

Form DIR-11 & DIR-12 and its linking with corporate action

Dear Users, we have linked the process of director appointment with e-Form in the existing corporate action. Process has been streamlined now. You enter the data once and all records will be completed altogether i.e. meeting creation, document preparation (such as DIR-2, appointment letter, resignation letter etc. as the case may be), form generation (DIR-12 & DIR-11 as the case may be). Follow the afore mentioned steps to access this feature.

Making entry for Appointment, Cessation or Change in Designation:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Corporate Action ⇒ Director & KMP

	Ξ				Switch Client 👻	🗭 Exit Company]
🖥 Masters 🛛 <	Director a	nd KMP			Quick Hint: To create e	e-form please Click Here.	
Corporate Actions	Appointn	nent Change in Designation	<u>Cessation</u>				
Compliance Tracker Associated Company						+ Add Appointment	Click here to go to the e-Form
	#	DIN	Appointee Name	Designation	Appointment Date	Action	preparation
🖹 Annual Filing	1.			Additional Director	31 Mar 2021	<u>ů</u>	window.
E-forms	4					•	
☑ Reports						Figure 1.1	

Here you can add records for appointment, cessation or change in designation of the directors. Once you have made the entry go to e form preparation window as shown in the figure 1.1. You will be redirected to following window:

	=	3 qui de mon	Switch Client	-	Exit Company		
🛃 Masters 🧹 <							
🚔 Meetings	Particula	rs of DIR-12				Fill DIR	-12 GBack
Corporate Actions							
Compliance Tracker	Sr. No.	DIN of Managing director or director(s)	Relevant Date	DIN/PAN of manager(s), secretary(s), Chief Financial Officer or Chief Executive Officer	Relevant Date	Edit	Action
📮 Associated Company							Figure 1.2
					Priv	ate Cir	culation only

ComplyRelax's Updates



				Switch Client - Exit Company
Masters <				
🚔 Meetings	Managing director or director(s)	anager(s), Secretary(s),CFO or CEO Signin	g details	Import from Database G Back
Corporate Actions	CIN		Number of Managing director or director(s)	
🗮 Compliance Tracker	1. Details of the Managing Director o	r Director of the company		
Associated Company	Director Identification Number (DIN)		Purpose of director	Select Purpose 🗸
Annual Filing	Designation	Select Designation	E-mail ID of director	
E-forms				
☑ Reports	Submit			Figure 1.3

As shown in the figure 1.3, there are two options available. You can either fill the information manually or you can import the same from database.

When you click on Import from database button following dialogue box will open on your screen:

	Please select the name of the Director for preparing the form.					
This pop up will	Sr. No.	DIN/PAN	Name	Designation	Date	Purpose
display all the				Additional Director	31/03/2021	Appointment
entries made by you in the Corporate Action_Director & KMP	Submit					
	4					Figure 1.4
	,					3

You can select and submit. Information already filled by you in the corporate action will be auto fetched, you can fill rest of the information as required and generate the form.

ComplyRelax's Updates



Form DIR-11

	=		Switch Cl	ient - Exit Company
🖪 Masters <	Director and KMP		*Quick	: Hint: To create e-form please Click Here.
Corporate Actions	Appointment Change in Designati	on <u>Cessation</u>		
E Compliance Tracker				+ Add Cessation
. Associated Company	# Name of Ceasing Director	Effective Date of Cessation	Reason of Ceasing	Download Form Action
🖹 Annual Filing	1. N. P	25 Dec 2021	Due to pre-occupation in other assignment	Form DIR-11 🛍 🖋
E-forms				Figure 1.5

DIR-11 can be generated in case of cessation. You only have to enter the details in corporate actions and form DIR-11 will be available for download as shown in the figure 1.5.

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