ComplyRelax's Updates



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:

	=						Switch 0	Client -	E Exit Company
🖥 Masters 🛛 <	<u>Home</u> /Share C	ertificates						📥 Bulk Download Certif	icate 🗊 Delete all
Meetings	Particulars of Share Certificate All Certificate								
O Corporate Actions	Quick Hint: Click on the view more button to see the complete summary of a certificate.								
Compliance Tracker	All Certificate								
. Associated Company	Show 10 rows	Excel						Search:	
📄 Annual Filing	Cert. No.	Certificate issued to	♦ Folio No.	No.of Shares	Distinctive No. 🔶	Present Shareholder	♦ Remark ♦	Action \diamond	View/Download
E-forms	1		1	5000	1-5000	z Z	Consolidated in cert no. 11 <u>View more</u>	Signatory 🧨 📋	<u>م</u>
✓ Reports C→ DMS	2		1	5000	5001-10000	7	Consolidated in cert. no. 11 <u>View more</u>	Signatory 🖋 🖨	۵ اه ک
🚺 Do's & Dont's	3		1	5000	10001-15000	7	Consolidated in cert. no. 12 <u>View more</u>	Signatory 🖌 🖨	۵ اه
	4	1	1	5000	15001-20000	7	Original Certificate <u>View more</u>	Signatory 💉 📋	۵ 🖬 ک
	5		1	10000	20001-30000	2	Consolidated in cert. no. 11 <u>View more</u>	Signatory 🖍 🖨	۵ ه
	6		2	5000	30001-35000		Consolidated in cert. no. 13 <u>View more</u>	signatory 🖌 🖬 ivate Window	ک 🕲 ک S

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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					
2	01/01/2022	Certificate consolidated in certificate no. 11					
		X					

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

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