

Documents for Director appointment in General Meeting

You can now create documents for director's appointment in General Meeting. The agenda will be linked in Board and General Meeting automatically.

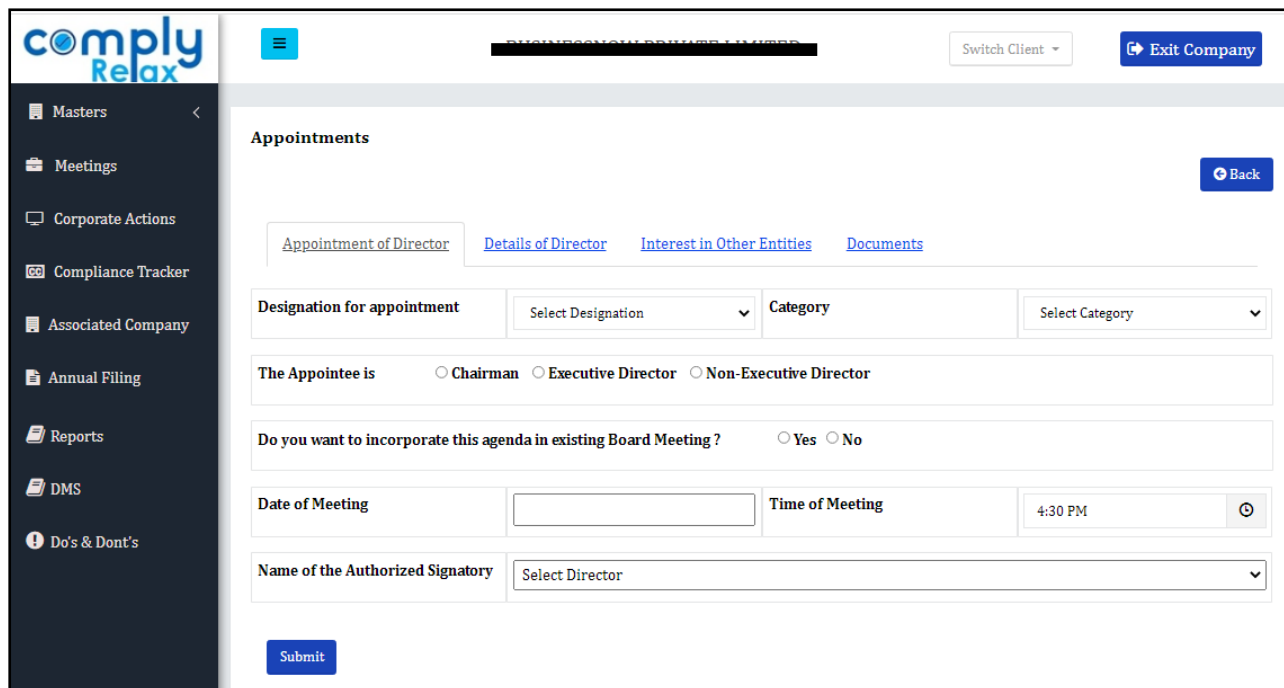
There are two way to create these documents-Via meeting or Via Corporate Actions:

VIA MEETING:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Meetings
 ⇒ Board Meeting ⇒ Create Meeting

Select the agenda - "To appoint director of the company subject to the approval of members in General Meeting"

You will be redirected to following screen:



The screenshot displays the 'Appointments' section of the ComplyRelax interface. The left sidebar contains navigation options: Masters, Meetings, Corporate Actions, Compliance Tracker, Associated Company, Annual Filing, Reports, DMS, and Do's & Dont's. The main content area is titled 'Appointments' and includes a 'Back' button. Below the title, there are tabs for 'Appointment of Director', 'Details of Director', 'Interest in Other Entities', and 'Documents'. The form contains the following fields:

- Designation for appointment:** A dropdown menu labeled 'Select Designation'.
- Category:** A dropdown menu labeled 'Select Category'.
- The Appointee is:** Radio buttons for 'Chairman', 'Executive Director', and 'Non-Executive Director'.
- Do you want to incorporate this agenda in existing Board Meeting?:** Radio buttons for 'Yes' and 'No'.
- Date of Meeting:** A date input field.
- Time of Meeting:** A time input field set to '4:30 PM' with a clock icon.
- Name of the Authorized Signatory:** A dropdown menu labeled 'Select Director'.

