

Register Name	Purpose	Place of Keeping	Entries	Particulars	Inspection	Authentication	Preservation
Register of Investments in Securities Not Held in the Name of the Company	Records investments not held in company's name	Registered office	Forthwith in chronological order	includes details such as investee name, date of investment, security type, number, purpose, certificate no. distinctive number, name of person in whose name the investment is made, cost, disposal info.	Open to members only	By company secretary or authorized person	Permanent.
Register of Buy-Back of Securities	Details of buy-back of securities	Registered office	Forthwith in chronological order	includes resolution date, security description, buy-back quantity, holder details, cancellation & payment dates.	Not open for inspection	By company secretary or authorized person	Minimum 8 years from completion of buy-back.
Register of Charges	Records charges affecting company property	Registered office	Forthwith in chronological order	includes creation/modification date, chargeholder details, property description, loan amount, satisfaction details.	Open to members; fee for others	By company secretary or authorized person	Permanent for the register; 8 years for charge instruments after satisfaction.
Register and Index of Members	Records company members and their details. Separate registers for each class and index if more than 50 members	Registered office	Forthwith in chronological order	Lists company members with details such as name, address, shareholding, date of entry/exit, nominee details, dividend mandates, depository details.	Open to members; fee for others	By company secretary or authorized person	Permanent preservation required.
Register and Index of Debenture Holders	Records debenture holders and index if more than 50 members	Registered office	Forthwith in chronological order	Records debenture holders, allotment details, distinctive numbers, transfer information, and interest payment instructions.	Open to members; fee for others	By company secretary or authorized person	15 years from redemption of debentures.
Foreign Register of Members or Debenture Holders	Records members/debenture holders outside India	Registered office	Forthwith in chronological order	Maintains foreign register of members/debenture holders for non-residents, includes details similar to primary register.	Open to members; fee for others	By company secretary or authorized person	Until discontinued; entries must be incorporated in the main register. Foreign register of debenture holder to be preserved for 15 years from date of redememption.
Register of Renewed and Duplicate Certificates	Details of renewed and duplicate certificates	Registered office	Forthwith in chronological order	Tracks renewal & duplicate certificate issuance, including old & new certificate details, approval dates.	Not open for inspection	By company secretary or authorized person	Permanent preservation required.

Register of Contracts in which Directors are Interested	Records contracts in which directors are interested	Registered office	within 7 days in chronological order	Lists contracts where directors have an interest; includes contract parties, terms, director's involvement, approval details.	Open to members; fee for others	By company secretary or authorized person	Permanent preservation required.
Register of Directors, Managing Director, Manager and Secretary	Records details of key managerial personnel	Registered office	Forthwith in chronological order	Maintains records of directors, managing directors, managers, and company secretaries; includes personal & appointment details and other directorships held	Open to members; fee for others	By company secretary or authorized person	Permanent preservation required.
Register of Directors' Shareholdings	Records directors' shareholdings	Registered office	Forthwith in chronological order	includes acquisition, disposal, and cumulative balance information.	Open to members	By company secretary or authorized person	Permanent preservation required.
Register of Inter Corporate Loans and Investments	Records intercorporate loans and investments, guarantee given or security provided	Registered office	Forthwith in chronological order	includes borrower details, amount, terms, security, and approval details.Details of guarantee given and security provided for each loan.	Open to members	By company secretary or authorized person	Permanent preservation required.
Register of Deposits	Records deposits accepted by company	Registered office	Forthwith in chronological order	includes depositor details, amount, maturity, and interest rates and unclaimed deposits.	Not open for inspection	By company secretary or authorized person	8 years from last entry.
Register of Allotment	Records share allotment details	Registered office	Forthwith in chronological order	includes applicant details, share numbers, and allotment approvals.	Open to members; fee for others	By company secretary or authorized person	8 years.
Register of Payment of Dividend	Records dividend payment details	Registered office	within 7 days in chronological order	includes percentage of dividend declared, Security holders details, payment date, and amount and bank details	Not open for inspection	By company secretary or authorized person	8 years.
Register of Directors' Attendance	Records directors' attendance in meetings	Registered office	Forthwith in chronological order	Tracks directors' attendance at meetings; includes date, time, attendees, and absentees.	Not open for inspection	By company secretary or authorized person	8 years.
Register of Postal Ballot	Records postal ballot details	Registered office	Forthwith in chronological order	Lists postal ballot voting details; includes voter name, resolution, and vote status.	Not open for inspection	By company secretary or authorized person	Till chairma signs the Minutes book in which result of postal ballot recorded.
Register of Proxies	Records proxies submitted for meetings	Registered office	Forthwith in chronological order	includes appointor details, proxy name, and validity.	Open to members	By company secretary or authorized person	8 years

