



## Company Records Checklist

The records required to be kept in relation to a Company are as follows:

	Record	Place	Time Period	Section Of Companies Act 1993
1	Certificate of incorporation or registration of the company	no place specified	duration of company's existence	s 215(1)(a)
2	Statement of the registered office and address for service of the company	no place specified	duration of company's existence	s 215(1)(e)
3	Constitution of the company	registered office unless notice is given to the Registrar	duration of company's existence	ss 189(1); 215(1)(b)
4	Share register	New Zealand	duration of company's existence	ss 189(1)(j); s 215(1)(c)
5	Full names and addresses of the directors	registered office unless notice is given to the Registrar	duration of company's existence	ss 189(1)(f); 215(1)(d)
6	Interests register	registered office unless notice is given to the Registrar	duration of company's existence	ss 189(1)(c); 216(1)(d)
7	Minutes of all meetings and all resolutions of shareholders	registered office unless notice is given to the Registrar	duration of company's existence	ss 216(1)(a); 189(1)(b) (7-year period specified)
8	Minutes of all meetings and all resolutions of directors and directors' committees	registered office unless notice is given to the Registrar	preceding seven years	s 189(1)(d)
9	Certificates given by directors	registered office unless notice is given to the Registrar	duration of company's existence	ss 216(1)(c); 189(1)(e) (7-year period specified)
10	Copies of all written communications to all or classes of shareholders, including annual reports	registered office unless notice is given to the Registrar	preceding 10 years	ss 189(1)(g) (7-year period specified); 216(1)(b)(10 years)
11	Copies of all (including group) financial statements required by the Companies Act or any other enactment	registered office unless notice is given to the Registrar	preceding 10 completed financial years	ss 189(1)(h) (7-year period specified); 216(1)(b)(10 years)
12	All accounting records required to be kept by the Companies Act 1993	registered office unless notice is given to the Registrar	preceding seven completed financial years	s 189(1)(i)
13	Ultimate holding company information, see s 94A	no place specified	duration of company's existence	s 215(1)(ca)

Reference: Company and Securities Law , NZ Company Law and Practice  
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