

Checklist Of Compliances To Be Undertaken By Listed Public Companies In The 1st Board Meeting For FY 2023-24

Sr. No.	Particulars	Section/Rules of Companies Act, 2013	Form	Timeline
1.	Approval of Budget for the FY 2023-24	-	-	1st Board Meeting
2.	Disclosure of Interest by Directors	Sec 184	(Form MBP-1)	1st Board Meeting
3.	Declaration by Directors that he/ she is not disqualified to be appointed as director of the Company.	Sec 164	(Form DIR-8)	1st Board Meeting
4.	Declaration from Independent Director about his Independence. (If applicable)	Sec 149	-	1st Board Meeting
5.	Foreign Exchange Exposure Report	-	-	1st Board Meeting
6.	Report on Borrowing, Loans, and Investment	-	-	1st Board Meeting
7.	Approval of payment of sitting fees to Independent Directors (if any), for their separate meeting	-	-	1st Board Meeting
8.	Risk Review Plan	-	-	1st Board Meeting
9.	Consideration of payment of Interim Dividend, if any	-	-	1st Board Meeting
10.	ESOP Allotment, if any	-	-	1st Board Meeting
11.	Related Party Transaction	Sec 188	-	1 st Board Meeting
12.	Statement on Related Party Transactions or Omnibus Approval by the Audit Committee	-	-	1st Board Meeting
13.	Grant the authority to sign E-Forms and other related documents on behalf of company with ROC/MCA and other Government Authorities	-	-	1 st Board meeting

Checklist Of Compliances To Be Undertaken By Private Companies In The 1st Board Meeting For Financial Year 2023-24

Sr. No.	Particulars	Section/Rules of Companies Act, 2013	Form	Timeline
1.	Approval of Budget for the FY 2023-24	-	-	1st Board Meeting
2.	Disclosure of Interest by Directors	Sec 184	(Form MBP-1)	1st Board Meeting
3.	Declaration by Directors that he/ she is not disqualified to be appointed as director of the Company.	Sec 164	(Form DIR-8)	1st Board Meeting
4.	Declaration from Independent Director about his Independence	Sec 149	-	1st Board Meeting
5.	Review of Shareholding Pattern and the movement of shares from BENPOS (in case of demat of shares)	-	-	1st Board Meeting
6.	Foreign Exchange Exposure Report	-	-	1st Board Meeting
7.	Report on Borrowing, Loans, and Investment	-	-	1st Board Meeting
8.	Budget, Annual Action Plan and Program of CSR Activities for the FY 2023-24	-	-	1st Board Meeting
9.	Approval of payment of sitting fees to Independent Directors (if any), for their separate meeting	-	-	1st Board Meeting
10.	Risk Review Plan	-	-	1st Board Meeting
11.	Consideration of payment of Interim Dividend, if any	-	-	1st Board Meeting
12.	ESOP Allotment, if any	-	-	1st Board Meeting
13.	Related Party Transaction	Sec 188	-	1 st Board meeting
14.	Statement on Related Party Transactions or Omnibus Approval by the Audit Committee	-	-	1st Board Meeting
15.	Financial Reporting	-	-	1 st Board Meeting
16.	Insider Trading and Disclosure	-	-	1 st Board Meeting
17.	<ul style="list-style-type: none"> • Audit Committee • Nomination and Remuneration Committee 	Sec 177 Sec 178	-	1 st Board Meeting
18.	Grant the authority to sign E-Forms and other related documents on behalf of company with ROC/MCA and other Government Authorities	-	-	1 st Board meeting