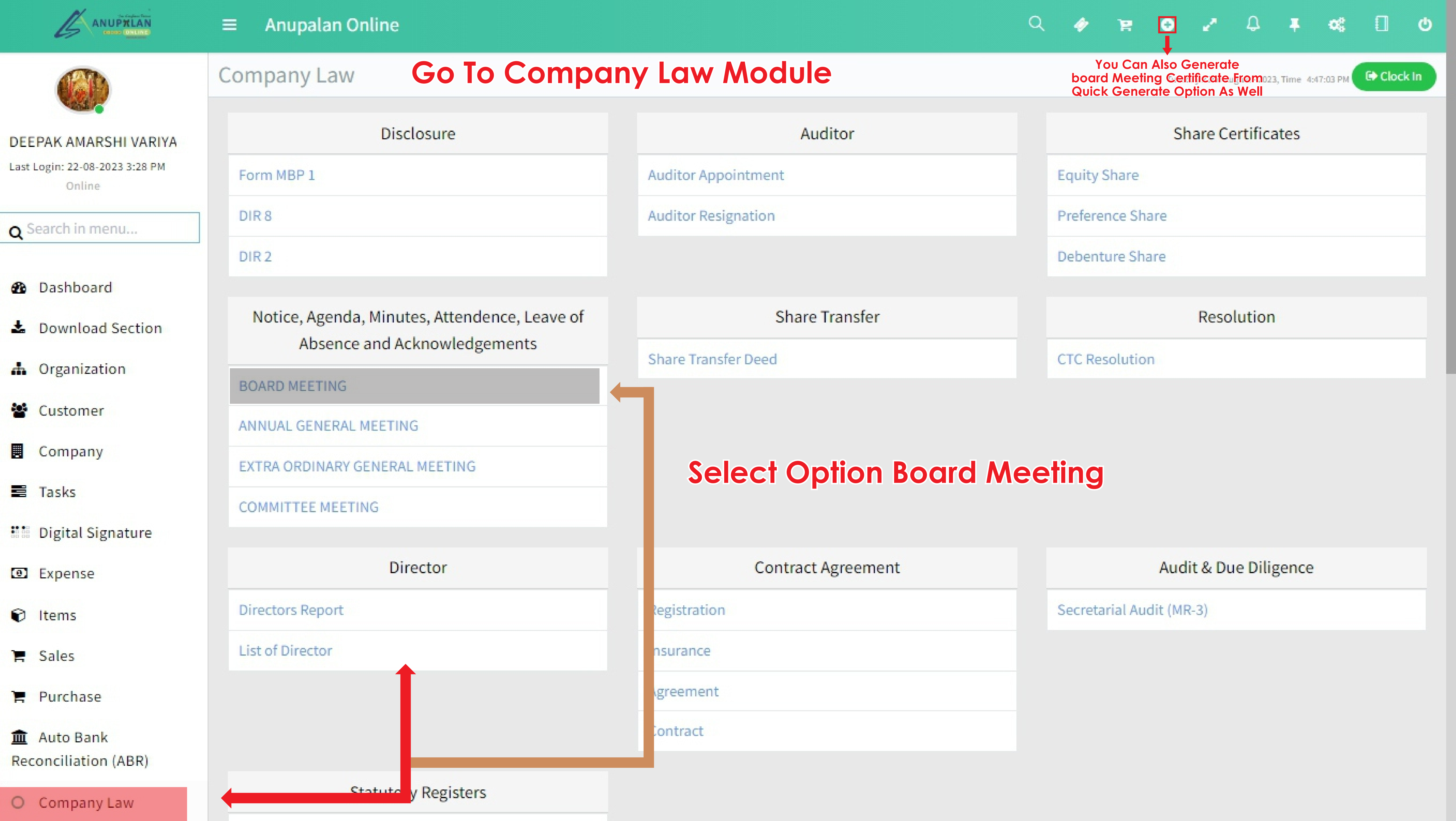
Your Compliance Partner

ANUPALAN

ONLINE

How To Generate Notice, Agenda, Minutes, Attendance Register, Leave Of Absence & Acknowledgements Of BOARD MEETING


