

Board Governance & Secretarial Automation

A unified workspace for board governance, standardization of agenda, minutes and statutory registers, ROC filing readiness, and audit-grade governance history.

Board operations

Schedule, circulate, document, and track every meeting cycle.

Secretarial control

Maintain registers, resolutions, and governance records centrally.

Compliance readiness

Connect board outputs with filing workflows and audit evidence.



Why Governance Teams Need a Different Operating Model

The current reality

- Meeting notices, board packs, and follow-ups are often coordinated across email and shared drives.
- Agendas and minutes are recreated manually, even for recurring governance cycles.
- Registers, resolutions, and filing documents sit in disconnected repositories.
- Retrieval during audit, review, or filing season becomes slow and people-dependent.

What the board experiences

Low process visibility

Limited line of sight from meeting decision to compliance closure.

High administrative drag

Secretarial teams spend time coordinating documents rather than controlling governance outcomes.

Fragmented governance memory

Actions, votes, and historical decisions are harder to trace over time.

Where the Process Breaks Down

Preparation

Notice management, agenda drafting, and document compilation remain repetitive and manual tasks. Manual bottlenecks drain secretarial bandwidth and spike compliance risks.

Execution

In modern corporates, governance fractures when attendance, quorum, and critical discussions are tracked outside an auditable workflow, creating massive compliance blind spots.

Recordkeeping

Fragmented storage of minutes, resolutions, and statutory records across unlinked files and folders, destroys the single source of truth required for regulatory audits and creates data blind spots.

Follow-through

Relying on manual follow-ups and relentless document chasing, for downstream ROC filings and audit compliance creates systemic gaps and can lead to compliance defaults and regulatory penalties.

The issue is not the absence of activity. It is the absence of one connected governance system that links board actions to records, registers, and compliance outcomes.



A unified governance system creates that missing thread: it connects agendas, minutes and approvals with workflow, controls, evidence, and dashboards, so boards oversee performance instead of chasing spreadsheets.

A Unified Governance Operating Layer

Lawrbit Compliance Secretarial Tool

Our tool automates the entire lifecycle of your secretarial department. It eliminates manual administrative burdens by using pre-populated templates to seamlessly create and circulate agendas and minutes. By automatically linking boardroom outcomes to downstream tasks, the tool also, updates statutory registers and prepares error-free regulatory returns ensuring total compliance with zero friction.



Board meeting automation

Plan calendars, send notices, manage pre-reads, and record meeting outcomes in one controlled cycle.



Agenda library

Standardize recurring meetings with reusable agenda templates and pack structures.



Minutes & resolutions

Capture official records, resolution wording, action ownership, and approval history.



Statutory registers

Maintain digital statutory records with controlled access, updates, and retrieval.



ROC filing support

Organize filing-ready documents, attachments, acknowledgment references, and workflow progression.



Logs & audit trail

Retain traceability across users, actions, document changes, and governance history.

End-to-End Meeting-to-Compliance Workflow

Calendar Invites

Auto send smart calendar invites directly to directors and other special invitees, locking meetings seamlessly into their schedules.

Notice & Agenda

Auto-generate and dispatch tailored notices along with agendas and required attachments, using your templates and logo.

Meeting Record

Securely execute meetings with integrated roll calls and digital recordings for flawless compliance tracking.

Board Resolutions

Editable legally vetted resolution templates can be pulled based on selected agenda items, while scheduling meetings, which are editable

Minutes & Registers

Meeting agenda, attendance roll call and pre-defined resolution templates to auto-generate a structured minutes draft, which can be edited by Company Secretary basis final discussion points.

ROC Filings

Capture data from passed resolutions and director's discussions, directly from meeting records, to curate and auto-populate the corresponding ROC form, building a fully verified filing package instantly.

Key Platform Features

Agenda library

200+ Smart Templates

Access a curated library of pre-populated, fully editable agendas and resolutions for Board, Committee, and Shareholders' meetings.

Flexible Agenda Builder

Group agenda items dynamically, attach supporting documents directly to each item, and deploy standardized board notices with integrated explanatory notes.

Tailored Styling Engine

A separate, user-friendly customization tab allows your team to easily embed corporate logos and bespoke layout preferences without changing core compliance language.

