

Where registers and other documents to be kept, right to inspect them, etc.

216. (1) This section applies to—

- (a) the copies of directors' service contracts and memoranda;
- (b) the copies of instruments creating charges;
- (c) the directors' and secretaries' register;
- (d) the disclosable interests register;
- (e) the members' register; and
- (f) the minutes of meetings.

(2) An obligation imposed on a company under this Act to keep a register or document to which this section applies may be discharged by another person keeping, on its behalf, the register or document.

(3) Subject to subsections (4) and (5), a register or document to which this section applies shall be kept at—

- (a) the registered office of the company;
- (b) its principal place of business within the State; or
- (c) another place within the State.

(4) Where the register or document is kept by another person on behalf of the company pursuant to subsection (2), the place at which that register or document is kept by that person shall be a place within the State.

(5) In a case where a company keeps several of the registers or documents (or both) to which this section applies at a place other than that referred to in subsection (3)(a) or (b), those registers or documents (or both) shall be kept by it at a single place.

(6) Where a register or document to which this section applies is kept at a place referred to in subsection (3)(b) or (c) or subsection (4), the company shall send a notice to the Registrar in the prescribed form of that place and of any change in that place.

(7) A register or document to which this section applies shall, during business hours ), be open to inspection in accordance with subsections (8) to (10).

(8) Every such register or document shall be open to the inspection of any member of the company without charge.

(9) The following shall be open to the inspection of any other person, on payment of the relevant fee:

- (a) the directors' and secretaries' register;
- (b) the disclosable interests register;
- (c) the members' register.

(10) The copies of instruments creating charges shall be open to the inspection of any creditor of the company without charge.

(11) A member of the company may request a copy, or a copy of any part, of—

- (a) the directors' and secretaries' register;
- (b) the disclosable interests register;
- (c) the members' register; or
- (d) the minutes of meetings.

(12) Any other person may request a copy, or a copy of any part, of—

- (a) the directors' and secretaries' register;
- (b) the disclosable interests register; or
- (c) the members' register.

(13) A company shall, within 10 days after the date of receipt of a request under subsection (11) or (12) and on payment to it of the relevant fee by the requester, cause to be sent to the requester the copy, or part of it, concerned.