

	<ul style="list-style-type: none"> • Internal newsletters and circulars • Information on the company published by third parties 	
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7.2. Subjects on which the Company Services Holds Records

Subjects on which the Company holds records	Categories of records
Company Secretarial Records	<ul style="list-style-type: none"> • Company incorporation documents • Names and details of directors • Names and details of shareholders • Salaries of directors
Financial	<ul style="list-style-type: none"> • Financial statements • Management accounts • Financial and Tax records (Company & Employee) • Asset Register • Statutory returns • Financial agreements • Banking details
Human Resources	<ul style="list-style-type: none"> • HR policies, procedures and records • Statutory Employee records • Performance records • Key Individual and Representative register • Payroll records • Recruitment and Termination • List of employees • Personal information of employees • Employee contracts • Leave records • Code of Conduct • Internal records and correspondence • Internal disciplinary and grievance procedures • Training records
Insurance of Company	<ul style="list-style-type: none"> • Insurance policies held by the company • Asset register
Marketing	<ul style="list-style-type: none"> • Customer database • Product offering documentation