



**APPENDIX 2**  
**SCHEDULE OF RECORD OF ACDC Express Franchising CC IN RELATION TO PAIA**

Category	Subject of Record	Availability
<b>Personnel</b>	Personal records provided by Personnel	On request in terms of PAIA
	Records provided by a third party relating to Personnel	On request in terms of PAIA
	Conditions of employment and other Personnel-related contractual and quasi-legal records	On request in terms of PAIA
	Internal evaluation records and other internal records	On request in terms of PAIA
	Correspondence relating to Personnel	On request in terms of PAIA
	Training Schedule and material	On request in terms of PAIA
<b>Customer - related</b>	Records provided by a Customer to a third party acting for, or on behalf of ACDC Express Franchising CC	On request in terms of PAIA
	Records provided by a third party to ACDC Express Franchising CC	On request in terms of PAIA
	Records generated by, or within ACDC Express Franchising CC relating to its Customers, including transactional records.	On request in terms of PAIA
	Records provided by a Client to ACDC Express Franchising CC	On request in terms of PAIA
<b>ACDC Express Franchising CC</b>	Operational records	On request in terms of PAIA



	Databases	On request in terms of PAIA
	Information Technology	On request in terms of PAIA
	Marketing records	On request in terms of PAIA
	Internal correspondence	On request in terms of PAIA
	Product records	On request in terms of PAIA
	Statutory records	On request in terms of PAIA
	Internal policies and procedures	On request in terms of PAIA
Other party	Personnel, Customer or ACDC Express Franchising CC records which are held by another party.	On request in terms of PAIA
	Records held by ACDC Express Franchising CC pertaining to other parties, including without limitation, financial records, correspondence, contractual records, records provided by other parties, and records that third parties have provided which relate to contractors and suppliers.	On request in terms of PAIA
	ACDC Express Franchising CC may possess records, pertaining to other parties, including without limitation contractors, suppliers, subsidiary/sister companies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to ACDC Express Franchising CC.	On request in terms of PAIA