

Preparation of form PAS-3 along with documents for allotment

Dear users, we have added the facility for you to create documents and forms for share allotment. This feature has been developed for private placement, bonus issue and right issue.

You can make the entry for allotment; necessary documents will be created using the inputs provided by you.

Thereafter you can import that data for preparing form PAS-3.

You only enter inputs once and system will create necessary documents as well as form.

You can also generate form directly if you want. Instructions are given below for both the cases:

CREATING DOCUMENTS

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Master
⇒ Shareholder ⇒ Share Allotment

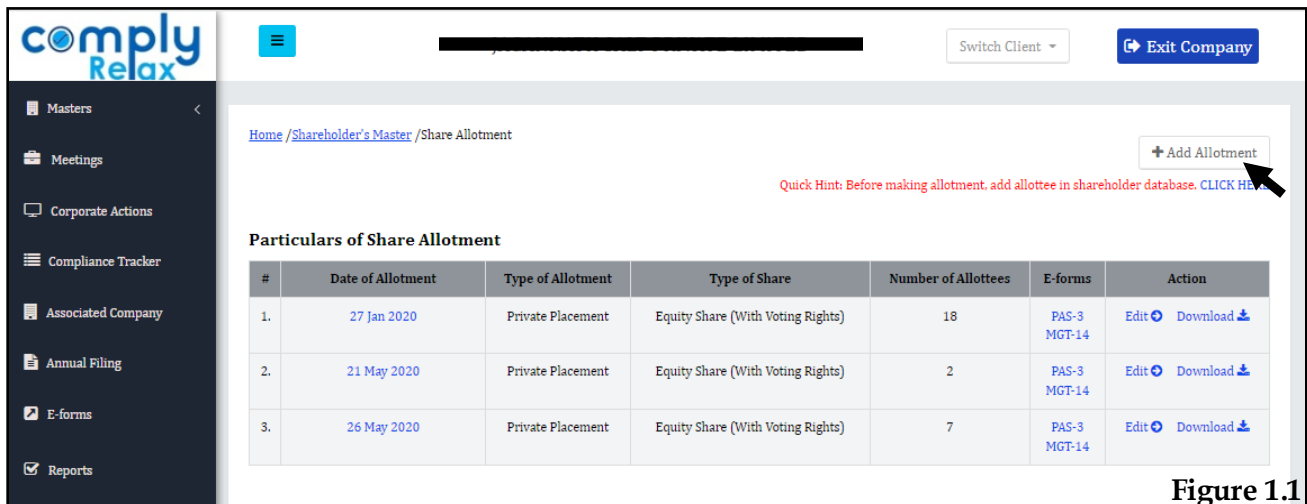
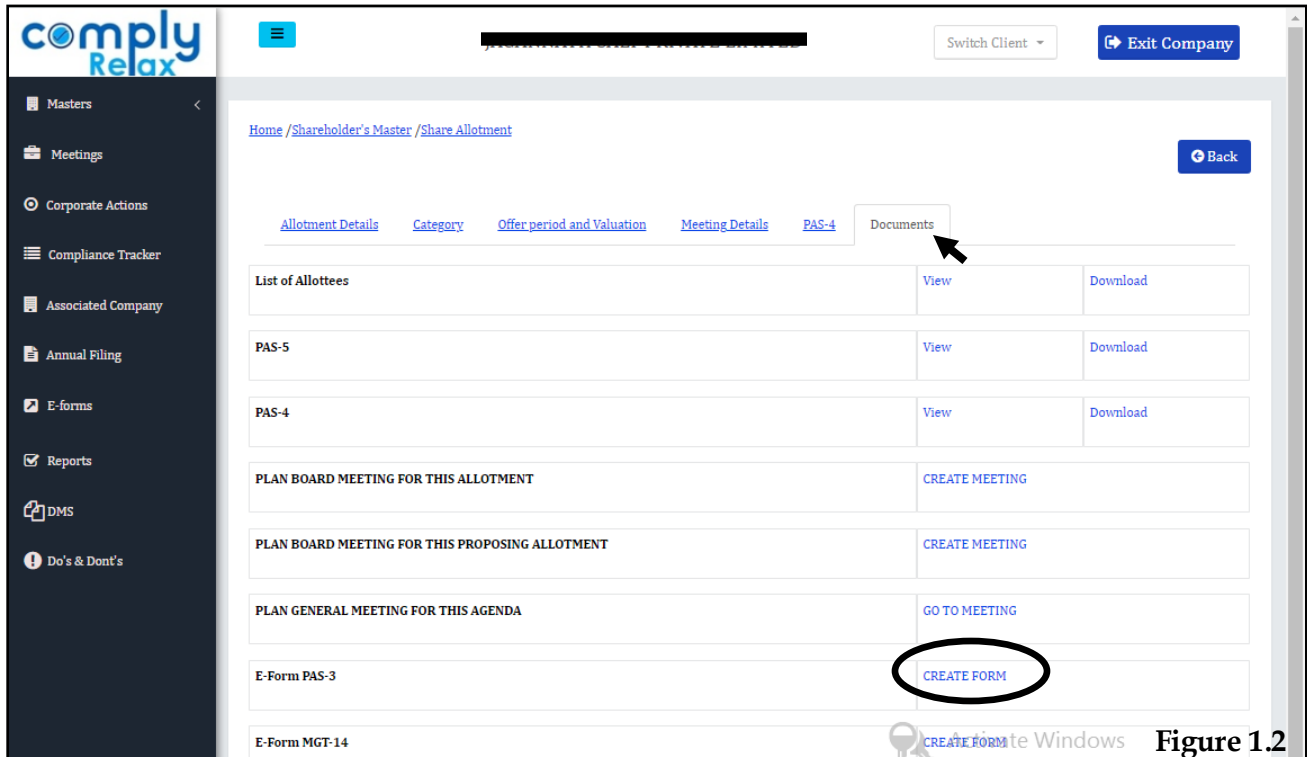


