

Company name
CIN
Registered office

MINUTES OF THE FIRST MEETING OF THE BOARD OF DIRECTORS

Meeting No. 1 - held within 30 days of incorporation (Section 173(1)). Companies Act, 2013 and Secretarial Standard SS-1.

Day & date: Time: Venue:

Directors present:

In attendance:

1. Chairman

was elected Chairman; requisite quorum present.

2. Certificate of Incorporation

Noted the Certificate of Incorporation issued by , CIN , dated .

3. First Auditor - Section 139(6)

RESOLVED that M/s , Chartered Accountants (FRN) , be appointed First Auditors to hold office till the conclusion of the first AGM; ADT-1 to be filed within 15 days.

4. Disclosures

MBP-1 (Section 184) and DIR-8 (Section 164) received from each director and noted.

5. Bank account

RESOLVED to open a current account with , operated per a separate signatory resolution.

6. Other business

Common seal: (optional). Pre-incorporation expenses of Rs approved. Share certificates to subscribers within 60 days. INC-20A within 180 days. PAN/TAN/GST/DSC authorised.

For the Company:

Chairman: DIN:

Date of entry / signing of minutes (within 30 days):