



MALTAENTERPRISE

Gwardamangia Hill,
Pieta' MEC 0001
Malta.

www.maltaenterprise.com
info@maltaenterprise.com

Categories of documents and manuals held by Malta Enterprise

- Accounts
- Contracts
- Duty Travel Records
- Business Plan
- Commercial information (i.e. invoices, purchase orders, etc.)
- Fixed assets inventory
- Parliamentary Questions
- Human resources/recruitment/payroll details
- Collective agreements
- IT systems
- Application forms for assistance
- Incentive Guidelines & Legislation
- Meeting minutes and agendas
- Action Plans
- Press releases
- Monthly statistics
- Correspondence
- Health & Safety guidelines
- Procedures manual
- Legislation

Note: Some of the information listed above is exempt from disclosure under the Freedom of Information Act (Cap. 496); the Business Promotion Act (Cap. 326) and the Malta Enterprise Act (Cap. 463)