ComplyRelax's Updates



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.



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

Private Circulation only

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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.

	=		Switch Client 👻		
📮 Masters 🛛 <					
🛱 Meetings	Particulars of	AOC-4	Fill AOC-4 G Back		
Corporate Actions	Sr. No.	Financial Year	Date of AGM	Edit	Action
C Compliance Tracker	1	2020-2021	30/11/2021	🖋 Edit	Generate Form
Response Associated Company				•	•
Annual Filing					
Reports					
🗐 dms					
! Do's & Dont's					

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.

		Switch C	Client - Exit Company					
. Masters <								
🚔 Meetings	Details Directors Subsidiary Books Balance Sheet	Profit & Loss More Details C:	SR-1 CSP 2 Lenated Party					
🖵 Corporate Actions	Cost record Auditor report	Import						
🚾 Compliance Tracker	Authorised Capital	Number of Members		♦ Choose File				
📕 Associated Company	Financial year to which financial statements relates	From	To	↓ Choose i ne				
🖹 Annual Filing		dd/mm/yyyy	dd/mm/yyyy	Submit				
Reports	Date of Board of Directors meeting in which financial statements are approved dd/mm/yyyyy							
🗐 DMS	Nature of financial statments	Select Nature						
! Do's & Dont's	Annual general meeting(AGM) held	0 <u>Yes</u>	0 <u>No</u> 0 <u>NA</u>					
	Submit							
			Priva	te Circulation only				