

Visualised Business Register application

Centre of Registers and Information Systems, 2015

The following guide will describe how to use the application of the Visualised Business Register.

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1 Requirements

Supported browsers:

Internet Explorer 8+, Firefox 35+, Safari 7.1+, Google Chrome 31+

2 Getting started

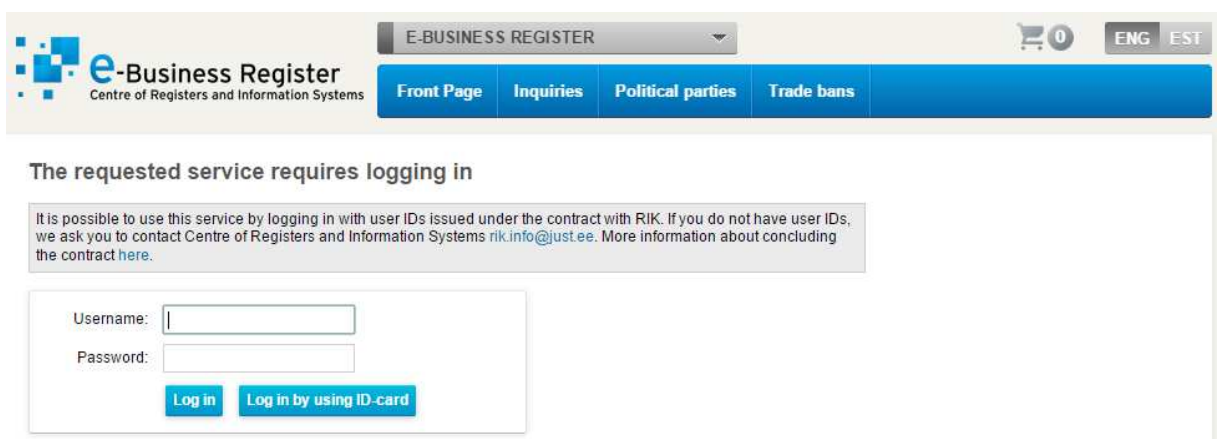
2.1 Use of the information system

Use of the Visualised Business Register application requires that you are a contractual client of the e-Business Register and logged into the Central Commercial Register. The following procedure details logging into the Central Commercial Register, searching for desired companies, and getting started with the visualisation.

1. First, go to the Central Commercial Register page of the e-Business Register at <https://ariregister.rik.ee> and choose "Inquiries" and then "Detailed inquiry" from the menu.



2. Enter your username and password and log in. If you are not a contractual user, see [Annex 2: Conclusion of an Agreement](#) (p. 24).



3. Enter the data of the company you are searching for and click the **Search** button.

Visual Business Register



Detailed inquiry

General information:		
Name: <input type="text"/>	Registry code: <input type="text"/>	Number of old business register: <input type="text"/>
Status: <input type="text"/>	Legal form: <input type="text"/>	Subtype: <input type="text"/>
Location:		
County: <input type="text"/>	Rural municipality: <input type="text"/>	City: <input type="text"/>
Town: <input type="text"/>	Small town: <input type="text"/>	Village: <input type="text"/>
Address: <input type="text"/>		
Field of activity or goal:		
Source: <input type="text"/>	Field of activity or goal: <input type="text"/>	EMTAK: <input type="text"/> Select
		NACE: <input type="text"/> - <input type="text"/>
		Validity: Valid relations only <input type="text"/>
Person related to the company:		
Person: <input type="text"/>		Select
Search		Reset

4. Select a desired company from the list of companies found.

Search parameters: [Modify search parameters](#) | [Start a new search](#)

legal name: ausad

Search results

No.	Business name	Invalid names	Code	The date of the first entry	Status	Address	Share capital	Webpage	Proceedings information
1.	Osaühing Ausad		16966696	20.10.2011	Entered into the register	Kelgumäe, Peetri alevik, Rae vald, Harju maakond, 75312	2 500.00 EUR established without making contribution		
2.	Ausad Vennad OU		16966966	01.08.2013	Entered into the register	Maisi tn, Tallinna linn, Harju maakond, 10317	2 500.00 EUR		

5. Next, the general data of the company you searched for is displayed. To initiate the visualisation process, click on the link "Visualise".

