

**GENERAL DESCRIPTION OF CATEGORIES OF DOCUMENTS HELD  
MALTA ENTERPRISE/MALTA INDUSTRIAL PARKS LTD**

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- Working documents on themes that fall within the portfolio of the organisations.
- Correspondence and agreements related to clients, tenants and service providers.
- Plans, drawings and relevant documentation related to industrial premises.
- Documents and contracts related to procurements and provision of services.
- Manuals and other documentation related to the implementation/management of EU Funds and EU-funded projects.
- Personal files of employees.
- Minutes of meetings and other documents related to the working of the Boards and Committees.
- Letters of intent; memoranda of understanding; incentives entitlement certificates; grant agreements; soft loan/interest rate subsidy/loan guarantee agreements; letters of allocation; letters of refusal; letters requiring compliance.