

1	Task Manager	
1.1	Attendance Management	- Recording of In and Out time of team members. - Generation of attendance report.
1.2	Task Management	- Task Creation - Assignment of Responsibility - Fixing start dates and deadlines for tasks. - Real Time Status Updation. - Time Spent on task by team members. - Task report generation
1.3	Call Log	You can manage the call logs of your clients.
1.4	Events Management	- Events creation for due dates of various forms or meetings. - Reminder for due dates
1.5	Message Facility	Functionality for communicating with the team members through messages
1.6	Announcements	Sharing information with team members through announcement feature. (Short message or info)
1.7	Post and Timeline	Sharing information with team members through post feature including any image/pdf/word/excel files. (Detailed message or info)
1.8	Leave Management	Application of leave, assigning or approving leave, keeping records of leave.
2	Business Manager	
2.1	Registration / License Management	Keeping records of various registrations and License.
2.2	Insurance Management	Keeping records of various registrations and License.
2.3	Contract/Agreements Management	Keeping records of various registrations and License.
2.4	Expiry Manager	Display of various expiry dates in a table format.
3	Finance	
3.1	Invoicing	- Generation of invoices for various task. - Direct mailing of same to the clients.
3.2	Payments received	- Keeping records of payments received against the invoice raised. - Calculation and display of due amount.
3.3	Expenses recording	- Keeping records of various expenses incurred. - Comparison of expenses with the payments received.
4	Secretarial Practice Tools	
4.1	Check Annual Filing Status from MCA	Checking of annual filling forms filled by any company from MCA.
4.2	E-form Filing	Preparation of various MCA V-2 & V-3 forms
4.3	Tenure tracker	Track tenure and expiry of term for Whole Time Director, Managing Director, Independent Director and Additional Director.
4.4	Repository	Various documents are available for customization in repository.
4.5	Board Report	Customization of board report according to your own standards.

4.6	E-form Filling Management	Management of various eforms to be filed annually and due dates of same.
4.7	DSC Management	<ul style="list-style-type: none"> - Fetching of DSC expiry alongwith the master data. - Keeping record of expiry, location and availability of various DSCs. - Reminders for expiring DSCs.
4.8	DIR-3 KYC Management	<ul style="list-style-type: none"> - Updation of KYC status of all directors of the company that user will add. - Display of all pending KYCs on a single screen.
4.9	MCA V-2 & V-3 Transaction Tracking	<ul style="list-style-type: none"> - Syncing of MCA Log In with the dashboard. - Updation of transactions of MCA logins alongwith their status, amount, client name, payment status. Due date for payment etc.- Sorting of transactions on the basis of their status.- Display of Pay Later or Paid Challan through redirection on MCA Portal. - Display of the transactions under client profile for evaluating the total forms filed for a particular client.
4.10	LLP MCA credentials	Facility for saving the various credentials for MCA login of LLP clients.
4.11	Company MCA credentials	Facility for saving the various credentials for MCA login of Company clients.
4.12	Directors MCA credentials	Facility for saving the various credentials for MCA login of Directors of your clients.
4.13	DIN information	Enter any DIN and fetch personal information of that DIN holder from MCA.
5	Compliance Manager	
5.1	Client Master Creation	<ul style="list-style-type: none"> - Addition of Client Company or LLP with just CIN or LLPIN - Separate option for adding client other than Company or LLP - Fetching & saving of Master Data from MCA automatically. - Real Time Updation of Master of Company or LLP
5.2	Director Management	<ul style="list-style-type: none"> - Fetching and saving the director master of company while adding as client. - DIN status updation - Personal information of Director such as PAN, Aadhaar, Date of Birth, email id, Contact No. Adress etc. - Saving files of ID proofs - Facility for saving past directors details in the record for signing or authorization purpose for back dates documents or as such.
5.3	Capital Structure	<ul style="list-style-type: none"> - Bifurcation of Equity and Preference Share Capital - Functionality for adding various class if any in equity or preference shares. - Verification of Authorized and paid up capital amount from MCA.
5.4	Shareholding Management	<ul style="list-style-type: none"> - Creating Shareholder's Master for various class of shares as added in the capital structure. - Import of subscriber's details from SPICE form. - Adding share allotments. - Functionality for adding share transfer/transmission entries. - Functionality for adding share buyback entries. - Generation of Closing list of shareholders along with the list of share transfer. - Automatic Impact of changes made in shareholding in the MGT-9. - Share Certificate generation. - Issuance of Duplicate share certificates. - Share split/consolidation process. - Automated generation of Register of Members

5.5	Meeting Management	<ul style="list-style-type: none"> - Creation of Meetings i.e Board Meeting, Annual General Meeting, Extra Ordinary General Meeting and Committee Meetings. - Generation of various meeting related documents automatically. - Generation of circular resolution and incorporation of same in next board meeting. - Generation of documents for extension of AGM. - Generation of Meeting Summary Report.
5.6	Documents Generation for various corporate actions	<ul style="list-style-type: none"> - Director related disclosure i.e. DIR-8, MBP-1 - Director & KMP appointment, cessation and change in designation. - Appointment cessation of statutory auditors. - Shifting of registered office within or outside local limits within the state. - Documents for Share Transfer through consideration and gift. - Allotment of shares - Conversion of preference shares into equity shares - Share transmission - Buy Back Documents
5.7	Compliance Tracker	<ul style="list-style-type: none"> - Addition of information for tracking various compliances on the company. - Basic Compliances of company. - Annual Compliances of the company. - Specific requirement based compliances. - Automatic of certain compliances on board report content.
5.8	Board Report Generation	<ul style="list-style-type: none"> - Meeting information shall be added automatically in board report if meeting record is created from this dashboard. - Automatic preparation of shareholding pattern for MGT-9 - Generation of List of shareholder as per the information given under shareholders tab.
5.9	Reports	<ul style="list-style-type: none"> - Generation of Register of Members - Register of charge creation on the basis of charge forms. - Register of Director & KMPs. - Register of Loan, Guarantee, Security and acquisition. (MBP-2) - Register of investments not held in its own name by the company (MBP-3) - Register of Contracts with related party and contracts and bodies etc. in which directors are interested. (MBP-4) - Register of share transfer. - Register of Renewed and Duplicate Share Certificates (SH-2) - Register of Employee Stock Options (SH-6) - Register of Debenture holders (MGT-2)
5.10	DMS	Facility for saving all E-form related records for the company.
6	<i>Resolution Master</i>	<ul style="list-style-type: none"> - Standard Board, general resolution available along with agenda and minutes preface. - Facility for making changes in standard language of adding any new resolution.
7	<i>Help & Support</i>	<ul style="list-style-type: none"> - User Manual & Help videos available for accessing all the features. - Facility for adding tickets for any issues.