**NOTICE**

**The first and the foremost step of convening any meeting is notice. A notice is a written intimation to all those members who are entitled to attend the meeting. It is drafted to inform all the concerned persons, regarding the date, day, time and place of the meeting and a write up of the issues to be dealt with at such meets.**

**The company secretary along with the PR officer can coordinate with public meetings correspondence.**

**GUIDELINES:**

1. **Every notice must specify the place, date and time of the meeting.**
2. **It must be sent along with the agenda or the statement to be transacted at the meeting.**
3. **Convenience of the location of the participants or members must be considered in case of large membership.**
4. **Generally, depending upon the type of meeting, 21 days in advance clear notice is given to the members.**

**FORMAT OF A NOTICE:**

|  |
| --- |
| **NOTICE**Name of the companyAddress of the companyRef no.Salutation Date Body: Place, date and time of the meetingEnclosure   Complimentary close, Subscription  **AGENDA** |

 **AGENDA**

**The things to be done at the meeting is termed as agenda. It is the programme or list of items of business to be considered at the meeting. It is the duty of the Secretary of the company to prepare agenda in consultation with the Chairman.**

**GUIDELINES:**

1. **A copy of agenda must be sent along with the notice to each member.**
2. **All items in the agenda must be within the scope of the meeting.**
3. **Items of routine in nature must be kept first in order so that they can be disposed of or discussed quickly.**
4. **The first item in the agenda is usually reading and approving the minutes of the previous meeting.**
5. **The last item in the agenda is the vote of thanks to the chairman.**

**NOTICE**

**Global Holding Corporation Pvt. Ltd.**

**80, Yogashama Marg, Mumbai 400020**

**Ref: Date:25/11/2011**

**Sir/Madam,**

 **NOTICE IS HEREBY GIVEN THAT pursuant to Section 165 of the Indian Companies Act 1956 Annual General Meeting of the Global Corporation Pvt. Ltd., will be held at its registered office at Dadabhai Naoroji Marg, Mumbai 400020 on December 11,2011 at 4.00 p.m.**

 **A copy of agenda is enclosed.**

**Yours sincerely,**

 **(P.N.Ramrakhyani)**

 **Secretary**

**AGENDA**

**For the meeting of the Board to be held on 11 December, 2011 at corporate office**

**The business to be transacted is as follows:**

**1.Confirmation of the minutes of the last meeting held on 14 September, 2011.**

**2.Allocation of funds to various departments.**

**3. Rethinking recruitment policy.**

**4. Setting sales target for the year.**

**5.Opening two more production units in the state.**

**6.Fixation of the date for the next meeting.**

**7.Action taken on issues taken up in the previous meeting.**

**8.Vote of thanks to the Chairman.**