

Companies (Preservation and Disposal of Records) Rules, 1966

CONTENTS

1. Short title and commencement
2. Destruction of documents
3. Preservation of documents beyond the period prescribed
4. Record of documents destroyed to be maintained
5. 5

SCHEDULE 1 :- 1

Companies (Preservation and Disposal of Records) Rules, 1966

¹1. See section 163(1 A) of the Companies Act, 1956. ²2. Published in the Gazette of India, Part II, section 3(1), page 147, dated January 15, 1966. In exercise of the powers conferred by sub-section (1) of section 642 read with sub-section (1A) of section 163 of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the following rules, namely.-

1. Short title and commencement :-

(1) These Rules may be called the Companies (Preservation and Disposal of Records) Rules, 1966.

(2) They shall come into force on the 1st February, 1966.

2. Destruction of documents :-

The documents specified in column (1) of the Schedule to these rules kept by a company under section 163 of the Companies Act, 1956, may be destroyed after the expiration of the period indicated against them in column (2) of the said Schedule.

3. Preservation of documents beyond the period prescribed :-

Notwith- standing anything contained in these rules the Registrar of Companies may, by order in writing, direct any company to preserve any of the documents mentioned in column (1) of the said Schedule beyond the period specified for retention in the

corresponding entry in column (2) thereof.

4. Record of documents destroyed to be maintained :-

A company shall maintain a register in the form set out in the Appendix annexed hereto wherein it shall enter brief particulars of the documents destroyed and all entries made therein shall be authenticated by the Secretary or such other person as may be authorised by the Board for the purpose.

5. 5 :-

A contravention of any of these rules shall be punishable with fine which may extend to five hundred rupees.

SCHEDULE 1

1

(See rule 2 and rule 3)		
	Name of documents	Period
	(1)	(2)
(1)	Register of members commencing from the date of	
	the registration of the company	Permanent
(2)	Index of members	Permanent
(3)	Register of debenture-holders	15 years after the redemption of debentures.
(4)	Index of debenture-holders	15 years after the redemption of debentures.
(5)	Copies of all annual returns prepared under sections	8 years from the date of
	159 and 160 and copies of all certificates and	filing with the Registrar
	documents required to be annexed thereto under sections 160 and 161.	