

Instructions for reception desk staff

Measures to be taken in case of inspections by the competition authorities and searches by the SEIC's police staff

What happens?

- The officials will typically arrive early in the morning.
- They usually turn up in groups of 6–8 officials and 1–2 police officers.
- The officials will ask to speak with the management.
- The officials will bring a court order describing the purpose of their visit.

What to do?

- Be polite and welcome the officials. Remain calm.
- Ask them whether they represent a competition authority or the Public Prosecutor for Serious Economic and International Crime (in Danish: SØIK).
- Request the officials to identify themselves, write down their names or photocopy/scan their ID cards.
- Ask the officials to await the arrival of your legal adviser from Bech-Bruun (preferably in a vacant conference room).
- Notify the appointed contact person(s) immediately; see below.
- In consultation with the appointed contact person(s), contact one of Bech-Bruun's competition law specialists, see below.
- Do not answer any questions about the undertaking, and do not hand over any documents.
- If possible, make sure that the officials do not leave the reception area/the conference room until the appointed contact person(s) is able to meet them.

Insert your company's contact persons

Bech-Bruun's competition law specialists



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