

[SOCIETY NAME]

Registration No. _____ · [Registered address]

ANNUAL GENERAL MEETING — REPORT PACK (SAMPLE)

A working sample of the papers an Indian housing society usually places before its AGM: notice and agenda, secretary's report outline, chairman's report outline, minutes and resolution record, and accounts adoption. Fill the blanks; do not invent figures or bye-law clauses.

HOW TO USE THIS PACK

Print or complete digitally. Attach your audited accounts as a separate enclosure — they are not reproduced here. Check every notice period, quorum fraction and majority rule against your registered bye-laws and the co-operative societies act that applies to your state.

1. SOCIETY AND MEETING

SOCIETY NAME

REGISTRATION NO.

FINANCIAL YEAR

DATE OF NOTICE

DATE OF AGM

TIME

VENUE / PLATFORM

CLEAR NOTICE PERIOD (DAYS)

QUORUM REQUIRED (PER BYE-LAWS)

2. AGENDA

List every item to be transacted. Business not on the agenda cannot be resolved.

NO.	AGENDA ITEM	PAPER ENCLOSED

3. SECRETARY'S REPORT — OUTLINE

MEMBERSHIP MOVEMENT (JOIN / LEAVE / TRANSFER)

MEETINGS HELD DURING THE YEAR

FILINGS AND OPEN CORRESPONDENCE

MAJOR WORKS AND CONTRACTS

4. CHAIRMAN'S REPORT — OUTLINE

YEAR IN REVIEW

FINANCIAL NARRATIVE (POINT TO AUDITED ACCOUNTS)

PRIORITIES PROPOSED FOR NEXT YEAR

5. QUORUM AT THE MEETING

MEMBERS ELIGIBLE

MEMBERS PRESENT

QUORUM MET (YES / NO)

IF ADJOURNED — ADJOURNED DATE / TIME / PLACE

6. RESOLUTIONS PUT TO THE MEETING

One row per resolution. Record the text as put, the method of voting, and the count.

NO.	RESOLUTION	FOR	AGAINST	ABSTAIN	CARRIED

7. ACCOUNTS AND AUDITOR

AUDITED ACCOUNTS PLACED (YES / NO)

ACCOUNTS ADOPTED (YES / NO)

AUDITOR APPOINTED / REAPPOINTED

OBJECTION RECORDED (IF ANY)

CONFIRMED BY

CHAIRPERSON

HON. SECRETARY

HON. TREASURER

BEFORE YOU USE THIS

- Serve the notice with the clear period your bye-laws require and keep proof of service.
- Circulate secretary and chairman reports with the notice — not only on the day of the AGM.
- Minutes record decisions and counts, not debate. Number every resolution.
- Attach audited accounts as a separate enclosure; this pack does not replace them.

Run this in Plinth instead

Plinth keeps this record for you — issued, delivered, acknowledged and searchable, with an audit trail against every flat. No paper to file, nothing to reconstruct before the AGM.

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