**ATTENDANCE REGISTER**

**GENERAL MEETING**

**(ANNUAL GENERAL MEETING)**

**(Pursuant to Secretarial Standard -2 on General Meetings)**

**Name of the company………………………….**

**………(Mention No.) - Annual General Meeting of the company**

**Schedule of the meeting**

|  |  |
| --- | --- |
| **Day, Date** |  |
| **Time** |  |
| **Venue** |  |
| **Time of commencement of meeting** |  |

**Members Present**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.no.** | **Name** | **Folio No./**  **DP ID/**  **Client ID** | **Individual/**  **Representative/ Proxy** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Directors Present**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no.** | **Designation** | **Name** | **Signature** |
| 1. | Chairman/ or Member Authorised by Chairman Audit Committee |  |  |
| 2. | Chairman/ or Member Authorised by Chairman Nomination and Remuneration Committee |  |  |
| 3. | Chairman/ or Member Authorised by Chairman Stakeholders Relationship Committee |  |  |

**Name of Company Secretary Present**

Mr./Mrs………………………………………… Signature ……………………………………

**GENERAL MEETING**

**(-ANNUALGENERAL MEETING)**

**ATTENDANCE REGISTER**

**(Pursuant to Secretarial Standard -2 on General Meetings)**

**Name of the company………………………….**

**……………….. (Mention No.) -Annual General Meeting of the company**

**List of Invitees in attendance**

1. **Name of Statutory Auditor/Authorised Representative appointed by Statutory Auditor present**

Mr./Mrs.:………………………………………… Signature ……………………………………

1. **Name of Secretarial Auditor/Authorised Representative appointed by Secretarial Auditor**

Mr./Mrs.:………………………………………… Signature ……………………………………

**III Name of Scrutiniser/Witness Present at the meeting** *(if any)*

**Scrutiniser:**

Mr./Mrs.:………………………………………… Signature ……………………………………

**Witness :**

Mr./Mrs.:………………………………………… Signature ……………………………………

Mr./Mrs.:………………………………………… Signature ……………………………………

**IV Name of other invitees (if any) present in the meeting**

Mr./Mrs.:………………………………………… Signature ……………………………………

Mr./Mrs.:………………………………………… Signature ……………………………………

**Time of conclusion of meeting ……………………………………………………………**

**Authenticated By:**

**…………………………………………..**

**Chairman/Company Secretary**