

SECRETARIAL STANDARDS ISSUED SO FAR

The Institute has so far issued the following Secretarial Standards:

Sl. No.	SS No.	SS Name	Month & Year of Publication	Month & Year of Revision
1.	SS-1	Secretarial Standard on Meetings of the Board of Directors	December, 2001	June 2007
2.	SS-2	Secretarial Standard on General Meetings	May, 2002	October 2011
3.	SS-3	Secretarial Standard on Dividend	May, 2003	-
4.	SS-4	Secretarial Standard on Register and Records	October, 2005	-
5.	SS-5	Secretarial Standard on Minutes	September, 2007	-
6.	SS-6	Secretarial Standard on Transmission	September 2007	-
7.	SS-7	Secretarial Standard on Passing Resolutions by Circulation	November 2008	-
8.	SS-8	Secretarial Standard on Affixing of Common Seal	November 2008	-
9.	SS-9	Secretarial Standard on Forfeiture of Shares	November, 2008	-
10.	SS-10	Secretarial Standard on Board's Report	July, 2009	-

GUIDANCE NOTES ISSUED SO FAR

To facilitate the corporate sector to comply with the Secretarial Standards, the SSB also formulates Guidance Notes. The Institute has through SSB, issued the following Guidance Notes:

Sl. No.	GN Name	Month & Year of Publication	Month & Year of Revision
1.	Meetings of the Board of Directors	July, 2002	-
2.	General Meetings	November, 2002	-
3.	Passing of Resolution by Postal Ballot	September, 2002	September 2012
4.	Dividend	May, 2003	-
5.	Buy Back of Securities	December, 2003	-
6.	Board's Report	July, 2004	-
7.	Preferential Issue of Shares	December, 2007	-
8.	Corporate Governance Certificate (Clause 49 of Listing Agreement)	October 2005	September 2007 July 2010
9.	Listing of Corporate Debt	July 2010	-
10.	Related Party Transactions	July 2010	-
11.	Board Processes	December 2010	-
12.	Non Financial Disclosures	May 2011	October 2011

SSB is in the process of reformulating all Secretarial Standards and Guidance Notes in the light of the applicable new laws.