ComplyRelax's Updates



# **Debenture Issuance**

Dear users,

Greetings of the Day!

We have added the Debenture issuance process to ComplyRelax.

Now you can update the debenture's master in your client companies.

#### Steps to be followed:

Dashboard  $\Rightarrow$  Client  $\Rightarrow$  Compliance Tracker  $\Rightarrow$  Master  $\Rightarrow$  Debentures

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	=		Switch Client -
📱 Masters 🤇 <	Home /Masters /Debenture		
Meetings	Add Class of Debentures	Debenture holder	Issue Debenture
Requested Documents	Show More 😔	Show More ᢒ	Show More 오
O Corporate Actions	Add Prefix/Suffix to Certificate	Debenture Certificates	
🔳 Compliance Tracker			
Associated Company	Show More 오	Show More 오	
🖹 Annual Filing			Figure 1

#### 1. Add Class of Debentures:

The first step is to add the class of debentures.

As shown in the Figure 1, click on the Add Class of Debenture tab.

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1 Computing Convertible Debentures 1000		Se Va	Class of Debenhares	Sominal Value	Action		
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As shown in the above figure, click on the add class button -> enter the necessary details and submit.

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## 2. Add Debenture holders:

After adding the class you have to add the debenture holders in the system.

Click on the **"Debenture Holder"** tab as shown in the **Figure 1**.

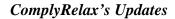
me /Debenture /Debenture holder's Master				(	+ Add Deben	ture ho	older
how 10 rows Excel Column visibility	rs			Search	I.		
Name of Sr. Debenture ¢ No. holder Fath	er's Name Address	• • •	Type of Debenture	¢ Folio	Number of 🔅 Debenture	Acti	on
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2		Individual	Compulsory Convertible	CCD-2	500		1
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wing 1 to 2 of 2 entries		, ,	Debentures	Debenture ho	Previous 📗	G	
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ome /Debenture holder's Master /Add-Deb nter Particulars of Debentur	e holder	Mode	Debentures			O	

You can select the name from the dropdown.

And if the name is not appearing in that list you can add using the **"Add debenture holder in Master"** Button.

Once you save the details of a person in the Debenture holder master, it can be used for any other client as well.

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#### 3. Add Issuance of Debentures:

After adding the debenture holders you can make the entries for issuance of debentures.

As shown in the Figure 1 click on the "Issue Debenture" tab.

Board Meeting	Home /Deba	enture /Issue Debentures					+Issuanc	e of Deb
tings	Issue De	ebentures						
ested Documents	Sr. No.	Date of Issuance	Type of Debentures	Number of Debentures	Nominal Value	Debenture issued	Total Amount	A
orate Actions	1.	01/07/2022	Compulsory Convertibl Debentures	le 1000	1000	At premium of rupees 1000	2000000	1
	e /Issue Debentures			•		+ Add Debenture hold	er 🗢 Back	
Issuance Detai	ds Category S OF ISSUANCE			Suments Date of Issuance	Date of Issuance	+ Add Debenture hold	er O Back	
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You can fill all the details in the shown tabs and submit.

In the documents section necessary documents will be available for view and download.

## 4. <u>Creation of Debentures Certificates:</u>

You can add the certificates on the debenture issue window. As shown in the below attached image click on the date of allotment and Add Details for each allottee.

ure /Issue Debentures					+ Issuance	of Debentur
entures Date of Issuance	Type of Debentures	Number of Debentures	Nominal Value	Debenture issued	Total Amount	Action
01/07/2022	Compulsory Convertible Debentures	1000	1000	At premium of rupees 1000	2000000	/ ±
Name of Allottee		Allotted Quantity		Debenture Certificate		
Abhimanyu Singh		500 🥒		• Add Details		
Archana Singh		500 🥒		O Add Details		
	ntures Date of Issuance 01/07/2022 Name of Allottee Abhimanyu Singh	Date of Issuance         Type of Debentures           01/07/2022         Compulsory Convertible Debentures           Name of Allottee         Abhimanyu Singh	Date of Issuance         Type of Debentures         Number of Debentures           01/07/2022         Compulsory Convertible Debentures         1000           Name of Allottee         Allotted Quantity           Abhimanyu Singh         500	Date of Issuance         Type of Debentures         Number of Debentures         Nominal Value           01/07/2022         Compulsory Convertible Debentures         1000         1000           Name of Allottee         Allotted Quantity         Allotted Quantity         500 /         1000	Number of Debentures     Nominal Value     Debenture issued       Date of Issuance     Type of Debentures     Number of Debentures     Nominal Value     Debenture issued       01/07/2022     Compulsory Convertible Debentures     1000     1000     At premium of rupes 1000       Name of Allottee     Allotted Quantity     Debenture Certificate       Abhimanyu Singh     500 ?     O Add Details	* Issuance       Date of Issuance     Type of Debentures     Number of Debentures     Nominal Value     Debenture issued     Total Amount       01/07/2022     Compulsory Convertible Debentures     1000     1000     At premium of rupees 1000     2000000       Name of Allottee     Allotted Quantity     Debenture Certificate       Abhimanyu Singh     500 %     Q Add Details

You can also add any prefix or suffix to your certificate of debentures. As shown in the Figure 1 click on the **"Add Prefix/Suffix"** tab.

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