

Subject: Board resolution & minutes.

Keywords: BR, board resolution, minutes.

1. By law all resolutions and minutes prepared/signed wrt private limited companies and LLPs must be recorded and a proper minutes book maintained. A summary of this is submitted to ROC (registrar of companies) periodically.
2. These records are not properly maintained at HO. Therefore, a new SOP is been given under and to be strictly followed.
 - a. Sunil (system admin) shall print 500 nos barcoded stickers starting from 10001. The same shall be pasted on A4 size blank paper and maintained by Sujatha/ Divya (scanning & filing division).
 - b. Staff members who need to prepare a board resolution, extracts, minutes, etc., must obtain a copy of the barcoded sheet from Sujatha/Divya. The BR/ extracts/minutes to be printed on normal paper + the barcoded paper (first sheet only). Signature of directors/ designated partners to be obtained on original (non-barcoded paper) and a copy (on barcoded paper).
 - c. Details of barcoded paper issued must be recorded in minutes register.
 - d. The copy must be deposited with a separate tray labelled as 'Resolution/Minutes' in the scanning and filing room. Sujatha/Divya to scan and upload these documents on M-codex.
 - e. Box files for all private limited companies and LLPs to be maintained under lock and key in meeting room 1. Same to be surrendered to company secretary at the end of the year for preparation of minutes. The resolutions/minutes to be scanned as a single document and spiral bound.
 - f. This is to be strictly implemented.

Soham Modi.