Role Based Boardroom Security

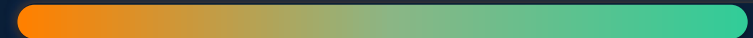
Maintain absolute confidentiality with granular access controls. Easily manage item-by-item agenda permissions for guests and invitees, while providing directors with native, interactive annotation tools for seamless document review.

Legal Proof of Service

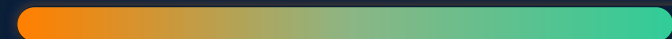
The system automatically logs secure, timestamped verification of email delivery for all board documents, building a bulletproof statutory trail directly within the software.

Minutes & resolutions

Preparation speed



Documentation consistency



Decision traceability



Illustrative process indicators to show relative workflow gains from standardization.

Connected Lifecycle Automation

Links your meeting agenda directly to the matching resolution templates which are editable. Post-meeting, the platform syncs these records to automatically pre-fill the corresponding ROC forms with approved data, closing the loop on compliance.

Core Promise

Lawrbit is expanding its trusted compliance architecture with a dedicated secretarial automation ecosystem engineered specifically for **Unlisted Companies**. The platform streamlines the entire board meeting lifecycle and enforces flawless governance, tracking every critical action in strict alignment with the **Companies Act, 2013 and Secretarial Standards**.

Phased Roadmap Deployment

Phase 1: Active Deployment

- **Board Meeting Management (BMM)** – A unified, secure workflow that digitizes, the entire meeting cycle, across pre, during & post meeting requirements.
- **Committee Meeting Management (CMM)** – A specialized platform automating end-to-end meeting lifecycle across all corporate sub-committees.

Phase 2: Future Roadmap

- **Shareholder's Meeting Management (SMM)** – A specialized, secure workflow that digitizes the complex meeting lifecycle across statutory shareholder notices, quorums, and voting requirements.
- **Statutory Registers** - Real-time statutory record maintenance and immutable ledger tracking within a single secure environment.
- **ROC Filings** - A smart, secure filing engine that digitizes the entire regulatory submission lifecycle across form pre-filling, XML curation, and MCA submission requirements.

E-repository: Creation of Institutional Memory and Quick Retrieval of Records

Lawrbit provides a secure, anywhere anytime accessible e-repository to all authorized users for quick search and retrieval:

1. Automated storage of secretarial records created using **Lawrbit** organized by the financial year and within the financial year under different sections -Board Meeting, Sub-committee meeting, Shareholder meetings, Circular Resolutions, Registers, Returns and Action Tracker.
2. Provision to store past secretarial records in **Lawrbit** under each financial year and pre-defined sections with ability to create user-defined sections.
3. Provision to instantly search using key words within the documents created using **Lawrbit** or the past records stored in OCR enabled pdf format.

Comprehensive Compliance Risk Management Tracker: Peace of Mind

Comprehensive Compliance Risk Management dashboard that assists in eliminating procedural non-compliance required under the Companies Act, 2013 by providing email alerts and an informative real time dashboard.

Reflects compliance using simple traffic signal colours of Green, Amber & Red for the entire portfolio of companies to which the user has access.

1. Provision to drilldown to a specific company in the portfolio for compliance status.
2. Automated email alerts for change in compliance status for authorized users.
3. Tracks the compliance status of Agenda, Minutes, Action Trackers, Statutory registers and returns.
4. Tracks compliance requirements based on the size of the company as specified in the Companies Act, 2013.

