Half page in mow

Resolution Format — for 5 Marks

RESOLVED THAT pursuant to Sec ____ and other applicable provisions of Companies Act, 2013 read with MOA & AOA of the company alongwith applicable rules, regulation, notification, circular, guidelines etc issued by Statutory & regulatory authority to the extent applicable and required and subject to the approval of ________, the Company hereby grant their approval for ________

Purpose of passing resolution for eg Appointment, ... Resignation

AL CAPS

Resolved further that the draft Agreement for the purpose of ____ has been tabled/placed before the Board and the Board after detail discussion and delibration has approved the same and authorise Mr ______, Director of the company to execute the same on behalf of the Company.

Need to pass if there is an agreement

Jab common seal affix karni hai tabhi likhna hai...

RESOLVED FURTHER THAT the common seal of the Company we and hereby affixed on ______ in presence of Mr ______ & Mr. ______ Director of the company read with the AOA of the Company

Normal para...

RESOLVED LASTLY THAT any Director of the Co. or KMP be & thereby authorize singly/severally or jointly to execute, sign, finalize any document, deed, writings, agreement etc on behalf of the Company and to make Application, Representation, Submission etc before any Statutory or Regulatory Bodies and to file Forms, Returns, Applications etc to various Statutory & Regulatory Authorities & to do all such Act deeds, matters or things as may be considered necessary or desirable for giving effect to the above resolution in the best interest of the Company.

— x —

(A) Matter → Require approval of BOD

Passing	Subject to Approval
BR	—

(B) Matter → Require approval of BOD & SH.

Passing	Subject to Approval
BR	OR/SR
OR/SR	—

Matter → Require approval of BOD, SH (OR/SR) and CG/NCLT

Passing	Subject to Approval
BR	OR/SR & CG/NCLT
OR/SR	CG/NCLT

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FORMAT OF NOTICE OF GM.

Notice is hereby given to all the members of the Company that ____________ General Meeting of the Members of the company shall be held on ______ day of ______ 20___ at place ______ at time ______ to transact the following businesses

Ordinary Business

1. To receive, consider & adopt the Balance Sheet for the financial year ending on 31.03.20___ alongwith profit and loss account, cash flow statement and the Notes to Account ending on the same date read with Director's Report, Auditor's Report & all other document attached or annexed with the Balance Sheet.

2. To appoint a director in place of Mr. ________ who retires by Rotation and being eligible offers himself for re-appointment.

3. To declare dividend @ ₹ ______ per Eq. share

4. To appoint M/s. ______, PCA having a Registration No. __________ issued by ICAI, as a Statutory Auditor of the company for the period commencing from the conclusion of this AGM upto the conclusion of ________ AGM for the Remuneration which shall be mutually agreed between the BOD and the Auditor apart from all of out of pocket expense incurred for conducting the audit of the Company.

2. SPECIAL BUSINESS

① To consider and pass the following Resolution as OR/SR Resolution with or without Modification

RESOLVED THAT pursuant to sec 196, 197, 198, 203 and other applicable provisions of CA, 2013 read with MOA & AOA of the Co. alongwith applicable rules, regulations, notification, circular, guidelines etc issued by Statutory & regulatory authority to the extent applicable and required and subject to the approval of Shareholders the company hereby grant their approval for appointment of Mr ______ as app as MD of the Co for the period of ____ years commencing from ______ to ______ for the remuneration of ₹ ____________ p.a.

RESOLVED FURTHER THAT the draft Appⁿ Agreement for the purpose of Appⁿ of Mr ____ as MD is hereby placed before the Board and Board after detail discussion & deliberation has approved the same and authorize Mr ______ as MD of Comp to execute the same on behalf of the company

RESOLVED LASTLY THAT – – – – –

in the best interest of the company

NOTE:- Member entitle to attend and vote at the General Meeting is also entitle to attend proxy in place of himself / herself for attending the Meeting and the proxy need not to be the Member of the Company. ~~The instrument~~

NOTE:- The instrument appointing proxy need to be ~~a~~ delivered to the Co. atleast 48 hours before the meeting at the registered office of the Company. The Blank proxy form is attached to the Notice

3. ~~NOTE~~ :- The explanatory statement for the Special business mentioned under Item No. ____ to ____ is annexed with this Notice

For ________ Ltd.,

Place :-
Date :-
R. O. :-

sd/-
____
Name of Director.

