

## 2.1.2. Product format

Normally these routine forms are at the disposal of the employers' organisation.

Its staff is trained to fill them electronically or individually. The employers' organisation' staff maintains close contact with official authorities to make sure they execute the tasks of filling in properly.

In case of big companies, the employers' organisations' staff may increase effectiveness by training clerical staff of the HR department of those companies.

For smaller companies, the service will probably best be individual.

