

## How to participate in the auction of units from the property of Prague 3 (IV. Tender)

Note 1: A participant may only be a legally competent person over 18 years of age with legal capacity or a legal entity.

If the applicant is married, he/she may participate only together with her husband (his wife). This does not apply if the applicant has a reduced joint property of spouses (SJM), or he/she uses funds that do not belong to SJM. If the applicant is successful, he/she must provide proof of this before signing the purchase contract. The tenderer is the one who delivers the application form to the provider on time and pays the deposit in accordance with the terms and conditions.

Note 2: If you have registered before, always check the completeness of your details.

### Recommended process by GAVLAS, spol. s r.o.

The process is simple and very intuitive. Visit the apartments you want to buy in Open House, register at [www.internetove-drazby.cz](http://www.internetove-drazby.cz), print and sign as many applications as many auctions you would like to participate in, charge the auction wallet and submit your application(s).

### How to register at [www.internetove-drazby.cz](http://www.internetove-drazby.cz)?

- Open [www.internetove-drazby.cz](http://www.internetove-drazby.cz)
- In the upper right corner is "REGISTRACE" button. Click it. You will see a page where you select one of the options:
  - Fyzická osoba (Individual) – click if you want to buy the unit(s) yourself
  - Manželé či partneři (spouses or partners) – click if you want to buy the unit(s) with someone together, usually spouses, unmarried couples, friends, partners
  - Právnícká osoba (Legal entity) – click if you want to buy the unit(s) as a legal entity
  - Podílové spoluvlastnictví (Shared ownership) – click if 3 or more people want to acquire the unit as joint owners (for two people, use "spouses and partners")
- Click to see the appropriate form. Think of, fill in and remember your Username and Password. To check the correctness, repeat the password again.
- Fill in all the boxes carefully. Fields marked with an asterisk are required. (These data including the personal identification numbers (or date of birth) are necessary in the purchase contract.)
- Tick the General Terms and Conditions and click the "Uložit a pokračovat" (Save and Continue) button. (If you cannot click it, it means you have not filled in all the boxes correctly.) You will see a page where you check your details, tick "Potvrzuji, že registrační údaje jsou zadány správně" (Confirm that the registration information is entered correctly) and click "Pokračovat" (Continue).
- An email is sent on your email address entered during the registration process. Open it, click on "dokončit registraci" (finish registration) and your registration is completed.

### How to print an application?

- Open [www.internetove-drazby.cz](http://www.internetove-drazby.cz)
- In the upper right corner, the "Login" button is displayed. Click it.
- You will see the page where you fill in your Username and Password. Click "Sign In".
- An auction page is displayed. Choose a unit from the property of Prague 3 you want to buy and click the "Submit Application" button. You can apply for more than one unit.
- An automatically filled-in application form and an exemplary inscription on the envelope will be automatically sent to your email address entered during registration.
- Please check the application form, add the date, and sign it. The signature(s) do not need to be verified.

### How do I submit my application?

A separate application is submitted for each Unit, multiple applications can be submitted in one envelope (or multiple applications can be sent by one envelope). Place the signed application(s) in an envelope and stick (or rewrite) the inscription on the envelope that you received by email together with the application (The inscription on the envelope contains your name and the text: " IV. VŘ na prodej jednotek MČ Praha 3 ").

### **Where and when to deliver the envelope(s) with the application form?**

Please deliver the correctly addressed envelope(s) with the signed application form no later than Wednesday 13 August 2025 by 18:00:

- by post to the Provider's registered office at GAVLAS, spol. s r.o., Politických vězňů 1272/21, 110 00 Prague 1, so that they are delivered to the Provider no later than 6:00 p.m. on 13 August 2025 (please rewrite or stick the Label on the envelope, which can be found in the attachment to this e-mail), or
- in person at the Provider's registered office at the above address (on working days from 9:00 a.m. to 5:00 p.m.), no later than 13 August 2025 by 6:00 p.m. (please rewrite or stick the Label on the envelope, which can be found attached to this e-mail), or
- electronically, by requesting at Czech POINT that the signed application form be converted into an electronic form (so-called authorized conversion) and deposited in the data box of the GAVLAS provider, data box number: xph35a6, no later than 13 August 2025 at 18:00, or
- electronically by sending a scan of the hand-signed application form via your data box to the GAVLAS provider's data box, data box ID xph35a6, no later than 13 August 2025 at 18:00, or
- electronically by sending the application form signed with your recognized electronic signature to the GAVLAS Provider's data box, data box ID: xph35a6, no later than 13 August 2025 by 18:00.

