

## ENGLISH AND BUSINESS COMMUNICATION 6 (UNIT-3)

### **Notice, Agenda and Minutes of Corporate Meetings :**

Drafting of Notice , Agenda and Minutes of

\*First Meeting of the Board of Directors

\*Statutory Meeting

\*Routine Meeting

\*Meeting of the Board of Directors held prior to the Annual General Meeting of the Company

\*Annual general Meeting

### **Introduction**

Company meetings of the Board of the Directors of a company are held in accordance with the provisions of law of conduct the customary business of a company . These meetings have to be properly planned if we won't to meet their objectives without any unnecessary wastage of time

Before the process of holding a meeting begins , the chairperson has to get a clear understanding of the following points:

\*What is the purpose of calling the meeting?

\*Who is to be discussed at the meeting?

\*Who all should attend the meeting?

\*The date and time of the meeting ?

\*The venue.

### **Notification (Notice)**

Once a suitable decision has been arrived at on all the points mentioned above , there begins the actual process of holding the meetings . The first step is to issue the notification

A Notification is an advance notice sent to all the people entitled to attend the meeting . According to the Companies Act, such a notice , specifying the date , the time and the venue of the meeting has to be sent to all the members 21 days before the date of the meeting . It is useful to include the agenda of the meeting in the notice itself

### **Agenda**

Agenda is a document that outlines the content of a forthcoming meeting , It is usually sent along with the notice of the meeting . Sometimes the agenda is prepared after the circulation of the notice in order to enable the members to get included in the agenda any item that they would like to be discussed at the meeting , Occasionally , if the chairperson and the secretary do not want the member to know the items to be discussed , the agenda is not circulated

Preparing the agenda is a very useful practice

\*If it is circulated in advanced , it helps the member to come prepared for the meeting.

\*Since agenda has a set order , it helps the chairperson to conduct the meeting smoothly.

\*It ensures that only matters relevant to that particular meeting are discussed.

\*It ensures that every point is properly taken up for discussion

\*It facilitates the preparation of the minutes

## **Minutes**

Minutes are the official record of the proceedings of a meetings. All organisations, whether commercial or social , attach great importance to maintaining a proper record of the business transacted to their various meetings. Once minutes are approved and signed , even the court of law accepts them as evidence of the proceedings . Minutes must be precise. The main object of writing minutes to record , concisely and accurately , the essential work done at meeting . Minutes usually show , beyond any doubt , what was formally resolved or decided upon and not what was said .

## **Types of Minutes**

-Minutes of resolution

-Minutes of narration

**Minutes of resolution:** In this types of minutes , only the resolution passed at a meeting are recorded and no reference is made to any discussion preceding the resolution . No mention is made even of the movers and seconders of the resolution

**Minutes of narration:** Minutes of narration are somewhat similar to a report . Here , in a addition to the resolution passed , a brief account of the discussion and the voting pattern is also included

### **Writing minutes**

- \*Nature of the meetings,
- \*Date , time and place,
- \*Names of those who are presented
- \*Items to be numbered and given headings,
- \*Past tense,
- \*Reported speech
- \*Impersonal tone,
- \*Dates and figures to be recorded clearly and accurately
- \*Details about special resolution
- \*Simple , unambiguous language

### **Specimen of notice and agenda**

KRUPA SALES CORPORATION  
DELHI

The next quarterly meeting of the Board of Directors will take place on Friday , 17<sup>th</sup> October , 2022 at 3PM in the conference room.

AGENDA

- 1.Minutes of the last meeting
- 2.Matters arising from the minutes
- 3.Financial irregularities in Noida branch
- 4.Reorganisation of work in Bombay branch
- 5.Any other business
- 6.Date of next meeting

20<sup>th</sup> September 2022

(M.M Soni)  
(Secretary)

**Specimen the Board Meeting (minutes of Tabular form)**

Kanpur International Traders Limited

Minutes

of the first meeting of the Board of Directors held on Monday , the 15<sup>th</sup> October 2020 at 5:00PM at Registered Office of the Company at 2020 , Shivaji Road , Kolkata

**Present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Directors)

\_\_\_\_\_  
\_\_\_\_\_

**In attendance:**

\_\_\_\_\_, Secretary  
\_\_\_\_\_ (Solicitor)

No of Minutes	Subject of Minutes	Details of Minutes
1.	Chairperson of Meeting	_____
2.	Chairperson of Company	_____
3.	Incorporation and appointment of Director	_____
4.	Appointment of Secretary	_____
5.	Appointment of Solicitors	_____
6.	Appointment of Bankers	_____
7.	Prospectus	_____
8.	Quorum	_____
9.	Seal	_____
10.	Next Meeting	_____

Dated:- \_\_\_\_\_

\_\_\_\_\_

Chairperson Secretary

**Specimen Minutes of an Annual General Meeting (Narrative form)**

JALANDHAR CHEMICAL LIMITED  
MINUTES

Of the Fourteenth Annual General Meeting of the Company held at the  
Registered Office on Monday , the 17<sup>th</sup> May 2022 at 3PM

Present:

\_\_\_\_\_Chairperson of the Board in the chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Directors)

In attendance:

\_\_\_\_\_  
\_\_\_\_\_

and 150 share holders , whose names are given in the attached list.