Choose information: **Show** [Proceedings information](#) [Found entrepreneurs](#) [New inquiry](#) [Viewings](#) [Visualize](#)

Entrepreneur: Osaühing Ausad (50175050)

Commercial registry code: 50175050	
Business name: Osaühing Ausad	
Address: Kelgumäe, Peetri alevik, Rae vald, Harju maakond, 75312	
Legal form: Private limited company	Subtype:
Capital: 2 500.00 EUR established without making contribution	Status: Entered into the register
The date of the first entry: 20.10.2011	

6.

3 Use of the application

3.1 Definitions

The definitions **parent** and **children** are used in the following chapters.

Parent – denotes a person who has connections to persons on the next level.

Child – a person connected to a specific parent.

3.2 Getting started

The user is directed to the view presented in **Figure 1** after visualizing, the person you searched for and the relationship tree of the persons linked to the particular person is displayed.

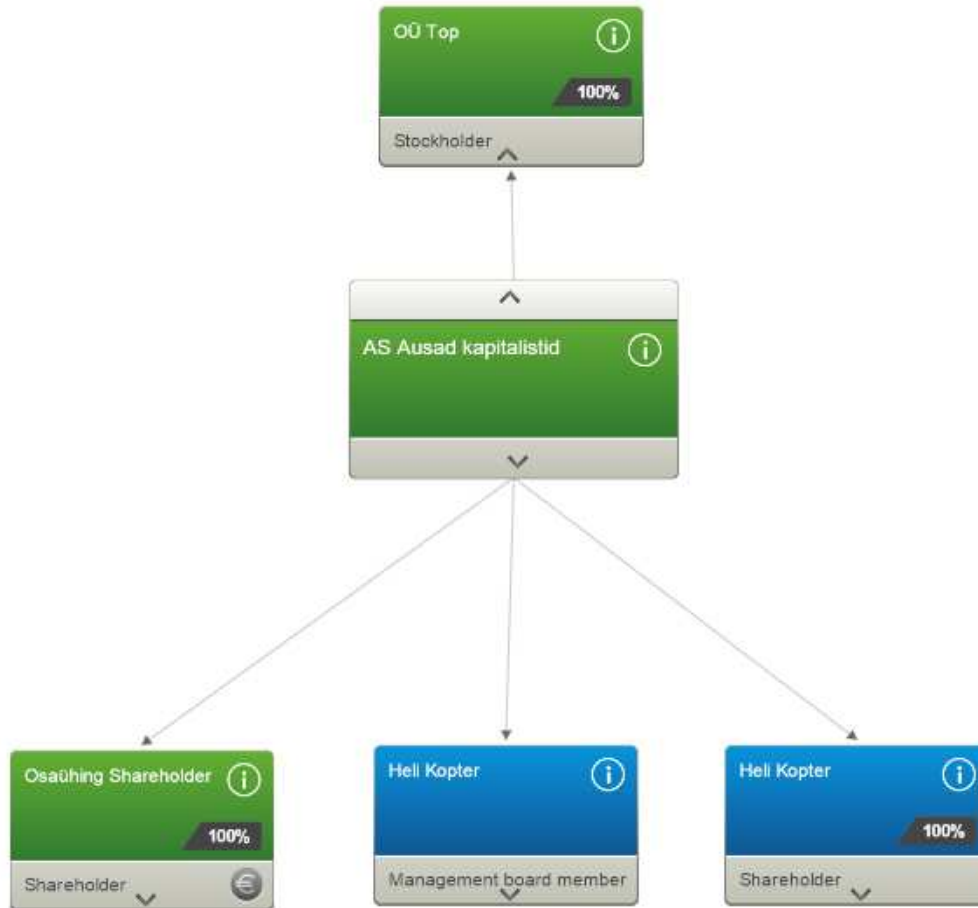


Figure 1

Figure 1 illustrates a situation, where the user has clicked on the **Visualize** link in e-Business Register. It can be gathered from the figure that the company searched for by the user – AS Ausad kapitalistid – is linked to three valid persons, of whom one is a legal persons and two are natural persons. See the chapter [Information Bubble](#) (p. 7) to read more about the types of persons. In the event that the user wishes to view the persons of the second level linked to AS Ausad Kapitalistid, the user must click on the legal person of interest, after which the next level is opened, see **Figure 2**.

