

Refinement in DIR-8/MBP-1 Preparation

Dear Users, we have unified the process of preparing DIR-8 & MBP-1. Now you can prepare these documents through a single process.

You can director's master once and prepare your DIR-8 & MBP-1 for different financial year using the same master.

Follow these steps to access this feature:

ADD MASTER:

There are two ways of adding related party master of a Director i.e. Adding data in the main master or Adding data in the Company

(I) Adding in main master:

Dashboard ⇒ Masters ⇒ Director's Master ⇒ Search DIN ⇒ Related Parties

(II) Adding in Company:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Director & KMP's Master ⇒ Related Parties

Both these steps will redirect you to following window.

Type of entity	Company/Entity Name	CIN / Reg No.	Designation	Nature of interest	Shareholding (%)	Beginning Date	End Date	Action
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For updating the other directorship of DIN update from MCA facility is available. You can just select the MCA account and update this data from MCA. System will automatically fetch all the Companies or LLPs in which the particular DIN is or was associated.

You can use the **ADD MORE ENTITY** button for adding any other entity in which the director may be interested.

You can add the date of beginning or cessation of interest in each entity. System will use these dates for creating the documents date wise.

GENERATING DIR-8/MBP-1

After adding the related and interested entities of a Director, you can generate DIR-8 and MBP-1.

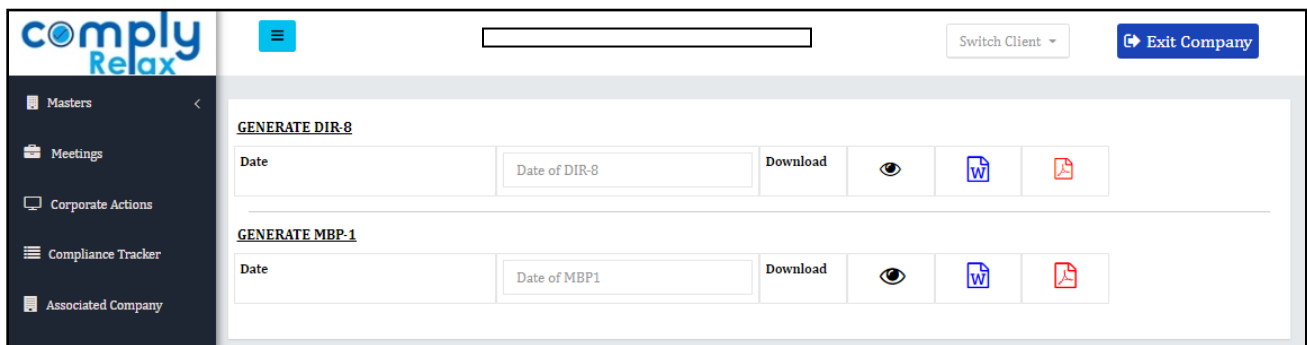
Follow any one of the below mentioned instructions:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Director & KMP's Master ⇒ DIR-8/MBP-1

OR

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Reports ⇒ DIR-8/MBP-1

After following these steps you will see following window:



On this screen you can enter the date for which you wish to generate the document.

You can view or download the word/pdf file.