ANUPALAN ONLINE
Anupalan Online
Company Law
Go To Company Law Module
You Can Also Generate
board Meeting Certificate From
Quick Generate Option As Well
Time 4:47:03 PM
Clock In
DEEPAK AMARSHI VARIYA
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Online
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Dashboard
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DIR 8
DIR 2
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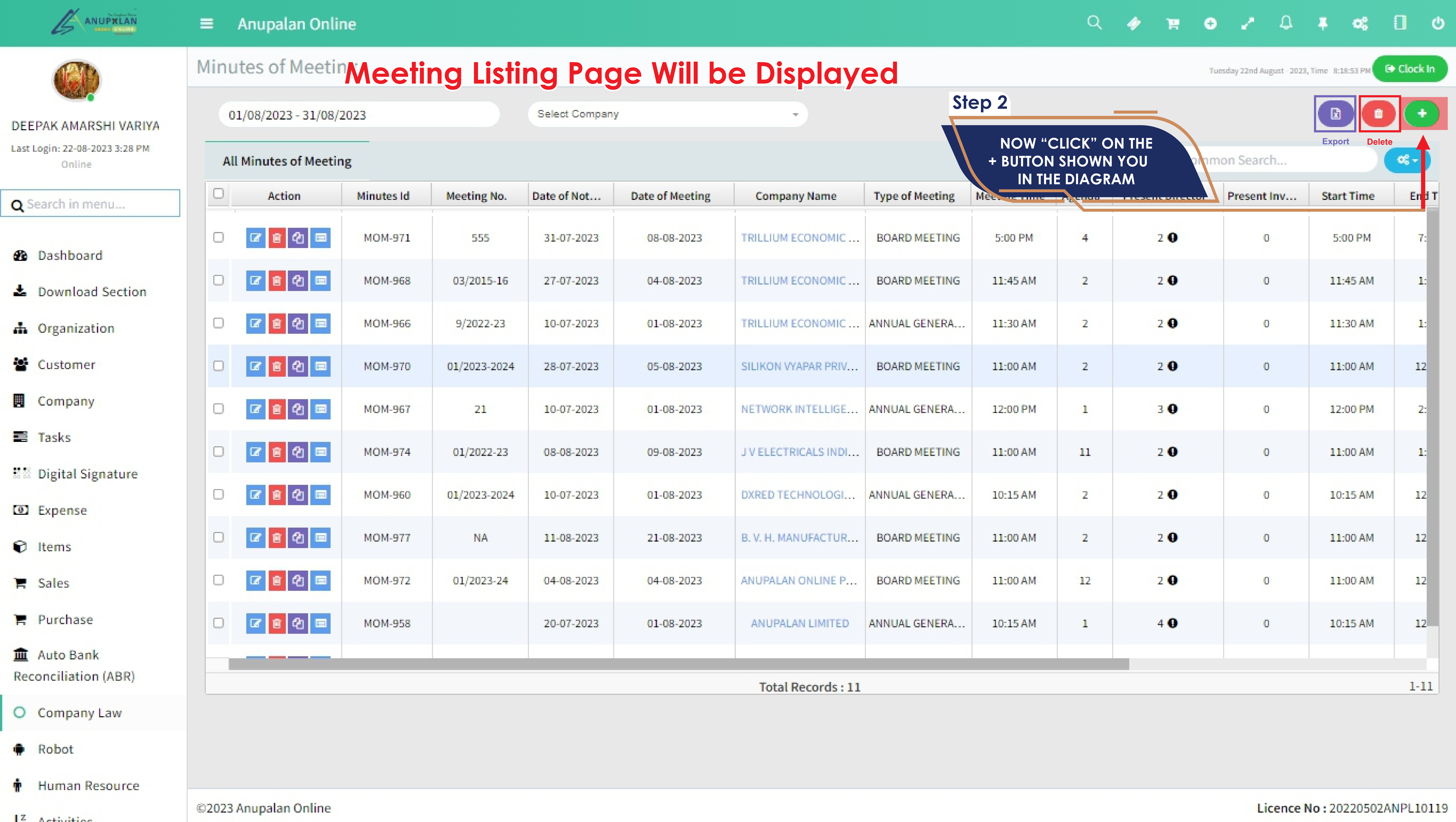
Auditor Appointment
Auditor Resignation
Share Certificates
Equity Share
Preference Share
Debenture Share
Notice, Agenda, Minutes, Attendence, Leave of Absence and Acknowledgements
BOARD MEETING
ANNUAL GENERAL MEETING
EXTRA ORDINARY GENERAL MEETING
COMMITTEE MEETING
Share Transfer
Share Transfer Deed
Resolution
CTC Resolution
Select Option Board Meeting
Director
Directors Report
List of Director
Contract Agreement
Audit & Due Diligence
Secretarial Audit (MR-3)
Statutory Registers

Meeting Listing Page Will be Displayed

Step 2

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



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- Activities
- Reports
- File Manager
- Communication

