

Annexure A - Description of Records Table

Categories of Records on Each Subject	Form Held	Availability
1. Company Secretarial Records		
Company Incorporation Documents	Electronic and physical	Automatically available
Names of Directors	Electronic and physical	Automatically available
Salaries of Directors	Electronic and physical	Not automatically available
2. Financial Records		
Financial statements	Electronic and physical	Yes, in accordance with the Companies Act
Documents relating to taxation	Physical	Not automatically available
Financial Agreements	Physical	Not automatically available
Banking Details	Electronic and physical	Automatically available.
3. Insurance of Company		
Insurance Policies	Physical	Not automatically available
4. Employees		
List of Employees	Electronic and physical	Not automatically available
Personal information of employees	Electronic and physical	Not automatically available
Employee contracts of employment	Electronic and physical	Not automatically available
Pension Funds & Provident Fund	Electronic and physical	Not automatically available
Salaries of Employees	Electronic and physical	Not automatically available
Leave records	Physical	Not automatically available
5. Company Policies and Directives		
Internal relating to employees	Electronic and physical	Not automatically available
External relating to clients and other third parties	Electronic and physical	Automatically available
6. Agreements or Contracts		
Standard Agreements	Physical	Not automatically available
Contracts concluded with customers	Physical	Not automatically available
Third party contracts	Physical	Not automatically available

Supplier contracts	Physical	Not automatically available
Categories of Records on Each Subject	Form Held	Availability
7. Regulatory		
Permits, Licences or Authorities	Physical	Not automatically available
8. Published Information		
External Newsletters and Circulars	Electronic and physical	Automatically available
Internal Newsletters and Circulars	Electronic and physical	Not automatically available
Information on the company published by third parties	Electronic and/or physical	Not automatically available
9. Customer Information		
Customer Details	Electronic and physical	Not automatically available
Contact details of individuals within customers	Electronic and physical	Not automatically available
Communications with customers	Electronic and physical	Not automatically available
10. Reference Materials		
Newsletters and journals articles	Electronic and physical	Not automatically available
Newspaper articles	Physical	Not automatically available
Magazines	Physical	Not automatically available
Newspaper articles	Physical	Not automatically available
11. Physical security		
Internal security services and firearms	Electronic and physical	Not automatically available
12. Occupational Health and Safety		
Construction administration and safety	Electronic and physical	Not automatically available
Elevators, escalators and passenger conveyors, lifting machinery,	Electronic and physical	Not automatically available
Electrical installations	Electronic and physical	Not automatically available
Fire equipment	Electronic and physical	Not automatically available
Noise	Electronic and physical	Not automatically available