Points to be incorporated in the First Board Meeting

S.No. Particulars

1) Appointment of Chairman of the meeting.

2) To note the Certificate of Incorporation of the company.

3) To take note of Memorandum and Articles of Association of the company.

4) To confirm/note the appointment of First Directors of the company.

5) Subscribers to Memorandum to be first members of the company pursuant to section 41 of the Companies Act, 1956.

6) To take note of situation of Registered office of the company.

7) Fixation of financial year of the company.

8) Appointment of First Auditors pursuant to section 224(5) of the Companies Act, 1956.

9) To consider the appointment of the Managing Director/Whole time Director/Manager and Company Secretary and other senior officers, if applicable.

10) To adopt the Common Seal of the company.

11) To appoint Bankers and to open bank accounts of the company.

12) To approve preliminary expenses and preliminary contracts.

13) To authorise the issue of share certificates to the subscribers to the Memorandum and Articles of Association of the company.

14) To take note of disclosure of interest pursuant to section 299(3)(a) of the Companies Act, 1956.

15) To fix or waive director's fees.