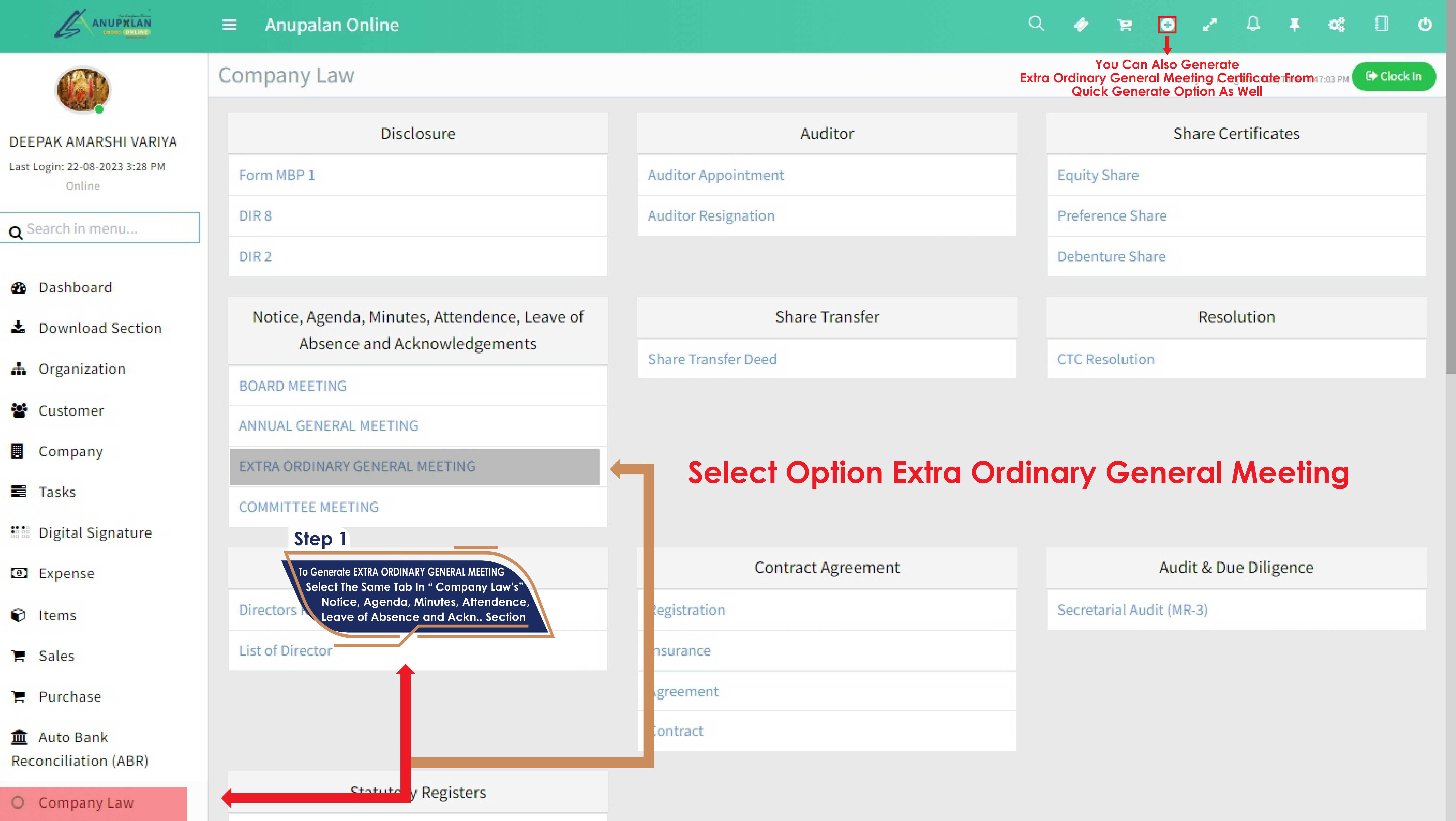
Your Compliance Partner

ANUPALAN ONLINE

How To Generate Notice, Agenda, Minutes, Attendance Registers

EXTRA ORDINARY GENERAL MEETING



Anupalan Online
Company Law
You Can Also Generate
Extra Ordinary General Meeting Certificate From
Quick Generate Option As Well
Clock In
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
Disclosure
Form MBP 1
DIR 8
DIR 2
Auditor
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 Extra Ordinary General Meeting
Step 1
To Generate EXTRA ORDINARY GENERAL MEETING
Select The Same Tab In " Company Law's"
Notice, Agenda, Minutes, Attendence,
Leave of Absence and Ackn.. Section
Directors
List of Director
Contract Agreement
Registration
Insurance
Agreement
Contract
Audit & Due Diligence
Secretarial Audit (MR-3)
Statutory Registers

ANUPALAN

Anupalan Online

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Online

Search in menu...

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- Customer
- Company
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- 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 9:03:42 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

All Minutes of Meeting

Common Search...

