

## **CUSTOMIZE LETTER HEAD FOR YOUR CLIENTS**

Dear Users,

We have added this new facility of customizing the letter head of your clients.

You can opt to either prepare documents with standard letterhead or customized letter head.

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

On the company master window when you click on view more button, you will be displayed with following screen:

comply	=			Switch Client -	
Masters <	BRN No.	BRN Number	Food Licence No	Food Licence Code	]
🖻 Meetings	MSME No.	MSME Number	Import Export Code	Import Export Code	]
O Corporate Actions	Trade Mark No.	Trademark Number	Website	Website	
Compliance Tracker					
Associated Company	GST No.	GST Number	Corporate Address	Corporate office 123	]
Annual Filing	Has the name of Company changed? 🔹 Yes 🔿 No				
E-forms	Previous Name	BNPL	Effective date of change	01 Mar 2022	]
☑ Reports					
	LETTER HEAD				
🖆 dms	Do you want to download the documents with letterhead?  Yes  No		O Standard Letter Head 🖲 Customize your own letter head		
• • • • •					
! Do's & Dont's	ys & Dont's				
	Italic Title - Heading 2 - Font - 16 - 📰 - 📰 🕄 📵				
	NAME OF COMPANY				
	Reg. Office: ADDRESS				
	Corp. Office: CORP. ADDRESS				
	E-mail ID:EMAIL, Contact No.:CONTACT NO				
	CIN:CIN				
				Activate Windows	
	body div div h2 span		T.	Go to Action Center to activate Windows	
	Update				

As shown in the above image, click on the yes if you want to prepare documents with letter head; after that you can choose between standard or customized letter head.

If you select customized letter head a text will be displayed wherein the letter head can be customized.

You can add any information which is to be shown on the letter head.

Private Circulation only