

Secretarial Compliance & Minutes Kit

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds the ongoing secretarial hygiene a company must maintain — the statutory registers (members, directors, charges, related-party contracts), a year-round compliance calendar of board, committee and general meetings and filings, and properly drafted minutes for a specific meeting with correct quorum, notice and resolution wording.

Purpose of this tool & output

Build statutory registers, a secretarial compliance calendar and board or general-meeting minutes for a company

How the output is used

Use the minutes, the register formats and the compliance calendar to run the board and general meetings correctly, maintain the statutory registers, and track the year of filings so nothing is missed at an inspection.

Important cautions

Minutes and registers must follow the Companies Act and the Secretarial Standards (SS-1/SS-2); this is a working aid, not a substitute for a company secretary. Verify the resolutions and the calendar with a CS.

Companion documents

No related documents are listed on the portal for this tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.