

**A limited company must hold the Annual General Meeting (AGM) within 4 months of the fiscal year end.**

The main purpose of AGM is to consider and approve the audited financial statements and other matters as required by law. For a company with fiscal year end 31 December 2020, the last date that the company can hold the AGM is 30 April 2021.

In order to hold the AGM, in case of the company with more than one directors, the Board of Directors must approve the calling of AGM. The invitation letter must be published in a local newspaper and sent by registered mail or by hand (acknowledged by signature) to every shareholder whose name appears in the register of shareholders at least 7 days prior to the AGM date, unless specified to be otherwise in the Articles of Association of the company.

Since April 2020, the Emergency Decree on Electronic Meetings B.E. 2563 (2020) enable companies to hold virtual meetings via electronic media without the requirement for the attendees to be physically present. However, the E-Meeting must be held in compliance with the standards for maintenance of security for electronic meetings prescribed by the Ministry of Digital Economy and Society.



After the AGM date, the updated list of shareholders must be submitted to the Department of Business Development within 14 days or submit together with the financial statements via e-filing system within 1 month after the fiscal year end. For a BOI promoted company, the annual report must also be submitted to the Board of Investment within July 2021.



# AGM 2021

# PKF