

## ANNUAL GENERAL MEETING — MEMBERS' 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 Member (in person / by proxy) | Signature |
|--------|-------------------------------------------|-----------|
| 1.     |                                           |           |
| 2.     |                                           |           |
| 3.     |                                           |           |
| 4.     |                                           |           |
| 5.     |                                           |           |
| 6.     |                                           |           |
| 7.     |                                           |           |
| 8.     |                                           |           |
| 9.     |                                           |           |
| 10.    |                                           |           |

## How to use this register

- **Attendance:** every member (or proxy) attending signs against their name; mark "through VC" where applicable.
- **Quorum:** for a private company, two members personally present form the quorum (Section 103).
- **Keep:** retain with the AGM minutes and the statutory records.

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