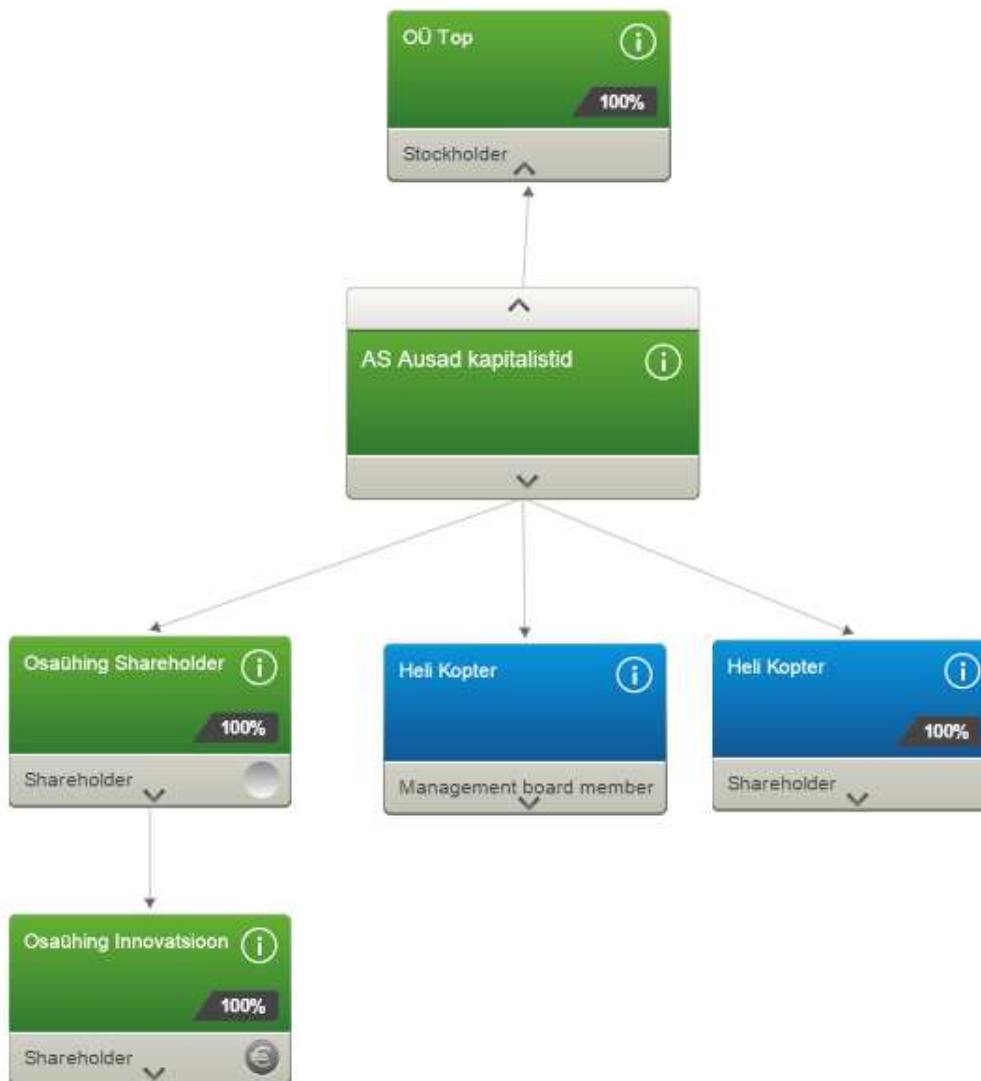


Figure 2

3.3 Information Bubble

3.3.1 View

An information bubble represents a person and contains the following fields (**Figure 3**):

1. **Share** – if the person has ownership relations to its/his/her parent, the participation rate is displayed.
2. **Name** – the name of the respective natural/legal person is displayed.
3. **Role** – the role of the person is displayed.
4. **Payment indicator** – the given icon is used to display information to the user about the connections that can be opened for a charge.

5. **Query for detailed information** – by clicking on the coloured area of the information bubble, an [Information chart](#) (p. 11) is opened about the person, and the person is added to the list located in the [Information column](#) (p. 12).
