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E-Newsletter
Trans India Law Associates
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LIST OF REGISTERS MAINTAINED BY A COMPANY REGISTERED IN INDIA

Sl. No.	Register	Relevant Section of Companies Act, 2013	Contents of Register	Penalty for Non-compliance if any
1.	Register of members	Section 88(1) read with The Companies Rules, 2014	<p>ROM indicating separately for each class of equity and preference shares held by each member residing in or outside India. And every register includes an index of the names entered in the respective register, but if maintenance of index is not necessary in case the number of members is less than fifty.</p> <p>Member's register, in case a company doesn't have the share capital, must have the following details of each member-</p> <ul style="list-style-type: none"> • Name, address, E-mail, PAN, UIN, CIN, Occupation, Nationality, Father's /Mother's Name/Spouse's Name, • Date of commencement of membership • Date of cessation of membership • Other details as necessary 	Fine which shall not be less than Rs.50,000/- but which may extend to Rs3,00,000/- and failure is a continuing one- fine which may extend to Rs.1000/- for every day, after the first during which the failure continues.
2.	Register of the Company	Section 81, 88(1) read with The Companies Rules, 2014	Every company accepting deposits must keep at the registered office, one or more registers for deposits accepted and/or renewed for a period of 8 years. Details of the register-	

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			<ul style="list-style-type: none"> Name, PAN and address of the depositors For minors, guardian details Particulars of the nominee Rate and amount of each deposit Deposit receipt number Interest rate Duration of such deposit: Repayable date The due date for interest payment Payment date of interest due Details with respect to deposit insurance Details of charge/ security created Other details with respect to deposit 	
3.	Register of Charges	Section 77 read with The Companies Rules, 2014	Register maintained by a company in the Form no. CHG 7. It must contain details of the charges registered with the registrar on assets, property, companies or undertaking along with particulars of property that was acquired and which was subject to charges and also particulars of modifications or satisfaction of any charges. And also permanently preserved at company's registered office, however, the instrument creating the charge must be preserved for a period of 8 years from the date of satisfaction of the charge by the said company.	
4.	Register of directors and key managerial personnel	Section 88 read with rule 17 of Companies (Appointment and Qualification of Directors) Rules, 2014	<p>The below-mentioned particulars shall be kept in a register a company's registered office:</p> <ul style="list-style-type: none"> DIN (Director Identification Number) Name and surname Any previous name or surname Father's name, mother's name and spouse's name Date of birth Nationality (including the nationality of origin, if different) Residential address (present as well as permanent) The date of board resolution 	

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			<p>where the appointment was made</p> <ul style="list-style-type: none"> • Occupation • Date of appointment and reappointment • Date of cessation of office and reasons therefor 	
5.	Register of Renewed and Duplicate Share Certificates	Section 88(4) & (5) read with The Companies Rules, 2014	<p>In exchange for certificates which are consolidated or sub-divided or in replacement of certificates which are mutilated, defaced, old or torn, worn out, decrepit, or where cages on the reverse for the recording transfers are duly utilized in lieu of certificates which are destroyed or lost.</p> <ul style="list-style-type: none"> • The register must be permanently preserved and must be kept in custody of company's company secretary or any other person so authorized by company's Board. • All the entries made in this register must be authenticated by company's company secretary or such person as authorized by company's Board in this regard. <p>Such register must be kept at the company's registered office or at a place where Register of Members is maintained.</p>	
6.	Register of Employee Stock Options	Section 88(1) read with The Companies Rules, 2014	Such register must be kept at the company's registered office or such other premise as per the discretion of the board. The entries made this register must be authenticated by company's company secretary or such person as authorized by company's Board in the form no. SH.6.	
7.	Register of Shares/ other Securities bought back	Section 88(1) read with The Companies Rules, 2014	<p>Register to be maintained by a company in Form SH 10 and details-</p> <ul style="list-style-type: none"> • Date of the passing of the special resolution authorizing the buy-back of securities • Date of Board's approval • Number and price of shares or other securities authorized 	

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			<p>for buyback</p> <ul style="list-style-type: none"> • Date of such opening and closing of the buy-back offer • Date on which the buy-back was completed • Description of the shares or other securities bought back by the company 	
8	Register of Loans, Guarantees, Security & Acquisition	Section 186(9) read with The Companies Rules, 2014	Every company keep and maintain a register, in Form MBP 2 , which shall contain particulars of loan or guarantee given or security provided or investment made, (either manually or in electronic form) shall be authenticated by the company secretary of the company or by any other person authorized by the Board for the purpose, at registered office of the company.	
9	Register of Contract or arrangements in which directors are interested	Section 189 read with The Companies Rules, 2014	Maintain one or more register in Form MBP-4, giving separately the particulars of Contract or arrangement to which section 184(2) or 188 applies. After entering the particulars, register shall be placed before the next Board Meeting and Signed by all the directors present at the meeting. and entry shall be made in chronological order, authenticated by Company secretary of Company and person authorized by board. It kept at the registered office of the Company and preserved permanently.	

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