

ANNUAL GENERAL MEETING — DIRECTORS' ATTENDANCE REGISTER

[__]th AGM

SECRETARIAL STANDARD SS-2

Company: [NAME OF THE COMPANY] Private Limited CIN: [_____]

Date of Annual General Meeting : [__/__/____] Day : [_____]

Place / Venue : [_____]

Time : [__:__] (commencement) [__:__] (conclusion)

S. No.	Name of the Director attended	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

How to use this register

- **Attendance:** each director attending signs against their name; mark "through VC" where applicable.
- **Keep:** retain with the AGM minutes and the statutory records.

Disclaimer: A general format of the AGM directors' attendance register under SS-2. Prepared by CalcGuru (calcguru.in). Need it handled end to end? My Cloud Accountant can help.