6. **Opening of connections** – by clicking on the bottom area of the information bubble, the connections of the next level about the given person are opened.

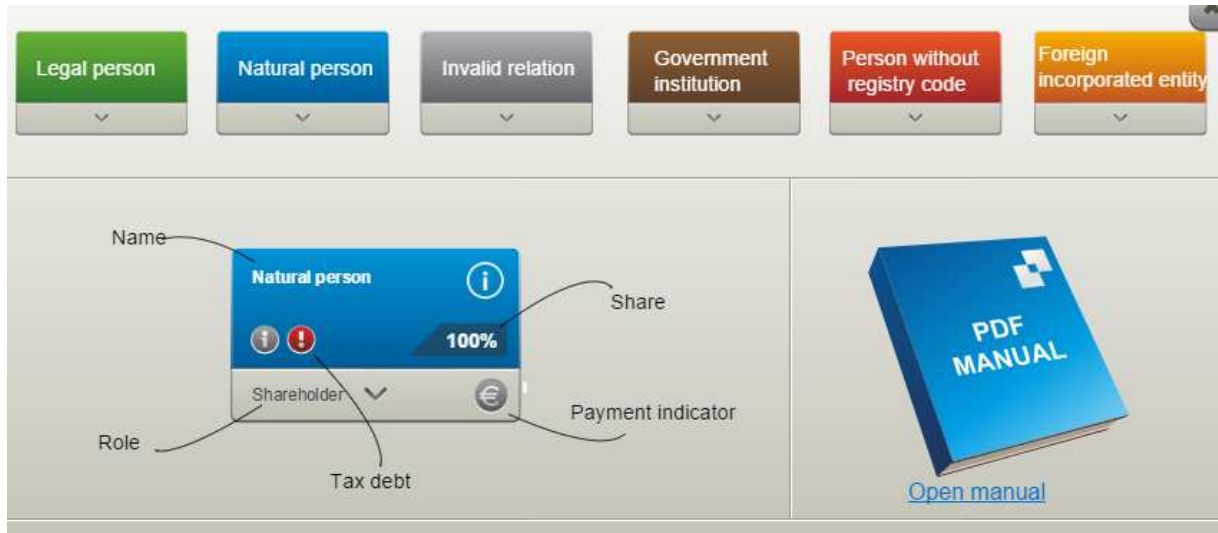


Figure 3

The appearance of the information bubble depends on the type of person. Figure 3 highlights the appearance of the information bubble in the case of different types of persons.

3.3.2 Appearance of the same person in the relationship tree

If a user clicks on a person and the same person is already in the relationship tree, the person the user clicked on, as well as all the other information bubbles with the same name in that tree are marked with arrows, i.e. they are highlighted (**Figure 4**).

