

**Statutory Registers, Books, etc. as per Companies Act, 1956  
maintained at Company Secretariat of MCL**

<b>Sl. No.</b>	<b>Description of matter</b>
1.	Register of investments
2.	Copy of every instrument creating any charge requiring registration
3.	Register of charges
4.	Register of members
5.	Register of debenture-holders
6.	Copies of annual returns prepared under section 159 and 160 together with copies of certificates and documents required to be annexed thereto under sections 160 and 161
7.	Minutes of Board of Directors and committees of the board and of proceedings of general meetings
8.	Register of contracts, companies and firms in which the directors of the company are interested
9.	Register of Directors, Managing Director, Managers and Secretary
10.	Register of Directors' shareholdings
11.	Register of Investments of Loan made or guarantee given to any other body corporate

**Optional Books as per Companies Act, 1956 maintained at  
Company Secretariat of MCL**

<b>Sl. No.</b>	<b>Description of matter</b>
1.	Share application and allotment book
2.	Register of Transfers/ Shares Transfer Receipt Register
3.	Directors' attendance book ( for Board Meetings / Sub-committee Meetings)
4.	Register of Attendance of Shareholders ( for General meetings)
5.	Debenture Application and Allotment Register