

Bye Laws No. 142

MAINTENANCE OF ACCOUNT BOOKS AND REGISTERS

The Society shall maintain the following books of accounts, records and registers:

- (i) The Register of Members in 'I' form prescribed under Rule 32 of the MCS Rules 1961.
- (ii) The List of Members in 'J' form, prescribed under Rule 33 of the MCS Rules 1961.
- (iii) The Cash Book
- (iv) The General Ledger
- (v) The Personal Ledger
- (vi) The Sinking Fund Register
- (vii) The Audit Rectification Register in 'O' form, prescribed under MCS Rules 1961.
- (viii) The Investment Register
- (ix) The Nomination Register
- (x) The Society/Members Loan Register / Mortgage Register.
- (xi) The Minutes book for the meetings of the Committee of the society.
- (xii) The Minute Book for the meetings of the general body of the society.
- (xiii) The Property register and Furniture, Fixtures and Office Equipment.

- (xiv) The Structural and Fire Audit Register and Lift Inspection Record.
- (xv) The Register of Nominal Members (Tenant Occupant)
- (xvi) The Register for Active Members.

Note on this Bye-laws :-