DR, Back Up & Network Controls

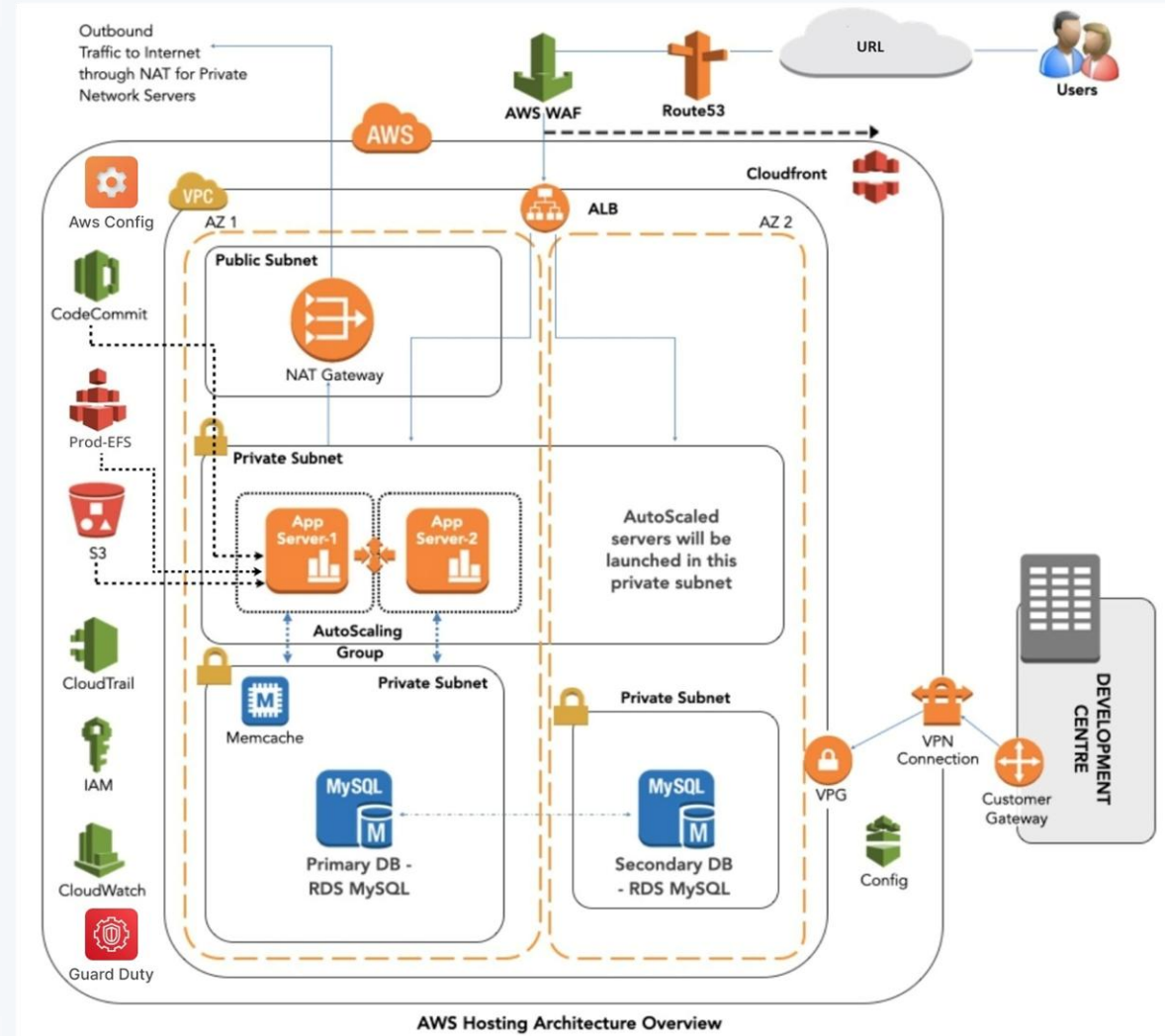
- Daily / Monthly data backup; accessed by IT
- Backups on AWS cloud with secured access
- Backup jobs are tested on 6 monthly intervals
- Data Encryption using AES 256
- A secondary DB is created on AWS - RDS on real time basis
- Disaster Recovery option enabled
- Corporate Wi-Fi & VPN for access controls
- Firewall configuration and
- Network logs are maintained & assessed
- Identity Management controlled

Architecture, Design & Process Controls

- 2 Factor Authentication to protect identity
- Role Based Access Controls
- Software Development level Security protocols
- Strong Password Policy with age limit
- Risk/Vulnerability Assessment and Remediation
- Automated & Manual Software Testing
- Periodic Internal and 3rd party audits
- Change Management
- Process for mitigate Security Incidents
- Security Training for Employee

Application Hosting & Infrastructure

- Hosted on AWS DC in Mumbai in accordance with Data Localisation requirements in India
- DC certified with security protocols ISO27001, ISO27017, ISO27018, SOC1/SOC2, PCI-DSS
- Using Full Stack of Services by AWS to ensure data security & application performance
- CloudTrail, Elastic Compute, Simple Storage Service, Relational Database Service, Identity and Access Management, Multi-Factor Authentication Config, Code Commit, CloudFront & More

