

SHARE TRANSMISSION PROCESS

Dear Users,

We have added the procedure of Share transmission on the portal. Now you can make entries of share transmission along with generation of relevant documents for this process.

When you make transmission's entry it shall also reflect in the register of member automatically.

INSTRUCTION:

Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager ⇒ Master ⇒ Shareholder

Before making the entry of transmission, please ensure that the legal heir or nominee of deceased is added in the shareholders master.

If not, then go to add shareholder button and add the legal heir or nominee there. (Do not enter the number of shares while adding otherwise it will be duplicated when you transmit the shares)



All entries added for share transmission will be shown here in list format.

Private Circulation only

ComplyRelax's Updates



For adding new entry, click on the "*Add Transmission*" button.

	=					Switch Clier	🖙 Exit Company					
🖬 Masters 🛛 < 🖻 Meetings	Home /Shareholder's Master /Share Transmission /Add Transmission											
• Corporate Actions	PARTICULARS OF APPROVAL											
Compliance Tracker	Approval Mode: O In Board meeting O By Circular Resolution											
Associated Company	Name of the Authorized Signatory		Select Director									
Annual Filing	PARTICULARS OF DECEASED SHAREHOLDER											
E-forms	1 Transmission											
🗹 Reports	Select Deceased Shareholder	· ·	Select Legal Heir	•			Enter Quantity X					
СА DMS	Status		Select Status	~	Relation with deceased		Relation with deceased					
Do's & Dont's							Add More Transmission					
U bus u buiks												
	Document available	Select Docur	nent	✓ Date of the order		Date of the order						
	Place of Death	Place of Deat	h		Date of Death	Date of Deat						
	Date of Indemnity Bond	Date of Inden	unity Bond		Date of Affidavit	Date of Affidavit						
	Date of Application	Date of Appli	cation									
	Submit				ſ	Activ Go to A	ate Windows Action Center to activate Windows.					

As shown in the above figure fill the necessary information and submit.

HOW TO DOWNLOAD DOCUMENTS:

For downloading the documents click on the name of deceased as shown in the following image.

	≡				Switch Client 👻	Exit Company					
Masters <	Home /Sh	nareholder's Master /Share Transmission									
🚔 Meetings	+ Add Transmission Quick Hint: Before making transmission, add the details of legal heir in shareholder database. CLICK HERE										
O Corporate Actions Particulars of Share Transmission											
🗮 Compliance Tracker	#	Deceased	Legal Heir	Quantity	Date	Action					
Response to the second	1	Govind Narain Agrawal	Atul Maheshwari	5,000	01 Feb 2022	0 /					
🖹 Annual Filing	TITLE C	OF DOCUMENT	VIEW	VIEW		WORD FILE PDF FILE					
E-forms	AFFIDA	VIT	۲	۲		Da la					
	INDEM	NITY BOND FOR TRANSMISSION OF SHARES	۲	۲		ß					
Reports	APPLIC	ATION FOR TRANSMISSION OF SHARES	۲		1	Câ					

All your documents will be shown on the screen. You can view the documents.

You can also download the word or PDF file.

Private Circulation only