

Reminder of upcoming board meeting

If you have meeting record for a financial year for a company, system will automatically identify the due date for upcoming board meeting.

You will also receive a reminder for same.

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Basic Compliances

Sr. No.	Notice Date	Date of Meeting	Quarter in which meeting held
1.	13 Apr 2020	23 Apr 2020	April-June
2.	04 May 2020	14 May 2020	April-June
3.	19 Jun 2020	29 Jun 2020	April-June

Compliance fulfilled : No

Total Number of Board Meeting Pending: 1  
Due date for holding the next board meeting 27 Oct 2020

On the basis of the board meetings entered system will identify the due date and display as shown in the above figure.

You will also get reminders for these due dates in your reminder section.

Dashboard ⇒ Reminders

*\*This reminder section shows reminder for expiries due for action in next 15 days.*

You can also check this due date for all your clients at one place.

Dashboard ⇒ Business Manager ⇒ Expiry Manager

The screenshot displays the 'Expiry Manager' interface. On the left, a dark sidebar contains a navigation menu with the following items: Dashboard, Clients, Professionals, Masters, Secretarial Practice, Resolution Master, Assignments, HRMS, Business Manager (highlighted), Registration/Licence, Insurance, Contract/Agreement, and Expiry Manager (highlighted with a red arrow). The main content area has a top navigation bar with 'Expiry Manager', 'Due for Expiry', and 'Expired' tabs. Below this is a search bar and a 'Show 10 entries' dropdown. The main table has the following data:

#	Company Name	Particular	Expiry Date
1	[Redacted]	Time period for holding the next board meeting	July-Dec 2021, on or after 03 Jun 2021
2		Time period for holding the next board meeting	July-Dec 2021, on or after 28 Jun 2021
3		Time period for holding the next board meeting	July-Dec 2021, on or after 18 Jun 2021
4		Time period for holding the next board meeting	July-Dec 2021, on or after 09 Jun 2021
5		Time period for holding the next board meeting	July-Dec 2021, on or after 28 Jun 2021
6		Time period for holding the next board meeting	July-Dec 2021, on or after 30 May 2021
7		Time period for holding the next board meeting	July-Dec 2021, on or after 30 May 2021