

ATTENDANCE SHEET OF THE GENERAL MEETING

UNDER COMPANIES ACT 2013 & SECRETARIAL STANDARD- II

GOYAL DIVESH & ASSOCIATES
Practicing Company Secretary

DIRECTORS MEETINGS ATTENDANCE SHEET

*Attendance
Sheet Of The
General Meeting*

ATTENDANCE SHEET OF THE MEETING OF MEMBERS OF (NAME OF COMPANY) HELD ON (DAY OF MEETING), (DATE OF MEETING), 2015 COMMENCED AT (TIME OF COMMENCEMENT OF MEETING) AND CONCLUDED AT (TIME OF CONCLUSION OF MEETING) AT REGISTERED (OFFICE/ CITY/ TOWN VILLAGE IN WHICH REGISTERED OFFICE IS SITUATED) AT (VENUE OF MEETING).

NAME OF MEMBERS	SIGNATURES	% OF SHAREHOLDING
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1. Mr. (NAME OF CHAIRMAN)
(Name of Directors in Alphabetical Order)

For ex-

2. Mr. K

3. Mr. M

4. Mr. O

5. Mr. Q

COMPANY SECRETARY:

1. (NAME OF COMPANY SECRETARY)
(COMPANY SECRETARY)