

Detail of Past Director (Recording of period of cessation)

You can add the details of past directors of the client companies along with their tenure of appointment. After updating the past record of directors if any document is being prepared for previous events details of past directors will also be available for signing and authorizing purpose.

**Select Client ⇒ Compliance Manager ⇒ Master ⇒ Director ⇒
Click on the Add past Director button as shown in the figure.**

Add Past Director

The screenshot shows the 'Home / Director' page. A button labeled '+ Add Past Director' is circled in red. Below it are two tables:

Present Directors Details					
DIN	Name	Date of DSC Expiry	Designation	DIR 3 KYC	Action
01186885	RAJENDRA KUMAR JAIN	03 Jan 2019	Director		+ ARP / + DIR8
01116047	SANDEEP KUMAR JAIN	27 May 2022	Director		+ ARP / + DIR8
01162983	SHWETA JAIN	10 Sep 2020	Director		+ ARP / + DIR8

+ ARP (Add Related Party), + DIR8 (Add DIR 8 Detail)

Past Directors Details				
DIN	Name	Date of Expiry	Date of Cessation	Designation
02794641	SADHANA RAGHUVANSHI	26 Nov 2021	31 Mar 2020	