

SECRETARIAL AUDIT REPORT

The Secretarial Audit is conducted to check and make sure that the various requirements under the Companies Act, 1956 and the rules made thereunder, have been complied with by the Company. We are sure that most of the provisions of the Act, as enumerated below must have been complied with, but with a view to give a brief on secretarial audit, we are mentioning them herein. The scope of the audit is very wide and inter-alia includes the following:

In respect of Memorandum of Association:

The objects and powers of the Company

Alteration of Memorandum:

Whether the requirements under various provisions of the Act have been complied with in respect of alter

In respect of Articles of Association:

Articles of Association of Private Company

Whether the Articles of Association of Private Company contains the sub-clause (d) of Section 3 (1)(iii) of

Alteration of Articles:

Whether the requirements under various provisions of the Act have been complied with in respect of

In respect of Minimum Paid up Share Capital:

Minimum Paid up Share Capital:

Whether the paid up share capital of the Company is as per the limits specified under Section 3 (1) (iii),

In respect of any Subsidiary Company or Holding Company u/s 4

Various provisions of section 212 and 4A have been complied with.

In respect of relatives & interests.

Receive the elaborated chart on the definition of relatives

In respect of Sweat Equity Shares or ESOP

Whether various provisions of section 79A and ESOP Co

In respect of Number and Appointment of Directors:

Number of Directors:

Whether the Company has minimum number of Directors

Appointment of Directors:

Whether the requirements for the appointment (resignation)

In respect of the notices u/s 305 to be rec

Notices u/s 305 to be received from the Direc

Whether the disclosure have been Notified

In respect of Powers of the Board

Powers of the Board of Directors:

Whether the provisions with respect to

In respect of Remuneration of Directors

Remuneration of Directors:

Whether the payment of remuneration

In respect of Disqualified

Disqualification of Directors:

To check that the Directors of the Co

In respect of **Board Meetings:**

Number of Board Meetings:

Whether the requisite number of Board Meetings

Notices of the Board Meetings

Whether the notices in respect of each Board Meeting

Other requirements

Whether the requirements in respect

Minutes of the meetings

Whether the minutes of the proceedi

In respect of General Meetings:

Statutory Meeting

Notice of the meeting and its agenda as per

General Meetings

Whether the first AGM was held with

Notices of the General Meetings

Whether the notices in respect of sai

Other requirements

Whether the requirements in respect

Minutes of the meetings

Whether the minutes of the proceedi

Filing of Annual Return

Whether Annual Return has been filed

In respect of registration of charges

Charges

Whether Form No.8, 13,10 & 17 as the

In respect of commencement of new

Other Objects

Whether the business is stated in the

In respect of Resolutions requiring

Resolutions requiring the Special No

Whether the resolutions requiring the

In respect of Board's Report:

Board's Report:

Whether the Board's Report is true and correct	Whether the Board's Report is true and correct	Whether the Board's Report is true and correct
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In respect of Balance Sheet and P

Balance Sheet and Profit & Loss Acco

Whether the Balance Sheet and Prof

Filing of Balance Sheet and Profit & Loss Account

Whether three sets of the Balance Sheet and Profit & Loss Account

In respect of Copies of Balance Sheet and Profit & Loss Account

Copies of Balance Sheet and Auditor's Report

Whether a copy of Balance Sheet and

In respect of Appointment of Mana

Appointment of **Managing Director or**

Whether the requirements for the app

In respect of Holding of Office or p

Holding of Office or place of profit

Whether the requirements under sec

In respect of Loans to Directors:

Loans to Directors

Whether the requirements under sec

In respect of Contracts in which D

Contracts in which Directors are inter

Whether the requirements under sec

In respect of Loans made, guarant

Loans made, guarantees given, secu

Whether the requirements under sec

In respect of Appointment and Rem

Appointment and Remuneration of A

Whether the requirements under sec

In respect of Appointment of Com

Appointment of Company secretary:

Whether a Company Secretary has b

Compliance Certificate from a Comp

Whether the Company ahs obtained

In respect of Further Allotment and

Further Allotment of Shares:	
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Whether the increase in share capital is in accordance with the provisions of the Companies Act, 1956	Whether the increase in share capital is in accordance with the provisions of the Companies Act, 1956	Whether the increase in share capital is in accordance with the provisions of the Companies Act, 1956
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Transfer of Shares:

Whether the provisions under section 188 of the Companies Act, 1956 are complied with

In respect of Buy Back of Shares:

Buy Back of Shares:

Whether the requirements under sec

In respect of declaration of beneficial

Whether provisions of section 187C

In respect of various membership

Whether various membership rights of

<input type="checkbox"/>	<input type="checkbox"/>
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In respect of Invitation and Acceptance

Invitation and Acceptance of Deposits

Whether the requirements under sec

In respect of Declaration of Divide

Declaration of Dividends:

Whether the requirements under sec

Investor Education and Protection Fu

Whether the amounts in the amount paid

In respect of Capitalisation of Prof

Statutory Registers/ Books:

Whether the various Registers and B

In respect of Appointment of Sole

Appointment of Sole Selling Agent

Whether the requirements under sec

In respect of Approvals of Financial

Approvals of Financial Institutions:

Whether the requirements under the

In respect of Investments of the Co

Investments of the Company:

Whether the investments are held in

In respect of Corporate Governance

In case of Listed Companies included

Clause 49 of the listing agreement is

In case of Listed Companies with paid

Clause 49 of the listing agreement is

In case of Listed Companies with paid

Clause 49 of the listing agreement is

In case of Companies seeking listing

Clause 49 of the listing agreement is

