## ComplyRelax's Updates



## **Upload relevant e-forms with MCA Transactions**

You can keep all your forms saved at one place with respect to each MCA transaction updated in your account.

Dashboard  $\Rightarrow$  Secretarial Practice  $\Rightarrow$  MCA Transactions  $\Rightarrow$  Edit Icon  $\Rightarrow$  Choose File

comply Relax	Ξ									€ Da	shboard	]
<ul> <li>Dashboard</li> <li>Professional</li> </ul>	<u>Home</u>	/MCA Transactions	I	Fetch Transact	ion Get SI	RN Details View	v All From		То	Status	~	
<ul> <li>Clients</li> <li>Masters &lt;</li> </ul>	Par	ticulars of M	CA Transa	ctions					Quick Hint: Click	on the SRN to vi	iew the Challan.	Edit
Secretarial Practice <	Shov	Company Name	\$SRN	Amount	Payment Status	Transaction Status	Transaction Date	Due Date	Search: MCA User	Remark	Action	Option
Resolutions Master 〈 〈/〉Knowledge Hub 〈	1		(Search)	50	Paid	Paid	06-07-2021	PAID			0*	
Assignments	2	1011101 (t)* 1-11110-	(Search)	100	Paid	Paid	06-07-2021	PAID	esianare:	View	1	
➡ HRMS ■ Business Manager	3	Hojinko oki otti Hilomitko ki otti Hilomitko	(Search)	100	Paid	Paid	06-07-2021	PAID	etterene (	View	1	

🖵 Dashboard	Home /MCA Transactions /Edit M	CA Transactions		
🐣 Professional	······································			
🚍 Clients	Particulars of SRN			
🗱 Masters 🗸	SRN	Company Name	<u>Cin</u> tresserity second sec	<u>Status</u> NOT PAID
Secretarial Practice <	Transaction Date	Status	Service Type	Certificate
Resolutions Master <	2021-07-06	Pending for Payment		Certificate/Letter Not Available
Knowledge Hub <	<u>Account Details</u> Account Details	<u>Due Date</u> 13 Jul 2021	Amount 400	Form Name DPT-3
Assignments	Event Date	<u>Remark</u>		
HRMS	31 Mar 2021 Select Form :	noose File No file chosen	TerrestoreForm_DPT-3_FINAL.pdf	x
🖪 Business Manager	Submit	No hie chosen		-
			Choose File	

Private Circulation only

ComplyRelax's Updates



	=									🕩 Da	shboard
🖵 Dashboard	Home /I	MCA Transactions									
🚔 Professional				Fetch Transac	tion Get S	RN Details View	w All From		То	Status	~
🚔 Clients	Parti	culars of M	CA Trans	actions					Quick Hint: Click	on the SRN to vi	ew the Challan.
🗱 Masters 🛛 <	Show 10 rows Excel Search:										
🔅 Secretarial Practice 🤇	<b></b> ^	Company Name	\$RN ¢	Amount	Payment Status	Transaction Status	Transaction Date	Due Date	MCA Ø	Remark	Action
Resolutions Master <	11				Payment	Expired	05-07-2021				1
✓ Knowledge Hub <	11		(Form Name)		not applicable	Expired	03-07-2021		Janacepjan		
Assignments	12		(DIR-12)	600	NOT PAID	Pending for Payment	05-07-2021	12 Jul 2021	<del>ander pjain</del>		1
曫 hrms		_									
🗄 Business Manager	13		(DPT-3)	400	NOT PAID	Pending for Payment	05-07-2021	12 Jul 2021	<del>annicey)ain</del>		
① Finance				•							

If any form is uploaded with respective SRN, it will be shown hyperlinked as shown in the above figure. You can click on the form name for downloading same.

comply Updates<sup>32</sup> Reminder 🗘 🖂 👔 Vinita Kanwar 👻 -M 🖵 Dashboard Switch Client : - - -Client Name - 🛤 Clients ofessional **INR 0.00 INR 0.00** 49 INR 0.00 1 Masters Task Secretarial Practice Client info Primary Contacts Assignments Invoices Payments Notes Files Events Business Manager Resolutio Expiry Manager 1 MCA Transaction Client Details Index of Charges Directors/KMP Details Past Directors/KMP Details HRMS Shareho ders Details 田 Busir Show 10 💙 entries Q Search: Finance Transaction Date SRN Transaction Status MCA User Form Name Amount Payment Status Help & Support 1 600.00 Paid Approved 01-10-2019 AOC-4 XBRL Approved 2 600.00 Paid 21-05-2020 Leads CHG-4 Knowledge Hub Paid Approved 3 600.00 11-06-2020 DIR-12

Uploaded forms will also be shown in respective client's profile as shown below.

Private Circulation only