ENGIGO (PTY) LTD

REG No: 2021/350874/07

HEAD OFFICE
Office 101, Fin forum Building
333 Dr Van der Merwe Road
Office Number: 012 111 0521

INFORMATION REQUIRED UNDER SECTION 51(1)(a) of Promotion of Access to Information Act, 2000

- REG No: 2021/35087/07

hereinafter referred to as the "Company"

Postal Address

333 Dr van der Merwe Road, Fin Forum Office Park 101, Montana

Physical Address

333 Dr van der Merwe Road, Fin Forum Office Park 101, Montana

Tel. No

066 293 0515

Registration Numbers	Email Addresses
REG No: 2021/35087/07	info@engigo.net

ACTS AND OTHER LEGISLATION HELD AT PHYSICAL ADDRESS BY THE COMPANY

SUBJECTS AND CATEGORIES OF RECORDS HELD AT PHYSICAL ADDRESS BY THE COMPANY

- Attendance registers
- Correspondence
- Founding Documents
- Licenses (categories)
- Minutes of Management Meetings
- Shareholder Register
- Statutory Returns
- Conditions of Service
- Employee Records
- Employment Contracts
- Employment Equity Records
- General Correspondence
- Industrial and Labour Relations Records
- Information relating to Health and Safety Regulations
- Pension and Provident Fund Records
- Performance Appraisals
- Personnel Guidelines, Policies and Procedures
- Remuneration Records and Policies
- Salary Surveys
- Skills Requirements
- Staff Recruitment Policies
- Statutory Records
- Training Records
- Brochures on Company Information
- Client and Customer Registry
- Contracts
- Information relating to Employee Sales Performance
- Information relating to Work-In-Progress
- Marketing and Future Strategies
- Marketing Records
- Production Records
- Sales Records
- Suppliers Registry
- Annual Financial Statements
- Asset Register
- Banking Records

Director: J.M. Booyse

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- Budgets
- Financial Transactions
- Insurance Information
- Internal Audit Records
- Management Accounts
- Purchase and Order Information
- Stock Records
- Tax Records (company and employee)
- IT Policies and Procedures
- Network Diagrams
- User Manuals

SUBJECTS AND CATEGORIES OF PERSONAL RECORDS HELD AT PHYSICAL ADDRESS BY THE COMPANY

- FICA Docs
- Identity Numbers
- Dates of birth
- Telephone numbers
- E-mails
- Addresses
- Banking details
- Bank account numbers
- License numbers
- Fidelity Fund Certificates
- Registration numbers
- BEE Certificates
- Contractual agreements
- Tender documents
- Invoices

CUSTOMER PERSONEL INFORMATION SHARED BY THE COMPANY

Brokers/agents/staff members/advisors
Group companies
3rd Party service providers to uphold contract service obligations of client.

EMPLOYEE INFORMATION RECEIVED BY THE COMPANY

- Provident/pension funds
- Medical aid funds
- Credit bureaux
- IT practices by the Company
- Software updates
- Network security controls
- Password controls
- Virus & Malware protection
- Disaster recovery & back-up policy
- Physical security, (PC's locked to fixture/locked computer room)

COUNTRIES OF OPERATION

The company operates in the following countries (Insert)
Swazi – Land (REG No: 2021/35087/07)

Director: J.M. Booyse