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# CHECKLIST FOR DRAFTING MINUTES OF THE MEETING

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BY:

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CHECKLIST FOR DRAFTING MINUTES OF THE MEETING

S.No.	Question	Reply	Remark
1.	Name of organization		Provide the registered copy of the deed
2.	Date of Registration of Organization		Provide the registered copy of the deed
3.	No. of Members in Governing Body with their designation since registration		List of Governing Body as on date
4.	Details of Change in Governing Body Since Registration		
5.	Members in the general body		
6.	Details of the addition/ leaving members in general body		
7.	Details of the change in deeds, if any		
8.	Details of the Meeting of the Governing Body with details of transactions passed therein		
9.	Details of the Meeting of the General Body with details of transactions passed therein		
10.	Details of the Licenses or registrations with the name of the organization and premises or affairs thereof from the relevant authorities		
11.	Details of returns and documents filed with the regulator and Government authorities		
12.	Details of the land acquired and purchased for organisation		
13.	Details of building constructed or purchased for the organisation		Annexure Attached
14.	Detail of the other movable & immovable assets like vehicle, furniture & equipments		
15.	Details of the functions and events organized by the organisation		Provide date, average gathering, chief guest and agenda of the function and specific words delivered to the public
16.	Details of the any enquiry, instructions or investigation conducted by the govt. authorities		
17.	Details of the appointment of key personnel, chairman, trustees and staff		Provide the copy of the appointment or employment letter
18.	Details of Hiring any contractual agencies, experts, professionals, if any		Provide the agreement/contract
19.	Details of the loan, advances or guarantee taken from any bank, financial institutions, person & entity, if any		Provide the declaration loan agreement, disclosure, etc
20.	Details of the advances, remuneration or other transactions to the founder, settlor,		Provide the suitable documents for the

	trustee, or their relative or firms where such person are interested		
21.	Detail of any grants, subsidy or incentive taken from the govt and local authorities		
22.	Detail of any award, appreciations, and achievements		
23.	Detail of joint venture, fund transfer or collaboration or take over or merger or amalgamation or de-merger or otherwise arrangements with any other organistaion, trust, societies and associations		
24.	Detail of the Corpus funds given by the founder, trustees, settlors and other interested person		
25.	Detail of sale, lease or otherwise disposal of the whole or substaintially property of organistaion		
26.	Details of donors & contributors to the funds from India or outside India		Provide the list of donors with ID
27.	Details of the bank accounts and the person handling the cash in the organization		
28.	Details of any dispute or differences amongst the governing body, members, employees, staff, founders, etc		
29.	Detail of the travels outside India by the founders, trustees, governing body members, or any other person having the influence in the organisation		
30.	Details of the student or beneficiaries to the organisation		
31.	Details of outstanding demand, if any by the govt, staff, vendor, employees or other person		
32.	Date of election held and name of returning officers		
33.	Details of any social activities, if any like social awareness camp, health check-up camps, etc.		
34.	Details of the committees & sub- committees along with the objectives and name of the members		