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

Fill All The Details And Click On The Save & Next

Step 1 - 6

Save & Next

Type of Meeting * : Select

Date of Meeting* : 2023-08-22 Tuesday

Company Name * : Select

Director Name *

Date of Notice * : 2023-08-14 Monday

Automatically Takes Gape Of 7 Days Based On Date Of Meeting

Meeting Time * : 8:30 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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Step 4

Complete The Form Till & Press Save & Next Till End

Step 2 - 6

Save & Next

Agenda and Resolutions:

User Can Add Detail Agenda Items Here Or Else These Will Standard Agenda's Of Board Meeting

1.	TO ELECT CHAIRMAN OF THE MEETING.
2.	TO ASCERTAIN QUORUM OF THE MEETING.
3.	TO GRANT LEAVE OF ABSENCE, IF ANY.
4.	TO CONFIRM THE MINUTES OF PREVIOUS MEETING.

Resolutions from task — Select Resolutions from task — Selected Resolution : 0

Resolution Added In The Task Can Be Selected From Here

Resolutions from dictionary — Select Resolutions from dictionary — Selected Resolution : 0

User Can Select Resolution From Dictionary & It Will be agenda item Of Board Meeting

User Can Add New Resolution Into Resolution Dictionary From Here

Insert Resolution

Section	Resolution Title	Description	

User Can Add / Copy Paste Any Resolution Here & That Will Be Saved In Agenda Of Board Meeting

6.	ANY OTHER MATTER WITH THE PERMISSION OF THE CHAIR.
7.	VOTE OF THANKS.

After Completing The Form Press On Save & Next Button

Save & Next

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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

ANUPALAN LIMITED

Step 3 - 6

Majority Contents This Form Will Be Pre Filled Automatically As Per Secretarial Standards, Company Law & Notice Of Meeting But User Can Make Changes/ As Per Their Requirement

Save & Next

Meeting Details:

Company Chairperson
Elected Chairperson

Chairman Name *
Mrs.TRIVENI DEEPAK VARIYA - DIRECTOR

Chairman Chairperson

Meeting Start Time *
8:30 PM

This Meeting time will be Pre Filled According to Notice Of Meeting But User Can Change / Edit

Meeting time concluded *
10:30 PM

This Meeting Conclude time will be Pre Filled According to Notice Of Meeting + 2 Hours But User Can Change / Edit

Whether the draft minutes have been circulated among the board members
Yes No

Date *
2023-08-27 Sunday

Date of signing of minutes *
2023-09-05 Tuesday

Signing Minutes Place *
ASDF

Date of Entry in Minutes Book *
2023-09-05 Tuesday

Whether the finalised minutes have been circulated among the board members
Yes No

Date *
2023-09-05 Tuesday

Company secretaries/ Compliance officer/ PCS

After Completing The Form Press On Save & Next Button

Save & Next

Licence No : 20220502ANPL10119

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Minutes of Meeting

Clock In

All Minutes of Meeting

Fill The Mandatory Field & Complete The Form

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 4 - 6

Save & Next

Present Directors, KMP, Members and Invitees:

Name	Designation	Present/Absent	Method of Participation	Leave of absence granted	Location	Remarks
Mr.DEEPAK AMARSHI VARIYA	DIRECTOR	Absent	Next Column	Yes		
Mrs.TRIVENI DEEPAK VARIYA	DIRECTOR (CHAIRMAN)	Present	Physically			

You can change Present Or Absent Option By Switching here. If You Show Absent Then Option For Leave Of Absence Will Be Generated & Shown To Next Column

After Completing The Form Press On Save & Next Button

Save & Next

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DEEPAK AMARSHI VARIYA

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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

ANUPALAN LIMITED

Step 5 - 6

Save & Next

During The Meeting So Minutes Can Be Draft Accordingly

Name	Designation	Agenda	Voted in favor/against/abstain	Remarks
Mr.DEEPAK AMARSHI VARIYA	DIRECTOR	1 .TO ELECT CHAIRMAN OF THE MEETING.	Favor Against Abstain	
		2 .TO ASCERTAIN QUORUM OF THE MEETING.	Favor Against Abstain	
		3 .TO GRANT LEAVE OF ABSENCE, IF ANY.	Favor Against Abstain	
		4 .TO CONFIRM THE MINUTES OF PREVIOUS MEETING.	Favor Against Abstain	
Mrs.TRIVENI DEEPAK VARIYA	DIRECTOR (CHAIRMAN)	1 .TO ELECT CHAIRMAN OF THE MEETING.	Favor Against Abstain	
		2 .TO ASCERTAIN QUORUM OF THE MEETING.	Favor Against Abstain	
		3 .TO GRANT LEAVE OF ABSENCE, IF ANY.	Favor Against Abstain	
		4 .TO CONFIRM THE MINUTES OF PREVIOUS MEETING.	Favor Against Abstain	

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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Mom updated successfully!

