Availability of documentation during monitoring · How to verify this with an example?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: According to the profile and circumstances of the described case.

Perform a test search for one invoice, one contract and one solution.

Checking by example

Organise the documents by obligation and period, and assign someone to be responsible for finding them.

Keep evidence, certificates and valid versions with the responsible persons.

Working example · Availability of documentation during monitoring

Keep evidence, certificates and valid versions with the responsible persons. Distinguish internal trial records from requested or officially submitted documents.

Specific next steps

1. Organise the documents by obligation and period, and assign someone to be responsible for finding them.
2. Keep evidence, certificates and valid versions with the responsible persons.
3. Distinguish internal draft records from requested or officially submitted documents.

Limits of application

For procedures covered by the START system.

Sources

START · Frequently Asked Questions

https://start.gov.hr/st/cesta-pitanja.html

Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-dokumentacija-nadzor-gotovo-provjera