

Companies (Preservation and Disposal of Records) Rules, 1966

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.-

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