



**FILING STRUCTURE OF**  
**"[INSERT COMPANY NAME HERE]"**



**01. ADMINISTRATION**

- > Bank
  - Registration
  - Banking Details
  - 3B Certificates
  - > Annual Statement

- > Standard Documents

- > Templates

- > Policies

- > Procedures
  - Standard Holding
  - Email Backup
- > Meeting Minutes

- > Directors' Meetings

- > AGMS

- > Affidavits

- > Other

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**02. COMMERCIAL**

- > Shareholders Information
  - > Identity Documents
  - > Proof of Residence
  - > Banking Details

- > CIPC
  - > Registration
  - > Company Changes
  - > Annual Returns
- > SARS
  - > Proof of Registration for Income Tax
  - > Proof of Registration for VAT
  - > Tax Clearance Certificates
  - > Return of Assessment
  - > Correctional Assessment
  - > RPP - Retirement Provisional Certificate
  - > Membership Affiliation
  - > Other

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## 03. FINANCIAL

- > Cash Flow Projection and Planning
- > Financial Statements
- > Auditor
- > Staff Payslips
- > Staff Claims
- > Invoicing

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## 04. LEGAL

- > Contracts
- > Service Level Agreements
- > Legal Correspondence
- > Company Shareholding

- > Share Certificates
- > Share Register
- > Shareholders' Agreements



## 05. OPERATIONAL

- > Quotations
- > Tenders
- > Projects
- > Suppliers
- > Subcontractors
- > Plant & Equipment Management
- > Inventory Management
- > Other

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## HUMAN RESOURCES

- > Vacancies
- > Vacancy Advertisements
- > Employment Agreements – Permanent Staff
- > Employment Agreements – Fixed Term
- > Company Organogram
- > Leave
- > Training
- > Wages
- > Verbal
- > First Written
- > Second Written
- > Final Written
- > Retrenchments
  - > Notices of Possible Retrenchments

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- > Minutes of Consultation Meetings
- > Retrenchment Letters
- > Other



## 07. MARKETING

- > Branding / Designs
- > Company Brochure
- > Directors' Biographies
- > Corporate
- > Marketing Research
- > Marketing Proposals
- > Web / Media
- > Photos
- > Corporate Social Responsibility
- > Sustainability / Green Initiatives

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