Figure 1.1

Go to add allotment button for adding new entry.

You can add allotment via Private Placement, Right Issue and Bonus Issue.

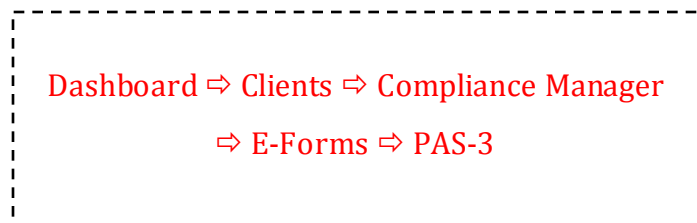
Once you add the details you can view or download relevant documents from the document section as shown in below figure:



CREATING E-FORMS

You can now proceed for preparing form using the create form button as shown in the figure 1.2.

Or you can follow these steps:



Now go to **Fill PAS-3** button.

You will see following window on your screen:

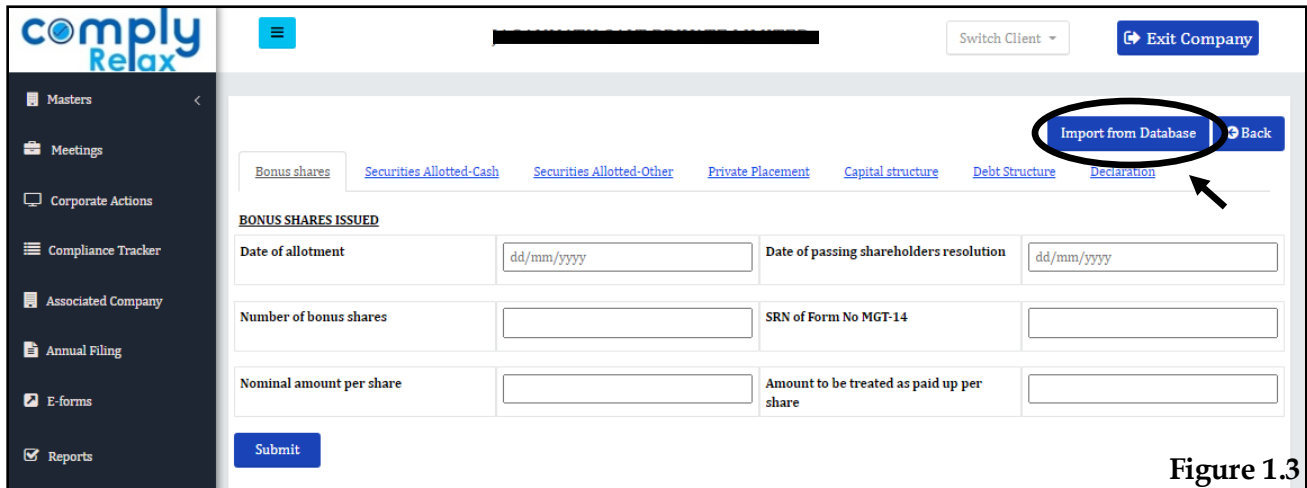


Figure 1.3

If you have added the allotment entries as explained on Page 1, you can import that data in your form using the **Import from Database** button.

