls to and from Slovenia and you plan to use your phone on a regular basis, it is worthwhile to consider buying a Slovenian SIM card or even a prepaid mobile phone. SIM cards or prepaid phones are already available for as little as €10. Many hotels offer free internet access.

Important phone numbers:

Police 113  
Fire department 112  
Emergency service 112  
Roadside assistance AMZS 1987

## ADDRESSES AND OPENING TIMES

### **Embassy of Switzerland in Ljubljana** (*incl. Commercial Section, without Consular Services*)

Trg Republike 3/VI  
SI-1000 Ljubljana  
Tel.: +386 1 200 86 40  
Fax: +386 1 200 86 69  
E-Mail: [ljubljana@eda.admin.ch](mailto:ljubljana@eda.admin.ch)  
Website: [www.eda.admin.ch/ljubljana](http://www.eda.admin.ch/ljubljana)  
Opening times:  
Monday – Thursday 08.00 – 12.30 und 13.30 – 16:30 (by appointment)  
Friday 8.00 – 14.00 (by appointment)

### **Consular services** (*passports, identity cards, changes of civil status, matriculation*):

#### **Regional Consular Center Vienna**

c/o Embassy of Switzerland in Vienna  
Prinz Eugen-Strasse 9a  
1030 Wien  
Austria  
Tel: +43 (0)1 795 05  
Fax: +43 (0)1 795 05 21  
E-Mail: [wien.cc@eda.admin.ch](mailto:wien.cc@eda.admin.ch)  
Website: <https://www.eda.admin.ch/countries/austria/de/home/vertretungen/rkc-wien.html>  
Opening times: Monday – Friday 09.00-12.00 (by appointment)

#### **EDA Helpline:** 365 days a year, 24/7

E-Mail: [helpline@eda.admin.ch](mailto:helpline@eda.admin.ch)  
Consular questions  
Tel. +41 800 24-7-365 or  
Tel. +41 58 465 33 33  
Fax: +41 (0)31 322 78 66

#### **Embassy of the Republic of Slovenia in Bern**

Schwanengasse 9 / II  
CH-3011 Bern  
Tel.: +41 31 310 90 00  
Fax: +41 31 312 44 14 / 18  
E-Mail: [sloembassy.bern@gov.si](mailto:sloembassy.bern@gov.si)  
Website: <http://bern.embassy.si>

## TIPS FOR ACQUIRING BUSINESS CONTACTS

Business practices are similar to those in Switzerland. Interested Swiss or Liechtenstein businessmen can apply for information and assistance in connection with the establishment of business contacts in Slovenia:

S-GE: [www.s-ge.com](http://www.s-ge.com)  
SEC (Handelskammer Schweiz – Mitteleuropa): [www.sec-chamber.ch](http://www.sec-chamber.ch)

There is no Swiss-Slovene Chamber of Commerce, but more information is available in the yearly economic report (yearly posted on the S-GE webpage.

See also: [Basic Adresses](#)

The **Commercial Section of the Embassy of Switzerland** provides mainly:

- 1) support to Swiss exporters and investors
  - 2) information on Swiss Laws and Regulations
  - 3) general information such as the Present Guide and the [Yearly Economic Report](#)
- Points 1 and 2 apply reciprocally for the Embassy of the Republic of Slovenia in Bern.

Chamber of Commerce and Industry of Slovenia: <https://eng.gzs.si/>

SPIRIT - Public Agency for Entrepreneurship and Foreign Investments: [www.investslovenia.org](http://www.investslovenia.org/) / <http://www.spiritslovenia.si/en>

Slovenian Business Club: <https://www.sbc.si/en/>

## **BUSINESS PRACTICES**

Business practices are similar to those in other Western European countries.

## **PARTICULARITIES**

People in general are quite strict about the use of academic titles – they always use them themselves and expect others to do so as well. If you are contacting somebody per e-mail or if you are writing a letter and you know that person has an academic title (dr. or mag.), make sure to use it.

The dress code is similar as in Switzerland. A suit and tie is expected at most business meetings, whereas attires for evening events are less formal. You can attend a formal reception in only a suit and tie, a smoking or a gala dress are not required.

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**Disclaimer: The author accepts no responsibility for the correctness of the information provided.**