**NOTE:**

1. There are various business items which are missing in the minutes of the first BM (\_\_\_). First BM Minutes should include appointment of the first director, opening of the bank account of the company, authorize any officer to sign the forms, returns etc.
2. The first AGM minutes shall include the appointment of Director.
3. As per the Annual Return filed with the ROC and the Attendance Sheet of the AGM held on 30/09/2016, the total number of members present for the meeting were 3 but in the Minutes it is recorded that only 2 Members were present.