Once you click on Import from Database button following dialogue box will open on your screen:

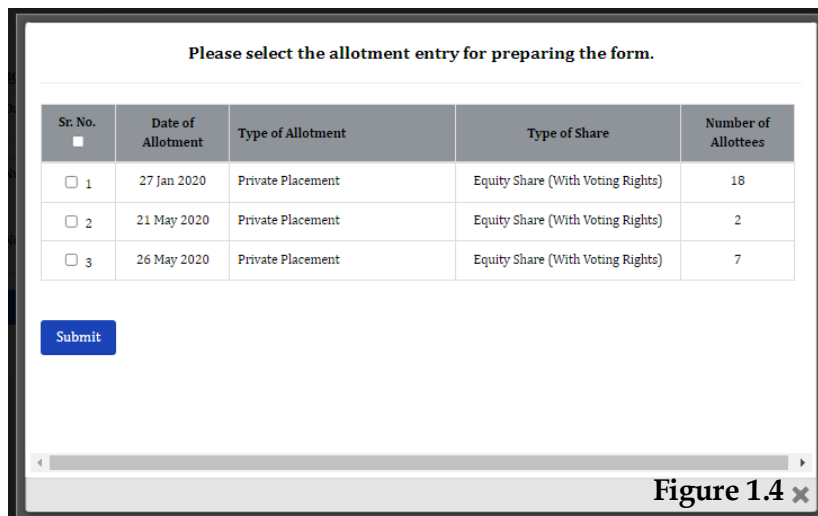


Figure 1.4 x

You can select from the list for which allotment you want to prepare the form. All the information which you have filled in allotment section will be fetched.

Also, the post allotment capital structure will be fetched if you have properly maintained the same on ComplyRelax.

Rest information you can fill and submit.

You can also create the form by manually filling complete information if you do not want to add allotment entry in shareholder master.

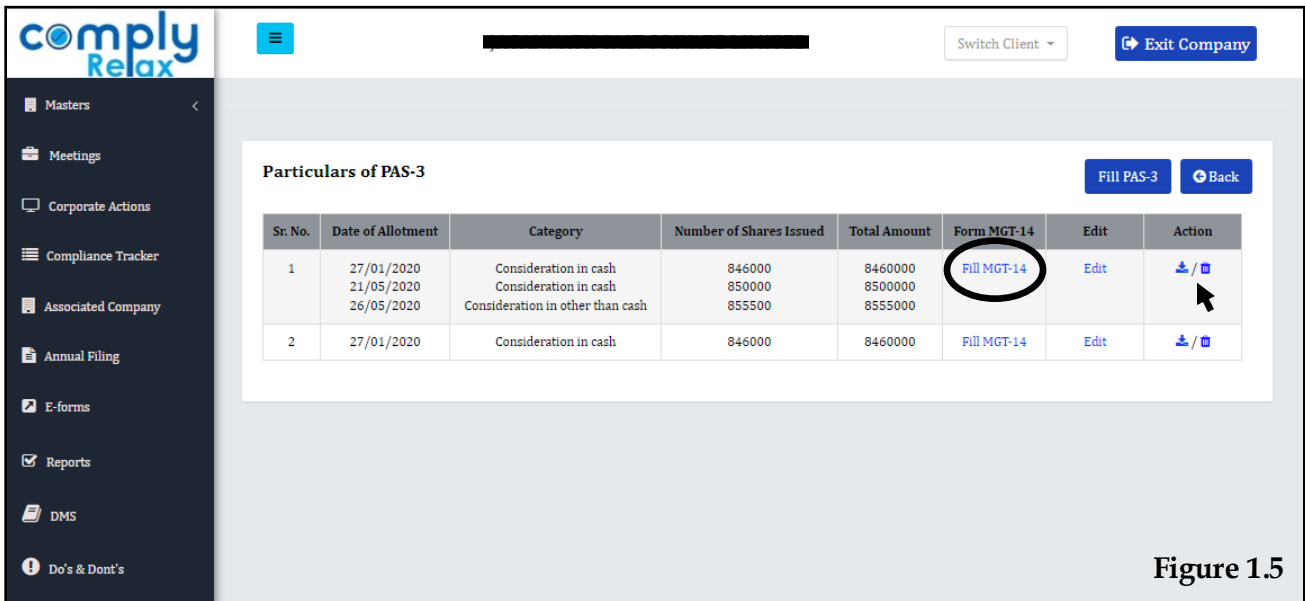


Figure 1.5

You can download the form using the download icon as available with each form separately.

If MGT-14 is also required in this process, that will also be generated along with. You can go to Fill MGT-14 button as shown in the image.

Or you can follow these steps to go to MGT-14 preparation window:

Dashboard ⇒ Clients ⇒ Compliance Manager
⇒ E-Forms ⇒ MGT-14