ComplyRelax's Updates



Documents preparation for Right Issue

Right issue procedure has also been successfully added to the dashboard. Now you may prepare all the relevant documents for share allotment via Right Issue.

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. In type of allotment, select Right Issue from the dropdown. Now you may fill all the information as displayed ont the screen.

	=				Switch Client 👻	Exit Company	
📜 Masters 🧹	Home /Shareholder's Mast	er /Share Allotment					
Meetings	······ /					G Back	
Corporate Actions	Allotment Details	List of Allottees Offer period Meeting De	tails	Documents			
C Compliance Tracker							
Associated Company	Type of Allotment	Right Issue Select Type of Allotment	~	Premium per Share	Premium		
🛓 Annual Filing	Type of Share	Right Issue Private Placement		Date of Allotment	Date of Allotment		
Reports	<u>1 Allotment</u>						
DMS	Select Allottee Name		~	Enter Quantity	Quantity		
! Do's & Dont's						Add More Allotee	
	Submit						

After filling all the information you will be able to download the documents like letter of offer, acceptance letter, renunciation letter etc. 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 meetings.

Private Circulation only

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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:

	Switch Client						• Exit Company				
Masters <	Home /	Shareholder's Master /Shar	e Allotment								
Meetings	Add Allotment Ouick Hint: Before making allotment. add allottee in shareholder database. CLICK HERE										
Corporate Actions	Particulars of Share Allotment										
CC Compliance Tracker	#	Date of Allotment	Type of Allotment		Type of Share	Number of Allo	ttees Action				
Associated Company	1.	01 May 2021	Right Issue	Equity Share	Class A(With Voting Rights)	2	Edit 💿 Download 📩				
🖹 Annual Filing		# Name of Allottee		Quantity	Share Certificate	Remark					
Reports		1 Rahul Gupta		0 🥒	• Add Details	Renounced to Aanchal Mishra					
🗐 dms		2 Sunita Banka		0 🥒	• Add Details	Renounced to Abhay Goyal					
Do's & Dont's		3 Aanchal Mishra	3 Aanchal Mishra		• Add Details	Renounced from Rahul Gupta					
		4 Abhay Goyal	4 Abhay Goyal		• Add Details	Renounced from Sunita Banka					
	2. 01 May 2021		Right Issue	9 % Preference Share		2	Edit 🗘 Download 🗻				
	3. 01 Oct 202		Private Placement	Private Placement Equity Share Class A(With Voting Rights)		3	Edit 🔮 Download 📥				
	4.	02 Oct 2021	Private Placement	9 %	Preference Share	3	Edit 🔿 Download 📥				

*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.