

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.

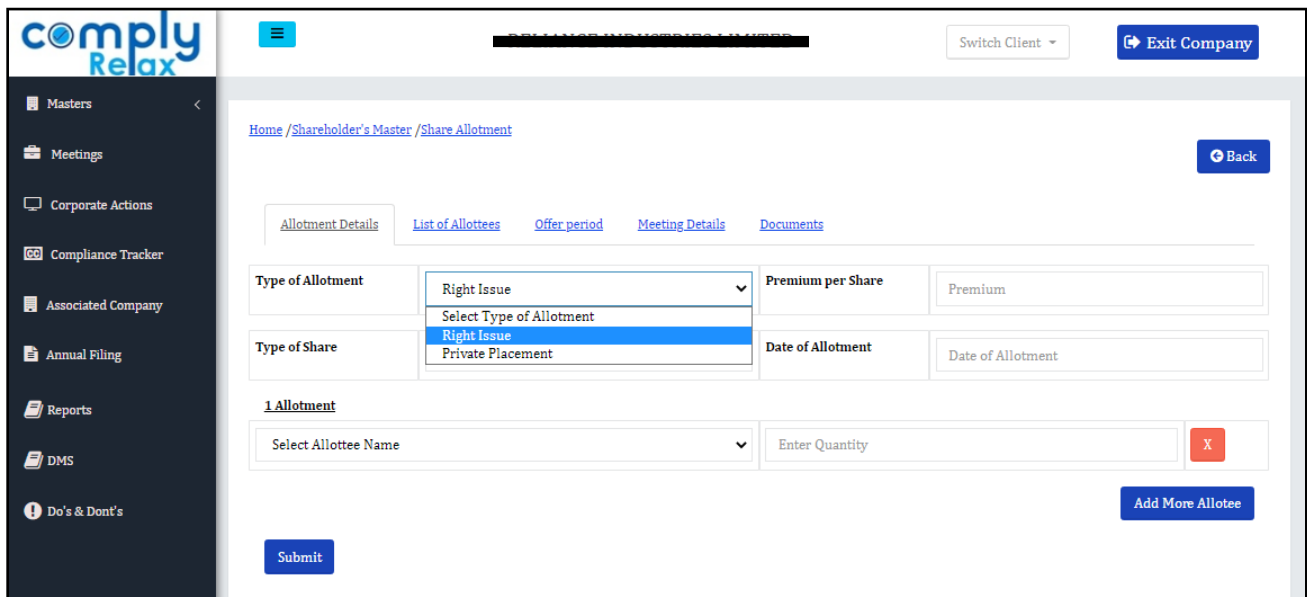
Follow the procedure as explained below to access this feature.

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 on the screen.



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.

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

**EDIT PROCESS:**

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

Home / Shareholder's Master / Share Allotment

Quick Hint: Before making allotment, add allottee in shareholder database. [CLICK HERE](#)

**Particulars of Share Allotment**

#	Date of Allotment	Type of Allotment	Type of Share	Number of Allottees	Action
1.	01 May 2021	Right Issue	Equity Share Class A(With Voting Rights)	2	<a href="#">Edit</a> <a href="#">Download</a>
#	Name of Allottee	Quantity	Share Certificate	Remark	
1	Rahul Gupta	0	<a href="#">Add Details</a>	Renounced to Aanchal Mishra	
2	Sunita Banka	0	<a href="#">Add Details</a>	Renounced to Abhay Goyal	
3	Aanchal Mishra	500	<a href="#">Add Details</a>	Renounced from Rahul Gupta	
4	Abhay Goyal	500	<a href="#">Add Details</a>	Renounced from Sunita Banka	
2.	01 May 2021	Right Issue	9 % Preference Share	2	<a href="#">Edit</a> <a href="#">Download</a>
3.	01 Oct 2021	Private Placement	Equity Share Class A(With Voting Rights)	3	<a href="#">Edit</a> <a href="#">Download</a>
4.	02 Oct 2021	Private Placement	9 % Preference Share	3	<a href="#">Edit</a> <a href="#">Download</a>

**\*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.