

**PRESERVATION OF VARIOUS DOCUMENTS UNDER COMPANIES ACT 2013**

*Preservation of Registers:*

<b>Name of documents</b>	<b>Period</b>
Register of members commencing from the date of the registration of the company	Permanent
Index of members	Permanent
Register of debenture-holders	15 years after the redemption of debentures
Index of debenture-holders	15 years after the redemption of debentures
Copies of all annual returns and copies of all certificates and documents required to be annexed thereto.	8 years from the date of filing with the Registrar
Register of Charges	Permanently
Register of Renewed and Duplicate Share Certificates	Permanently
Register of Contracts or Arrangements in which Directors are Interested	Permanently

*Documents related to Board Meeting*

<b>Name of documents</b>	<b>Period</b>
Attendance Register	8 Financial Years
Recording of attendance of Meetings through Electronic Mode	8 Financial Years
Office copies of Notices, Agenda, Notes on Agenda and other related papers	8 Financial Years
Minutes	Permanently

*Documents related to Members Meeting*

<b>Name of documents</b>	<b>Period</b>
Office copies of Notices, scrutiniser's report, and related papers	8 Financial Years
Minutes	Permanently