

NOTICE WRITING

A notice is a written or an oral statement that contains the particulars of holding a meeting. When a circular is served among the members of the meeting to attend the meeting, it is called a notice. It is a letter of invitation which carries the request to the members to attend a meeting. A notice includes time, place, date and agenda of a meeting. The notice should be sent by the proper authority in due time so that the members can attend the meeting in due course of time.

So, a notice is formally written or it is a formal information, notification or warning about a fact or an invitation to the concerned person for attending the meeting.

ESSENTIAL ELEMENTS OF A VALID NOTICE

- 1. Signature** - The notice must be signed by the proper authority. Only the legal authority should serve the notice.
- 2. Proper Time** - The notice must be served in proper time. It should be circulated according to the rules and regulations of the company or the organization.
- 3. Time date and place** - The time, date and place of the meeting must be stated in the notice.
- 4. Unconditional** - There must be no condition or complexity in the notice about attending a meeting. Always a notice should be unconditional.
- 5. Agenda** - It means topics to be discussed in a meeting. A valid notice should contain the agenda of the meeting.
- 6. Conciseness** - The notice must be short in size. It should be clear, simple and easy.

7. Proper Persons - Notice should be served to the proper persons who are entitled to attend the meeting.

8. Enclosure - An explanatory statement should be sent with the notice.

SPECIMEN OF NOTICE

Notice of statutory meeting of a company

Maruti Suzuki India Limited

1, Nelson Mandela Road,

Vasant Kunj

New Delhi - 110070

Date - March 5, 2020

NOTICE FOR STATUTORY MEETING

Notice is hereby given that the statutory meeting of the company will be held on March 20, 2020 at 12pm in the registered office of the company.

Concerned shareholders are requested to attend the meeting.

Mr. Swarup Sen

Secretary

On behalf of the Board

Of Directors.

NOTICE OF THE BOARD OF DIRECTOR'S MEETING

Skoda Auto India Private Ltd,

A-1/1, M.I.D.C.

Five Star Industrial Area, Shendra,

Aurangabad - 431201

Date- February 17, 2020

Sir,

Being authorized I am informing you that the second meeting of the Board of Directors will be held at the head office of the company on February 25, 2020 at 10am.

You are duly requested to attend the meeting.

Sincerely yours,

Swarup Sen

Secretary

Agenda:

1 Discussion about the policies of the company

2 Disbursement of shares

3 Miscellaneous

Name - Sabarna Banerjee

Subject - Business Communication

Chapter - Drafting

College - Umes Chandra College