

## **Minimum agenda of First Board Meeting**

Every company under section 173(1) of the Companies Act, 2013 shall hold the first meeting of the Board of Directors within thirty days of the date of its incorporation and thereafter hold a minimum number of four meetings of its Board of Directors every year in such a manner that there should not be more than one hundred and twenty days gap between two consecutive meetings of the Board.

The following transactions must take place in the first board meeting and the agenda accompanying the notice must contain a reference to all of the following transactions:

1. Election of Chairman of the particular meeting.
2. Appointment of Chairman of Board of Directors.
3. Noting of a certificate of incorporation of the company before the Board.
4. Noting the Memorandum of Association and Articles of Association of the Company as registered.
5. Noting of first Directors of the company by noting a copy of the fining of consent sent by the company's directors.
6. Adoption of the common seal of a company.
7. Appointment of first Auditors of the company.
8. Appointment of Company Secretary, if applicable.
9. Production of a copy of the notice of the situation of the registered office of the company before the Board.
10. Opening of a bank account.
11. Allotment of shares agreed to be taken by the subscribers to the Memorandum of Association.
12. Approving the statement of preliminary expenses.
13. Adoption of preliminary contracts.
14. Directions to the Secretary to purchase books and registers.
15. Authorisation for the Board for taking loans, if necessary.
16. Authorisation for the Board for making investments, if necessary.
17. Decide date, time, and place of the next Board Meeting of the company.
18. Noting of disclosure of the interest of Directors.
19. Authorisation for the printing of share certificates and issuance of share certificates.
20. Any other matter that is pertinent to the company.