

PROOF OF DISPATCH & CIRCULATION — BOARD MEETING*Notice and Draft Minutes*

SECTION 173(3) · SECRETARIAL STANDARD SS-1

Company: [NAME OF THE COMPANY] Private Limited **CIN:** [_____]**A. Proof of Dispatch of Notice of Board Meeting****Date of Board Meeting** : [__/__/____] Day : [_____]**Place / Venue** : [_____]**Time** : [__:__] (commencement) [__:__] (conclusion)

S. No.	Name of the Director	Date of Circulation	Date of Receipt	Signature
1.				
2.				
3.				
4.				

*Notice, agenda and notes on agenda must be sent at least 7 days before the meeting (add 2 days if by post). Retain this proof for at least 3 years.***B. Proof of Circulation of Draft Minutes of Board Meeting****Date of Board Meeting** : [__/__/____] Day : [_____]**Place / Venue** : [_____]**Time** : [__:__] (commencement) [__:__] (conclusion)

S. No.	Name of the Director	Date of Circulation	Date of Receipt	Signature
1.				
2.				
3.				
4.				

*Draft minutes must be circulated to all directors within 15 days of the meeting for their comments (SS-1).***For [NAME OF THE COMPANY] Private Limited**_____
[Director 1] — Director_____
[Director 2] — Director

DIN: [_____]

DIN: [_____]

Place: [_____] Date: [__/__/____]

Disclaimer: A general format evidencing dispatch of the notice and circulation of draft minutes under SS-1. Prepared by CalcGuru (calcguru.in). Need it handled end to end? My Cloud Accountant can help.