

CONSOLIDATION OF SHARE CERTIFICATES

Dear Users,

Greetings of the day!

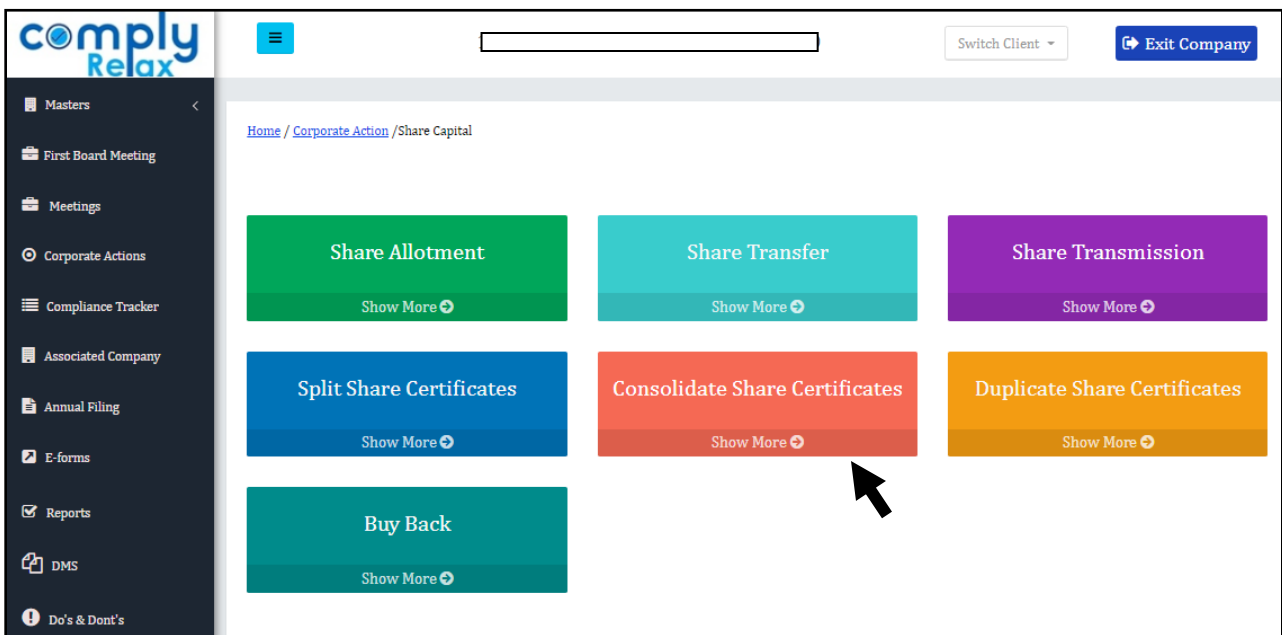
We have added a new feature in the share certificate management i.e. Consolidation of Share Certificate.

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.

