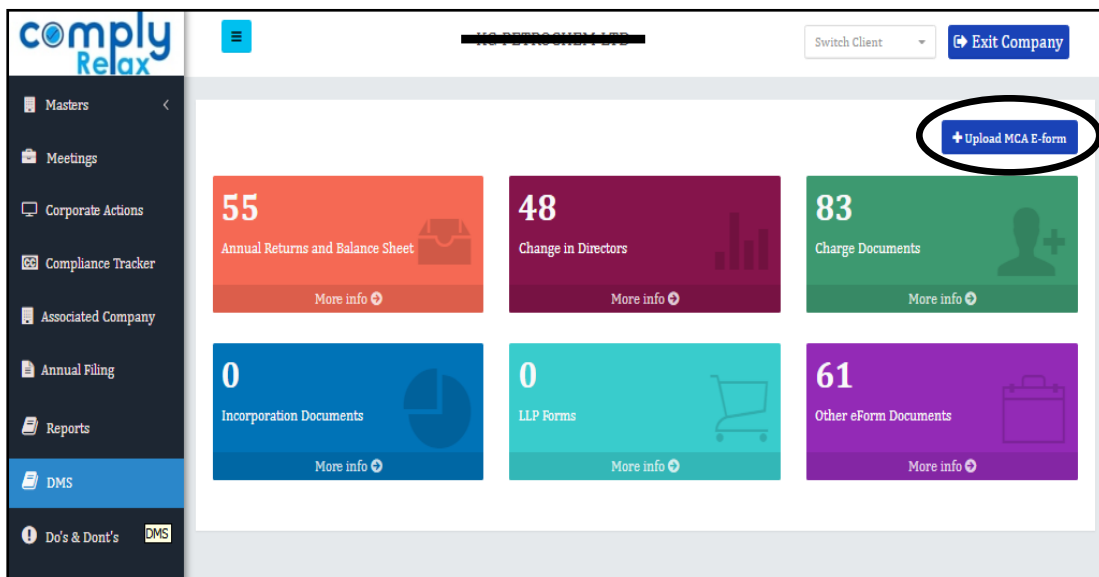


### Documents Management System

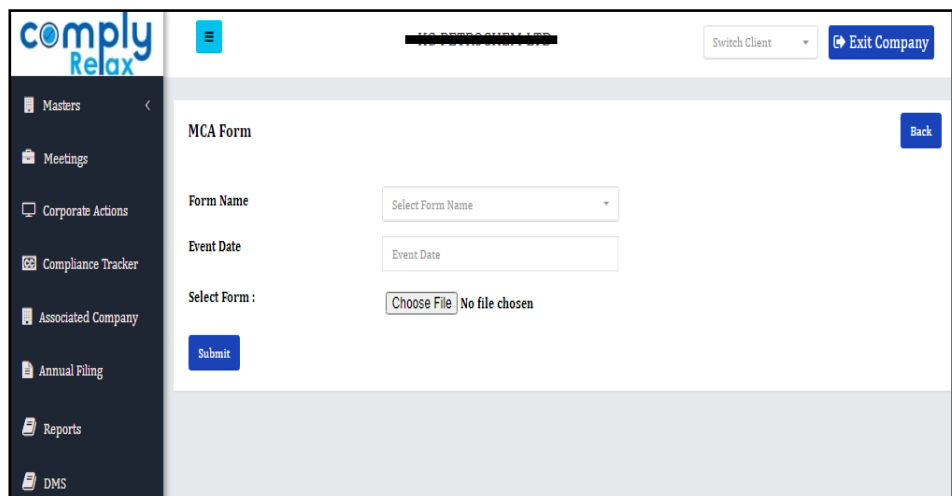
Now you can create documents repository of all MCA e-forms filed for your particular clients. You only have to upload the form and enter its relevant event date and system will segregate all the forms in respective heads as shown in the below image.

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ DMS

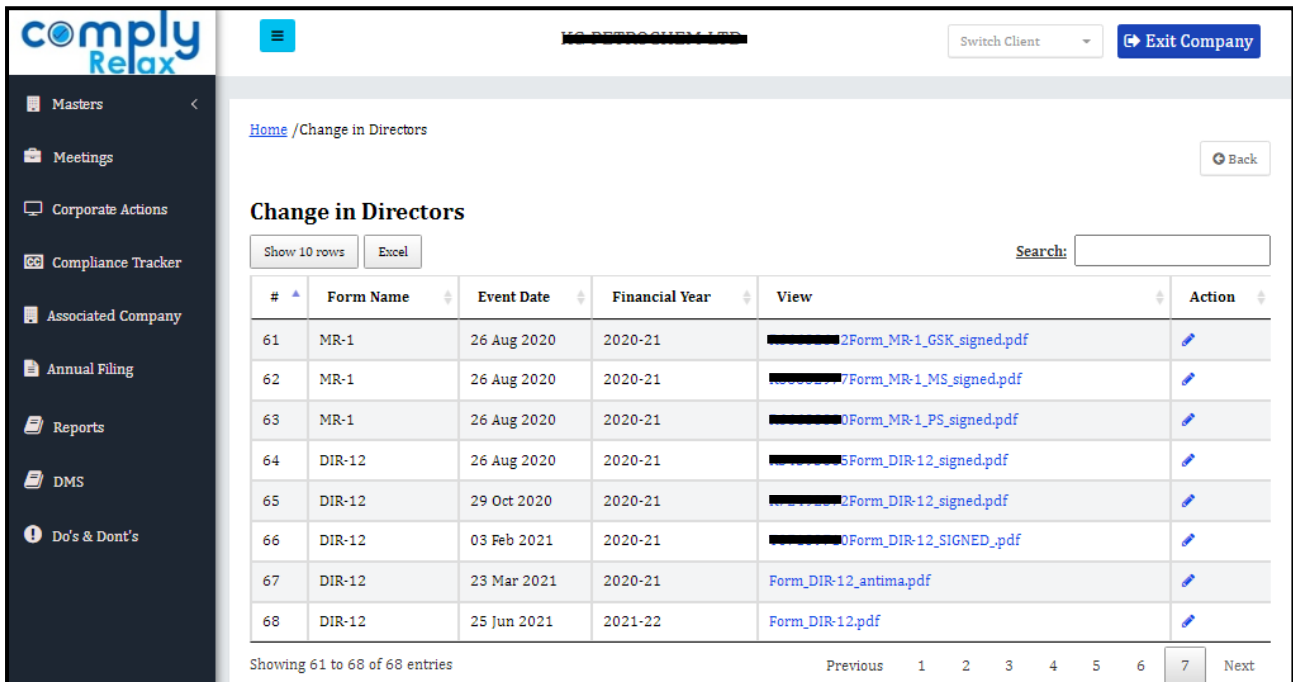


Go to Upload MCA E-form button.

Select Form Name  
↓  
Enter Event Date  
↓  
Choose File  
↓  
Submit



All your uploaded forms will be segregated year wise and displayed as shown in the below figure.



**\*All forms that you upload with MCA transactions will also be shown in this DMS.**

(Dashboard ⇒ Secretarial Practice ⇒ MCA Transactions ⇒ Edit Icon ⇒ Choose File)

**\*All charge forms that you upload for preparation of Register of Charges will also be shown in this DMS.**

(Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Reports ⇒ Statutory Register ⇒ Register of Charge ⇒ Upload Charge E-Forms)

**\*You can also give access of this DMS to your respective client by creating their client portal. Your client will be able to see all forms filed for their company at one screen.**