

Documents preparation for Private Placement

A new corporate action has been added to the dashboard. Now you may prepare the documents for share allotment via private placement very easily. Follow the procedure as explained below to access this feature.

Dashboard ⇔ Clients ⇔ Select Client ⇔ Compliance Manager ⇔ Masters ⇔ Shareholder ⇔ Share Allotment

Or you can go to share allotment from corporate actions :

Dashboard ⇔ Clients ⇔ Select Client ⇔ Compliance Manager ⇔ Corporate Actions ⇔ Share Capital ⇔ Share Allotment

Following screen will be displayed to you:

Masters <	E Home /S	Shareholder's Master /Share All	otment		Switch Client	*	Exit Company	at	For Adding new
Meetings Corporate Actions	Particu	ılars of Share Allotment		entry go to ADD ALLOTMENT button.					
Compliance Tracker	# Date of Allotment		Type of Share		Number of Allotees		Action		
. Associated Company	1.	08 Oct 2021	Equity Share Class A(With Voting Rights)		2	Ec	lit 🕤 Download 🛓		
Annual Filing	2.	29 Oct 2021	Equity Share Class A(With V	quity Share Class A(With Voting Rights) 1		Ec	Edit 🛛 Download 📥		
Fill all the information and submit	•	 Compliance Tracker Associated Company Annual Filing Reports 	Type of Allotment Type of Share <u>1 Allotment</u> Select Allotee Name	Select Type of Allotment Select Type of Share		 Premium per Share Date of Allotment Enter Quantity 		Premium Date of Allotment	
		🗐 DMS					nor quartery		
		\rm Do's & Dont's	Submit						Add More Allotee
							P	rivate C	irculation only

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After filling all the information you will be able to download the documents like list of allotees, PAS-4 and PAS-5 using the documents section.

*System will create meetings automatically with the information that you will fill in the "*Meeting Details*" tab. Necessary agenda for approval of allotment will also be added in the board meeting and general meeting.

You can go to meetings tab for reviewing or downloading meeting related docuemts.

EDIT PROCESS:

All the details of allotment can be edited using the edit button as shown in the image below:

	=	-		Swit	tch Client 👻 🕒 Exit Company					
📕 Masters 🛛 <	Home /	' <u>Shareholder's Master</u> /Shar	e Allotment							
🚔 Meetings	+ Add Allotment Quick Hint: Before making allotment, add allotee in shareholder database. CLICK HERE									
Corporate Actions	Corporate Actions Particulars of Share Allotment									
Compliance Tracker	#	Date of Allotment	Type of Share	Number of A	llotees Action					
📮 Associated Company	1.	08 Oct 2021	Equity Share Class A(With Voting Rights)	2	Edit 🖸 Download 🚣					
🖹 Annual Filing		# Name of Allotee		Quantity	Share Certificate					
Reports				1000 🖋	• Add Details					
🗐 dms		2		1000 🍠	V Add Details					
\rm Do's & Dont's	2.	29 Oct 2021	Equity Share Class A(With Voting Rights)	1	Edit 🖸 Download 差					

*For editing the quantity of shares allotted:

Click on the date of allotment and a separate table of allottees will be displayed as shown in the figure; click on the edit icon as available under the quantity head.

Private Circulation only