Sr. No.	Section/ Rules	Name of Register / Description	Format	Time-limit to enter the particulars	Places to keep Registers, Documents, etc.	Time limit to preserve the register	Who can inspect	Remarks
1	170 & the Companies (Appointment and Qualification of Directors) Rules, 2014.	Register Of Directors And Key Managerial Personnel	DIR & KMP	Not Specified	Not Specified	Not Specified	a) By Members b) By person attending Meeting during AGM	
2	section186(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	MBP-2	The entries in the register shall be made chronologically in respect of each such transaction within seven days of making such loan or giving guarantee or providing security or making acquisition	registered office	permanently 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.	Members and extracts may be taken therefrom by any member, and copies thereof may be furnished to any member on payment of such fees as may be prescribed.	The entries in the register (either manual or electronic) shall be authenticated by the company secretary of the company or by any other person authorised by the Board for the purpose
3	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	MBP-3	The entries in the register shall be made chronologically in respect of each such transaction within seven days of making such loan or giving guarantee or providing security or making acquisition	registered office	permanently 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	a) By Members b) By Debenture Holder	The entries in the register shall be authenticated by the company secretary of the company or by any other person authorised by the Board for the purpose
4	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	MBP-4	The entries in the register shall be made at once, whenever there is a cause to make entry, in chronological order	1) registered office & 2) Place of AGM During AGM	permanently 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	1) Members and extracts from such register to a member of the company on his request, within seven days from the date on which such request is made upon the payment of such fee as may be specified in the articles of the company but not exceeding ten rupees per page. 2) remain open and accessible during the continuance of the meeting to any person having the right to attend the meeting	The entries in the register shall be authenticated by the company secretary of the company or by any other person authorised by the Board for the purpose.
5	Section 73 & the Companies (Acceptance of Deposits) Rules, 2014	Registers Of Deposits		The entries shall be made within seven days from the date of issuance of the receipt duly authenticated by a director or secretary of the company or by any other officer authorised by the Board for this purpose.	registered office	The register shall be preserved in good order for a period of not less than eight years from the financial year in which the latest entry is made in the register	Not Specified	
6	Section 85 & the Companies (Registration of Charges) Rules, 2014	Register Of Charges	CHG-7	The entries in the register of charges maintained by the company shall be made forthwith after the creation, modification or satisfaction of charge, as the case may be.	registered office	The register of charges shall be preserved permanently and the instrument creating a charge or modification thereon shall be preserved for a period of eight years from the date of satisfaction of charge by the company	(a) by any member or creditor without any payment of fees; or (b) by any other person on payment of such fees as may be prescribed, subject to such reasonable restrictions as the company may, by its articles, impose.	a) a copy of the instrument creating the charge shall also be kept at the registered office of the company along with the register of charges b) Form No. CHG.7 for the Format of register c) Entries in the register shall be authenticated by a director or the secretary of the company or any other person authorised by the Board for the purpose

Sr. No.	Section/ Rules	Name of Register / Description	Format	Time-limit to enter the particulars	Places to keep Registers, Documents, etc.	Time limit to preserve the register	Who can inspect	Remarks
7	Section 88 & the Companies (Management and Administration) Rules, 2014.	Register Of Members Including An Index Of The Names	MGT-1	a) within seven days after the Board of Directors or its duly constituted committee approves the allotment or transfer of shares, debentures or any other securities, as the case may be b) Consequent upon any forfeiture, buy-back, reduction, sub-division, consolidation or cancellation of shares, issue of sweat equity shares, transmission of shares, shares issued under any scheme of arrangements, mergers, reconstitution or employees stock option scheme or any of such scheme provided under this Act or by issue of duplicate or new share certificates or new debenture or other security certificates, entry shall be made within seven days after approval by the Board or committee, in the register of members or in the respective registers, as the case may be. c) If any change occurs in the status of a member or debenture holder or any other security holder whether due to death or insolvency or change of name or due to transfer to Investor Education Protection Fund or due to any other reason, entries thereof explaining the change shall be made in the respective register. d) If any rectification is made in the register maintained under section 88 by the company pursuant to any order passed by the competent authority under the Act, the necessary reference of such order shall be indicated in the respective register. e) If any order is passed by any judicial or revenue authority or by Security and Exchange Board of India (SEBI) or Tribunal attaching the shares, debentures or other securities and giving	a) registered office b) registers or copies of return may also 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	Permanently	a) any member, debenture-holder, other security holder or beneficial owner without payment of any fees b) any other person on payment of fees Any such member, debenture-holder, other security holder or beneficial owner or any other person may— (a) take extracts from any register, or index or return without payment of any fee; or (b) require a copy of any such register or entries therein or return on payment of such fees as may be prescribed. Such copy or entries or return shall be supplied within seven days of deposit of such fee. registers shall be open for inspection during business hours, at such reasonable time on every working day as the board may decide, by any member, debenture holder, other security holder or beneficial owner without payment of fee and by any other person on payment of such fee as may be specified in the articles of association of the company but not exceeding fifty rupees for each inspection.	a) Form No. MGT.1 for the Format of register b) Entries in the register shall be authenticated by a director or the secretary of the company or any other person authorised by the Board for the purpose
8	Section 88 & the Companies (Management and Administration) Rules, 2014.	Register Of Debenture-Holders Including An Index Of The Names	MGT-2	shall be authenticated by the company secretary of the company or by any other person authorised by the Board for the purpose, and the date of the board resolution authorising the same shall be mentioned.	a) registered office b) registers or copies of return may also 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	Permanently	a) any member, debenture-holder, other security holder or beneficial owner without payment of any fees b) any other person on payment of fees Any such member, debenture-holder, other security holder or beneficial owner or any other person may— (a) take extracts from any register, or index or return without payment of any fee; or (b) require a copy of any such register or entries therein or return on payment of such fees as may be prescribed. Such copy or entries or return shall be supplied within seven days of deposit of such fee. registers shall be open for inspection during business hours, at such reasonable time on every working day as the board may decide, by any member, debenture holder, other security holder or beneficial owner without payment of fee and by any other person on payment of such fee as may be specified in the articles of association of the company but not exceeding fifty rupees for each inspection.	a) Form No. MGT.2 for the Format of register b) Entries in the register shall be authenticated by a director or the secretary of the company or any other person authorised by the Board for the purpose

