

[ANNUAL COMPLIANCE REPORT](#)

Dear users,

Greetings of the day!,

We have added a new feature to the dashboard i.e. generation Annual Compliance Report.

This reports gets generated automatically on the basis of information added by you in the system. You can also make changes to this report according to your requirements.

Please follow below mentioned instructions:

STEP 1: ADD DRAFT FORMAT INTO YOUR ACCOUNT:

Dashboard ⇨ *Secretarial Practice* ⇨ *Repository* ⇨ *Standard Repository*



#	Title	Last Updated On	Action
21	Death Intimation Letter of Director	11/09/2021	Copy
22	Consent to act as Managing Director/Whole Time Director of the Company	14/09/2021	Copy
23	Certified True Copy of Resolution passed in Board Meeting	24/02/2022	Copy
24	Certified True Copy of Resolution passed by Circulation	24/02/2022	Copy
25	Annual Compliance Report	04/05/2022	Copy

Search "Annual Compliance Report" and click on copy button as shown in the image.

STEP 2: GENERATING REPORT:

Dashboard ⇨ *Client* ⇨ *Select Company* ⇨ *Compliance Manager*
⇨ *Reports* ⇨ *Annual Compliance Report*



Select FY -> Enter the date -> Select Signatory-> View/Download

You make changes to the content according to your requirement.

Dashboard ⇨ *Secretarial Practice* ⇨ *Repository* ⇨ *Search this documents & click on edit button*

You can also add any new content to this document using this edit feature.