4. EXPLANATORY STATEM

As required u/s 102 of CA, 2013 the Explanatory Statement for the special Business mentioned under Item No ____ to ____ is provided hereinafter.

Item No. ________

why the pass

a) Reason of passing Resolⁿ in simple language
b) The BOD has passed this Resolution and recommend the same to the Members for approval.
c) None of the Director, Promoter & KMP is having any interest in the said matter.

For _______ Ltd

Place :-
Date :
R.O :

_______ sd/-
Name of Director.

_____ X _____

NOTICE OF BM.

To,
Mr. _______,
Mr. _______,
Mr. _______,

Dear Sirs/Madam,

Notice is hereby given that ____ BM of the Director of the company shall be held on ____ day of ____ 20__ at ______ to transact the following businesses

Comm

1. To Elect the Chairperson of the Meeting
2. To grant Leave of Absence to the Directors
3. To confirm the Minutes of the Previous Meeting held on ____ day of ____ 20___.
4. To do _____

Requesting you to Kindly attend the same

For. ______ Ltd

Place
Date
R.O.

_______ S/d
Dir/CS.

FORMAT OF AFFIDAVIT

I, ______________, age ____ years, Indian resident, son of ______________, residing at ______________ hereby affirm the following on oath.

1. I hereby confirm that, I am not convicted of any offence in connection with the promotion, formation or management of any company.

2. I hereby confirm that I am not found guilty of any fraud or misfeasance or any breach of duty to any company under CA, 2013 or under any previous company law during the preceeding 5 years.

3. I hereby confirm that all the document filed with ROC for Registration of company contain information i.e complete & correct & true to the best of my knowledge & belief

VERIFICATION

I the said ______________ hereby confirm that the content of aforesaid affidavit mentioned under clause ____ to ____ are complete, correct & accurate and no material information being omitted or concealed and such content are true to the best of my knowledge, ability, belief & faith

Sd/-

Place :-

Name & Sign of Deponent

Date :-

SEBI
Draft a Board Note for

FORMAT OF BOARD NOTE

Date: ______

Advice given by CSTO Board

To,
The BOD,
Name of the Co.,
Regd office of the Co.

Note :- Board Note for ______

Dear Sir/Madam

Please find herewith Board Note on ______

Place
Date

Sd/-
Name & sign of

FORMAT OF BM MINUTES

Date, Day & Time :- ________
Venue : ________
Dir. Present :- Mr. ________
:- Mr. ________
:- Mr. ________
CS :- Mr. ________
Invitees :- ________
____

CHAIRMAN :- Mr ________ took the Chair after which the Business matter being transacted

Full Direct Chr. Or

Mr. ____ propose the Appᵐ of Mr ____ as the Chair person of the Meeting which has been duly seconded and consented by Mr ____ after that Mr ____ took the chair took the Chair and subsequent to that Business matter being transacted

Leave of Absence :- The Chairman inform the Board Member that Mr ____ could not attend the Board Meeting due some other commitment and requested the Board Member to grant leave of absence to Mr. ________. The Board took note of the Same and granted leave of Absence to Mr. ________.

Confirmation of Minutes of Previous BM.

The Minutes of the previous Board Meeting held on ______ day of ______ 20 ______ has been placed before the Board Member and the Board Member after detail consideration confirm the same and authorize chairperson to authorize the same.

ALL OTHER BUSINESS MATTER

VOTE OF THANKS

There is no other Business Matter to be transacted and the Meeting concluded with vote of thanks to the chair.

Place:-

Sd/-

Date :- Chairman