

## Creation of Shareholder master from E-form SPICE

Dear users,

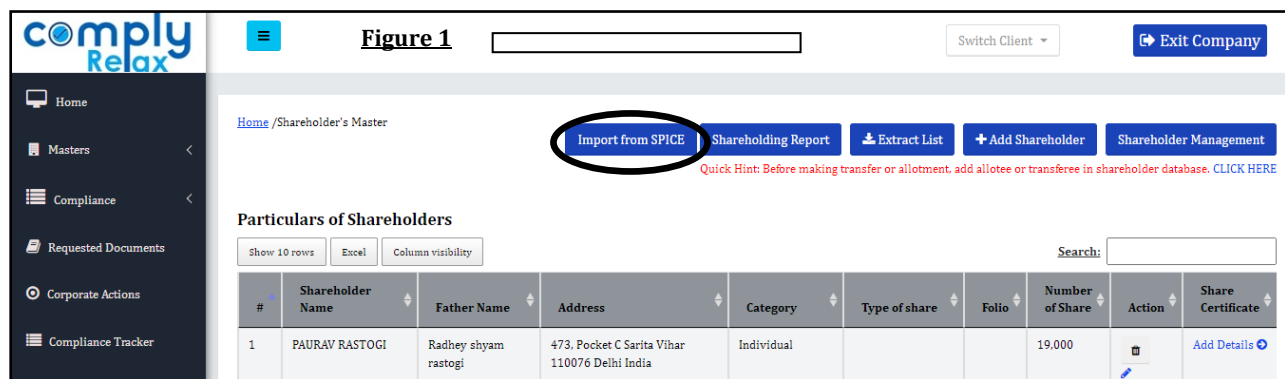
Greetings of the Day!

We have added the import facility for SPICE in the dashboard.

Now you can create your company's master using the SPICE eform. Particulars of subscribers will be fetched just by uploading the relevant SPICE e-form. The information will be auto-fetched from the form and saved into your login.

### Steps to be followed:

*Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Master  
⇒ Shareholder /Capital Structure*



**Figure 1**

Home / Shareholder's Master

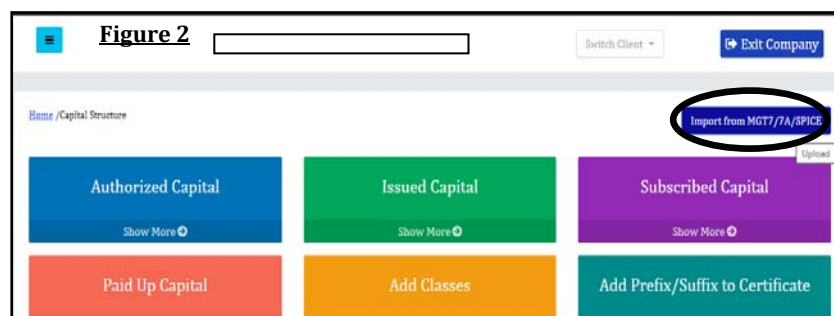
Import from SPICE Shareholding Report Extract List Add Shareholder Shareholder Management

Quick Hint: Before making transfer or allotment, add allottee or transferee in shareholder database. [CLICK HERE](#)

Particulars of Shareholders

Show 10 rows Excel Column visibility Search:

#	Shareholder Name	Father Name	Address	Category	Type of share	Folio	Number of Share	Action	Share Certificate
1	PAURAV RASTOGI	Radhey shyam rastogi	473, Pocket C Sarita Vihar 110076 Delhi India	Individual			19,000		Add Details



**Figure 2**

Home / Capital Structure

Import from MGT7/TA/SPICE

Authorized Capital Issued Capital Subscribed Capital

Paid Up Capital Add Classes Add Prefix/Suffix to Certificate

On both Shareholder and Capital Structure **Import from SPICE** button is available as shown in the **Figure 1 & Figure2** respectively. You can go to any of these two windows and upload the form.

Subscribers' details along with the capital structure will be updated automatically in the company.