



APAC & ASSOCIATES LLP  
Company Secretaries

# ONE CONCEPT ONE SLIDE

Web Series –Nov. 2019\_11

Topic: Statutory Registers

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# Statutory Registers

- **Important Content** – Particulars of all charges along with copy of instrument creating charge, creation, modification or satisfaction of charge
- **Entry**- forthwith after the creation, modification or satisfaction of charge, as the case may be
- **Authentication** – CS/Director/Authorized person

## Other Event based Registers of:

- Foreign Register of Members, Debenture Holders, Other Security Holders or Beneficial Owners Residing Outside India
- Renewed & Duplicate Share Certificates
- Sweat Equity Shares
- Employee Stock Option (ESOP)
- Securities Bought Back
- Deposits and
- others depending upon the transactions of the business

- **Important Content** - Basic details, Shareholding in the company, its holding, its subsidiaries, Fellow Subsidiaries and Associate Companies
- **Authentication** – Not required, suggestive from CS/Director/Authorized person

- Exceptions:**
- Value of goods/services >5Lakhs
  - Banking Company- Ordinary Course of Business
  - Director(s) hold <2% of the paid up share capital

**R1**  
Members(MGT-1 with Index)  
Debenture Holders (MGT-2 with Index)

- **Important Content** - Basic details, Date of becoming & ceasing as member, amount of guarantee (in case Company does not have share capital)
- **Entry**- to be made within 7 days of approval by the Board
- **Authentication** – CS/Authorized person

**R2**  
Loan & Guarantee (MBP-2)

- **Important Content**-loan or given guarantee or security provided or making an acquisition of securities
- **Entry**- Chronologically within seven days of transaction
- **Authentication** – CS/Authorized person

**R3**  
Investments of the Company not held in its own name (MBP-3)

- **Important Content** - Shares or other security which is beneficially held by the company and the reason for not holding it in its name, relation/contract under which the investment is held by the other person
- **Authentication** - CS/Authorized person

**Maintained**  
at the **Registered Office** of the Company.  
**Exception:** Register of members maybe kept at any other place where one tenth of the member resides by passing a Special Resolution

**R6**  
charges (CHG-7)

**R5**  
Directors, Key Managerial Personnel & their shareholding

**R4**  
Contracts & Arrangements in which directors are interested (MBP-4)

- Part-A**
- **Important Content** – All related party transactions and transactions in which Director is interested.
  - Placed before the Board in the next meeting and signed by all the directors present
  - **Entry**-Chronological entries
  - **Authentication**-CS/Authorized person

- Part-B**
- **Important Content** – Interest of Director as disclosed in MBP-1
  - **Entry**-Chronological entries
  - **Authentication** – CS/Authorized person

These maybe maintained in physical or electronic form depending upon the applicable provisions.

For the Companies already maintaining a Register of members under old format, a period of six months from the date of commencement of applicable rules was provided, for compiling the particulars of members as per new format MGT-1.



# OTHER VIDEOS - APAC

**IEPF (Aug'19)**

**Board Governance (Sep'19)**

**SBO (Sep'19)**

**#startup (Sep'19)**

**Secretarial Standard – 1 (Sep'19)**

**Secretarial Standard – 2 (Sep'19)**

**Board's Report (Oct'19)**

**TReDS (Oct'19)**

**Corporate Social Responsibility (Oct'19)**


**Related Party Transactions (RPT) (Oct'19)**



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## PUBLICATIONS - APAC

### Weekly Updates:



**WEEKLYTE**  
SECRETARIAL UPDATES

Week 26 (2019-2024)

LAW UPDATES

**Significant Beneficial Owner-Extension for E-form BEN-2 till 31.12.2019**

Consequent to the representations and certain new aspects which require further examination and clarification, the time limit for filing of e-form BEN-2 (reporting of Significant Beneficial Owner) is extended upto 31.12.2019 without payment of an additional fees.

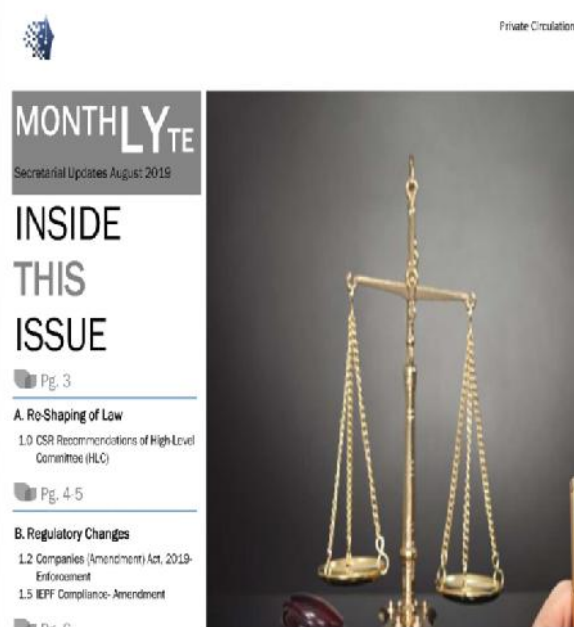
Source: [http://mca.gov.in/Ministry/pdf/GeneralCircular\\_24092019.pdf](http://mca.gov.in/Ministry/pdf/GeneralCircular_24092019.pdf)

**Unique Alpha-numeric Identification Number (Code)**

CSI has made mandatory to quote a unique code for:

- The members in practice (ICSI UDIN) in every document except an e-form, signed &

### Monthly Updates:



**MONTHLYTE**  
Secretarial Updates August: 2019

INSIDE THIS ISSUE

Pg. 3

**A. Re-Shaping of Law**

1.0 CSR Recommendations of High Level Committee (HLC)

Pg. 4-5

**B. Regulatory Changes**

1.2 Companies (Amendment) Act, 2019- Enforcement

1.5 IEPF Compliance- Amendment

### Regular Online Updates



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