

UNIT 3

AGENDA

Example:

Write an Agenda of Annual general body meeting of LS.Textile Mill ltd NO 145 pc patty Theni Dec 31/12/2020. 5 P.m

LS Textile mill limited

No.145 p.c patty

Theni

Date:

Annual General body meeting

NOTICE

The annual General body meeting of our mill will be held at 5 p.m on Monday,31/12/2020 in our office. The agenda is given below:

Please make it convenient to attend the meeting

AGENDA

Minutes of previous meeting

Raise of subscription

Raise of capital

Celebration of New Year

Any others matters with the permission of the chairman.

Declaration of dividend

To appointment of two additional directors

To increase salary of the employees.

UNIT 4

MINUTES

Write minutes of a Renuga Textile Mill annual general meeting.

Renuga Textile
Mill Ltd,

Pc.patty,

Theni.

Minutes of the 6th annual general meeting of the Board of Directors of Textile mill held on 13/9/2020 at chairman's office.

Members present:Mr.K. Praveen.

Mr.R.Ravi.

Mr.J Kumar.

Members Absentees:Mr.X

Mr. y

Decisions taken:

1. It is resolved that the employee's salary would be raised from the January 2021.

2. It is resolved that Dr. Surya M.D is hereby appointed as a Director of the company.

3. Final statements (annual report) were read, discussed and recorded

The Board of Directors decided to hold the next meeting at Madurai Main Office on December 25th ..

Chairman's sign

CIRCULAR LETTER

Write a letter to the customer about to open a new branch.

Theni Anantnam,
Madurai Road,
Theni.

Dear customer:

We are glad to inform that we are going to open a new branch at Thirupur. This branch contains various departments like garments, jewelry shop, car parking facilities etc. And we are glad to announce that there will be discount of 50% those who buy for above RS.2000 customers are requested to use the opportunity. This offer will be for 3 month. We invite Mr.Prabu director of film industry to open our shop. our new branch will be open on 4th oct2018.visit our shop and get offer.

Thanking you