

# CHECKS OF MILITARY RECORDS BY THE TCR AND SS: WHAT TO BE READY FOR AND HOW TO PREPARE?

The war continues, and with it, the state's close attention to the fulfillment of military accounting duties. Increasingly, employers in Ukraine are faced with the inspections of TCR and SS (Territorial Center of Recruitment and Social Support), which became now a working reality.

So what exactly is checked during the inspection of the TCR and SS, what should personnel prepare for, and how not to get a fine for keeping military records in the same place?

## **What exactly is checked during the inspection of TCR and SS?**

- Availability of an order on the appointment of a person responsible for keeping military records;
- The fact of maintaining a list of conscripts, which is regularly updated;
- Copies of military registration documents of employees (address, military ID);
- Journal or register of information submission to the TCR and SS through the Diya portal;
- Availability of response to TCR and SS requests (answers, explanations, correspondence);
- Evidence of notification of changes in employee registration data within the prescribed period.

## **How does the test take place in practice?**

Inspection of TCR and SS can be both planned and sudden. TCR and SS representatives usually operate within their district, sometimes accompanied by local authorities or law enforcement officers. They have the right to:

- inspect the documents of military accounting at the enterprise on the spot;
- demand to provide a list of conscripts, copies of military registration documents, excerpts from "Diya"; Reserve+
- draw up an inspection report with a list of identified violations of military record keeping.

### **How to prepare and minimize risks?**

- Appoint a person responsible for keeping military records by order, establish an additional payment;
- Establish a system of lists indicating current military registration status;
- Collect copies of military registration documents during recruitment;
- Keep a log of communication with the TCR and SS — save all requests, letters and responses.

### **The main thing is to act ahead of time**

If the documents are in order, and the person responsible for keeping military records understands his duties, the check goes smoothly. But ignoring or taking a formal approach can result not only in fines, but also reputational and legal risks.

Need a checklist template or step-by-step action plan for a military recordkeeper? Write to us - we will help.

ABEA Relocation — practical support of HR-departments in keeping military records and during verification of TCR and SS.