

IMPORT CAPITAL STRUCTURE FORM MGT-7/7A

Dear Users,

Greetings of the day!

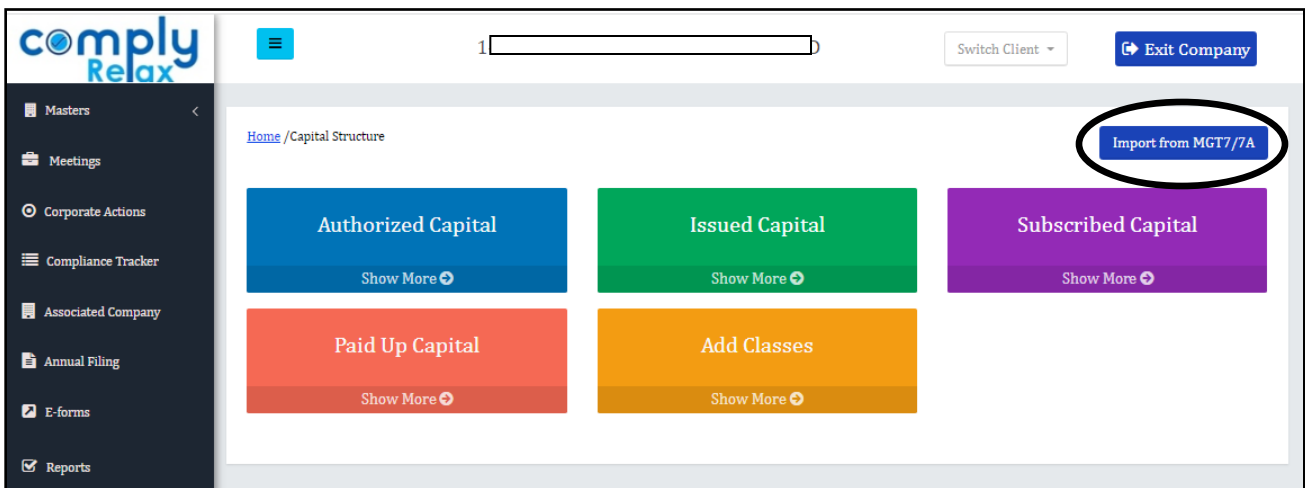
We have added the import facility in the capital structure. Instead of manually making the entries in Authorized/Issued/Subscribed/Paid Up capital structure, now you can upload the relevant MGT-7/7A and your master will be created automatically.

Please see the details as mentioned hereunder.

DELETION IN CAPITAL STRUCTURE:

*Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager
⇒ Master ⇒ Capital structure*

Following window will be displayed on your screen:



Click on the Import Button as shown in the image and upload the form.

Please note that the capital structure will be updated as per the form. You are advised to update the relevant form of the date from where you wish to update the shareholder records on the dashboard.