ComplyRelax's Updates



Bulk meeting preparation via previous meeting's record

You can very easily create board meetings using the data of previously added meetings. You can simply import the old meeting's data and create new ones.

Dashboard \Rightarrow Client \Rightarrow Compliance Manager \Rightarrow Meetings \Rightarrow Board Meeting

	=			Switch Client 👻	🕒 Exit Company					
🛃 Masters 🛛 <	Home /Meeting /Board Meeting / Add Meeting									
Meetings										
Corporate Actions	Corporate Actions Meeting Records									
C Compliance Tracker	#	Financial Year	Notice Date	Meeting Date	Action					
. Associated Company	1.	2017-18	17 Apr 2017	24 Apr 2017	0 🖉					
Annual Filing	2.	2017-18	22 May 2017	31 May 2017	û 🖉					
😑 Annuai Filing	3.	2017-18	28 Aug 2017	06 Sep 2017	0 /					
Reports	4.	2017-18	21 Nov 2017	01 Dec 2017	0 /					
🗐 dms	5.	2017-18	21 Feb 2018	01 Mar 2018	0 /					
! Do's & Dont's	6.	2019-20	20 Apr 2019	30 Apr 2019	û 🥒					

After clicking on Import from previous year, following screen will appear before you.

You can select the relevant FY and add meeting from same.

	=				Switch Cl	ient - Exit Company		
June Masters K	Home /Meeting /Board M	eeting /Imp	oort From Previous Year			• Go Back to Meeting Records		
Meetings						o do Saca to recently actored		
Corporate Actions	tions Import From Previous Year Financial Year							
Compliance Tracker		2017-18			ore Meeting			
. Associated Company	Previous Meeting Date		Notice Date	Meeting Date	Meeting Time	Meeting Number		
- Associated Company	Select Meeting	~	Notice Date	Meeting Date	Meeting Time	Meeting Number X		
📄 Annual Filing	Select Meeting	~	Notice Date	Meeting Date	Meeting Time	Meeting Number X		
🗐 Reports	_							
🗐 dms	Submit							

Private Circulation only