

| Applicable Provision(s) | Type of Meeting | Time-line for Holding Meeting | Exemptions/Relaxation, if any |
|---------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 173 | First Board Meeting | Within 30 days from the date of incorporation | IFSC Public Companies ⁷ IFSC Private Companies ⁸ OPC having 1 Director ⁹ |
| Section 173 | Subsequent Board Meeting | Minimum 4 meetings in a year. The gap between 2 meetings should not exceed 120 days. | IFSC Public Companies ¹⁰ IFSC Private Companies ¹¹ Section-8 Companies ¹² One Person Company, Small Company, Dormant Company, Start-up Private Company ¹³ OPC having 1 Director ¹⁴ |
| Section 96 | First AGM | Within 9 months from the closure of the first financial Year | One Person Company |
| Section 96 | Subsequent AGM | 30 th Sep (Within 6 months from the closure of the financial Year) Further, the gap between 2 AGM should not exceed 15 months | One Person Company |
| Section 177 and Regulation 18 of LODR | Audit Committee meeting | Minimum 4 times in a year, and the gap between two meetings should not exceed 120 days. | All Companies except listed companies can hold the meeting as and when necessary. |
| Section 178 and Regulation 19 of LODR | Nomination and Remuneration Committee meeting | At least once in a year. | All Companies except listed companies can hold the meeting as and when necessary. |
| Section 178 and Regulation 20 of LODR | Stakeholders Relationship Committee meeting | At least once in a year. | All Companies except listed companies can hold the meeting as and when necessary. |
| Regulation 21 of LODR | Risk Management Committee¹⁵ | At least twice in a year. The meetings shall be conducted in such a manner that on a continuous basis, not more than 180 days shall elapse between any two consecutive meetings. | All Companies except listed companies |
| Section 135 | CSR Committee meeting | As and when the company feel necessary. | |

7. IFSC Public Companies shall hold the first meeting of the Board of Directors within sixty days of its incorporation and thereafter hold at least one meeting of the Board of Directors in each half of a calendar year. - **Exemption Notification to specified IFSC Public Companies, GSR 08 (E) dated 04.01.2017**
8. IFSC Private Companies shall hold the first meeting of the Board of Directors within sixty days of its incorporation and thereafter hold at least one meeting in each half of a calendar year—**Exemption Notification to specified IFSC Private Companies, GSR 09 (E) dated 04.01.2017**
9. The provisions of the Board meeting shall not apply to an OPC having only 1 Director—**Proviso to Section 173 (5)**
10. IFSC Public Companies shall hold the first meeting of the Board of Directors within sixty days of its incorporation and thereafter hold at least one meeting of the Board of Directors in each half of a calendar year. - **Exemption Notification to specified IFSC Public Companies, GSR 08 (E) dated 04.01.2017**
11. IFSC Private Companies shall hold the first meeting of the Board of Directors within sixty days of its incorporation and thereafter hold at least one meeting in each half of a calendar year—**Exemption Notification to specified IFSC Private Companies, GSR 09 (E) dated 04.01.2017**
12. Section-8 companies shall hold at least one meeting within every six calendar months- **Notification no. G.S.R. 466(E) dated 5th June, 2015**
13. A One Person Company, a small company, a dormant company, and a private company (if such private company is a start-up) shall be deemed to have complied with the provisions of this section if at least one meeting of the Board of Directors has been conducted in each half of a calendar year and the gap between the two meetings is not less than ninety days Section 173 (5)
14. The provisions of the Board meeting shall not apply to an OPC having only 1 Director—**Proviso to Section 173 (5)**
15. Applicable on Top 1000 listed entities, determined on the basis of market capitalization as at the end of the immediate preceding financial year, and a 'high value debt listed entity