

E-Form Preparation

Now you can prepare annual filing e-form from the dashboard for your companies and LLPs. You can import the PYs data from the eform filed for that year and fill the data of CY. Follow the below mentioned steps to access this feature.

Dashboard ⇒ Clients ⇒ Select Client ⇒ Compliance Manager
⇒ Masters ⇒ Annual Filing ⇒ E-forms

OR

Dashboard ⇒ Secretarial Practice ⇒ E-form Filing



The screenshot shows the 'Particulars of Companies' table in the ComplyRelax dashboard. The table has columns for #, CIN, Company Name, Incorporation Date, MCA Updation, and Action. The 'Action' column for the first row contains 'E-form / Open / [icon] / [icon]', with 'E-form / Open' circled in red. A callout box points to this button.

Click on the E-form button for opening the e-form module.

After that you can select which form you want to prepare.

For Company:

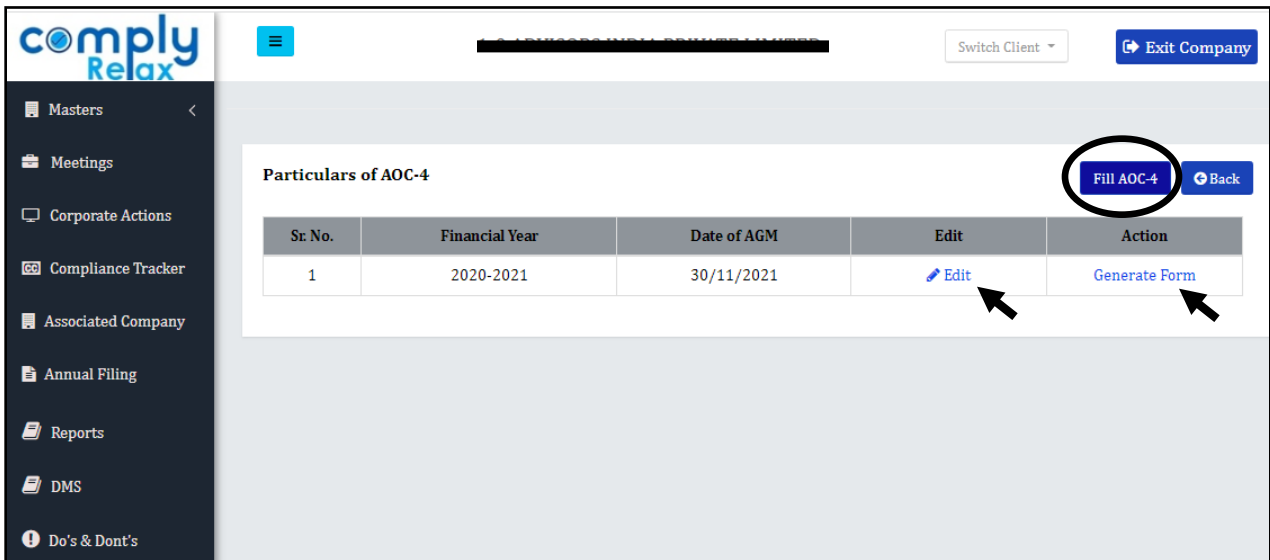
- 1. AOC-4
- 2. MGT-7
- 3. MGT-7A

For LLP:

- 1. LLP-8
- 2. LLP-11

After selecting the form you will see following screen:

- For creating new form go to Fill AOC-4 button.
- You can edit or generate the form by using the respective buttons as shown in the below figure.



When you click on Fill Form button following screen shall appear-

You may fill the data and keep submitting for saving the same. You can also *import Previous year's data* using the import facility.

