

How to participate in the auction of units from the property of Prague 5 (IV. selection procedure)

Warning #1:

A participant can be a natural person over the age of 18, capable of legal acts, or a legal entity.

If the applicant is married, he/she can only participate together with his/her spouse. This does not apply if the applicant has narrowed joint property of spouses (SJM), or will use funds that do not belong to SJM for the purchase. In case of winning the tender, he is obliged to document this before signing the purchase contract.

delivers the application to the provider on time and pays the security in accordance with the terms and conditions becomes a participant in the selection process .

Warning #2:

If you have registered before, always check the completeness of your information.

Procedure recommended by spol. GAVLAS, spol. s.r.o

The procedure is simple and very intuitive. Take part in a tour of the property you want to buy, register on the portal www.internetove-drazby.cz, print and sign as many applications as you want to participate in real estate auctions, load the auction wallet and submit the application(s).

How to register at www.internetove-drazby.cz ?

- Open www.internetove-drazby.cz on the Internet
- In the upper right corner is the "REGISTER" button. Click on it. A page will appear where you can choose one of the options:
 - o natural person - click if you want to buy the property yourself
 - o spouses or partners - click if you want to buy the property/s together with someone, usually spouses, unmarried couples, friends, partners
 - o legal entity - click if you want to buy the property as a legal entity
 - o joint ownership - click if 3 or more people want to purchase a property in joint ownership (use "spouses or partners" for two people)
- After clicking, the relevant form will be displayed. Come up with, fill in, and most importantly remember your Username and Password . To check the correctness of the password, repeat it once more.
- Fill in all the boxes carefully. Fields marked with an asterisk are mandatory. (These data, including the social security number, are necessary for the purchase contract.)
- Tick I agree to the general terms and conditions and click the "Save and continue" button. (If it cannot be clicked, it means that you have not filled in all the fields.) You will be presented with a page where you can check your information, check "I confirm that the registration information is entered correctly" and click the "Continue" button.
- An email will be sent to your email address entered during registration. You open it, click "complete registration" and you're done.

How to print the application form?

- Open www.internetove-drazby.cz on the Internet
- In the upper right corner is the "Login" button. Click on it.
- A page will appear where you fill in your Username and Password. Click "Sign In".
- The auctions page will appear. Choose a property from the property of the Prague 5 municipality that you want to buy and click on the "Send application" button. You can apply for multiple properties.

- A completed application and a sample description of the envelope in which you will put the application are automatically sent to your email address that you entered during registration.
- Check the application, fill in the date and sign. Signature(s) **may not** be verified .

How to apply?

A separate application is submitted for each property. 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: "VR na prodej nemovostí MČ Prague 5").

Where and when to deliver the application envelope(s)?

Please deliver the correctly addressed envelope(s) with the signed application **no later than 29.9.2025 by 6:00 p.m. :**

- by post to the Provider's headquarters at the address GAVLAS, spol. s ro, Politických vězňů 1272/21, 110 00 Prague 1, so that they are delivered to the Provider no later than 29.9.2025 by 6:00 p.m. (rewrite or stick the Inscription on the envelope, which you can find in the attachment of this e-mail) on the envelope, or
- in person at the Provider's headquarters at the above address, on working days (except Friday) from 10:00 a.m. to 5:00 p.m. and on Fridays from 10:00 a.m. to 3:00 p.m. On the last day of the deadline for submitting applications, i.e. on 29.9.2025, it is possible to submit applications between 10:00 a.m. and 6:00 p.m., or
- electronically by requesting the conversion of the signed application into electronic form (so-called authorized conversion) at Czech POINT and having it stored in the data box of the GAVLAS provider, data box number: xph35a6, no later than 29.9.2025. until 6:00 p.m., or
- electronically by sending a scan of the manually signed application via **your** data box to the data box of the GAVLAS provider, data box ID xph35a6, no later than 29.9.2025 at 6:00 p.m., or
- electronically by sending the application signed with your recognized electronic signature to the GAVLAS Provider's mailbox, mailbox number: xph35a6, no later than 29.9.2025 at 6:00 p.m.

