

**SUMMARY OF SHARE CERTIFICATES**

Dear Users,

Greetings of the day!

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

If you have added the share certificates in the system then you can review all the transactions in which any certificate is involved in the share certificate summary.

All the transactions of split, consolidation, issuance of duplicate share certificates, transfer & transmission, issuance of share certificates at allotment will be included in this summary report.

You can create this report after you have added all the transactions into the system.

Please follow the instructions mentioned hereunder.

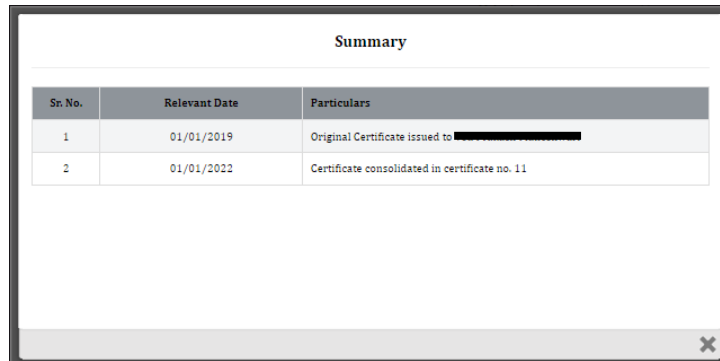
**Dashboard ⇒ Client ⇒ Select Company ⇒ Compliance Manager  
⇒ Master ⇒ Share Certificates**

When you click on the Share Certificate master following window will be displayed on your screen:

Cert. No.	Certificate issued to	Folio No.	No. of Shares	Distinctive No.	Present Shareholder	Remark	Action	View/Download
1		1	5000	1-5000		Consolidated in cert. no. 11 <a href="#">View more</a>	Signatory	View, Print, Download
2		1	5000	5001-10000		Consolidated in cert. no. 11 <a href="#">View more</a>	Signatory	View, Print, Download
3		1	5000	10001-15000		Consolidated in cert. no. 12 <a href="#">View more</a>	Signatory	View, Print, Download
4		1	5000	15001-20000		Original Certificate <a href="#">View more</a>	Signatory	View, Print, Download
5		1	10000	20001-30000		Consolidated in cert. no. 11 <a href="#">View more</a>	Signatory	View, Print, Download
6		2	5000	30001-35000		Consolidated in cert. no. 13 <a href="#">View more</a>	Signatory	View, Print, Download

As shown in the image, with each certificate view more button is available.

You can click on the same and following box will appear on your screen:



Summary		
Sr.No.	Relevant Date	Particulars
1	01/01/2019	Original Certificate issued to [REDACTED]
2	01/01/2022	Certificate consolidated in certificate no. 11

By this summary report you can easily track every transaction of a particular share certificate.