SECURITIES AND EXCHANGE BOARD OF INDIA (FORM OF ANNUAL STATEMENT OF ACCOUNTS AND RECORDS) RULES, 1994

In exercise of the powers conferred by sub-section (1) of section 15, read with section 29 of the Securities and Exchange Board of India Act, 1992 (15 of 1992), the Central Government, in consultation with the Comptroller and Auditor General of India, hereby makes the following rules, namely :—

Short title and commencement.

1. (1) These rules may be called the Securities and Exchange Board of India (Form of Annual Statement of Accounts and Records) Rules, 1994.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions.

2. In these rules, unless the context otherwise requires,—

(*a*) "Act" means the Securities and Exchange Board of India Act, 1992 (15 of 1992);
(*b*) "Annexure" means an Annexure appended to the Form;
(*c*) "Form" means a form appended to these rules;
(*d*) all other words and expressions used in these rules, but not defined, and defined in the Act, shall have the same meaning respectively assigned to them in the Act.

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Annual statement of accounts and other relevant records.

3. At the expiration of a period of twelve months ending with 31st March of every year, the Board shall prepare with reference to that period, a Balance Sheet, Income and Expenditure Account and Receipt and Payment Account as on the last working day of that period in the Forms as specified below :—

(*a*) Balance Sheet in Form 'A'
(*b*) Income and Expenditure Account in Form 'B'
(*c*) Receipt and Payment Account in Form 'C'.

Maintenance of accounts, etc.

4. The Board shall preserve the Balance Sheet, Income and Expenditure Account and Receipt and Payment Account prepared under rule 3 for a minimum period of five years.

Authorised signatory.

5. The Balance Sheet, Income and Expenditure Account and Receipt and Payment Account mentioned in rule 3 shall be signed by the Chairman and an officer authorised by the Board.

ANNEXURE I

Annexure I (Attached to and Forming Part of Balance-Sheet as on 31st March, 20.....)

Fixed assets (in Rs.)

		Gross block				Depreciation				Net block	
Sl. No.	Description	Cost as on 1-4-20.... (Rs.)	Additions during year (Rs.)	Deductions during year (Rs.)	Cost as 31-3-20.... (Rs.)	As on 1-4-20.... (Rs.)	For the year (Rs.)	Adjustment (Rs.)	As on 31-3-20... (Rs.)	As on 31-3-20... (Rs.)	As on 31-3-20... (Rs.)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1.	Building premises										
2.	Office equipment										
3.	Vehicles										
4.	Furniture and fixture										
5.	Others, if any										

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ANNEXURE II

Annexure II attached to and forming part of Balance Sheet as at 31st March, 20.....

Current Assets, Loans and Advances: (in rupees)

(*i*) Deposits:
- For Premises .....
- With Others .....

(*ii*) Advances recoverable in cash or in kind or for value to be received:
- Advances on Capital Account .....
- Other Advances .....
- Prepaid Expenses .....
- Interest accrued but not due .....

(*iii*) Other Current Assets:
- Income Receivable .....
- Others .....

(*iv*) Cash and Bank Balance :
- Cash on hand .....
- Cheques on hand .....
- Remittances in transit .....
- Balance with scheduled banks: .....
  - (*a*) On Current Account .....
  - (*b*) On Deposit Account .....
- Balance with non-scheduled banks : .....
  - (*a*) On Current Account .....
  - (*b*) On Deposit Account .....

ANNEXURE IV

Annexure IV attached to and forming part of Income and Expenditure Account for the year.....

Payments to and provision for employees: (in rupees)

- Salaries, Allowances, Wages and Bonus .....
- Contribution to Provident Fund, etc. .....
- Gratuity .....
- Staff Welfare Expenses .....

ANNEXURE V

Annexure V attached to and forming part of Income and Expenditure Account for the year.....

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1. Establishment Expenses: (in rupees)

- Maintenance of buildings and premises .....
- Maintenance of equipment .....
- Electricity .....
- Insurance .....
- Rates and Taxes .....
- Printing and Stationery .....
- Postage, Telegraphs, Telephones, etc. .....
- Travelling and Conveyance .....
- Legal and Professional Charges .....
- Advisory Committee Meeting Expenses .....
- Investor Education Expenses .....
- Audit Fees .....
- Other Expenses (Specify type of expenses, if amount exceeds 5% of gross income/receipts)

ANNEXURE VI

Annexure VI attached to and forming part of Income and Expenditure Account for the year.....

Interest: (in rupees)

- To Government .....
- To Banks .....
- To Others .....