

No. 1/3/2014-CL-I  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, 'A' Wing,  
Shastri Bhawan, Delhi.  
Dated: 10<sup>th</sup> April, 2015

To

The President,  
The Institute of Company Secretaries of India,  
22, Institutional Area, Lodhi Road,  
New Delhi

Subject: Approval of Secretarial Standards SS-1 and SS-2 under section  
118(10) of the Companies Act, 2013 - Regarding

Sir,

I am directed to refer to your letter Number MCA: 2015: SSB dated 10<sup>th</sup> February, 2015 on the subject cited above seeking approval of the Central Government for two Secretarial Standards (SS) namely SS-1: Meetings of the Board of Directors and SS-2: General Meetings under sub-section (10) of section 118 of the Companies Act, 2013.

2. The matter has been examined in the Ministry and the approval of Central Government under sub-section (10) of section 118 of the Companies Act, 2013 is hereby accorded to the Secretarial Standards (SS) namely SS-1 on Meetings of the Board of Directors and SS-2 General Meetings.

3. This issues with the approval of competent authority.

Yours faithfully,



(Animesh Bose)  
Assistant Director