

**LIST OF DOCUMENTS TO BE MAINTAINED AT THE REGISTERED OFFICE OF THE
COMPANY**

Sl. No.	Section	Requirement
1	Section 136	Copy of Instrument creating charges.
2	Section 143	Register of Charges.
3	Section 163	i) Register of members ii) Index of Members iii) Register & Index of Debenture holders (NA) iv) Copies of all annual returns prepared u/s 159 & 160 together with the copies of certificates & documents required to be annexed thereto u/s 160 & 161.
4	Section 196	Books containing minutes of any General Meeting.
5	Section 209	Books of account
6	Section 212 (8)	Annual accounts of the subsidiary companies
7	Section 301	Register of contracts, Companies & firms in which directors are interested.
8	Section 303	Register of Directors/ Managing Director/ Manager/ Secretary.
9	Section 307	Register of Director's shareholdings.
10	Section 372A	Register of Investment/ Loan/ Guarantee made by the Company.
11	Rule 7 of Companies (Acceptance of Deposits) Rules, 1975	Register of Deposits
12	Proxy Register	Proxy Registers:- 1) Annual Meeting 2) EGM