

(Form MBP - 4) Register of Contracts with related party and bodies etc. in which directors are interested

Register of Contracts with related party and bodies etc. in which directors are interested can be prepared from dashboard. You have to enter the required input in a systemized manner and your register will be prepared using those inputs.

**Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Reports
⇒ Statutory Register ⇒ MBP-4**

There are two sections of this register.

- ❖ **Details of Contracts**
- ❖ **Details of Parties**

For entering details of Contracts for this register-

Go to the *Add Contracts* button -> Enter Details -> Submit

For entering details of Parties for this register-

Go to the *Add Parties* button -> Enter Details -> Submit

Use the signatory button to add signatory details in the register.

After filling the data you may download your register.

Go to Export register button. You will be able to see the register on next window.

A ***download*** button will be available there, click on it to generate excel file of your register.

You can delete or edit any entry by clicking on the ***Edit Button*** or ***Delete Icon*** as shown in the above figure.

You can keep on adding the data and generate updated excel file after each entry.