

# Checklist Compliance Statement for Board Meetings

## Company Details

Company Name	ABC Corporation Ltd.
Meeting Date	10th June 2024
Meeting Location	Main Conference Room, HQ
Prepared By	Company Secretary

## Compliance Checklist

Checklist Item	Complied (Yes/No)	Remarks
Notice of Meeting sent to all Directors as per statutory timelines	Yes	
Agenda circulated in advance	Yes	
Presence of quorum	Yes	All Directors present
Declaration of interest by Directors (if any)	No	No interest declared
Minutes of previous meeting confirmed	Yes	
Compliance with applicable laws/regulations	Yes	

## Declaration

I hereby declare that the above compliance checklist has been duly verified and all statutory requirements pertaining to the board meeting have been fulfilled to the best of my knowledge and belief.

Name & Designation	Jane Doe, Company Secretary
Date	10th June 2024
Signature	

## Important Notes

- This checklist serves as an internal control document to ensure due compliance with statutory requirements for board meetings.
- All items should be reviewed and confirmed before final sign-off.
- Keep this document as a part of official meeting records for audit and reference purposes.
- Non-compliance with statutory requirements may attract legal implications.