A 'Submit' button is located at the bottom left of the form.

Add the details as shown in the figure and submit.

In next window you will have to enter the DIN and pre-fill the same from MCA. DIN based information will be fetched from MCA.

Interest in other entities will be auto fetched from MCA, it will display the companies or LLPs in which the DIN is associated as director or designated partner. You have to submit to save this data.

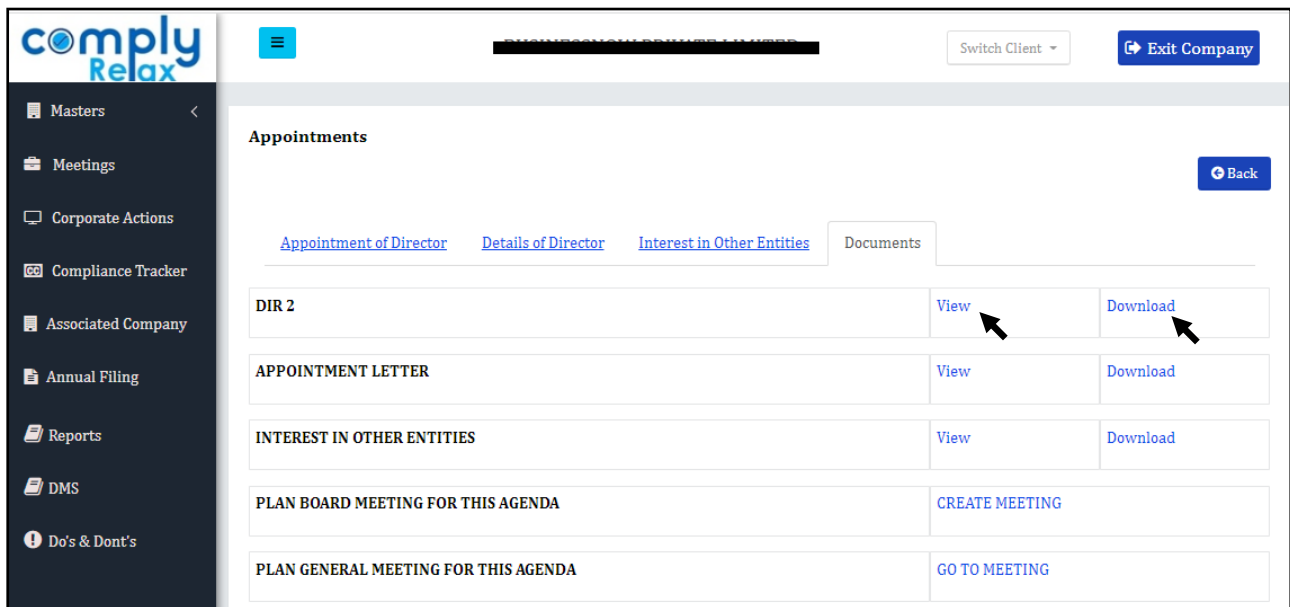
VIA CORPORATE ACTIONS



After following the above mentioned steps - go to add appointment and you will be able to add the details there in the same manner as shown in above figure.

***DOCUMENTS DOWNLOADING:**

After filling all the necessary information your documents will be generated.



View and Download button as shown on the screen will be available to you.

**You can also go to the board meeting or general meeting directly using the create meeting button as shown in the above figure.*

**Agenda for appointing the director will be automatically added in the board meeting and general meeting.*