

DOCUMENTS TO BE DISPLAYED AT RECEPTION

- Alvara
- Environmental licence
- Impact study
- Nuit registration
- Initial activity
- Relacao nominal
- Internal rules and regulations (more than 10 staff)
- Leave schedule
- Off days schedule
- Hours of operation for each facet of the company
- Price list
- Guest registration book
- Guest registration forms
- Suggestions/complaints book
- Health cards
- Currency licence
- Invoice / receipt/vd book
- Proof of insurance for workers
- Construction licence (if building)
- Inss payments
- Duat provisional
- Duat - final (on completion of project)
- Certidão
- Certificado de registo defenitivo
- Vistoria
- Company stamp
- Project plan
- Water inspection
- Proof of payment - land tax

Also check:

- Expiry dates of drinks and food (even spices)
- Fire extinguisher dates
- No smoking signs