

**RECORDS KEPT AS A MATTER OF GENERAL PRACTICE
Section 51(1)(e)**

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1. Company documents and Legal Records:

- Company policies
- Company directives
- Records of all local subsidiary companies
- Names of Directors
- Operational records
- Trade marks and patents
- Registered designs, including all visual presentations and store designs
- Legal records
- Domain name registration
- Insurance policies

2. Employment Records / Human Resources

- Recruitment records
- Employment contracts
- Service Agreements
- Employment Conditions and Policies
- Confidentiality Agreements
- Restraints of Trade Agreements
- Commission Agreements
- Casual employee records
- Employee records – employment history, health records, third party records provided to the company on its personnel, internal evaluation records,
- Disciplinary records
- CCMA records
- Pension Fund records

- Retirement records
- Remuneration and benefits records
- Medical Aid records
- Agreements with Trade Unions
- Training schedules and material

3. Share Registration Documents

- Allotment letters
- Share Register
- Share Certificates
- Redemption / conversion / discharge forms or endorsed certificates
- Share / stock transfer forms
- Scrip, certificate, warrant or like instrument representing any share, stock of debenture
- Dividend and Interest payment list

4. Property Records

- Title deeds
- Lease agreements
- Contracts in respect of properties

5. Customer Records and Credit Services

- Customer records
- Transaction records
- Sales records
- Suretyship Agreements
- Terms and conditions of purchase
- Debtors information

- Debtors with ITC/Lawyers for collection
- Records which customers have provided to a third party acting for and on behalf of the company

6. Supplier Records

- Contracts with suppliers
- Purchase order information
- Records pertaining to all distribution centres
- Records generated by or within the company pertaining to suppliers including transactional record

7. Product Records

- Fabric test reports
- Garment data Sheet
- Red Seal and Black seal reports
- Product specification records in respect of all food products, including recipes, approved ingredients, final products and standards
- Reports of chemical and micro testing of all food products
- General product testing results
- Records of the costs of goods acquired for resale and the selling price of such goods

8. Franchise Records

- All franchise records pertaining to local and foreign franchises.

9. Communication

- Internal correspondence and memos
- Correspondence to persons outside of the company
- Minutes of meetings

10. Financial and Accounting Records

- Financial records and reports
- Accounting records
- Audit records and reports
- Sundry debtors records
- Company risk and controls profile
- Legal records
- Banking details
- Treasury related records
- Shipping records
- Fraud information

11. Marketing

- Records of competitors
- Marketing and advertising records

12. Information Technology

- Business and data information
- IT Technology capabilities
- Systems and User manuals