

Register of Director & KMP

We have added the facility for preparing register of Director's & KMP. Now you may prepare this register with the assistance of our automated functionality with minimal manual input.

**Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Reports
⇒ Statutory Register ⇒ Register of Directors**

Home / Director Details *Quick Hint: For making past director's entry in the register you may add the same in director's master under past directors records.

[Export Register](#)

Sr. No.	Name of Director	Tenure (From-To)		Update	Download
1		03 Aug 2020		Update ↕	Download ↕
2		03 Aug 2020	16 Apr 2021	Update ↕	Download ↕
3		03 Aug 2020	16 Apr 2021	Update ↕	Download ↕
4		03 Aug 2020	16 Apr 2021	Update ↕	Download ↕
5		15 Apr 2021		Update ↕	Download ↕

List of all directors will be displayed on your screen as shown in the above figure.

For updating the data click on **update button** available with the name of each director.

We have bifurcated the data of register in three segments.

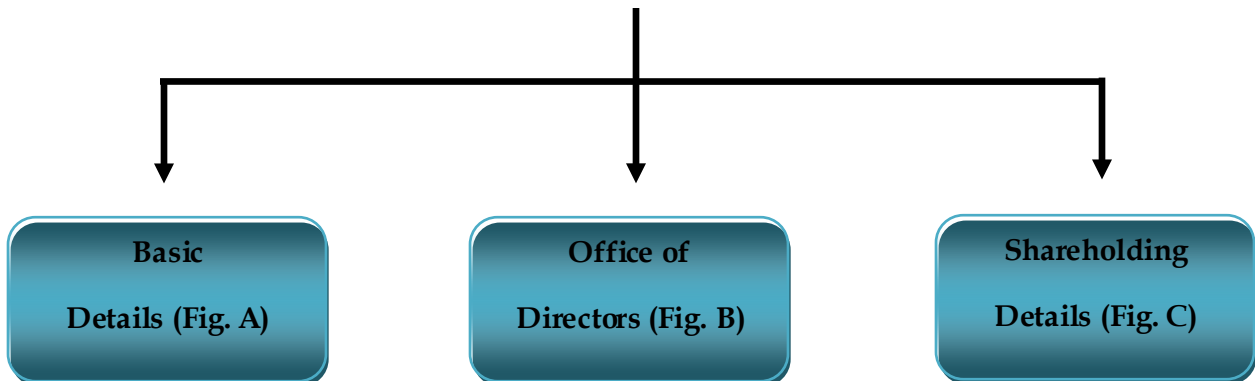


Figure A (Basic Details) -

Basic Details
Office of Director
Shareholding Details

[Prefill from MCA](#)

DIN:	<input type="text"/>	Permanent Account Number:	<input type="text"/>
Present name and surname in full:	<input type="text"/>	Any former name or surname in full:	<input type="text"/>
Father's name:	<input type="text"/>	Mother's name:	<input type="text"/>
Spouse's name(if married) :	<input type="text"/>	Date of Birth:	<input type="text"/>
Nationality	<input type="text"/>	Occupation:	<input type="text"/>
Date of appointment and reappointment in the company:	<input type="text"/>	Date of cessation of office and reasons therefor:	<input type="text"/>
Present Residential address	<input type="text"/>		
Permanent Residential address	<input type="text"/>		
Date of the board resolution in which the appointment was made:	<input type="text"/>		
Membership number of the Institute of Company Secretaries of India in case of Company:	<input type="text"/>		

[Submit](#)

The information that is available on MCA will be fetched by the system. You can fill rest of the information and click on submit button.

Figure B (Office of Director) -

Home / Director Details / Basic Details
[Back](#)

Basic Details
Office of Director
Shareholding Details

▼

[Update From MCA](#)
Last Updated: 14-09-2021

Name of Body Corporate	Director or KMP	Date of Appointment	Date of Relinquishment	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	X

[+ Add More](#)

Update from MCA button is available for fetching the details of other body corporate. You may also add or delete any data as per you requirement.

Figure C (Shareholding Details) -

Basic Details		Office of Director		Shareholding Details	
Entry No. 1					
Name of Company	<input type="text"/>	Status	Company		
Number of Securities	<input type="text"/>	Description of Securities	<input type="text"/>		
Nominal value of securities	<input type="text"/>	Date of acquisition	<input type="text"/>		
Price paid	<input type="text"/>	Other consideration paid	<input type="text"/>		
Date of disposal	<input type="text"/>	Price received on disposal	<input type="text"/>		
Other consideration received on disposal	<input type="text"/>	Mode of acquisition of securities	<input type="text"/>		
Mode of holding - physical or in dematerialized form		<input type="text"/>			
Cumulative balance and number of securities held after each transaction		<input type="text"/>			
Whether securities have been pledged or any encumbrance has been created on the securities.		<input type="text"/>			
+ Add More					
Submit					

You can add the shareholding details in this segment. Add more button can be used for adding more entries.

Please note that the information will be saved on the basis of DIN.

You need not make same entry for multiple companies having same directors.

However you will have to adjust the shareholding details for each company. Because the shareholding details are required to be given for company, its holding, associate, subsidiary, subsidiary of the company's holding company & subsidiary of the company's associate company.

Once you have filled all the information you can generate the register of Directors and KMP.

You may download one single file containing data of all directors of the company or separate file for each director.

-For downloading the single file click on *Export Register* button and then download.

-For downloading separate files for each director click on the *download* button as available with each directors in the list and download.