Sr. No.	Section/ Rules	Name of Register / Description	Format	Time-limit to enter the particulars	Places to keep Registers, Documents, etc.	Time limit to preserve the register	Who can inspect	Remarks
9	Section 88 & the Companies (Management and Administration) Rules, 2014.	Foreign Register Of Members		The entries in the foreign register shall be authenticated by the company secretary of the company or person authorised by the Board by appending his signature to each entry	a) registered office b) registers or copies of return may also 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	Permanently	a) any member, debenture-holder, other security holder or beneficial owner without payment of any fees b) any other person on payment of fees	a) A company which has share capital or which has issued debentures or any other security may, if so authorised by its articles, keep in any country outside India, a part of the register b) Within thirty days from the date of the opening of any foreign register, file with the Registrar notice of the situation of the office in Form No.MGT.1 c) the Company shall transmit to its registered office in India a copy of every entry in any foreign register within fifteen days after the entry is made; and d) keep at such office a duplicate register of every foreign register duly entered up from time to time e) The company may discontinue the keeping of any foreign register; and thereupon all entries in that register shall be transferred to some other foreign register kept by the company outside India or to the principal register
10	Section 88 & the Companies (Management and Administration) Rules, 2014.	Foreign Register Of Debenture-Holder		The entries in the foreign register shall be authenticated by the company secretary of the company or person authorised by the Board by appending his signature to each entry	a) registered office b) registers or copies of return may also 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	Permanently	a) any member, debenture-holder, other security holder or beneficial owner without payment of any fees b) any other person on payment of fees Register shall be open for inspection during business hours, at such reasonable time on every working day as the board may decide, by any member, debenture holder, other security holder or beneficial owner without payment of fee and by any other person onpayment of such fee as may be specified in the articles of association of the company but not exceeding fifty rupees for each inspection.	a) A company which has share capital or which has issued debentures or any other security may, if so authorised by its articles, keep in any country outside India, a part of the register b) Within thirty days from the date of the opening of any foreign register, file with the Registrar notice of the situation of the office in Form No.MGT.2 c) the Company shall transmit to its registered office in India a copy of every entry in any foreign register within fifteen days after the entry is made; and d) keep at such office a duplicate register of every foreign register duly entered up from time to time e) The company may discontinue the keeping of any foreign register; and thereupon all entries in that register shall be transferred to some other foreign register kept by the company outside India or to the principal register
11	Rule 20 of the Companies (Management and Administration) Rules, 2014.	Register Of Evoting		Immediately	registered office	Not Specified	Not Specified	Maintained by the Scrutinizer
12	Rule 22 of the Companies (Management and Administration) Rules, 2014.	Register Of Postal Ballot		Immediately	registered office	Not Specified	Not Specified	Maintained by the Scrutinizer
13	Rule 17(12) of the Companies (Share Capital and Debentures) Rules, 2014.	Register Of Shares Or Other Securities Which Have Been Bought-Back	SH-10		registered office of the company and shall be kept in the custody of the secretary of the company or any other person authorized by the board in this behalf	Not Specified	Not Specified	a) Format as per Form No. SH.10. b) The entries in the register shall be authenticated by the secretary of the company or by any other person authorized by the Board for the purpose
14	Rule 6(3) of the Companies (Share Capital and Debentures) Rules, 2014.	Register Of Renewed And Duplicate Share Certificates	SH-2		registered office of the company or at such other place where the Register of Members is kept 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.	Permanently		a) Format as per Form No. SH.2. b) All entries made in the Register of Renewed and Duplicate Share Certificates shall be authenticated by the company secretary or such other person as may be authorised by the Board for the purposes of sealing and signing the share certificate under the provisions of sub-rule (3) of rule 5.

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15	Rule 8(14) of the Companies (Share Capital and Debentures) Rules, 2014.	Register Of Sweat Equity Shares In Form No. Sh.3	SH-3	Immediately	the registered office of the company or such other place as the Board may decide	Not Specified	Not Specified	a) Format as per Form No. SH.3 b) The entries in the register shall be authenticated by the Company Secretary of the company or by any other person authorized by the Board for the purpose
16	Rule 12(10) of the Companies (Share Capital and Debentures) Rules, 2014.	Register Of Employee Stock Options In Form No. Sh.6	SH-6	Immediately	the registered office of the company or such other place as the Board may decide	Not Specified	Not Specified	a) Format as per Form No. SH.6. b) The entries in the register shall be authenticated by the company secretary of the company or by any other person authorized by the Board for the purpose.