

## **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