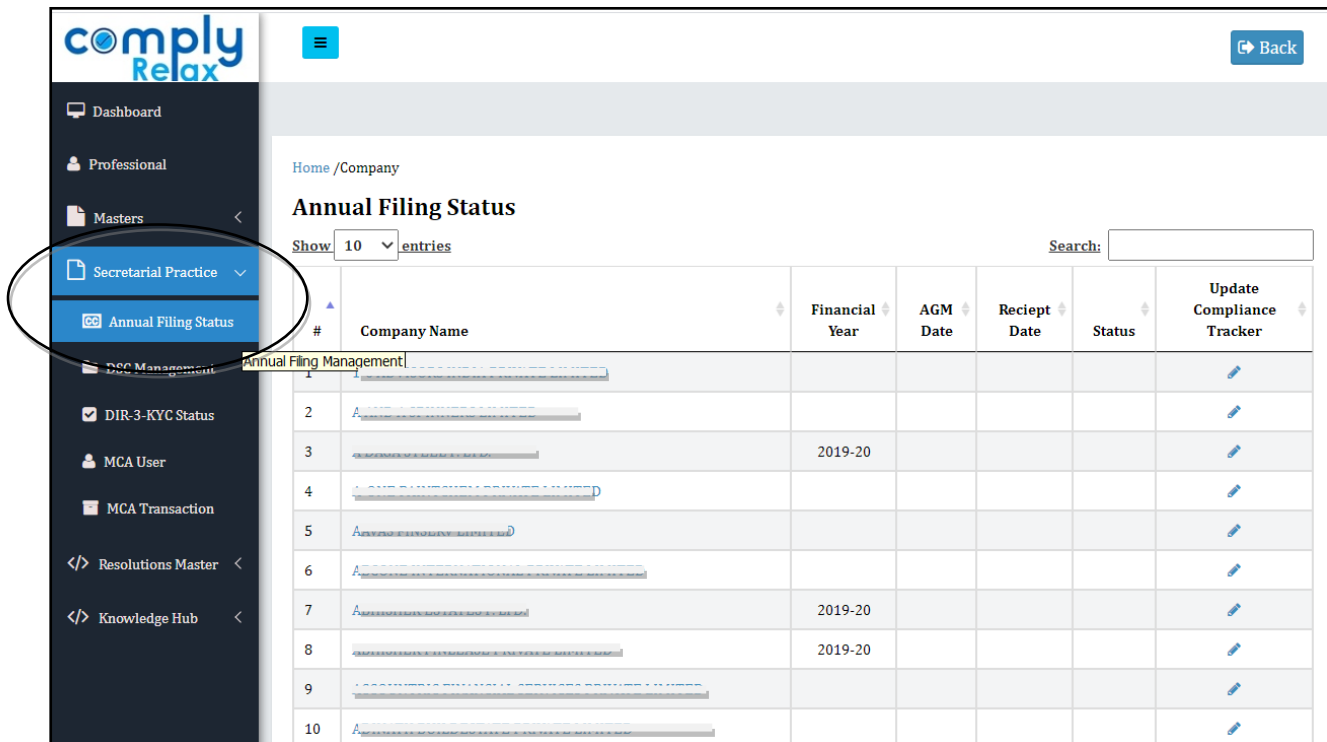


Annual Filing Management

Now manage the ROC annual filing status of all your clients through ComplyRelax virtually. You can update the status of all necessary forms in the dashboard and system will maintain the record for you automatically.

- For updating annual filing record click on the ‘Annual Filing Status’ tab under the ‘Secretarial Practice’ head in the left main menu.



- List of all your clients will be displayed on the screen. Select the Company for which you require to update details
- You may also update the compliance tracker of the Company from the list. The due dates and relevant compliances will be auto identified on the basis of information that you will fill in the compliance tracker.

➤ After clicking on the name of the company following window will be opened on your screen.

#	Form Name	Applicability	Due Date	SRN
1.	AOC-4			
2.	AOC-4 XBRL			
3.	AOC-4 CFS			
4.	ADT-1			
5.	MGT-7	Applicable		
6.	DIR-12			
7.	MR-1	Not Applicable		
8.	DPT-3			
9.	MSME-1			

➤ Now fill the necessary details eg. FY, Date of AGM, Date of receiving financial statement and status.

➤ There are two options for updating the details of forms.

Updating the details in Compliance Tracker of the Company.

Filling the details of various forms manually by clicking on the edit button available on the screen.