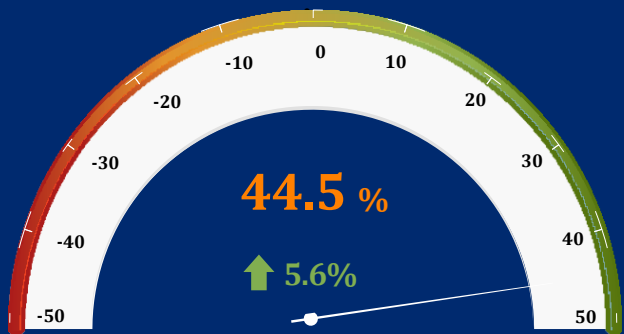


SYSTEM ARCHITECTURE
refer "System Security Document" for details

Trusted by those who matters the most

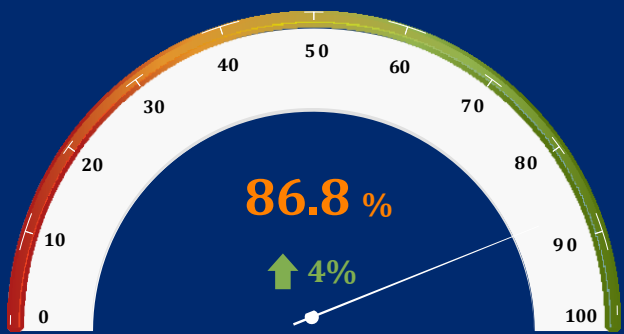
Our **End User's** Net Promoter Score (NPS) Survey (H1'25-26)

How likely are you recommend us in your professional circle?



$$\text{NPS} = \% \text{ Promoters} - \% \text{ Detractors}$$

Rate your overall experience working on Lawrbit GCMS



$$\text{CSAT Score \% (scale: 0-10)} = \frac{\text{Total of all Scores}}{\text{No. of Respondents}} \times 100$$

Value Across the Governance Ecosystem

Company Secretary

Less manual coordination, stronger process ownership, and cleaner documentation flow.

Legal & Compliance

Central control over records, workflow progression, and evidentiary support.

Board Members

One secure source for agendas, papers, decisions, and institutional memory.

Management

Clearer visibility into pending actions, status, and governance readiness.

Auditors

Faster retrieval of supporting history, records, and evidence trails.

This is not simply a meeting platform. It is a governance infrastructure layer for board operations, secretarial control, and compliance execution.

Our Leadership Team



Avtar Monga
Executive Director

- Associated with BFSI industry for 40+ years
- Former **Managing Director** at **Bank of America's** Global Delivery Centers of Expertise (GDCE), where he established BA Continuum Services (BACS) in India and **expanded it to Asia and Latin America**
- Led **SBI Card JV** and Transport Financial Services as **CEO at GE Capital India**
- Served as **COO/ED/Head of Retail Bank** at **IDFC First Bank**, playing a key role in its launch.
- Founding member of **FACE** (Fintech Association for Consumer Empowerment), an RBI-recognised SRO-FT



Jyant Kohli
Founder & CEO

- Industry veteran with 23+ years of expertise in MNCs and startups, driving new product launches, market expansion, and partner ecosystem development
- Associated with the **Global RegTech industry** since 2012; works closely with **Technology and Legal teams** to **improve and innovate** on offerings
- Gained experience with industry giants like ADP, Adrenalin, Thomson Prometric, Manipal Group, Path Infotech, and IMS Learning



Shalini Kohli
Key Shareholder



Kuldeep Singh
Head - Product Innovation



Mayank Vashist
Head - Advisory



Pratima Arora
Head - Customer Success



Deepesh Sharma
Operations Head - GDC



Shweta Khandelwal
Legal Counsel & Lead - India
Regulatory Intelligence



Anjali Singh
Lead - Global Regulatory
Intelligence



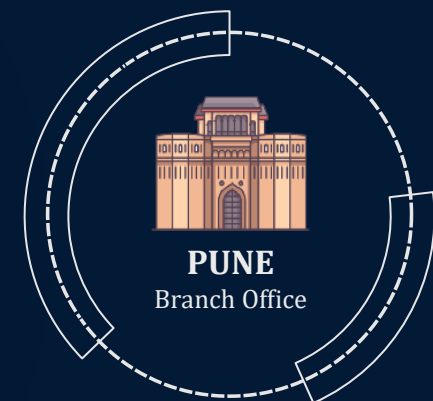
Trishaljeet Singh
Manager - Customer Success
& Lead Community Connect



Mukesh Jakhar
CISO (Chief Information
Security Officer)



Sumit Kaushik
Manager - Customer
Success (Enterprise)



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