

Sr. No.	Section/ Rules	Description of document	Time upto which document to be preserved	Place of Document	Remarks
1	128(5)	Books of Accounts including vouchers relevant to any entry in such books of account	8 financial years preceding current FY.	Registered office of the company or at such other place in India	If, an investigation has been ordered in respect of the company under Chapter XIV, the Central Government may direct that the books of account may be kept for such longer period as it may deem fit
2	the Companies (Meetings of Board and its Powers) Rules, 2014.	Disclosures/ Notices by a director of his interest	For a period of eight years from the end of the financial year to which it relates	Registered office of the company and shall be kept in the custody of the company secretary of the company or any other person authorized by the Board for the purpose	Format of disclosure as per Form MBP 1.
3	section 186(9) & rule 12(1) of the Companies (Meetings of Board and its Powers) Rules, 2014.	Register of loans, guarantee, security and acquisition made by the company	permanently	Registered office of the company and shall be kept in the custody of the company secretary of the company or any other person authorised by the Board for the purpose	Format of register as per Form MBP 2.
4	section 187(3) and rule 14(1) of the Companies (Meetings of Board and its Powers) Rules, 2014.	Register of investments not held in its own name by the company	permanently	Registered office of the company and shall be kept in the custody of the company secretary of the company or if there is no company secretary, any director or any other officer authorised by the Board for the purpose	Format of register as per Form MBP 3.
5	section 189(1) and rule 16(1) of the Companies (Meetings of Board and its Powers) Rules, 2014.	Register of contracts with related party and contracts and Bodies etc. in which directors are interested	permanently	Registered office of the company and shall be kept in the custody of the company secretary of the company or if there is no company secretary, any director or any other officer authorised by the Board for the purpose	Format of register as per Form MBP 4.
6	section 73 & the Companies (Acceptance of Deposits) Rules, 2014	Registers of deposits	for a period of not less than eight years from the financial year in which the latest entry is made in the register	registered office	
7	Section 85 & the Companies (Registration of Charges) Rules, 2014	Register of charges	The register of charges shall be preserved permanently	registered office	Format of register as per Form No. CHG.7.
8	Section 85 & the Companies (Registration of Charges) Rules, 2014	The instrument creating a charge or modification	preserved for a period of eight years from the date of satisfaction of charge by the company	registered office	
9	Section 88 & the Companies (Management and Administration) Rules, 2014.	Register of Members including an index of the names	permanently and shall be kept in the custody of the company secretary of the company or any other person authorized by the Board for such purpose;	registered office or be kept at any other place in India in which more than one-tenth of the total number of members entered in the register of members reside, if approved by a special resolution passed at a general meeting of the company and the Registrar has been given a copy of the proposed special resolution in advance	Format of register as per Form No. MGT.1.
10	Section 88 & the Companies (Management and Administration) Rules, 2014.	Register of debenture-holders including an index of the names	preserved for a period of eight years from the date of redemption of debentures or securities, as the case may be, and shall be kept in the custody of the company secretary of the company or any other person authorized by the Board for such purpose;	registered office or be kept at any other place in India in which more than one-tenth of the total number of members entered in the register of members reside, if approved by a special resolution passed at a general meeting of the company and the Registrar has been given a copy of the proposed special resolution in advance	Format of register as per Form No. MGT.2.
11	Section 88 & the Companies (Management and Administration) Rules, 2014.	foreign register of members	preserved permanently, unless it is discontinued and all the entries are transferred to any other foreign register or to the principal register	registered office or be kept at any other place in India in which more than one-tenth of the total number of members entered in the register of members reside, if approved by a special resolution passed at a general meeting of the company and the Registrar has been given a copy of the proposed special resolution in advance	Format of register as per Form No. MGT.1.

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12	Section 88 & the Companies (Management and Administration) Rules, 2014.	foreign register of debenture-holder	preserved for a period of eight years from the date of redemption of such debentures	registered office or be kept at any other place in India in which more than one-tenth of the total number of members entered in the register of members reside, if approved by a special resolution passed at a general meeting of the company and the Registrar has been given a copy of the proposed special resolution in advance	Format of register as per Form No. MGT.2.
13	Section 88 & the Companies (Management and Administration) Rules, 2014.	Annual return and copies of all certificates and documents required to be annexed thereto	preserved for a period of eight years from the date of filing with the Registrar	registered office or be kept at any other place in India in which more than one-tenth of the total number of members entered in the register of members reside, if approved by a special resolution passed at a general meeting of the company and the Registrar has been given a copy of the proposed special resolution in advance	Format of register as per Form No. MGT.7.
14	Rule 25 of the Companies (Management and Administration) Rules, 2014.	Minutes of General	preserved permanently and kept in the custody of the company secretary or any director duly authorised by the board or at such other place as may be approved by the Board	Registered Office	
14	Rule 25 of the Companies (Management and Administration) Rules, 2014.	Minutes of Board or Committee Meetings	preserved permanently and kept in the custody of the company secretary or any director duly authorised by the board or at such other place as may be approved by the Board	registered office or such place as Board may decide	
15	Rule 18 of the Companies (Share Capital and Debentures) Rules, 2014.	debenture trust deed			
16	Rule 6(3) of the Companies (Share Capital and Debentures) Rules, 2014.	Register of Renewed and Duplicate Share Certificates	preserved permanently and shall be kept in the custody of the company secretary of the company or any other person authorized by the Board for the purpose	registered office of the company or at such other place where the Register of Members is kept	Format of register as per Form No. SH 2.
17	Rule 7 of the Companies (Share Capital and Debentures) Rules, 2014.	all books and documents relating to the issue of share certificates, including the blank forms of share certificates	not less than thirty years and in case of disputed cases, shall be preserved permanently	Not specified	kept in the custody of the secretary or such other person as the Board may authorise for the purpose; and the company secretary or other person aforesaid shall be responsible for rendering an account of these forms to the Board
18	Rule 7(3) of the Companies (Share Capital and Debentures) Rules, 2014.	all certificates surrendered to a company shall immediately be defaced by stamping or printing the word "cancelled" in bold letters	may be destroyed after the expiry of three years from the date on which they are surrendered, under the authority of a resolution of the Board and in the presence of a person duly appointed by the Board in this behalf:	Not specified	