

SS-1 COMPLIANCE FOR RECORDING MINUTES OF BOARD MEETING*

Particulars	Requirement as per SS-1	Timeline/ Due Date	Responsibility
Circulation of Draft Minutes	Draft Minutes to be circulated to all directors (including those not present)	Within 15 days from the date of meeting.	Company Secretary / Authorised Person
Comments by Directors	Directors to send comments, if any.	Within 7 days of receipt of draft minutes.	Respective Directors
Entry in Minutes Book	Final Minutes to be entered in Minutes Book.	Within 30 days from the date of meeting	Company Secretary / Authorised Person
Date of Entry in Minutes Book	Must be recorded in the minutes itself.	Same as date of entry.	Company Secretary / Authorised Person
Signing Of Minutes	By Chairman of the same meeting or next meeting	Any time before next meeting or at next meeting.	Chairman of Meeting / Chairman of next meeting.
Circulation of Signed Minutes	Certified copy of signed minutes to be circulated to all Directors (unless waived)	Within 15 days of signing.	Company Secretary / Authorised Person
Preservation of Minutes Book	Maintain permanently (physical or electronic with timestamp)	Permanently	Company Secretary / Board Authorised Person

** The said compliance is also applicable to Minutes of Committee Meeting.*