ComplyRelax's Updates



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.



| | | = | | Switch Client - Exit Company |
|------------------|--------------------|---------------|----------------------------|------------------------------|
| Select Form | 📕 Masters 🗸 | MCA Form | | Back |
| Name ↓ | 🖻 Meetings | Prove Marca | | |
| Enter Event Date | Corporate Actions | Form Name | Select Form Name * | |
| Choose File | Associated Company | Select Form : | Choose File No file chosen | |
| ↓ Submit | 🖃 🕹 | Submit | | |
| | Reports | | | |
| | 🗐 DMS | | | |

Private Circulation only

ComplyRelax's Updates



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

| | = | | y.c. | PETROSHEN LEP | Switch Client - | kit Company |
|---|----------|---------------------|----------------------------|--------------------|--|---------------|
| Masters < Meetings Comparate Actions | Home /0 | Change in Directors | | | | G Back |
| Compliance Tracker | Show 1 | 0 rows Excel | Event Date | Financial Year 🍦 | Search: | Action \$ |
| Associated Company Annual Filing | 61 62 | MR-1 MR-1 | 26 Aug 2020 26 Aug 2020 | 2020-21 2020-21 | THE CONTRACT OF THE CONTRACT. THE CONTRACT OF THE CONTRACT. THE CONTRACT OF THE CONTRACT. THE CONTRACT OF THE CONTRACT OF THE CONTRACT OF THE | 1 |
| 🗐 Reports | 63 64 | MR-1 DIR-12 | 26 Aug 2020 26 Aug 2020 | 2020-21 2020-21 | DForm_MR-1_PS_signed.pdf | 1 |
| Do's & Dont's | 65 66 | DIR-12 DIR-12 | 29 Oct 2020 03 Feb 2021 | 2020-21 2020-21 | Provide a second | 1 |
| | 67 68 | DIR-12 DIR-12 | 23 Mar 2021 25 Jun 2021 | 2020-21 2021-22 | Form_DIR-12_antima.pdf Form_DIR-12.pdf | 1 |

*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.

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