Model Time Frame for Conducting Annual General Meeting

Sr. No.	Activity	Completion Dates
1.	draft the following: notice of AGM, postal ballot form, resolutions	12 days before the Board meeting
2.	Obtain consent of Scrutinizer	12 days before the Board meeting
3.	Intimation of Board meeting to Stock Exchanges at which it is proposed to recommend dividend	7 days before the Board meeting
4.	Holding of Board meeting to do the following and announce to the Stock Exchange: (a)notice ,date ,day, venue of AGM (b)postal ballot form (c)recommendation of dividend and date of closure of register of members (d)appointment of Scrutinizer	85 days before the AGM
5.	Filing of a copy of resolution alongwith calendar of events to be forwarded to the Registrar of Companies	Within 7days of the Board meeting
6.	Print notice ,postal ballot forms and arrange for postage prepaid self addressed envelopes (bearing the name and address of the scrutinizer)	Day16 after the Board meeting
7.	Complete dispatch of notices	Day18 after the Board meeting
8.	An advertisement in newspapers giving date of completion of dispatch of notice and the last date for receipt of postal ballot forms from the shareholders	Day 20 after the Board meeting
9.	Last date for receipt of postal ballot forms	Day 34 after the of dispatch of notices
10.	Notice of Annual General Meeting	25 days before meeting
11.	Deposit of instrument of proxy	Before 2 days of meeting
12.	Preparation of Scrutinizer's report and submission of report to the Chairman	Day 0
13.	Holding of Annual General Meeting	Day 0
14.	Declaration of result of postal ballot	Day 0
15.	Declaration of dividend	Day 0
16.	Appointment of auditor	Day 0
17.	Appointment of directors in place of directors those are retiring	Day 0
18.	Depositing of amount of dividend payable in special account and book closure	Day5
19.	Information to Stock Exchanges about payment of dividend	Day 21 before the date of payment of the dividend

20.	Intimation to auditor of his appointment	Day7
21.	Despatching of dividend warrants/cheques/demand draft/	Day 30
22.	Filing of required E-form 23, 32 and others with Registrar of Companies and filing of copy of the proceedings of AGM to Stock Exchanges	Day30
23.	Completion of recording of minutes of AGM	Day 30
24.	Filing of three copies of balance sheet, profit and loss account with Registrar of Companies	Day 30
25.	Instruction to bank regarding change of title of special account for dividend to "unpaid dividend account of …. Limited/Private Limited"	Day 37
26.	Filing of annual return with Registrar of Companies	Day 60