

## Letterhead of Company

**NOTICE** is hereby given that Meeting No. **01/2021-22** of the Board of Directors of .....Limited will be held by Video Conferencing on .....day, .....2021 at .....P.M. The venue of the meeting shall be deemed to be the registered office of the Company at .....

To transact the following business:-

1. To appoint the Chairman of the Meeting.
2. Election of Chairman
3. To grant leave of absence, if any.
4. To take note of the Quorum of Meeting.
5. To take note of the Certificate of Incorporation
6. To take note of the Memorandum and Articles of Association of the company, as registered.
7. To take note of the Bank account and Registrations or status of Registrations that have been received – PAN/ TAN/ GST/ ESIC/ EPFO, on filing of Spice+ form
8. To take note of the appointment of the first Directors of the Company
9. To take note of Notices / Declarations Received from Directors under various sections of the Companies Act, 2013.
10. To take note of the Registered Office of the Company of the company and ratify the registered document of the title of the premises of the registered office in the name of the company or a Notarised copy of lease / rent agreement in the name of the company.
11. To authorise a person to record the proceeding of Board and General Meetings. (SS-1 and SS-2)
12. To authorise a director of a Company to certify and circulate certified copy of Board Minutes. (SS1)
13. Affixing of Name Plate outside the Registered Office premises
14. Adoption of Letter Head of the Company
15. Adoption of Common Seal already made or Authority to get Common Seal made
16. Adoption of Share Certificates already printed or Authority to get share certificates printed
17. Authority to sign Share Certificates
18. Allotment of Shares to the First Subscribers (if Share certificates are printed and adopted)
19. To approve and ratify preliminary expenses and preliminary agreements.
20. To take note of Financial year of the Company
21. Appointment of First Auditor
22. Resolutions u/s 179 of the Companies Act, 2013
23. Authorities to be given to Directors under various sections. Ex.: affixing of DSC, statutory registers/books, authority u/s 21 of the Companies Act, 2013 etc.
24. Directors' Sitting Fees
25. To discuss any other matter with the permission of the chair and with the majority of the Directors present.

For .....Limited

.....

[Name of Director]

Director

DIN: .....

To,

Sl. No.	Name of Director	Email ID	Date
1.			
2.			

## Letterhead of Company

Please note that the Video Conferencing will be held through Google Meet. Link to the meeting will be sent in due course of time.

### Notes to Agenda

NOTES TO AGENDA FOR – **01/2021-22** of the Board of Directors to be held on .....

The Agenda items are self-explanatory.

Please refer to the documents annexed for further clarification.

*(Items that require further clarification, can be detailed in 'Notes to Agenda' as follows:)*

#### ITEM NO. 13

As per clause 7.3.1 of Secretarial Standards on Meeting of Board of Directors, (SS-1) the minutes shall contain a fair and correct summary of the proceedings of the Meeting. For this purpose a person is to be authorized to record the proceedings of the meeting.

#### ITEM NO. 14

As per clause 7.6.4 of Secretarial Standards on Meeting of Board of Directors, (SS-1) the minutes once signed by the Chairman, shall be circulated to all Directors within 15 days after these are signed. For this purpose a Director is to be authorised to certify the copy of the signed minutes.

### Notes to Agenda

NOTES TO AGENDA FOR – **01/2021-22** of the Board of Directors to be held on .....

The Agenda items are self-explanatory.

Please refer to the documents annexed for further clarification.

*(Items that require further clarification, can be detailed in 'Notes to Agenda' as follows:)*

#### ITEM NO. 11

As per clause 7.3.1 of Secretarial Standards on Meeting of Board of Directors, (SS-1) the minutes shall contain a fair and correct summary of the proceedings of the Meeting. For this purpose a person is to be authorized to record the proceedings of the meeting.

#### ITEM NO. 12

As per clause 7.6.4 of Secretarial Standards on Meeting of Board of Directors, (SS-1) the minutes once signed by the Chairman, shall be circulated to all Directors within 15 days after these are signed. For this purpose a Director is to be authorised to certify the copy of the signed minutes.