

Checklist - Reception of a Federal Investigating Agency

(Data Protection Authority, Competition Authority)

Be sure to bring someone with you! He/She has to ←

- copy the written authorization
- organize a meeting room
- contact management team

1. Clarify Investigating Authority

- 1.1. Clarify/Note investigating authority: _____
- 1.2. Contact a second employee immediately - NEVER leave investigators alone
- 1.3. Request a copy of the written authorization or ask colleague to copy it

2. Check Personal Details

- 2.1. Request/Copy the personal details of the lead investigator (possibly by an accompanying person)
- 2.2. Lead them to the meeting room immediately - do not leave them alone in the office/lounge
- 2.3. 1 person remains in the meeting room until the managing director/authorized officer arrives
 - 2.3.1. If the meeting room is locked: request a key
 - 2.3.2. If the meeting room is occupied: clear it immediately and make it accessible to the investigators
- 2.4. Note the number of investigators present: _____
- 2.5. Clarify the duration of the visit: _____

3. Contact Management Team

- 3.1. Contact all managing directors/authorized officers

Innofly Management GmbH	O. Kanzler	0664 422 7861	E. Jaklitsch	0650 700 5501
Evercyte GmbH	O. Kanzler	0664 422 7861	R. Grillari	0699 126 57747
TAmiRNA GmbH	O. Kanzler	0664 422 7861	M. Hackl	0650 499 1472
	R. Grillari	0699 126 57747	J. Grillari	0699 181 62222
Phoenestra GmbH	O. Kanzler	0664 422 7861	R. Grillari	0699 126 57747
	K. Graumann	0664 831 5750	J. Grillari	0699 181 62222
Rockfish Bio AG	O. Kanzler	0664 422 7861	J. Grillari	0699 181 62222
	I. Lämmermann	0680 806 6257		

- 3.2. Information to members of the management:
 - 3.2.1. Investigating authority
 - 3.2.2. Lead Investigator
 - 3.2.3. Number of people
 - 3.2.4. Duration of the visit
 - 3.2.5. Request to come to the meeting room immediately

4. Meeting Room

- 4.1. Remain present on site in the meeting room until the management/authorized officer appears
- 4.2. Inform lead investigator who will be present and by when