

Records and Registers of a Farmer Producer Company Ltd

01. List of Registers and Records related to (Registrar of Companies) RoC:

- 1. Statutory Combined Register**
- 2. Register of members**
- 3. Minute Book of Board Meeting**
- 4. Minute Book of Annual General Body meeting**
5. Audited Statement of Accounts (Year-wise)
6. List of 1000 shareholders (FIG wise)
7. KYC of Directors
8. Common Seal
9. Share Certificate counter foils
10. Memorandum of Association (MoA) and Articles of Association (AoA)
(ORIGINAL with Photos- Unbound Copy)
11. Business Plan and Project Report

02. Stock Registers

12. Permanent Stock Register
13. Temporary Stock Register

03. Basic Record with entry of the following events:

- i. Date of Sanction of Programme
- ii. Date of MoA & AoA
- iii. Date of release of funds (stage wise)
- iv. Date of Monitoring and Evaluation
- v. Date and Topic of Training
- vi. Date and place of Exposure visit
- vii. Date and place of FIG Heads meeting (Once in 3 months)

04.Accounts

- i. Cash Book
- ii. Contingency Register
- iii. Permanent Advance Register
- iv. Bank Cheque book (Share advance Account and Business Account)
- vi. Day Book

05. General

- i. Attendance Register
- ii. Movement Register
- iii. Miscellaneous Voucher
- iv. Inward Tapal Register
- v. Despatch Register
- vi. Visitor Book
- vii. Tour Approval Register
- viii. Files for each activity
- ix. Printed invoice books & Delivery Chalans

06. Office furnitures

- i. Computer and accessories incl. Computer table and Chair
- ii. Steel Almyra
- iii. Two Officers table & Chairs
- iv. 15 Plastic Chairs