

Document Repository

We have added the feature of documents repository. Now you may make changes in the language of various documents that you generate from the dashboard. The feature works similar to the resolution master feature.

Dashboard ⇒ Secretarial Practice ⇒ Repository

#	Title	Last Updated On	Action
1	Resignation letter of Auditor	08-09-2021	Copy
2	Auditor Certificate-Appointment in casual vacancy due to resignation	10-09-2021	Copy
3	Appointment Letter-Appointment in casual vacancy due to resignation	10-09-2021	Copy
4	Consent Letter-Appointment in casual vacancy due to resignation	10-09-2021	Copy
5	Appointment Letter-Appointment in AGM	10-09-2021	Copy

You can copy the documents from standard repository using the copy button as shown in the figure in your own repository and then you may edit the copied documents.

#	Title	Last Updated On	Action
1	Resignation letter of Auditor	14-09-2021	[Edit] [Delete]
2	Auditor Certificate-Appointment in casual vacancy due to resignation	14-09-2021	[Edit] [Delete]
3	Appointment Letter-Appointment in casual vacancy due to resignation	14-09-2021	[Edit] [Delete]
4	Consent Letter-Appointment in casual vacancy due to resignation	14-09-2021	[Edit] [Delete]
5	Consent Letter-Appointment in casual vacancy due to Death	16-09-2021	[Edit] [Delete]

If you do not create your own repository, you will be accessing the standard language by default.

Also it is not necessary to copy all the documents. You may copy only those documents in which you wish to make any changes. Rest documents will be prepared in standard language by default.