

# Compliance Statement for Circulation of Board Minutes

**Company Name:** [Your Company Name]

**Registered Office:** [Registered Office Address]

**Meeting Date:** [Date of Board Meeting]

**Minutes Circulation Date:** [Date of Circulation]

## Statement

This compliance statement certifies that the minutes of the meeting of the Board of Directors of **[Your Company Name]** held on **[Date]** have been prepared in accordance with the applicable provisions of the Companies Act, 2013, Secretarial Standards, and the Articles of Association of the Company.

The draft minutes, annexures, and all related documents have been circulated to all Directors within the prescribed time period, through electronic means and/or physical mode, as required under the relevant laws and Secretarial Standards.

Directors have been invited to communicate their comments, if any, within seven days from the date of receipt of the draft minutes.

All observations and comments received from Directors have been recorded and addressed, and the final version of the minutes will be confirmed and signed at the next Board Meeting, as per the applicable legal requirements.

**For [Your Company Name]**

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**[Authorized Signatory/Company Secretary]**

**Designation:** [Designation]

**Date:** [Date]

## Important Notes

- Ensure the minutes are circulated to all eligible directors within 15 days of the meeting.
- Directors must be given at least 7 days to comment on the draft minutes.
- The final minutes must include all comments received from directors, if any.
- The document should be carefully reviewed for accuracy before finalization.
- Retention and confidentiality of minutes is critical and governed by law.