

BOARD MEETING — ATTENDANCE REGISTER

Financial Year 20__-__
SECRETARIAL STANDARD SS-1

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

Maintain one block for every Board meeting held during the year. Copy the block below for each additional meeting.

Board Meeting No. [__]

Date of Board Meeting : [__/__/____] Day : [_____]

Place / Venue : [_____]

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

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

Board Meeting No. [__]

Date of Board Meeting : [__/__/____] Day : [_____]

Place / Venue : [_____]

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

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

How to use this register

- **Every meeting:** SS-1 requires an attendance record for each Board meeting; every director present signs (mark “through VC” where applicable).
- **Quorum:** one-third of total strength or two directors, whichever is higher (Section 174).
- **Keep:** retain with the minutes book and statutory records.

Disclaimer: A general format of the Board-meeting attendance register under SS-1. Prepared by CalcGuru (calcguru.in). Need it handled end to end? My Cloud Accountant can help.