

Annexure 1

Description of the subjects on which the Company holds records, and the categories of records held on each subject. Each of these records are available on request in terms of PAIA

1 Client Services Records

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|-----|------------------------------|------|---|
| 1.1 | Client correspondence; | 1.7 | Proposal and tender documents; |
| 1.2 | Client fee files; | 1.8 | Project plans; |
| 1.3 | Client contracts; | 1.9 | Risk management records; Solution methodologies; |
| 1.4 | Client business information; | 1.10 | Standard terms and conditions of supply of goods and/or services; |
| 1.5 | Legal documentation; | | |
| 1.6 | Working papers. | | |

2 Corporate Governance

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| 2.1 | Codes of conduct; | 2.4 | Executive committee meeting minutes; |
| 2.2 | Corporate social investment records; | 2.5 | Legal compliance records; |
| 2.3 | Board meeting minutes; and | 2.6 | Policies. |

3 Finance and Administration

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| 3.1 | Accounting records; | 3.6 | Remittances; |
| 3.2 | Annual financial statements; | 3.7 | Invoices and statements; |
| 3.3 | Agreements; Banking records; | 3.8 | Tax records and returns; |
| 3.4 | Correspondence; | 3.9 | Statistics SA returns; and |
| 3.5 | Purchase orders. | | |

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4 Human Capital

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| 4.1 | BEE statistics; | 4.8 | PAYE records and returns; |
| 4.2 | Career development records; | 4.9 | Performance management records; |
| 4.3 | Personnel information; | 4.10 | Assessments; Policies and procedures; |
| 4.4 | Employment equity reports; | 4.11 | UIF returns; |
| 4.5 | General terms of employment; | 4.12 | Retirement benefit |
| 4.6 | Letters of employment; | 4.13 | Medical Aid records; and |
| 4.7 | Leave records. | | |

5 Information Management and Technology

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| 5.1 | Agreements; | 5.3 | Information policies; and |
| 5.2 | Equipment register; | 5.4 | standards, procedures and guidelines. |

6 Learning and Education

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| 6.1 | Training material; | 6.4 | Training agreements. |
| 6.2 | Training records and statistics; | | |
| 6.3 | Learnership Programmes. | | |

7 Library and Information and Research Centre

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| 7.1 | External publications; | 7.4 | Periodicals; and |
| 7.2 | Internal publications; | 7.5 | Research files and articles. |
| 7.3 | Reference works; | | |



8 Marketing and Communication

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| 8.1 | Proposal documents; | 8.6 | Agreements; |
| 8.2 | New business development; | 8.7 | Client relationship programmes; |
| 8.3 | Brand information management; | 8.8 | Marketing publications and brochures;
and |
| 8.4 | Marketing strategies; | 8.9 | Sustainability programmes. |
| 8.5 | Communication strategies; | | |

9 Operations

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| 9.1 | Access control records; | 9.9 | Standard trading terms and
conditions of supply of services and
goods; |
| 9.2 | Agreements; | 9.10 | Travel documentation; |
| 9.3 | Archival administration documentation; | 9.11 | Procurement agreements and
documentation; |
| 9.4 | Communication strategies; | 9.12 | Used order books; |
| 9.5 | General correspondence; | 9.13 | Vehicle registration documents; and |
| 9.6 | Patents and Trade Mark documents; | 9.14 | Cellular phone registration documents,
including RICA. |
| 9.7 | Insurance documentation; | | |
| 9.8 | Service level agreements; | | |

10 Secretarial Services

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| 10.1 | Applicable statutory documents, including but not limited to, certificates of incorporation and certificates to commence business; |
| 10.2 | Corporate structure documents; |
| 10.3 | Memoranda and Articles of Association; |
| 10.4 | Share registers; |
| 10.5 | Statutory Returns to relevant authorities; |
| 10.6 | Share certificates; |
| 10.7 | Shareholder agreements; |
| 10.8 | Minutes of meetings; and |
| 10.9 | Resolutions passed. |