

Add particulars of dispatch in Notice / Minutes Circulation Acknowledgement Registers

Dear users,

Greetings of the Day!

Now you can add the date and mode of dispatch of circulation of board meeting notice, draft minutes and signed minutes to the directors.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Meetings ⇒ Board Meeting ⇒ Edit/Add Meeting ⇒ Dispatch of Notice and Minutes

As shown in the above image, you can add the details of circulation to each directors.

ACKNOWLEDGEMENT REGISTER (DRAFT MINUTES OF BOARD MEETING)

We, the undersigned, confirm to have received the draft minutes of the board meeting held as per details given below:

Meeting Date	Meeting Number	Meeting Time	Meeting Place
31/03/2023	08/2022-23	6:45 PM	Registered office address

Name of Persons acknowledging the receipt of Draft Minutes	Date of Circulation of Draft Minutes	Mode	Signature	Date of Receipt
1. Arun Singh DIN: 00000000 Managing Director	05/04/2023	By Hand		
2. Harshit Singh DIN: 00000000 Director	06/04/2023	Email		

The details entered will be displayed in the respective register of the meeting.