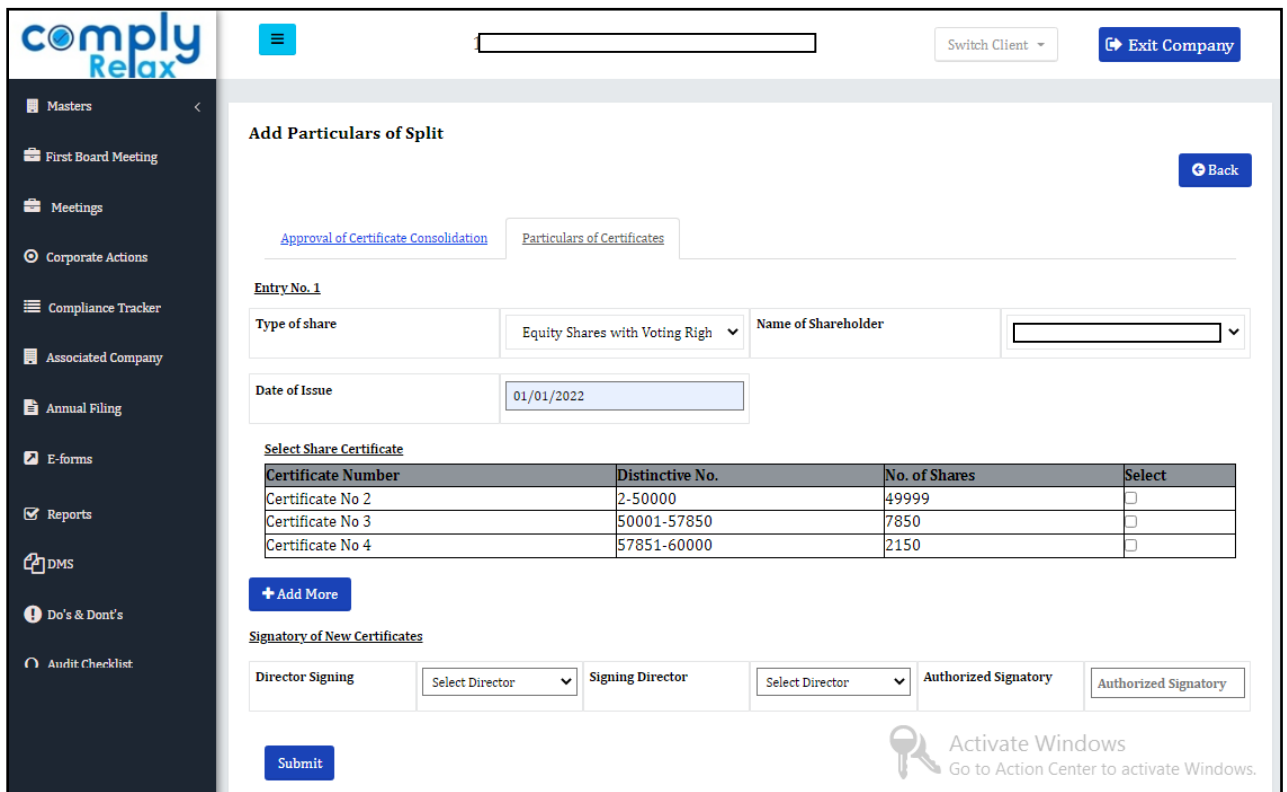
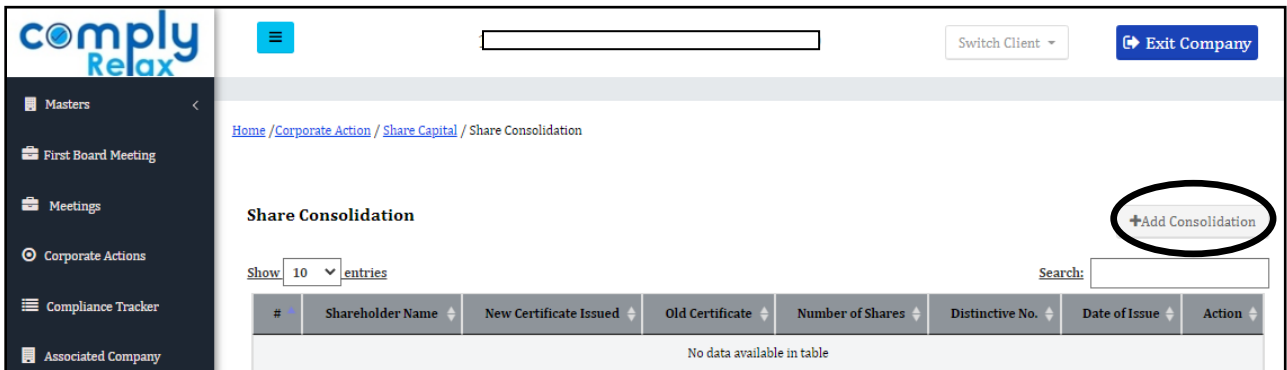
Please follow the instructions mentioned hereunder.

***Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager
⇒ Master ⇒ Shareholder ⇒ Shareholder Management***

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.



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.