

**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

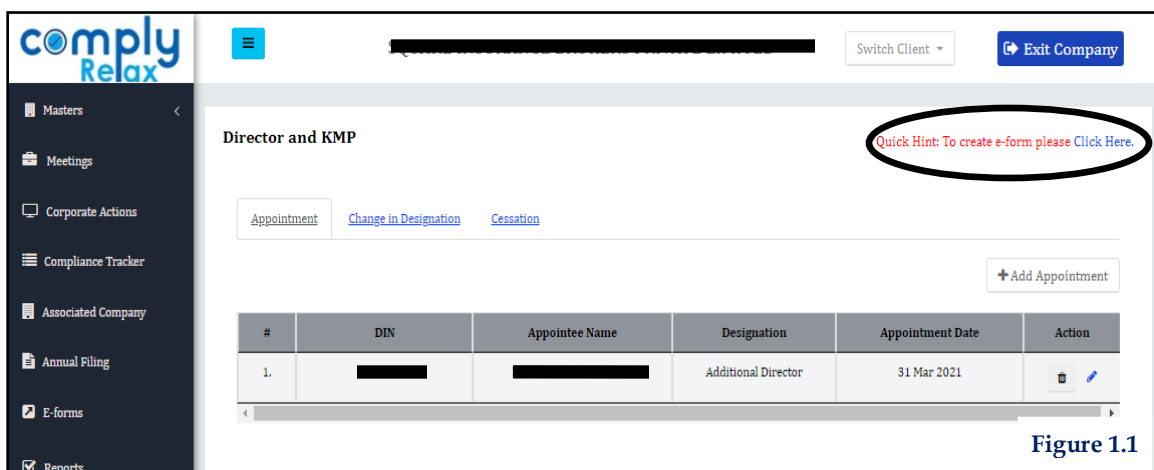


Figure 1.1

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:

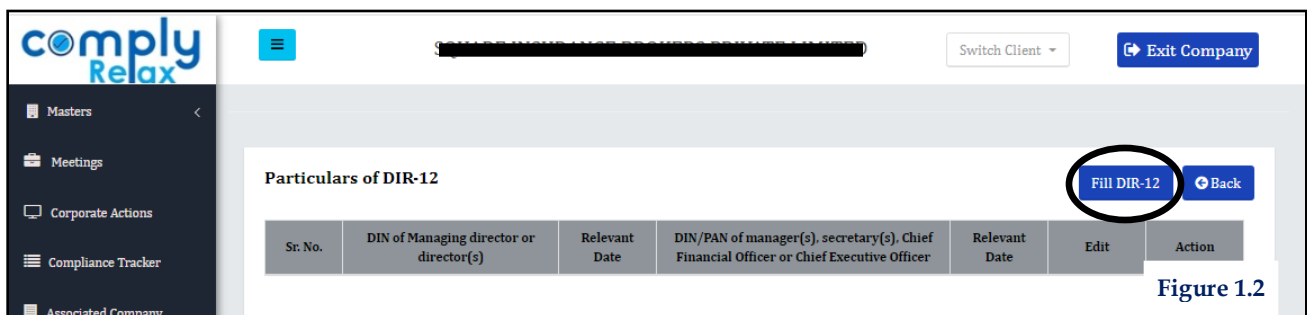


Figure 1.2

Managing director or director(s)    Manager(s), Secretary(s), CFO or CEO    Signing details    Import from Database    Back

CIN    [Redacted]    Number of Managing director or director(s)    [ ]

**1. Details of the Managing Director or Director of the company**

Director Identification Number (DIN)	[ ]	Purpose of director	Select Purpose
Designation	Select Designation	E-mail ID of director	[ ]

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:

This pop up will display all the entries made by you in the Corporate Action\_Director & KMP

Please select the name of the Director for preparing the form.

Sr. No.	DIN/PAN	Name	Designation	Date	Purpose
<input type="checkbox"/> 1	[Redacted]	[Redacted]	Additional Director	31/03/2021	Appointment

Submit

Select the entry which you want to import in the form.

Figure 1.4

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.

**Form DIR-11**

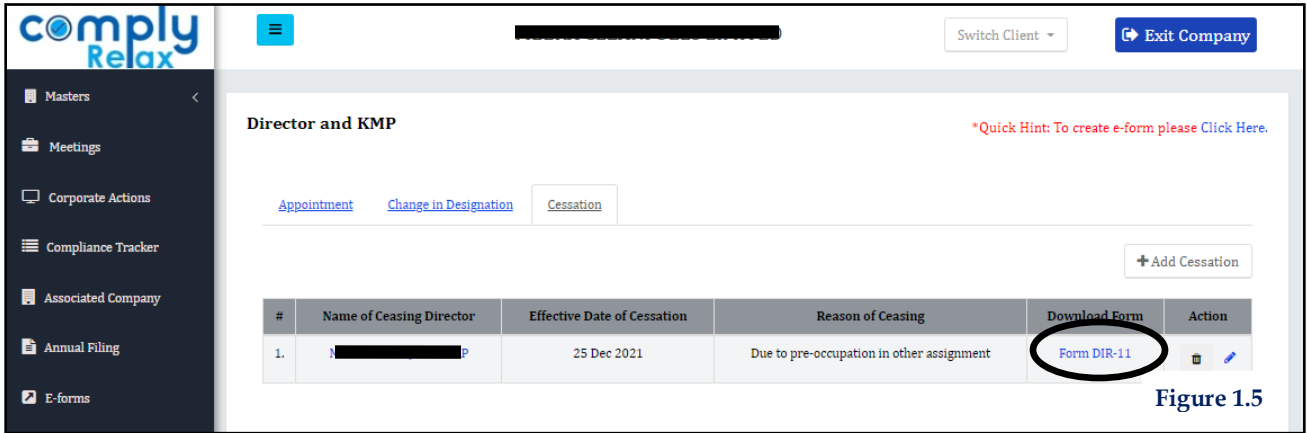


Figure 1.5

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.