



MALTAENTERPRISE

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Categories of documents and manuals held by Malta Enterprise

- Accounts
- Contracts
- Duty Travel Records
- Business Plans submitted by clients
- 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 submitted by clients
- Incentive Guidelines & Legislation (give detailed information on the different incentives available)
- Meeting minutes and agendas
- Action Plans
- Press releases
- Monthly statistics
- Correspondence
- Health & Safety guidelines
- Procedures manual (acts as a guide to the Corporation employees on the day-to-day running)
- 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)