

Retention Schedule 2. Share Registration and Dividends

Record description	Regulatory retention period and source	Recommended retention period	Form in which to be kept	Reasons and remarks
Registers				
1 Register of members.	Life of company. [CA 06, s.113]	Same.	In any form (including electronic). [CA 06, s.1135]	CA 06, s.121 permits records to be removed from the register ten years after membership ceases. However, a copy of any entry included in the register immediately before 6 April 2008 that is removed under s.121 must be retained until 6 April 2018 or, if earlier, twenty years after the person ceased to be a member [sch.4, para.2, Fifth CA 2006 Commencement Order].
2 Register of debentures of loan stock holders.		Minimum of six years after redemption. However, CA 06, s.748 (time limit for claims arising from entry in register) suggests that this should be extended to ten years.	In any form (including electronic). [CA 06, s.1135]	Limitation/Best Practice A very strict interpretation of the CA 06 would suggest that any register of debentures which comes into existence should be made available for inspection for the life of the company [see CA 06, s.744].

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Share Issue Documentation					
3	Forms of share application.	Three - six years. [CA 06, s.388]	Minimum of six years or if later, until shares are fully paid.	Originals are preferable for evidential reasons.	Particularly, regarding shares in an unlimited company.
4	Forms of acceptance.	Three - six years. [CA 06, s.388]	Minimum of six years or if later, until shares are fully paid.	Originals are preferable for evidential reasons.	Particularly, regarding shares in an unlimited company.
5	Renounced letters of acceptance and allotment.	Three - six years. [CA 06, s.388]	Minimum of six years or if later, until shares are fully paid.	Originals are preferable for evidential reasons.	Particularly, regarding shares in an unlimited company.
6	Renounced share certificates.	Three - six years. [CA 06, s.388]	Minimum of six years or if later, until shares are fully paid.	Originals are preferable for evidential reasons.	Particularly, regarding shares in an unlimited company.
Share Transfers and Related Documentation					
7	Share and stock transfer forms: <ul style="list-style-type: none"> • Re transfers registered on or after 6 April 2008; • Re transfers registered before 6 April 2008. 		Ten years unless special powers taken in articles. Twenty years unless special powers taken in articles.	Originals are preferable for evidential reasons. Originals are preferable for evidential reasons.	
8	Requests for rectification of transferee details: <ul style="list-style-type: none"> • Re requests actioned on or after 6 April 2008; 		Ten years unless special powers taken in articles.	Originals are preferable for evidential reasons.	

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<ul style="list-style-type: none"> Re requests actioned before 6 April 2008. 		Twenty years unless special powers taken in articles.	Originals are preferable for evidential reasons.	
<p>9 Requests for designating or re-designating accounts:</p> <ul style="list-style-type: none"> Re requests actioned on or after 6 April 2008; Re requests actioned before 6 April 2008. 		<p>Ten years unless special powers taken in articles.</p> <p>Twenty years unless special powers taken in articles.</p>	<p>Originals are preferable for evidential reasons.</p> <p>Originals are preferable for evidential reasons.</p>	
<p>10 Letters of request:</p> <ul style="list-style-type: none"> Re requests actioned on or after 6 April 2008; Re requests actioned before 6 April 2008. 		<p>Ten years unless special powers taken in articles.</p> <p>Twenty years after request unless special powers taken in articles.</p>	<p>Originals are preferable for evidential reasons.</p> <p>Originals are preferable for evidential reasons.</p>	
<p>11 Letters of administration and documents of probate:</p> <ul style="list-style-type: none"> Where submitted in support of a change made to the register on or after 6 April 2008; 		Ten years unless special powers taken in articles.	Copy, as originals, of submitted, will normally be returned.	

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<ul style="list-style-type: none"> Where submitted in support of a change made to the register before 6 April 2008. 		Twenty years unless special powers taken in articles.	Copy, as originals, of submitted, will normally be returned.	
<p>12 Forms of conversion:</p> <ul style="list-style-type: none"> Where submitted in support of a change made to the register on or after 6 April 2008; Where submitted in support of a change made to the register before 6 April 2008. 		<p>Ten years unless special powers taken in articles.</p> <p>Twenty years after date of conversion unless special powers taken in articles.</p>	<p>Originals are preferable for evidential reasons.</p> <p>Originals are preferable for evidential reasons.</p>	
<p>13 Redemption discharge forms or endorsed certificates:</p> <ul style="list-style-type: none"> Where submitted in support of a change made to the register on or after 6 April 2008; Where submitted in support of a change made to the register before 6 April 2008. 		<p>Ten years unless special powers taken in articles.</p> <p>Twenty years after date of redemption unless special powers taken in articles.</p>	<p>Originals are preferable for evidential reasons.</p> <p>Originals are preferable for evidential reasons.</p>	

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14	Letters of indemnity for lost certificates.		Permanently.	Originals are preferable for evidential reasons.	Best practice.
15	Cancelled share / stock certificates.		One year from the date of registration of transfer.	Original.	Best practice.
16	No sub-sale declaration forms: <ul style="list-style-type: none"> Where submitted in support of a change made to the register on or after 6 April 2008; Where submitted in support of a change made to the register before 6 April 2008. 		Ten years unless special powers taken in articles. Twenty years unless special powers taken in articles.	Originals are preferable for evidential reasons. Originals are preferable for evidential reasons.	
Other Share Registration Documents					
17	Notification of change of address.		Two years.	As evidence of execution is primary reason for retention, original is preferable.	Best practice.
18	Copy of evidence submitted in support of a change of name, e.g. deed poll, marriage certificate, certificate of incorporation on change of name.		Twenty years.	Copy, as original will normally be returned.	Limitation/Best Practice.

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19	Contract for the purchase of own shares or, if not in writing, a memorandum of its terms.	Ten years from date of purchase. [CA 06, s.702]	Same.	Copy will suffice for statutory purposes, but original may be required for other reasons.	Statutory.
20	Powers of attorney.		Twelve years after ceasing to be valid.	Copy as original is normally returned.	Limitation/Best Practice. This is only for Powers of Attorney in respect of share transfers.
21	Stop notices and other court orders.		Until order no longer valid but where order provides evidence of the reason for any action taken: <ul style="list-style-type: none"> • Prior to 6 April 2008, up to twenty years • On or after 6 April 2008, up to ten years. 	Any.	Limitation/Best Practice.
22	Trust deed securing issue of debentures or loan stock.		Twelve years after stock has been fully redeemed.	Original.	Limitation/Best Practice.
<i>Dividends and Interest Payments</i>					
23	Dividend and interest payment lists.	Three - six years. [CA 06, s.388]	Same.	Any.	Before disposal, an extract of outstanding warrants should be made.

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24 Paid dividend and interest.	Three - six years. [CA 06, s. 388]	Six years after date of payment.	Any.	Limitation.
25 Dividend and interest mandates.		Six years after ceasing to be valid.	Any, although originals may be preferable for evidential reasons.	Limitation period suggests six years but standard practice of registrars may be less.