

Compliance Statement for Board Meeting Notice

Date: 3 June 2024

To,
The Board of Directors
XYZ Corporation Ltd.
[Registered Office Address]

Subject: Compliance Statement for Sending of Board Meeting Notice

This is to certify that in accordance with the applicable provisions of the Companies Act, 2013 and the provisions of the Articles of Association of the Company, the Notice of the Board Meeting scheduled to be held on 10 June 2024 has been duly circulated to all Directors at their registered addresses through their preferred mode of communication.

The Notice was sent at least seven days in advance, as required under Section 173 of the Companies Act, 2013 and relevant Secretarial Standards, to enable the Directors to plan their schedule accordingly.

A register recording the dispatch of Notice has been maintained for verification, and all statutory and procedural requirements related to the convening of the Board Meeting have been fully complied with.

Kindly take this statement on record.

For XYZ Corporation Ltd.

[Company Secretary Name]
Company Secretary
[Membership No.]

- This statement is typically prepared and signed by the Company Secretary.
- Ensure the dispatch of Notice complies with both legal and internal company requirements.
- Retain proper records of notice delivery for audit and regulatory purposes.
- Update dates, meeting details, and registered office addresses as necessary per each meeting.
- Consult latest laws and Secretarial Standards for updated compliance norms.