

Preparation of form PAS-3 along with documents for allotment

Dear users, we have added the facility for you to cerate 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 give below for both the cases:

CREATING DOCUMENTS

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

	=		,		Switch Clie	ent -	🕞 Exit Company
🛃 Masters 🛛 <	Home /S	Shareholder's Master /Share All	otment				
Meetings	10110 / 5	Add Allotment Quick Hint: Before making allotment, add allottee in shareholder database. CLICK Hint:					
Corporate Actions	Particulars of Share Allotment						
🗮 Compliance Tracker	#	Date of Allotment	Type of Allotment	Type of Share	Number of Allottees	E-forms	Action
Associated Company	1.	27 Jan 2020	Private Placement	Equity Share (With Voting Rights)	18	PAS-3 MGT-14	Edit O Download 🕹
🖹 Annual Filing	2.	21 May 2020	Private Placement	Equity Share (With Voting Rights)	2	PAS-3 MGT-14	Edit 🖸 Download 📥
E-forms	3.	26 May 2020	Private Placement	Equity Share (With Voting Rights)	7	PAS-3 MGT-14	Edit 🖸 Download 📥
☑ Reports					1		Figure 1.1

Go to add allotment button for adding new entry.

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

Private Circulation only



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

	= ,,	Switch Client 👻	Exit Company
🛃 Masters 🗸	Home /Shareholder's Master /Share Allotment		
Meetings	nome / Shareholder's plaster / Share Allotment		G Back
O Corporate Actions	Allotment Details <u>Category Offer period and Valuation Meeting Details PAS-4</u> Docum	ents	
E Compliance Tracker		ĸ	
. Associated Company	List of Allottees	View	Download
🖹 Annual Filing	PAS-5	View	Download
E-forms	PAS-4	View	Download
🕑 Reports	PLAN BOARD MEETING FOR THIS ALLOTMENT	CREATE MEETING	
С отрания и портисали и порти Спортисали и портисали и порти Спортисали и портисали и по			
! Do's & Dont's	PLAN BOARD MEETING FOR THIS PROPOSING ALLOTMENT	CREATE MEETING	
	PLAN GENERAL MEETING FOR THIS AGENDA	GO TO MEETING	
	E-Form PAS-3	CREATE FORM	
	E-Form MGT-14	createriorm te Wind	dows Figure 1.2

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:

Dashboard ⇔ Clients ⇔ Compliance Manager ⇔ E-Forms ⇔ PAS-3

Now go to *Fill PAS-3* button.

Private Circulation only



You will see following window on your screen:

	=	J	Switch Cl	ient - Exit Company		
🛃 Masters 🧹 🤇				\frown		
Meetings	Bonus shares Securities Allotted-Ca	sh <u>Securities Allotted-Other</u> <u>Private</u>	<u>Placement Capital structure Debt Str</u>	Import from Database 3 Back		
Corporate Actions	BONUS SHARES ISSUED					
E Compliance Tracker	Date of allotment	dd/mm/yyyy	Date of passing shareholders resolution	dd/mm/yyyy		
Associated Company	Number of bonus shares		SRN of Form No MGT-14			
🖹 Annual Filing			J			
E-forms	Nominal amount per share		Amount to be treated as paid up per share			
🕑 Reports	Submit			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:

Please select the allotment entry for preparing the form.					
Sr. No.	Date of Allotment	Type of Allotment	Type of Share	Number of Allottees	
	27 Jan 2020	Private Placement	Equity Share (With Voting Rights)	18	
□ 2	21 May 2020	Private Placement	Equity Share (With Voting Rights)	2	
Sr. No.	26 May 2020	Private Placement	Equity Share (With Voting Rights)	7	
Submit					
	Figure 1.4 🗙				

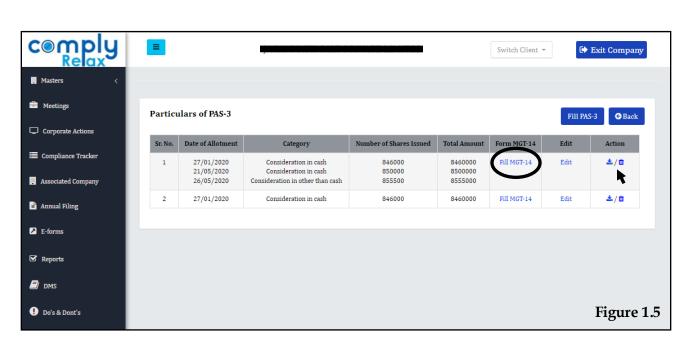
You can select from the list for which allotment you want to prepare the form. All the information which you have filled in allotment section will be fetched.

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.

Private Circulation only



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

Private Circulation only

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