Register of Inspection	Records inspection requests of company registers	Registered office	Forthwith in chronological order	includes inspector name, document viewed, and date and time.	Not open for inspection	By company secretary or authorized person	8 years
Register of Investments (Other than Securities Not Held in Company's Name)	Records other investments held by company	Registered office	Forthwith in chronological order	Lists company investments (excluding securities not held in company's name); includes acquisition & disposal details.	Open to members	By company secretary or authorized person	Permanent preservation required.
Register of Documents Executed Under Common Seal	Records documents executed under common seal	Registered office	Forthwith in chronological order	includes particulars of documents, date of resolution, date of affixing, place.	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Records and Documents Destroyed	Records destroyed documents and registers	Registered office	Forthwith in chronological order	includes destruction date and authorizing personnel.	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Investors' Complaints	Records complaints received from investors	Registered office	Forthwith in chronological order	includes Complaints nature, date of receipt, resolution, and response time.	Any investor can inspect without fees	By company secretary or authorized person	8 years from last entry.
Register of Transfer of Shares	Records share transfer details	Registered office	Forthwith in chronological order	includes transferor, transferee, number of shares, and distinctive numbers, new certificate number, value of stamp duty.	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Transmission of Shares	Records transmission of shares	Registered office	Forthwith in chronological order	includes transmission number, date of lodgement, number of shares, share details and approval date	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Transfer of Debentures	Records debenture transfers	Registered office	Forthwith in chronological order	includes transferor, transferee, number of debentures, and distinctive numbers, new certificate number, value of stamp duty.	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Transmission of Debentures	Records transmission of debentures	Registered office	Forthwith in chronological order	includes transmission number, date of lodgement, number of debentures, debenture details and approval date	Not open for inspection	By company secretary or authorized person	Permanent preservation required.
Register of Employee Stock Options	Records employee stock option details	Registered office	Forthwith in chronological order	scheme, category of employees, number of options granted, market price, options vested, exercise period, option exercised, option lapsed etc.	Open to members	By company secretary or authorized person	15 years from date of exercise of options
Register of Sweat Equity Shares	Records sweat equity shares issued	Registered office	Forthwith in chronological order	includes date of special resolution, date of BR, recipient details, date of issue, value, purpose and lock in details etc.	Open to members; fee for others	By company secretary or authorized person	8 years from last entry.

Register in Respect of SEBI (Substantial Acquisition of Shares and Takeovers) Regulations	Records substantial acquisition of shares and takeovers	Registered office	Forthwith in chronological order	Name of persons holding more than specified percentage of shares, promoters having control, persons acting in concert, number of shares	Open to members	By company secretary or authorized person	Permanent preservation required.
Register in Respect of SEBI (Prohibition of Insider Trading) Regulations	Records insider trading compliance	Registered office	Forthwith in chronological order	Name of compliance officer, disclosure details, trading window details, preclearance details. Clearance trades etc	Open to members	By company secretary or authorized person	Permanent preservation required.
Books of Accounts	Records company's books of accounts	Registered office	Forthwith in chronological order	includes financial transactions and reconciliations.	Open to directors	By company secretary or authorized person	8 accounting years
Annual Return	Records annual returns of company	Registered office	Forthwith in chronological order	Copies of all annual returns along with copies of certificates and documents required to be annexed thereto.	Open to members; fee for others	By company secretary or authorized person	last 8 annual returns