

ATTENDANCE SLIP — ANNUAL GENERAL MEETING

[__]th AGM

TO BE HANDED OVER AT THE ENTRANCE OF THE MEETING

[NAME OF THE COMPANY] Private Limited

CIN: [____] Registered Office: [____]

Folio No. / Client ID : [____] DP ID : [____]

Name of the Member / Proxy : [____] (in block letters)

No. of shares held : [____]

I hereby record my presence at the [__]th Annual General Meeting of the Company held on [day, date] at [time] at [venue] / through VC-OAVM.

Signature of the Member / Proxy

Notes

- **Bring it:** a member or proxy attending the meeting should complete this slip and hand it over at the entrance.
- **Proxy:** a proxy attending on a member's behalf should tick / write "Proxy" and carry a valid Form MGT-11.

Disclaimer: A general format of the AGM attendance slip. Prepared by CalcGuru (calcguru.in). Need it handled end to end? My Cloud Accountant can help.