



MINUTES OF THE ___ ANNUAL GENERAL MEETING OF (NAME OF COMPANY) HELD ON (DAY), (DATE) COMMENCED AT (TIME) AND CONCLUDED AT (TIME) AT REGISTERED OFFICE OF THE COMPANY AT (ADDRESS).

PRESENT

1. CHAIRMAN OF MEETING: -

In accordance with provisions of Companies Act, 2013 and Articles of Association, _____ was elected as Chairman of the meeting by Directors present.

2. RECORDS AVAILABLE FOR INSPECTION: -The following documents and Registers were placed on the Table before the Meeting:

- i. Directors' Report for the financial year ended March 31, 2023.
- ii. Auditors' Report for the financial year ended March 31, 2023.
- iii. Audited Accounts for the financial year ended March 31, 2023.
- iv. Registers of Director's, Directors Shareholding & Members (remained open for inspection during the Meeting).

3. In aggregate ___ members were present in the Meeting

4. At (TIME), the Chairman _____, commenced the Meeting by welcoming the members at ___ Annual General Meeting. The Chairman announced that the requisite quorum were present as per Section 103 of the Companies Act, 2013, the meeting was called to order.

5. The Chairman introduced the Directors present on dais to shareholders.

6. The Chairman thereafter read out his speech. The Chairman then took up the items mentioned in Notice.



ORDINARY BUSINESS

1. Adoption of Annual Accounts- Ordinary Resolution

Proposed by: Mr. _____

Seconded by: Mr. _____

The ordinary resolution set at item no. 1 of the notice pertaining to the adoption of annual accounts along with annexure, proposed and seconded by the aforementioned shareholders and taken up for consideration with the consent of the Members present.

The Chairman stated that the audited Annual Accounts of the Company for the year ended March 31, 2023, the Auditors' Report thereon and the Directors' Report attached thereto have been with the members for some time and therefore with the permission of the members present, the same were taken as read.

The Chairman invited the queries from the members present in respect of Annual Accounts of the Company. Few queries were raised by the members which were suitably replied by the Chairman.

"RESOLVED THAT the Audited Balance Sheet (Standalone & Consolidated), Statement of Profit & Loss along with the notes forming part of the audited financials for the financial year ended 31st March 2023 along with the Auditors' Report and the Directors' Report thereon for the financial year ended March 31, 2023, be and are hereby taken as read, approved and adopted by the members."

The above Ordinary Resolution was thereafter put to vote and on a show of hands was declared carried unanimously.



2. Appointment/Re-Appointment of Auditor- Ordinary Resolution

Proposed by: Mr. _____

Seconded by: Mr. _____

The ordinary resolution set at item no. 2 of the notice pertaining to the reappointment of auditor, proposed and seconded by the afore-mentioned shareholders and taken up for consideration with the consent of the Members present.

The Chairman invited the queries from the members present in respect of eligibility of the proposed auditor. Few queries were raised by the members who were suitably replied by the Chairman.

“RESOLVED THAT pursuant to the provisions of Section 139 and other applicable provisions, if any, of the Companies Act, 2013, and the Rules framed there under, as amended from time to time, M/s. _____, Chartered Accountants, (FRN No. _____) be and is hereby appointed/re-appointed as Auditor of the Company to hold office from the conclusion of this Annual General Meeting (AGM) till the conclusion of the _____ AGM of the Company to be held in the year 2028 at such remuneration as may be agreed upon between the Board of Directors and Statutory Auditor.”

The above Ordinary Resolution was thereafter put to vote and on a show of hands was declared carried unanimously.

3. To Confirm and ratify the interim dividend on _____ shares. :



Proposed by: Mr. _____

Seconded by: Mr. _____

The ordinary resolution set at item no. 3 of the notice pertaining to the confirm and ratification of dividend along with annexure, proposed and seconded by the aforementioned shareholders and taken up for consideration with the consent of the Members present.

The chairman invited the queries from the members present in respect of Declaration of dividend for the financial year. Few queries were raised by the members which were suitably replied by the chairman.

“RESOLVED THAT the Dividend for _____ no. of equity @Rs. _____ per equity shares of face value of Rs. _____ each for the period from April 01, 2022 to March 31, 2023 approved by Board of Directors and be and is hereby confirmed for the Financial Year 2022-2023.”

The above Ordinary Resolution was thereafter put to vote and on a show of hands was declared carried unanimously.

4. Regularization of appointment of Mr. _____ (DIN: _____):

Proposed by: Mr. _____

Seconded by: Mr. _____

The ordinary resolution set at item no. 4 of the notice pertaining to the regularization of Mr. _____ as Director of the Company, proposed and seconded by the aforementioned shareholders and taken up for consideration with the consent of the Members present.

“RESOLVED THAT pursuant to the provisions of section 152, 161 and any other applicable provisions of the Companies Act, 2013, and any rules made there under, Mr. _____ (DIN: _____),



who was appointed as an Additional Director of the Company by the Board of Directors in the Board Meeting held on _____ to hold office up to the date of this Annual General meeting be and is hereby elected and appointed as Director of the Company”.

The above Ordinary Resolution was thereafter put to vote and on a show of hands was declared carried unanimously.

The meeting concludes at (TIME) with a vote of thanks to the Chair from the floor.

Date:
Place:

Name
Chairman