XXXX XXXXXXX PRIVATE LIMITED *Company Name*

CIN: XXXXXXXXXXXXXXXXXXXXX *CIN*

Registered Office: XXXX XXXXXXX, XXXXXX - XXXXXX *Registered office address*

AGENDA FOR THE XXXXX MEETING OF THE BOARD OF DIRECTORS *first / second / quarterly*

Day and date: XXXXXXX, XX.XX.XXXX · Time: XX:XX XX · Venue: XXXX XXXXXXX *or "through video conferencing"*

No.	Item of business
1	To elect the Chairperson of the meeting, if required
2	To grant leave of absence to directors who could not attend
3	To confirm the quorum
4	To confirm the minutes of the previous board meeting held on XX.XX.XXXX
5	To note resolutions passed by circulation since the last meeting, if any
6	To note disclosures of interest received from directors (Form MBP-1)
7	*Item of business for this meeting*
8	*Item of business for this meeting*
9	Any other business with the permission of the Chairperson
10	Vote of thanks

Extra items usually taken at the first board meeting

(a) To note the certificate of incorporation, memorandum and articles of association

(b) To note the registered office of the company

(c) To note the first directors of the company

(d) To appoint the first auditor of the company

(e) To open a bank account and authorise its signatories

(f) To authorise issue of share certificates to the subscribers to the memorandum

(g) To approve reimbursement of pre-incorporation expenses

(h) To fix the place where the books of account and statutory registers are kept

For **XXXX XXXXXXX PRIVATE LIMITED**

(Signature) _____ **XXXX** **XXXXXXX** *Name* - Company Secretary / Director, DIN / Membership No.: XXXXXXXX

Place: XXXXXX · Date: XX.XX.XXXX