Disabling digital services upon cessation of business · How to integrate the procedure into routine operations?

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

Practical business guidance · Reviewed: 2026-11-22

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

Close each service with the recorded date, the person responsible and proof.

Regular application

Prepare supplier invoices, termination notices and a controlled list of administrator accounts.

On another device, open the actual items from the archive.

Working example · Disabling digital services upon cessation of business

On another device, open the actual items from the archive.

Specific next steps

1. Prepare supplier invoices, termination notices and a controlled list of administrator accounts.
2. On another device, open the actual items from the archive.
3. Check the statutory retention periods and only delete data when there is a basis to do so.

Limits of application

Apply the guideline to your documents and working methods.

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