



How To Generate Notice,
Agenda, Minutes, Attendance Register
ANNUAL GENERAL MEETING



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

🔍 Search in menu...

- 🏠 Dashboard
- 📄 Download Section
- 👤 Organization
- 👥 Customer
- 🏢 Company
- 📅 Tasks
- 🖨 Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)

○ Company Law

Company Law

After Clicking On The You'll Get Many Options Like Form MBP-1, DIR-8 & Etc.

Tuesday 22nd August - 2023, Time: 4:47:03 PM

🔒 Clock In

Disclosure

Form MBP 1

DIR 8

DIR 2

Notice, Agenda, Minutes, Attendance, Leave of Absence and Acknowledgements

BOARD MEETING

ANNUAL GENERAL MEETING

EXTRA ORDINARY GENERAL MEETING

COMMITTEE MEETING

Director

Directors Report

List of Director

Auditor

Auditor Appointment

Auditor Resignation

Share Certificates

Equity Share

Preference Share

Debenture Share

Share Transfer

Share Transfer Deed

Resolution

CTC Resolution

Contract Agreement

Registration

Insurance

Agreement

Contract

Audit & Due Diligence

Secretarial Audit (MR-3)

Statutory Registers

Select Option Annual General Meeting



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- Tasks
- Digital Signature
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- Robot
- Human Resource
- Activities
- Reports
- File Manager
- Communication

Minutes of Meeting

Meeting Listing Page Will be Displayed

Tuesday 22nd August - 2023, Time 3:03:42 PM

Clock In

01/08/2023 - 31/08/2023

Select Company

Step 2

NOW "CLICK" ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM



Export

Delete

Common Search...

All Minutes of Meeting

☐	Action	Minutes Id	Meeting No.	Date of Not...	Date of Meeting	Company Name	Type of Meeting	Meeting Time	Agenda	Present D...	IN THE DIAGRAM				Prepared By	Draft Minutes Circul...	Final M
☐	   	MOM-971	555	31-07-2023	08-08-2023		BOARD MEETING	5:00 PM	4	2 	0	5:00 PM	7:00 PM	DEEPAK AMA...	13-08-2023		
☐	   	MOM-968	03/2015-16	27-07-2023	04-08-2023		BOARD MEETING	11:45 AM	2	2 	0	11:45 AM	1:45 PM	DEEPAK AMA...	09-08-2023		
☐	   	MOM-966	9/2022-23	10-07-2023	01-08-2023		ANNUAL GENERA...	11:30 AM	2	2 	0	11:30 AM	1:30 PM	PIYUSH CHH...	06-08-2023		
☐	   	MOM-970	01/2023-2024	28-07-2023	05-08-2023		BOARD MEETING	11:00 AM	2	2 	0	11:00 AM	12:00 PM	POOJA GUPTA	05-08-2023		
☐	   	MOM-967	21	10-07-2023	01-08-2023		ANNUAL GENERA...	12:00 PM	1	3 	0	12:00 PM	2:00 PM	SAYALI PADV...	06-08-2023		
☐	   	MOM-974	01/2022-23	08-08-2023	09-08-2023		BOARD MEETING	11:00 AM	11	2 	0	11:00 AM	1:00 PM	RAJVI BARIA			
☐	   	MOM-960	01/2023-2024	10-07-2023	01-08-2023		ANNUAL GENERA...	10:15 AM	2	2 	0	10:15 AM	12:15 PM	POOJA GUPTA	06-08-2023		
☐	   	MOM-977	NA	11-08-2023	21-08-2023		BOARD MEETING	11:00 AM	2	2 	0	11:00 AM	12:00 PM	KRISHNA VIJ...			
☐	   	MOM-972	01/2023-24	04-08-2023	04-08-2023		BOARD MEETING	11:00 AM	12	2 	0	11:00 AM	12:00 PM	POOJA GUPTA	04-08-2023		
☐	   	MOM-984	ASDF	14-08-2023	22-08-2023		BOARD MEETING	8:30 PM	1	0 	0	8:30 PM	10:30 PM	DEEPAK AMA...	27-08-2023		

Total Records : 12

1-12

Fill all form field to go next step to genrate Notice of Meeting, Agenda of Meeting, Draft Minutes of Meeting, Minutes of Meeting, Attendance Register of Meeting



DEEPAK AMARSHI VARIYA

Last Login: 22-08-2023 3:28 PM

Online

Search in menu...

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
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Notice of Meeting Details

Agenda and Resolutions

Meeting Details

Present Directors, Members and
Invitees

Finalization of Minutes

View, Download & Leave of Absence

Fill All The Details And Click On The Save & Next

Step 1 - 6

Type of Meeting *

Select

Date of Meeting *

2023-08-22



Tuesday

You Just Have To pick a date from the calender
It'll Automatic reflect in the column

Company Name *

Select

Director Name *

Date of Notice *

2023-08-14



Monday

Meeting Time *

9:15 PM



Meeting Number *

Place of Signing of Notice *

Mode of Meeting



Physical



Video Conference

Meeting to be held at registered office *



Yes



No

Venue of Meeting is Resgister office Address *

Is Director sign the notice



Yes



No

Name of person who sign the notice *

Select Director

Whether any special Invitee



Yes



No

Invitee Name *

After Completing The Form
Press On Save & Next Button →

Save & Next





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- Company
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- Digital Signature
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All Minutes of Meeting

Fill The Mandatory Field & Complete The Form

Fill all form field to go next step to generate Notice of Meeting, Agenda of Meeting, Draft Minutes of Meeting, Minutes of Meeting, Attendance Register of Meeting



