When we have a service requirement to fulfil from outside of the University

**Important Note:**
In order for FSD to assist you make the right decision, please provide as much detail as possible including why you think a particular scenario falls outside the guidelines provided in the three policy documents.

**Company or Individual**
- **An Individual**
  When a business is unincorporated (i.e. there is no company in place), it may be assumed that we are dealing with an individual. An individual includes a sole trader or professional.
- **A company**
  - is a separate legal entity independent of its owners (the shareholders) or the individuals that operate it.
  - has a companies registration number that is verifiable with the Companies Office (www.CRO.ie). Note that ‘Business name – Individual’ reference numbers are not company registration numbers.
  - The Revenue Commissioners issue a separate tax registration number for a company. Personal taxes will be dealt with under Personal Public Service or PPS numbers.

**Type of Service:**
- core function (e.g. lecturing, teaching, training)
- ancillary service
- research function
- admin function

**Relationship:**
- Are the Company’s shareholders or employees related to a Trinity employee?

**Historic Supply:**
- Has any Company shareholder, employee, currently involved in this company, ever supplied the same services to Trinity in their capacity as an individual?