

CONSOLIDATION OF SHARE CERTIFICATES

Dear Users,

Greetings of the day!

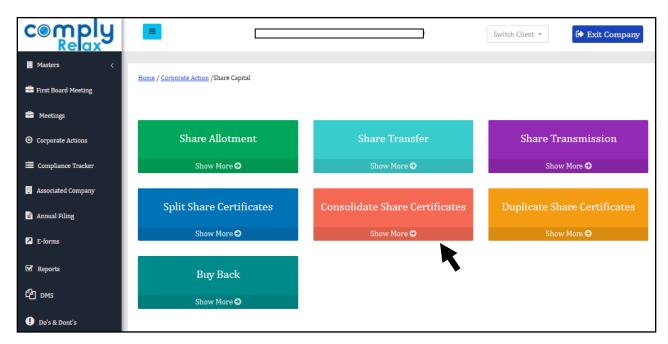
We have added a new feature in the share certificate management i.e. Consolidation of Share Certificate.

If you have added the share certificates in the system then you can consolidate the same and issue new certificates in lieu of the same.

Please follow the instructions mentioned hereunder.



When you click on the Shareholder Management button following window will be displayed on your screen:



Click on the *Consolidate Share Certificates* button as shown in the image.

Private Circulation only

ComplyRelax's Updates



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 Masters < First Board Meeting 	<u>Home /Corporate Action / Share Capital</u> / S	hare Consolidation					
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• Corporate Actions	Show 10 V entries					Search:	
E Compliance Tracker	# Shareholder Name 🔶	New Certificate Issue	d 🔶 Old Certificate	e 🔶 Number of Sh	ares 🔶 Distinctive I	No. 🔶 Date o	of Issue 🗧 🛛 Action 🔶
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O Corporate Actions	Approval of Certificate Consolidatio	n Particulars of Ce	rtificates				
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Annual Filing	Date of Issue	01/01/2022					
E-forms	Select Share Certificate						
L'IOTINS	Certificate Number		Distinctive No.		No. of Shares		Select
🗹 Reports	Certificate No 2		2-50000		49999		
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Соторы	Certificate No 4		57851-60000		2150		
🚺 Do's & Dont's	+ Add More						
O Audit Checklist	Director Signing Select D	irector 🗸 Sign	ing Director	Select Director	✓ Authorized Sign	Aut	horized Signatory
	Submit	1		-	11 - 12	e Window ion Center to	S activate Windows.

As shown in the image enter all the relevant information and submit.

*Please make sure to enter the relevant meeting information on the first tab.

Once you have saved all the necessary information , you can go to the share certificates master and view/download the relevant share certificates.

Necessary entries will also be made in the register of members, register of renewed and duplicate share certificates, and meeting master.

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