### **How much to charge my auction wallet?**

The advantage of the auction wallet is that you do not have to pay separate deposits (security) for each unit, but it allows you to participate in multiple auctions with one deposit. Each time you make a bid, amount equal to the corresponding security is locked in your wallet and when you are outbid, this amount is unlocked again. If you are the final winner, the amount of your security will be permanently locked.

Warning: If you have any amount in the auction wallet blocked and you want to bid in another auction, the remaining unblocked amount in your auction wallet must be at least as high as the deposit in that auction.

*Example: If you want to buy only one of the seven units you are applying for, you do not have to pay all 7 deposits, but just deposit to the wallet the amount of the highest security of these 7 units. However, keep in mind, that if you bid on one unit, you can only bid on the next unit when someone in the first unit overbids you. Always at the same time you can continuously win only one unit. For this reason, we recommend you putting (charging) the 2 highest deposits in your wallet.*

*However, if you want to buy two units, charge the auction wallet at least for an amount equal to the two highest deposits, etc.).*

### **How do I charge my auction wallet?**

Click on your username in the top right corner and it will take you to your account. Here, click on "Auction wallet → Auction sale of units Prague 3 – IV. VŘ → Activate auction wallet → Charge auction wallet". A window will open in which you fill in the amount you want to charge. (The amount to charge is described above.) Click on "Continue".

After charging, you will receive a variable and specific symbol by email, under which you will transfer the corresponding amount to the auction wallet account. You can charge the auction wallet once or successively, but always no later than the end of the charging period for the auction wallet. Each time you charge the auction wallet, you will receive a new variable symbol.

**The deadline for the auction wallet charge: until Wednesday 13.8.2025.**

*The amount must be credited to the account within this period!*

**Account number: 1387875446/2700 with UniCredit Bank**

Please use the unique variable symbol that you will receive by email after you request to charge your auction wallet in the electronic auction system; please use your birth number as a specific symbol, and if you are without a birth number (e.g. a foreigner), your date of birth in the **form yymmdd**. If you are bidding for two or more co-bidders (e.g. married couples), please enter only the birth number of one of

you as a specific symbol. If you are entering the auction as a legal entity, please enter your company registration number.

**Return of Deposit:**

- - Bidders whose bids are rejected will receive a full refund of their deposit within 7 business days of the rejection decision.
- Bidders who are not successful in any auction will receive a full refund of the security within 7 working days of the end of the auction for the last unit offered under this tender.
- Participants who are successful bidders and the amount credited to the auction wallet exceeds the sum of the deposits for the auctions in which they are successful will be refunded the excess amount within 7 working days of the end of the auction for the last of the units offered under this tender.

**Auction**

Participants who meet the Conditions I. A confirmation message will be sent to the e-mail address provided in the application form and the start and end of the auction will be published on the portal [www.internetove-drazby.cz](http://www.internetove-drazby.cz). The auction will start no later than 14 days after the end of the deadline for submission of applications and will run for a minimum of 2 days.

**Winning the auction:**

Based on the results of the E-auction, the process of approving the sale of units to the winners of each E-auction will be subsequently carried out by the authorities of the Promoter. In case the transfer of the unit in question is approved by the Municipal Council of Prague 3, the Provider will invite the Winner to sign the purchase contract.

**Deadline for concluding the purchase contract:**

No later than 1 month from the date of receipt of the Provider's invitation to sign the purchase contract (see Terms and Conditions of the third tender procedure for details).

**Payment deadline:**

Within 2 months of the conclusion of the purchase contract (see Terms and Conditions of Contract I for details).

**Remuneration paid by the winner of the auction:**

In the case that the winner of the respective E-auction pays the entire purchase price of the unit in accordance with the Terms and Conditions and the purchase contract, the relevant part of the deposit will be used to pay the provider's remuneration in the amount of 2.85% of the purchase price achieved by the E-auction, plus VAT in accordance with applicable law. The remaining part of the deposit will be returned to the winner of the respective E-auction within 7 working days from the date when the provider learns from the promoter that the purchase price has been paid in full for a specific unit (see the tender Terms and Conditions for more details). In cases of special consideration, at the request of the auction winner, the remaining part of the deposit may be used to pay the purchase price, but always only as the last part of it.

**We wish you a successful auction. If you need any advice, please contact us.**

**GAVLAS, spol. s r. o.**

**Politických vězňů 21, 110 00 Prague 1**

**tel: +420 220 666 666**

**HOTLINE: +420 777 721 511**

**e-mail: [aukce@gavlas.cz](mailto:aukce@gavlas.cz)**

This document is only a general guide capturing the most common situations and the recommendations contained herein are not recommendations within the meaning of Section 5 of Act No. 89/2012 Coll.