

Company name
CIN
AGM held on (day & date)

MINUTES OF THE ANNUAL GENERAL MEETING

Section 118 of the Companies Act, 2013 and Secretarial Standard SS-2.

Time: Venue:
Members present:
Directors present:
In attendance (auditor / CS):

1-2. Chairman, quorum, notice

Chairman: . Quorum present (2 members for a private company, s.103). Notice taken as read.

Ordinary business

3. Adopted audited financial statements for the year ended with the Board's and Auditors' reports.
4. Dividend: per equity share (or: no dividend).
5. Re-appointed (DIN), director retiring by rotation.
6. Noted appointment of auditors till the 6th AGM; remuneration fixed (no ratification).

Special business (if any)

7. (explanatory statement u/s 102 noted).

Chairman: DIN:
Date of signing (within 30 days of the meeting):

Note: minutes entered within 30 days; pages consecutively numbered; Chairman initials each page and signs within 30 days; minutes book kept at the registered office.