In case the person the user clicked on has children, but the same person already has children opened in some other branch of the tree, then both are highlighted and no children are opened in the particular bubble of the person that the user clicked on.

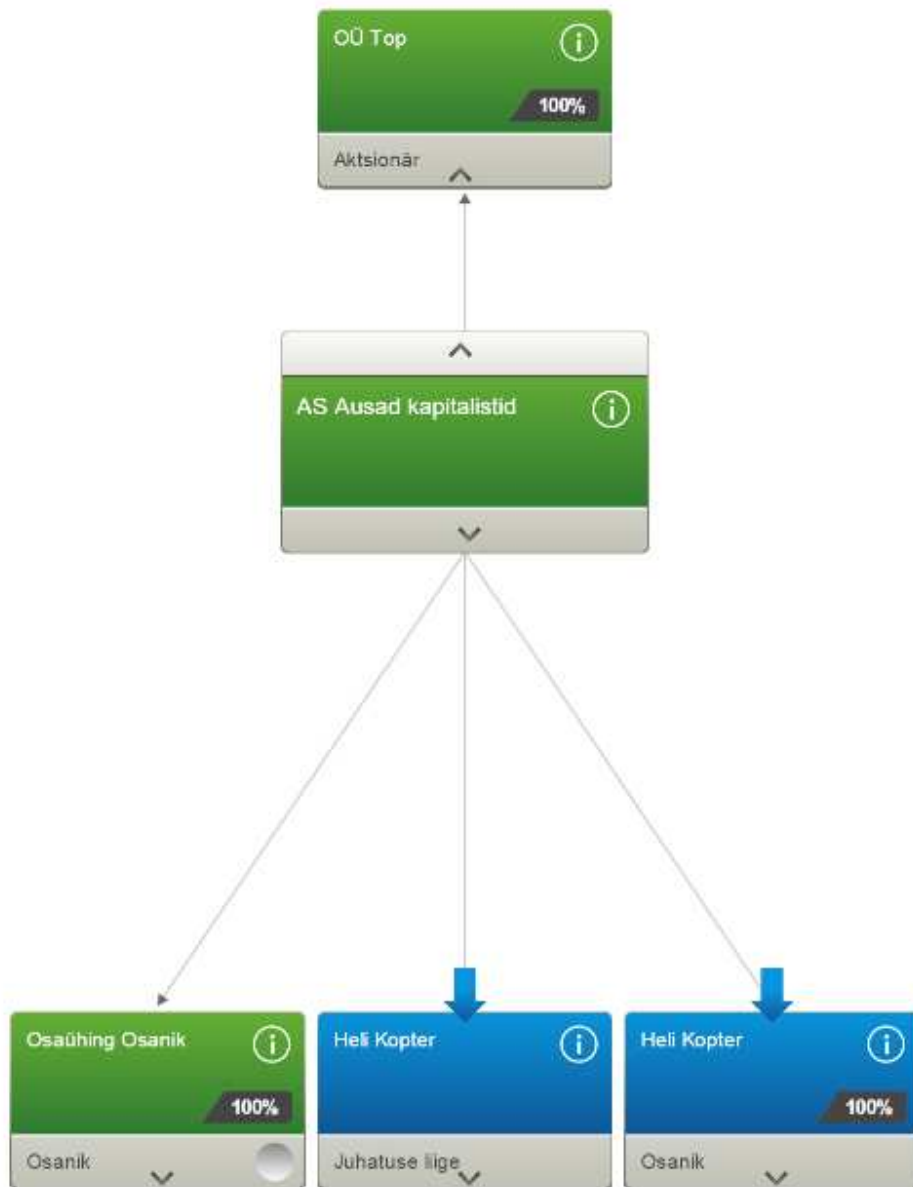


Figure 4

3.4 Navigation

The application supports moving and zooming on the desktop as well as relocating the information bubbles.

The tree can be moved on the desktop by clicking and holding down the left mouse button and dragging it.

