

Information regarding office visits

The following areas are examples of what can be taken into consideration during the Departments' office visits in connection with an application for admission through self-employment.

Business

- Visiting address
- Business name
- Focus of the business
- Duration and scope

Financial status

- Employees
- Financial statements (balance sheet and income statement)
- Audit
- Insurance (indemnity, etc.)
- Client funds

Office Organisation

- Premises (entrance, signage, reception, common areas, etc.)
- Sharing an office
- Client meetings

Office equipment

- Computers/copiers/telephones/fax/telephone exchange, etc.
- Furnishings
- Library/legal databases
- IT security/backups

Office records/files, etc.

- Filing
- Calendaring
- Client register/control
- Document storage
- Document destruction

Miscellaneous

- Overall impression
- Website
- Other questions