Information on the filing office at TIC BRNO, a state-funded organization, and on delivering documents to TIC BRNO, published in accordance with Clause No. 2, Article No. 3 of directive No. 259/2012 Coll. on the details of record office services.

- TIC BRNO, a state-funded organization, resides at Radnická 365/2 602 00 Brno.

- Data box identifier: 3h6kgw4

- The filing office at TIC BRNO is where documents are filed and accepted, and it is shared by all the departments and sites of TIC BRNO.

- The filing office resides at Radnická 2 (ground floor, room No. 50 – Secretariat) 602 00 Brno.

- Office hours of the filing office:

Monday 9–11:30 am, 1–3 pm, Tuesday 9–11:30 am, 1–2 pm, Wednesday 9–11:30 am, 1–3 pm, Thursday 9–11:30 am, 1–2 pm, Friday 9–11:30 am.

- Delivering documents on data carries

Electronic content on data carriers (CD-R, CD-RW, DVD-R, DVD-RW, and USB flash discs) may be delivered to the TIC BRNO filing office during office hours.

- Electronic address of the filing office

The electronic address to send data messages to TIC BRNO: tic@ticbrno.cz. A single message, attachments included, may be 10MB big at most. Communicating via email is globally considered an unguaranteed means of communication. Therefore, it may be reasonable to expect that some emails may not reach TIC BRNO.

- Data formats of documents included in a data message

The following are acceptable formats:

a) pdf (Portable Document Format)

b) PDF/A (Portable Document Format for the Long-term Archiving)

c) txt (plain text)

d) doc/docx (MS Word Document)

e) xls/xlsx (MS Excel Spreadsheet)

f) jpf/jpeg/jfif (Joint Photographic Experts Group File Interchange Format)

g) png (Portable Network Graphics)

h) tif/tiff (Tagged Image File Format)

i) gif (Graphics Interchange Format)

These acceptable formats of data messages sent to the data box need to contain a relevant suffix. The suffix refers to the format of the data message that enables software to determine the type of the data file.

- Harmful code in a data message detected

If an incorrect format of computer program is detected in a data message that could damage the information system or information processed by TIC BRNO (hereinafter referred to as “harmful code”), the data message shall not be processed. If an email address of the sender can be found out from the delivered data message, an email shall be sent to such address informing that the original message contained a virus and cannot be considered properly delivered.

- Consequences of sending an incomplete or damaged document

If an analogue document is delivered incomplete or damaged to such an extent that it cannot be displayed in a user-friendly way, but it contains some legible information about its sender and their contact data or electronic address, the sender shall be informed about the error in the document and steps to fix it shall be determined. If the error in the analogue document cannot be successfully fixed in cooperation with the sender, the document shall not be processed. A digital document shall be considered delivered only if it becomes available to TIC BRNO.

A digital document is considered available only when it is in the format in which TIC BRNO accepts digital documents, may be displayed in a user-friendly way, contains no harmful code and – if delivered on a portable data carrier – this data carrier is among those that TIC BRNO accepts (see above).

If a digital document is not available to the filing office as specified above, and if its sender and their contact data or electronic address may be found out from it, the sender shall be informed about the error in the document delivered and steps to fix it shall be determined. If the error in the analogue document cannot be successfully fixed in cooperation with the sender, the document shall not be processed

ATTENTION: Documents which cannot be printed shall also be considered corrupt.