Zooming is done by using the scroll button of the mouse or a smart device, in which case the page is normally zoomed in.

Information bubbles can be opened by clicking on them with the left mouse button. They are closed in a similar fashion.

3.5 Remuneration

Remuneration takes place in the application in **three** cases:

- 1) In the event that the user clicks on the **Visualize** link and the connections of the first level of the person he/she searched for in the Commercial Register are opened.
- 2) In case the user clicks on the **Visualize** button of the intra-application Company search pop-up window.
- 3) In case the user clicks on a person and all the following conditions are met:
 - 1) The person in question is a **legal** person.
 - 2) The person is opened for the **first** time within 24 hours.
 - 3) The person has connections to persons of the next level.

Remuneration is performed according to the valid price list and VAT is added.

Information on the prices is on the website of the Centre of Registers and Information Systems:

<http://www.rik.ee/en/e-business-registry/service-fee-rates>

NB! The amount displayed in the information column is calculated based on the information viewed in the Visualised Business Register within the current month.

3.6 Information chart

Information charts contain additional information on persons (**Figure 5**). The information displayed on information charts depends on the type of the person.

General information about a person is displayed in the first part of an information chart. The other part of information charts contains links to study detailed data available in the e-Business Register. The third part of information charts includes buttons to perform queries in other information systems about data on the given person.



Figure 5

Land Register – is a state register that contains all the registered immovable properties in the Republic of Estonia. The given information system enables one to gain immediate access to the information (e.g. the general data, surface area, restrictions, data on the mortgages that encumber a particular registered immovable) on the registered immovable properties that belong to a person.

Official publications – all notices, invitations and announcements the publication of which is prescribed by legislation, regulations of the Government of the Republic of Estonia or ministerial regulations, but the publication of which is not foreseen in the State Gazette or other printed publications, are made public in the *Ametlikud Teadaanded*. The given information system enables one to get an overview of the official announcements concerning a person.

3.7 Information column

The information column, or menu, on the right side contains information and options for configuration (**Figure 6**).

The information column includes the following elements:

- **Type of connections** – users can choose which connections they wish to be displayed, whether they want to view all connections, recurrent connections, only valid connections or ownership relations.
- **Timeline** – the timeline shows the changes in the connections that have occurred in the registry data across the years. It is possible to view information by entering specific date or navigate through timeline of changes.
- **Saving the result as an image** – saving the result of a visualisation in the JPEG format.
- **Company search** – users can perform new queries from the application about a company in which they are interested.
- **Info** – a button that opens a compact user manual.

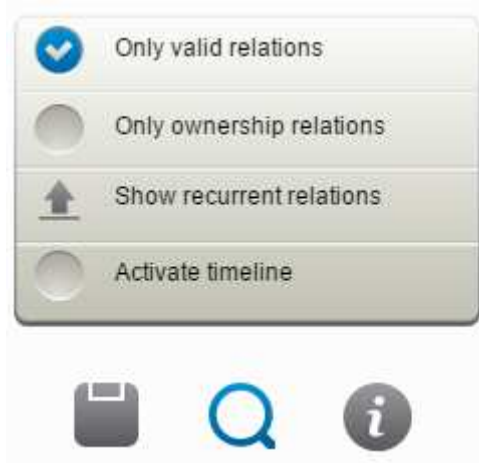


Figure 6

- **Current month total** – the amount that has accumulated within the current calendar month.
- **List of persons the information chart of whom the user has opened** – the information column contains a list of persons the information charts of whom the user has viewed. If you click on a person in the list, the particular person is highlighted in a relationship tree.



Figure 7

3.8 Performance of a new inquiry

By clicking on the "Search" icon of the information column on the right, the user is displayed a search form. One can search by both the name as well as the registry code. Once you enter a name or code, you must press the nearby "Find" button. (Figure 8)

In case the user wishes to visualize a specific company from the results found, the given company must be clicked on and the button "Visualize" at the bottom of the pop-up window pressed.

