

## 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	Whether the Board's Report	Whether the Board's Report
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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:
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Whether the provisions under section 188 of the Companies Act, 1956 are complied with
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**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**

Capitalisation of Profits/ Issue of Bon

Whether Articles Whether Associate equipment

In respect of Statutory Registers/

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

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Clause 49 of the listing agreement is

In case of Companies seeking listing

Clause 49 of the listing agreement is



