



CHECKLIST FOR AGM/.EGM

RESPOND AS APPLICABLE

1.

- Name of company
- Date of AGM/EGM
- Venue of AGM/EGM
- Opening time of meeting
- Attendance of the board of directors including the chairman (please state their designations)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

2. I. No of Shareholders in attendance -----

II. No of Proxies -----

3. External Parties:

I. Registrar -----

II. External Auditor -----

III. Company Secretary (if independent of coy) -----

IV. Audit Committee Members -----

V. No. observers -----

4. Chairman's address

5. Report of Auditors

6. Report of Audit Committee

7. What was the ordinary and special business of meeting?

-
-
-
-

8. Were all the resolutions passed and adopted?

A. YES

B. NO

- If yes, how were they adopted? Unanimously or Narrowly?
- If no, how were they rejected? Unanimously or Narrowly?
- What are the reasons for the rejection of any resolution

9. Check and observe if there was election/re-election into Directorship

- How was the election conducted

A. Transparently

B. Not transparent

- Were the directors elected/re-elected present at the AGM/EGM

YES

B. NO

- Was the election peaceful or not peaceful ?
- Was there any dissenting and aggrieved shareholders
- What were the reasons for their grievances? If any

- 1)
- 2)
- 3)

Give the names of those elected

- 1.
- 2.
- 3.
- 4.

10. Check and observe if there was election into the audit committee

- How was the election conducted (Comment)?
- Were the nominees present?
- Were shareholders notified of their experience/ qualifications?
- Was the election peaceful or not peaceful?
- Was there any dissenting and aggrieved shareholders?
- What were the reasons for their grievances? If any?

1)

2)

Give the names of those elected

- 1.
- 2.
- 3.
- 4.

11. Comment on the presence and conduct of shareholders associations during the meeting.

12. Comment on the accreditation process by the registrars

- Did the registrar provide the comprehensive attendance list of the board of directors, shareholders and others?

13 - Is the venue of the AGM/EGM conducive and accessible to majority of shareholders? Please Comment

-Are minority shareholders given opportunity to participate and talk freely at the AGM/EGM? Comment.

- Was the proceedings of the meeting orderly?

14. SHAREHOLDERS COMMENT/OBSERVATIONS/QUESTIONS

(It is important to note issues of corporate governance and enquiries on financial performance)

- 1). Corporate Governance
 - Issues to note: tenure of chairman (if current)
 - Composition of the board,
 - Composition of Audit committee.
- 2). Financial performance
 - liquidity and profitability issues
- 3) Shareholder
 - complaints
- 4) E-dividend, unclaimed dividends, any announcements on E-dividends, E-bonus, E-allotment.
- 5) Others

15. RESPONSES TO SHAREHOLDERS FROM CHAIRMAN AND OR MD/CEO

- 1.
- 2.
- 3.
- 4.
- 5.

Other observations

Closing