

MGT-8 CERTIFICATE: CHECK LIST

Sr. No	Particulars	Received yes / no	Checked yes / no
1.	Proof of delivery as per Secretarial Standard 1 & 2 for notice/ draft minutes / signed minutes/ Video Recordings declarations.		
2.	Minute of Committee / Board and General Meetings along with attendance sheet.		
3.	Copy of resolutions passed for Section 185 & 186 of the Companies Act, 2013.		
4.	Financials set including Director and Auditor Report.		
5.	Terms of reference for the following committees; if any Nomination and remuneration committee Audit Committee Risk management committee CSR Committee. Other committees as applicable to the company.		
6.	Forms filled with registrar of companies, BSE and NSE along with challans.		
7.	Disclosures received from directors MBP 1 DIR 8 Declaration by Director to attend via video conferencing		
8.	Declaration from Independent directors.		
9.	Circular resolution passed by the board/ committees, proof of delivery of the circular resolution.		
10.	Registers maintained under the Companies Act, 2013 (In electronic form and physical form)		
11.	Constitution of the board and committees, IEPF CHALLANS, if any.		
12.	Prepared Form MGT-7		

13.	Four Columnar Trial Balance (Opening, Debit, Credit & Closing)		
14.	Other documents as required pursuant to the audit, depending on audit working.		