What amount to load into the auction wallet?

The advantage of the auction wallet is that you do not have to deposit a separate guarantee for each property, but it allows you to participate in several auctions with one guarantee. For every bid you make, an amount equal to the relevant security is blocked in your wallet, and when someone outbids you, this amount is unblocked again. If you end up definitely winning, the security amount will be permanently blocked.

Warning: If you have an amount blocked in your auction wallet and you want to bid in another auction, the remaining, unblocked amount in your auction wallet must be at least the amount of the deposit for this other auction.

Example: If you want to buy only one of the four properties for which you apply, you do not need to deposit all 4 guarantees, but you just need to load the wallet with an amount equal to the highest guarantee from these 4 properties. However, keep in mind that if you fold on one property, you can only fold on the next property when someone flips you on the first property. You can only continuously win in one property at a time. For this reason, we recommend depositing the 2 highest guarantees in your wallet. It's not necessary, but it's better.

However, if you want to buy two properties, load the auction wallet with at least an amount equal to the two highest guarantees, etc.) .

How to top up the auction wallet?

Click on your username in the upper right corner and you will be taken to your account. Click here "Auction Wallet → Real Estate Auction Prague 5 - IV. VR → Activate auction wallet → Top up auction wallet". A window will open in which you fill in the amount you want to top up. (How much to charge is described above.) Click "Continue".

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

Deadline for charging the auction wallet: until Monday 29.9.2025

The amount must be **credited to the account within the specified period!** It is not enough to instruct the bank, the money must be credited within the deadline. (Caution! UniCredit Bank does not support instant payments!)

Account number: **1387284056/ 2700** held at UniCredit Bank

As **a variable symbol**, enter the unique variable symbol that you will receive by email after you request to top up the auction wallet in the electronic auction system; enter the birth number as **a specific symbol**, and if you do not have a birth number (e.g. a foreigner), then the date of birth in the form yymmdd. If two or more co-participants (e.g. spouses) are registering for the auction, enter only the birth number of one of you as a specific symbol. If you are registering for the auction as a legal entity, please state your ID number.

Security return:

- Participants whose applications are rejected will receive a full refund of the deposit within 5 working days of the rejection decision.
- Participants who do not win any auction will receive a full refund of the security deposit within 7 working days of the end of the auction for the last property offered in this tender.
- To the participants who became the winners of the auction, and the amount loaded into the auction wallet exceeds the sum of the securities for the auctions in which they became the winners, this excess amount will be returned within 7 working days from the end of the auction for the last of the non-residential properties offered in this tender.

Auction progress:

To participants who meet Conditions IV. VŘ, a confirmation message will be sent to the e-mail indicated in the application, and at the same time the start and end of the auction will be published on the portal www.internetove-drazby.cz. The auction will start no later than 15 days after the end of the deadline for submitting applications, it will last at least 2 days.

Winning the auction:

Based on the results of the E-auction, the process of approving the sale of real estate to the winners of individual E-auctions will then take place in the authorities of the publisher. In the case of approval of the transfer of the property in question by the Praha 5 City Council, the provider will invite the Winner to sign a purchase contract.

Deadline for concluding the purchase contract: no later than 1 month from the date of delivery of the Provider's invitation to sign the purchase contract (for more details, see Conditions IV. VŘ).

Deadline for payment of the price: within 40 days from the conclusion of the purchase contract (for more details, see Conditions IV. VŘ)

The reward paid by the winner of the auction:

The winner of the auction does not pay the Providerno reward.

We wish you a successful auction. If you need advice, don't hesitate to contact us.

GAVLAS, spol. s.r.o

Politických věňů 21, 110 00 Prague 1

phone: +420 221 666 666

HOTLINE: +420 777 721 511

email: aukce@gavlas.cz

This document is only a general guide covering the most common situations, and the recommendations in it are not recommendations in the sense of §5 of the Act. 89/2012 Coll.