Disabling digital services upon cessation of business · How to verify this using an example?

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.

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

Checking by example

Before termination, export the business documentation and determine where it will remain accessible.

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

Working example · Disabling digital services upon cessation of business

Retain supplier invoices, termination notices and a controlled list of administrator accounts. Check the statutory retention periods and delete data only when there is a valid basis.

Specific next steps

1. Before termination, export the business documentation and determine where it will remain accessible.
2. Prepare supplier invoices, termination notices and a controlled list of administrator accounts.
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.

Original page

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