



LEONIDAS ACADEMIA MAGISTRIS DUCTORIBUS



LEGITIMATE EXPERTISE AGILITY DECISION EMPHATY RESPONSIBILITY SUPPORT

I. Compliance exercises

1. Exterior (partner oriented) compliance services

- Creating and operating a partner ranking system
- Continuous due diligence of the partner from contact to settlement of the invoice in order to filter out and avoid cooperation with companies involved in tax evasion
- When bidding, obtain all data that proves that the partner has the necessary personal, material conditions, expertise and permits to perform
- Mapping and documenting the Partner's tax history
- Partner rating based on the data obtained. Incorporation of qualification guarantees into the legal relationship (e.g. exclusion of advances from the supplier, introduction of payments after qualitative and quantitative receipt)
- Continuous monitoring and documentation of news related to the partner
- Carrying out audits in open databases (NAV website, company information database, etc.), obtaining, processing and documenting open information (exclusion of head office services)
- Examination of the eligibility of those acting on behalf of the partner, continuous monitoring and documentation of changes in personal and liability of the partner, in particular changes of seat
- Prevention and continuous consideration of the risk of tax evasion on the part of the partner
- Consideration of the risks identified, additional safeguards, request of documents from the partner

2. Interior (employer and employee oriented) compliance services

- In order to reduce or minimize the risks arising from the violation of the rules applicable to the enterprise, it is necessary to carefully examine and screen the risks arising from the violation of the rules of the enterprise (contracts, regulations e.g. job description, employment contract, equal opportunities plan, home office regulations) and the day-to-day operation, to identify possible risk factors, to create missing norms, to transfer legislative changes to the daily work processes.
- Performing compliance management activities, acquiring and developing internal and external regulations, introducing mandatory regulations based on legal provisions – GDPR, TMSZ – to protect the reputation of the enterprise and to promote the appreciation of business partners

II. Legal Activity

- Counseling on data obtained in compliance activities in civil and criminal matters
- General legal consultation and advice, preparation of legal documents: framework contracts (enterprise, construction, sale, software development, license contract, etc.), confidentiality agreement, general terms and conditions, criminal complaint

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