Action	Minutes Id	Meeting No.	Date of Not...	Date of Meeting	Company Name	Type of Meeting	Meeting Time	Agenda	Present D...			e	Prepared By	Draft Minutes Circul...	Final M...
	MOM-971	555	31-07-2023	08-08-2023	TRILLIUM ECONOMIC ...	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	TRILLIUM ECONOMIC ...	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	TRILLIUM ECONOMIC ...	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	SILIKON VYAPAR PRIV...	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	NETWORK INTELLIGE...	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	J V ELECTRICALS INDI...	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	DXRED TECHNOLOGI...	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	B. V. H. MANUFACTUR...	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	ANUPALAN ONLINE P...	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	ANUPALAN LIMITED	BOARD MEETING	8:30 PM	1	0	0	8:30 PM	10:30 PM	DEEPAK AMA...	27-08-2023	

Total Records : 12 1-12

Licence No : 20220502ANPL10119

ANUPALAN

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Online

Search in menu...

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- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource
- 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

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

Type of Meeting *
Select

Date of Meeting *
2023-08-22 Tuesday

Company Name *
Select

Director Name *

Date of Notice *
2023-08-14 Monday

Meeting Time *
9:30 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

Anupalan Online

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Minutes of Meeting

Clock In

All Minutes of Meeting

Fill all form field to go next step to genrate Notice of Meeting, Agenda of Meeting, Draft Mini **Step 4** ting, Minutes of Meeting, Attendance Register of Meeting

Complete The Form Till & Press Save & Next Till End

Notice of Meeting Details | Agenda and Resolutions | Meeting Details | Present Directors,Me... Invitees | ...inutes | View,Download & Leave of Absence

ANUPALAN LIMITED

Step 2 - 6

Save & Next

Agenda and Resolutions:

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 EXTRA ORDINARY GENERAL MEETING

User Can Add New Resolution Into Resolution Dictionary From Here

Insert Resolution

Section	Resolution Title	Description	Bussiness Type	Statement	
			Ordinary Bussiness Ordinary Resolution		

User Can Add / Copy Paste Any Resolution Here & That Will Be Saved In Agenda Of Extra Ordinary General Meeting.

After Completing The Form Press On Save & Next Button

Save & Next

Anupalan Online

DEEPAK AMARSHI VARIYA
Last Login: 22-08-2023 3:28 PM
Online

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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/ Edit As Per Requirment

Save & Next

Meeting Details:

- (•) Company Chairperson
- ( ) Elected Chairperson

Chairman Name *
Select Chair Person

(•) Chairman ( ) Chairperson

Meeting Start Time *
9:15 PM

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

Meeting time concluded *
11:15 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 *
as

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

ANUPALAN Anupalan Online

DEEPAK AMARSHI VARIYA
Last Login: 22-08-2023 3:28 PM
Online

Search in menu...

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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
Mrs.TRIVENI DEEPAK VARIYA	DIRECTOR	Absent		Yes		
Mr.DEEPAK AMARSHI VARIYA	DIRECTOR (CHAIRMAN)	Present	Video Conference			

Next Column

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. 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

Minutes of Meeting

Tuesday 22nd August - 2023, Time 9:29:07 PM Clock In

DEEPAK AMARSHI VARIYA

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

Online

Search in menu...

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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
Mrs.TRIVENI DEEPAK VARIYA	DIRECTOR (CHAIRMAN)			

Name of Shareholders	Category/Subcategory	Agenda	Resolution Proposed/Seconded/Not Applicable	Remarks

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

After Completing The Form Press On Save & Next Button

Save & Next

Anupalan Online

DEEPAK AMARSHI VARIYA

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Online

Search in menu...

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Minutes of Meeting

Tuesday 22nd August - 2023, Time 9:17:20 PM

Clock In

All Minutes of Meeting

Fill The Mandatory Field & Complete The Form

Fill all form field to go next step to 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 6 - 6

Submit Cancel

By Clicking View Button You Can Also See The Details On Pop-up & Also Here Is Option To Get The Word File

Download:

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

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

Submit Cancel

ANUPALAN

Anupalan Online

DEEPAK AMARSHI VARIYA

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

Online

Search in menu...

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Minutes of Meeting

Tuesday 22nd August - 2023, Time 9:03:42 PM

Clock In

01/08/2023 - 31/08/2023

Select Company

All Minutes of Meeting

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 Time	Prepared By	Draft Minutes Circul...	Final M
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	MOM-[illegible]	[illegible]	[illegible]	[illegible]-2023	TRILLIUM ECONOMIC ...	BOARD MEETING	11:45 AM	2	2	0	11:45 AM	1:45 PM	DEEPAK AMA...	09-08-2023	
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	MOM-967	21	10-07-2023	01-08-2023	NETWORK INTELLIGE...	ANNUAL GENERA...	12:00 PM	1	3	0	12:00 PM	2:00 PM	SAYALI PADV...	06-08-2023	
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	MOM-984	ASDF	14-08-2023	22-08-2023	ANUPALAN LIMITED	BOARD MEETING	8:30 PM	1	0	0	8:30 PM	10:30 PM	DEEPAK AMA...	27-08-2023	

Total Records : 12

1-12

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

Licence No : 20220502ANPL10119

Anupalan Online

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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

[redacted] CONSULTING 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

Step 4

Now You'v Successfully add Payment Mode

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	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	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	

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