Figure 8

3.9 Saving the result of a visualisation as an image

Users can save the result of a visualisation in the JPEG format.

By clicking on the "Save" icon on the right side (Figure 9), the environment fits visualised connections on several pages, if necessary. Users must save each page separately (Figure 10).



Figure 9

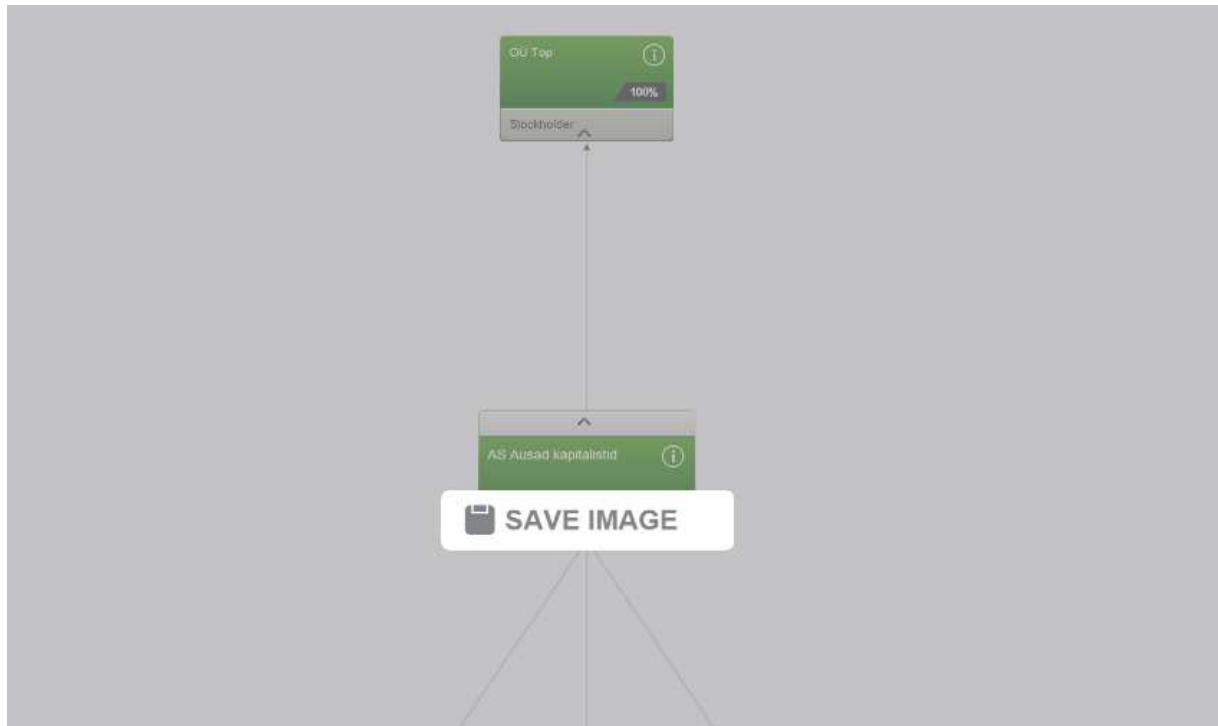


Figure 10

4 Conclusion of a contract

Use of the Visualised Business Register presupposes that one concludes a contract with the e-Business Register inquiry system.

All present contractual clients can use the visualisation function immediately.

1. Agreements can be concluded at <https://ariregister.rik.ee/leping.py>.

2. Choose **Conclusion of the Fee-charging contract** from the selection.

Conclusion of the Fee-charging contract	
Conclusion of Requisites services contract	(Concluding free contract to use only Requisites XML services)
Conclusion of Free contract	(for the institutions of the State and Local Government)

3. An agreement application form can be filled in in the next view and electronically sent to the Centre of Registers and Information Systems.