

**Keeping commercial records of the
trader**

Prepared by



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Abstract

Law requires the trader to keep the assets of trade documents and the edits that support restrictions being received. To facilitate things, law allows the trader to keep pictures instead of the original ones. Despite the fact that the trader is not allowed to facilitate the trade, he still faces the problem of keeping trade documents. Their increased volume makes it necessary to use the computer in organizing commercial documents; therefore, banks and companies can make use of them. The use of microfilm technology based on a micro-photography of documents has the advantage of not only saving effort but also time. The data saved on a microfilm can be retrieved within seconds. This method ensures books and documents secured from forgery. This study shows that the extent to which law accepts this method used by traders to keep trade documents and the supporting edits is good.

Keywords: Business books – Companies- Microfilm – Computer

Objectives of the study:

This study aims to make it easier for the-trader to save his books and edits by a microfilm technology which is based on miniature photography of notebooks and documents.–The ratio of miniature reaches 98% of its size in paper form. Thirty thousand pages of books and documents in their reduced size can be saved in one drawer in the office.

Significance of the Study:

This method ensures: saving effort and time, high-speed retrieval, and ensuring secure save for books and documents.

Approach of the study

We adopted the analytical comparative method.

The first requirement

What-are business books and-their importance

First: Definition of commercial books

They are records in which the merchant records his commercial operations, such as his revenues, expenses, rights, obligations. These records make his financial position and his trade status clear.

Second: The importance of business books

1. Help in knowing the real financial position of the trader.
2. Help in properly specifying tax by the Department of Zakat and Income.
3. It helps to know the real causes of bankruptcy when the merchant stops paying.
4. Commercial notebooks are used in proof whether it is with the interest of the merchant or against him.
5. Keeping commercial books benefits a bona fide trader to make use of conciliation system that protects from bankruptcy in the case of his bankruptcy if the books are regular.

The second requirement

The period for maintaining paper or electronic commercial books in French law

Article 123-22, in its second paragraph of the new French Commercial Code, stipulates that: The accounting documents and documents supporting the entries contained in them shall be kept for a period of ten years.

The third requirement

Holding period of commercial paper or electronic books

In the Egyptian law and some Arab laws

First: Egyptian law

On the permission to keep commercial books in the form of microfilms, as the text of Article 26 of the Egyptian Trade Law No. 17 of 1999 came.

Second: Saudi legislation:

According to Article 8 of the commercial books system, the merchant and his heirs must keep the mandatory commercial books, That is, the original journal, the inventory book, the general ledger, as well as the correspondence book for a period of at least ten years.

Third: UAE Legislation:

Article 32 of the UAE Commercial Transaction Law stipulates:

The banks, companies and institutions in which a decision is issued by the Minister of Economy and Trade may maintain for a period of five years.

Results and recommendations:

First results:

Information recorded on magnetic tape can be printed on a paper tape called listing

It can also be copied directly onto a microfilm.

Second, recommendations:

We recommend that companies specialized in information technology be sought and licensed to monitor the merchant's commitment in recording his accounting data and keeping them in the correct electronic form within the period specified in the law for keeping documents and notebooks.

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