

### Past designation of director

Dear users,

We have added the option to add past designations of a director.

You can very easily maintain the previous designations of directors now and also the same is helpful in preparing past year's records.

**Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager  
⇒ Master ⇒ Director & KMP**

Click on the name of director for which you want to add past designation record.

Past Designation	Beginning Date	End Date	
Managing Director	01/01/2022	31/01/2022	X
Whole Time Director	01/06/2021	31/12/2021	X

At the bottom of that window you will find a specific head of past designation as shown in the figure.

You have to enter the designation and the beginning and end date for same.

You can add multiple entries here.