

Books of Accounts - To be kept under various Laws

Companies Act, 1956

- [A company](#) is required to maintain its books of account and vouchers for a period of [8 years](#) immediately preceding the current year.
- Licensed Companies u/s 25 of The Companies Act, 1956 is required to maintain its books of account and vouchers for a period of not less than 4 years.
- The books and papers of the Amalgamated/Transferor Company must be not be disposed of without the prior permission of the Central Government.
- The books and papers of a company which has been wound-up and of its liquidator shall not be destroyed for a period of 5 years from the date of its dissolution. They may be destroyed earlier with prior Central Government permission.
- Every company (not being an NBFC) accepting public deposits must maintain a Register of Deposits for 8 [calendar years](#) from the financial year in which the latest entry is made in the Register.
- The Register and Index of Members must be maintained permanently.
- The Register and Index of Debenture-Holders must be maintained for 15 years after [the redemption](#) of debentures.
- The copies of all Annual Returns and Certificates annexed thereto must be maintained for 8 years from date of filing with the ROC.

NBFC Directions

- Every NBFC accepting public deposits must maintain a Register of Deposits for each branch and a consolidated Register for 8 calendar years following the [financial year](#) in which the latest repayment /renewal entry is made in [the Register](#).

Income-tax Act, 1961

- Assesseees are required to preserve the specific books of account for a period of 6 years from the end of the relevant assessment year, i.e., for a total period of 8 previous years. Thus, accounts must be maintained for PY 2002-03 and onwards and accounts up to 31st March, 2002 (PY 2001-02) need not be maintained for Income-tax purposes.
- Transfer Pricing documents and Information specified under Rule 10 D must be maintained for a period of 8 years from the end of the relevant assessment year , i.e., for a total period of 10 previous years.

Central Excise

- Daily stock Account of goods produced must be maintained for 5 years immediately after the financial year to which such records pertain.

Service Tax

- Records maintained under various other laws in force from time to time would be acceptable.