**ATTENDANCE REGISTER**

***(Pursuant to Para No. 4.1 of Secretarial Standard -1 on Meeting of the Board of Directors)***

**COMMITTEE MEETING**

**Name of the company………………………….**

**…(Mention the name and No. of Committee Meeting )….**

**Schedule of the meeting**

|  |  |
| --- | --- |
| **Day & Date** |  |
| **Time** |  |
| **Venue** |  |
| **Mode** |  |
| **Time of commencement of meeting** |  |

**Directors/Members Present**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.no.** | **Name** | **Designation** | **Mode of Attendance**  **Physical/Electronic** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Name of Company Secretary Present**

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

**Name of invitee present in the meeting**

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

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

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

**Authenticated By:**

**…………………………………………..**

**Chairman/Company Secretary**