

CHECKLIST UNANNOUNCED INSPECTION *AUTORITEIT CONSUMENT & MARKT (ACM)* OR THE EUROPEAN COMMISSION

At the beginning of the inspection

1. Check and record the officials' proof of identification
2. Check and make copies of the document authorising the investigation
3. Ask the officials to wait until your legal counsel has arrived
4. Discuss the following topics with officials before they commence the search:
 - (a) who will answer questions on behalf of the company
 - (b) whether the authority will provide a copy of the documents to be copied
 - (c) whether digital investigations are carried out, in order to engage your IT specialist

During the inspection

5. Make sure that the investigation remains within the legal scope as described in the document authorising the investigation
6. Keep track of what data is accessed and selected
7. Answer questions only in the presence of legal counsel

After the inspection

8. Request copies of all copied documents
9. Make clear follow-up arrangements with the authority
10. In the case of seals, check the seal prior to application and avoid breaking it
11. Discuss appropriate follow-up measures, such as internal or external communication and internal investigation into the alleged infringement



Berend Reuder
+31 20 530 52 62
+31 6 513 514 43
berend.reuder@stek.com



Ruben Elkerbout
+31 20 530 52 25
+31 6 129 701 09
ruben.elkerbout@stek.com