Clock In

DEEPAK AMARSHI VARIYA

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Minutes of Meeting

All Minutes of Meeting

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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

ANUPALAN LIMITED

Step 6 - 6

Submit Cancel

Download:

Title of Documents	View	Word File
Notice of Meeting		
Agenda of Meeting		
Minutes of Meeting		
Attendance Register		
Acknowledgement by Directors		
Resolution Vote		
Leave of Absence Mr. DEEPAK AMARSHI VARIYA		

View →

Get Word File →

After Completing The Form Press On Submit Button To Save Entire Data →

Submit Cancel

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DEEPAK AMARSHI VARIYA

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Minutes of Meeting

Tuesday 22nd August 2023, Time 8:18:53 PM

Clock In

01/08/2023 - 31/08/2023

Select Company

All Minutes of Meeting

After Clicking On The Submit Button Minuts Get Added On Minutes Using Page

Common Search...

You will Also Get Many Option Here Like Edit, Delete, Clone & View

Action	Minutes Id	Meeting No.	Date of Not...	Date of Meeting	Company Name	Type of Meeting	Meeting Time	Agenda	Present Director	Present Inv...	Start Time	End T
	MOM-971	555	31-07-2023	08-08-2023	TRILLIUM ECONOMIC ...	BOARD MEETING	5:00 PM	4	2	0	5:00 PM	7:
	MOM-968	03/2015-16	27-07-2023	04-08-2023	TRILLIUM ECONOMIC ...	BOARD MEETING	11:45 AM	2	2	0	11:45 AM	1:
	MOM-966	9/2022-23	10-07-2023	01-08-2023	TRILLIUM ECONOMIC ...	ANNUAL GENERA...	11:30 AM	2	2	0	11:30 AM	1:
	MOM-970	01/2023-2024	28-07-2023	05-08-2023	SILIKON VYAPAR PRIV...	BOARD MEETING	11:00 AM	2	2	0	11:00 AM	12
	MOM-967	21	10-07-2023	01-08-2023	NETWORK INTELLIGE...	ANNUAL GENERA...	12:00 PM	1	3	0	12:00 PM	2:
	MOM-974	01/2022-23	08-08-2023	09-08-2023	J V ELECTRICALS INDI...	BOARD MEETING	11:00 AM	11	2	0	11:00 AM	1:
	MOM-960	01/2023-2024	10-07-2023	01-08-2023	DXRED TECHNOLOGI...	ANNUAL GENERA...	10:15 AM	2	2	0	10:15 AM	12
	MOM-977	NA	11-08-2023	21-08-2023	B. V. H. MANUFACTUR...	BOARD MEETING	11:00 AM	2	2	0	11:00 AM	12
	MOM-972	01/2023-24	04-08-2023	04-08-2023	ANUPALAN ONLINE P...	BOARD MEETING	11:00 AM	12	2	0	11:00 AM	12
	MOM-958		20-07-2023	01-08-2023	ANUPALAN LIMITED	ANNUAL GENERA...	10:15 AM	1	4	0	10:15 AM	12

Total Records : 11

1-11

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

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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

[illegible] G PRIVATE LIMITED

Company Details	
Calendar	
Comments	
Attachment	1
Tasks	50
Timesheet	1
Invoice	20
Debit Note (Billable Exp.)	17
Payments	35
Credit Note	1
Estimates	2
Expense	24
List of Directors	2
List of Shareholders	2
Ledger Confirmation	8
Registered Address	
Company Law	

Disclosure	
Form MBP 1	2
DIR 8	2
DIR 2	

Auditor	
Auditor Appointment	1
Auditor Resignation	

Notice, Agenda, Minutes, Attendence, Leave of Absence and Acknowledgements	
Minutes of Meeting	11

Contract Agreement	
Registration	
Insurance	
Agreement	
Contract	1

Share Certificates
Equity Share
Preference Share
Debenture Share

Share Transfer
Share Transfer Deed

Resolution	
CTC Resolution	1

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

Statutory Registers			
Members	Deposits	Loan & Guarantee	Charges (CHG-7)
Debenture Holders	Directors & KMP	Fixed Asset Register	

Minutes of Meeting **Great.. You've Successfully Completed The Session See You In Next Slide..**

Show 10 entries Excel

Search:

Minutes Id	Meeting No.	Date of Notice	Date of Meeting	Type of Meeting	Meeting Time	Agenda	Present Director	Present Invitee	Start Time	End Time	Prepared 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	