ANUPALAN LIMITED

Step 4 - 6

[<](#) Save & Next [➔](#)

Present Directors, KMP, Members and Invitees:

Name	Designation	Present/Absent	Method of Participation	Leave of absence granted	Location	Remarks
Mrs. TRIVENI DEEPAK VARIYA	DIRECTOR	☐ Absent		☒ Yes		
Mr. DEEPAK AMARSHI VARIYA	DIRECTOR (CHAIRMAN)	☒ Present	Video Conference			

Shareholder Name	Category/Sub Category	Present/Absent	Method of Participation	Leave of absence granted	Location	Remarks
Mr. Deepak Amarshi Variya	PROMOTER	☒ Present	Video Conference			
Mrs. Triveni Deepak Variya	PROMOTER	☒ Present	Video Conference			

You can change Present Or Absent Option
By Switching here.After Completing The Form
Press On Save & Next Button[<](#) **Save & Next** [➔](#)



DEEPAK AMARSHI VARIYA

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Online

Search in menu...

Dashboard

Download Section

Organization

Customer

Company

Tasks

Digital Signature

Expense

Items

Sales

Purchase

Auto Bank Reconciliation (ABR)

Company Law

Robot

Human Resource

Activities

Reports

File Manager

Communication

Minutes of Meeting

Tuesday 22nd August - 2023, Time 3:15:50 PM

Clock In

All Minutes of Meeting

Fill all form field to go next step to genrate Notice of Meeting, Agenda of Meeting, Draft Minutes of Meeting, Minutes of Meeting, Attendance Register of Meeting

Notice of Meeting Details

Agenda and Resolutions

Meeting Details

Present Directors,Members and Invitees

Finalization of Minutes

View,Download & Leave of Absence

ANUPALAN LIMITED

Step 5 - 6

← Save & Next →

Name	Designation	Agenda	Voted in favor/against/abstain	Remarks
Mr.DEEPAK AMARSHI VARIYA	DIRECTOR (CHAIRMAN)			

Name of Shareholders	Category/Subcategory	Agenda	Resolution Proposed/Secoded/Not Applicable	Remarks
Mr.Deepak Amarshi Variya	PROMOTER			
Mrs.Triveni Deepak Variya	PROMOTER			

User Can Select Voting Option For Each Resolution Against The Each Director

After Completing The Form Press On Save & Next Button →

← Save & Next →

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DEEPAK AMARSHI VARIYA

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Online

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- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource
- Activities
- Reports
- File Manager
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Minutes of Meeting

Tuesday 22nd August - 2023, Time 3:17:20 PM [Clock In](#)

All Minutes of Meeting

Fill The Mandatory Field & Complete The Form

Fill all form field to go next step to generate Notice of Meeting, Agenda of Meeting, Draft Minutes of Meeting, Minutes of Meeting, Attendance Register of Meeting



ANUPALAN LIMITED

Step 6 - 6

[←](#) [Submit](#) [Cancel](#)

Download:

Title of Documents	View	Word File
Notice of Meeting		
Agenda of Meeting		
Minutes of Meeting		
Attendance Slip Mr. Deepak Amarshi Variya		
Attendance Slip Mrs. Triveni Deepak Variya		
Resolution Vote		
Leave of Absence Mrs. TRIVENI DEEPAK VARIYA		

View → Get Word File →

After Completing The Form
Press On Submit Button To
Save Entire Data[←](#) [Submit](#) [Cancel](#)



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Online

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- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
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- Purchase
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- Robot
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Minutes of Meeting In Company Page At The Bottom Under Company Law Option You will Get The Minuts And Other Data Prepared By You

Tuesday 22nd August - 2023, Time 8:57:22 PM

Clock In

TRILLIUM ECONOMIC DEVELOPMENT CONSULTING PRIVATE LIMITED

Company Details	Disclosure	Auditor	Notice, Agenda, Minutes, Attendance, Leave of Absence and Acknowledgements
Calendar	Form MBP 1 2	Auditor Appointment 1	Minutes of Meeting 11
Comments	DIR 8 2	Auditor Resignation	
Attachment 1	DIR 2		
Tasks 50	Contract Agreement	Share Certificates	Share Transfer
Timesheet 1	Registration	Equity Share	Resolution
Invoice 20	Insurance	Preference Share	Share Transfer Deed
Debit Note (Billable Exp.) 17	Agreement	Debenture Share	CTC Resolution 1
Payments 35	Contract 1		
Credit Note 1			
Estimates 2			
Expense 24			
List of Directors 2			
List of Shareholders 2			
Ledger Confirmation 8			
Registered Address			
Company Law			

These Documents Will Be Available Here As Well
And At Listing Of Minutes Of Meeting As Well

Great.. You've Successfully Completed The Session See You In Next Slide..

Step 4

Now You've Successfully
add Payment Mode

Minutes of Meeting												
Show	10	entries	Excel									
Minutes Id	Meeting No.	Date of Notice	Date of Meeting	Type of Meeting	Meeting Time	Agenda	Present Director	Present Invitee	Time	Time	By	Action
	3	19-11-2022	29-11-2022	BOARD MEETING	11:00 AM	1	2	0	11:00 AM	12:00 AM	SAYALI PADVEKAR	
	02/2022-23	04-07-2022	13-07-2022	BOARD MEETING	11:00 AM	1	2	0	11:00 AM	12:00 AM	POOJA GUPTA	
	04/2022	21-01-2022	14-02-2022	BOARD MEETING	11:00 AM	1	1	0	11:00 AM	12:00 PM	POOJA GUPTA	

DEEPAK