\*Notice of the meeting and the Auditors' Report

\*Director' Report and Accounts

\*Dividend

\*Election of Directors

\*Appointment of Auditors

\*Resolved

\*Vote of Thanks

25<sup>th</sup> June 2022

\_\_\_\_\_

Chairperson

Secretary

### **Specimen Agenda of an Annual General Meeting**

- 1.To read the notice convening the meeting and the report of the auditors.
2. The Chairperson to suggest that the Directors' Report and Account issued therewith be taken as read and to move resolution for their approval and adoption. Shri\_\_\_\_\_to second the motion
- 3.Shri\_\_\_\_\_to move a resolution recommending a dividend of Rs 15 per equity share , subject to income-tax and Shri\_\_\_\_\_to second the motion
- 4.Shri\_\_\_\_\_to move a resolution for the re-election of Shri\_\_\_\_\_as director and Shri \_\_\_\_\_to second the resolution
- 5.Shri\_\_\_\_\_to move a resolution for the re-appointment of Messrs\_\_\_\_\_as Auditors of the Company at afee of Rs20,000 and Shri \_\_\_\_\_to second the motion
- 6.Shri\_\_\_\_\_to propose a vote of thanks to the Chair

**Specimen of notice and agenda of the Statutory Meeting**

**COLOURS AND PAINT LIMITED**

Ganesh Bhavan

Colaba Road , Mumbai 400 001

Notice is hereby given that the Statutory Meeting of the Company will be held at the registered office of the company at Ganesh Bhavan, Colaba , Mumbai-400 001 on Wednesday , the 5<sup>th</sup>February 2022 at 5PM for the purpose of considering the Statutory Report and for conducting all other business which to be conducted at such meeting

A copy of Statutory Report , Required to be send to the Members by the above section , accompanies this notice

By Order of the Board of Directors

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(Secretary)

Mumbai 31th December 2020



Note: A member entitled to attend and vote at the meeting is entitled to appoint one or more proxies to attend and to vote instead of himself and the proxy need not be a member

#### AGENDA

- 1)The Secretary to read the notice calling the meeting
- 2)To move that the Statutory Report as circulated be taken as read
- 3)To direct the attention of members to the fact that the list of members is available for inspection
- 4)To report to the member on the progress of the company to date and to indicate the possibilities of future development
- 5)Vote for Thanks .

#### **Specimen of Minutes of Statutory Meeting**

VIJAY TEXTILE COMPANY LIMITED

VATVA ROAD, AHMEDABAD 380 086

Minutes of the Statutory Meeting of the Vijay Textile Co Ltd.. Ahmedabad ,  
Held at 10:30AM on Tuesday , the 17<sup>th</sup> October 2020 at the Registered Office  
of the Company

Present

- 1)\_\_\_\_\_Chairman , Presiding
- 2)\_\_\_\_\_Director
- 3)\_\_\_\_\_Director
- 4)\_\_\_\_\_Director
- 5)\_\_\_\_\_Director

and 175 members (A list of their names is attached at the end)

In attendance:

- 1)Notice of Meeting
- 2)List of Member
- 3)Statutory Report
- 4)Chairman's Speech
- 5)Discussion
- 6)Vote of Thanks

Ahmedabad  
October 21<sup>st</sup>, 2020

\_\_\_\_\_  
(Chairman)

Minutes of the First Board Meeting  
BRAND-100 GARMENTS CO LTD  
RABINATH TAGORE ROAD, BARODA-390-002

Minutes of the First Meeting of the Board of the Directors of the Company held  
at the registered Office on January 11<sup>th</sup> 2022 at 5PM

Present:

\_\_\_\_\_ Chairman  
\_\_\_\_\_  
\_\_\_\_\_ Directors  
\_\_\_\_\_

Attendance

\_\_\_\_\_ Secretary  
\_\_\_\_\_ Auditor  
\_\_\_\_\_ Solicitor

No	Subject of Minutes	Details of Minutes
1	Chairman of the Meeting	
2	Chairman of the Company	
3	Certificate of Incorporation	
4	Memorandum and article of association	

- 5 Appointment of Secretary
- 6 Appointment of Auditors
- 7 Appointment of Bankers
- 8 Seal
- 9 Issue of Prospectus
- 10 Quorum
- 11 Next Meeting
- 12 Vote of Thanks

Baroda

\_\_\_\_\_  
(Chairman)

Specimen of minutes of the Board of Directors' Meeting held prior to the Annual General Meeting

**MARUTI STEEL FUNITURE COMPANY LTD**  
STATION ROAD, SURAT 395013

Minutes of the First Meeting of the Board of the Directors of the Company held at the registered Office on January 11<sup>th</sup> 2022 at 5PM

Present:

	Chairman
	Directors
	Auditor
	Secretary

S No	Subject Heading	Details of minutes
1.	Minutes of last Meeting	
2.	Transfer	
3.	Closure of register of member	
4.	Directors' Report and Annual account	
5.	Dividend	

6. Annual General Meeting
7. Next Meeting

Surat

Date \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary