

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 ⇒ Client ⇒ Compliance Tracker ⇒ Master ⇒ Debentures

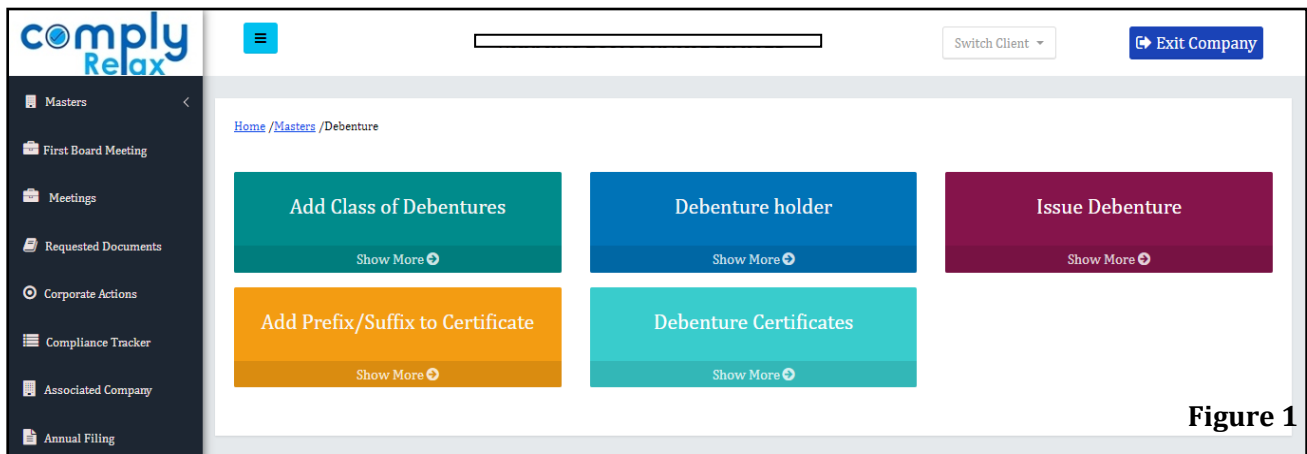
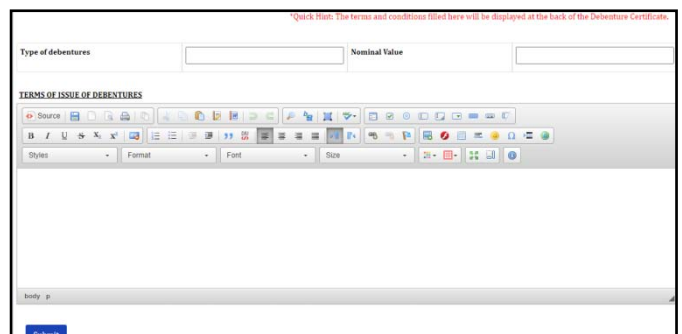


Figure 1

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.

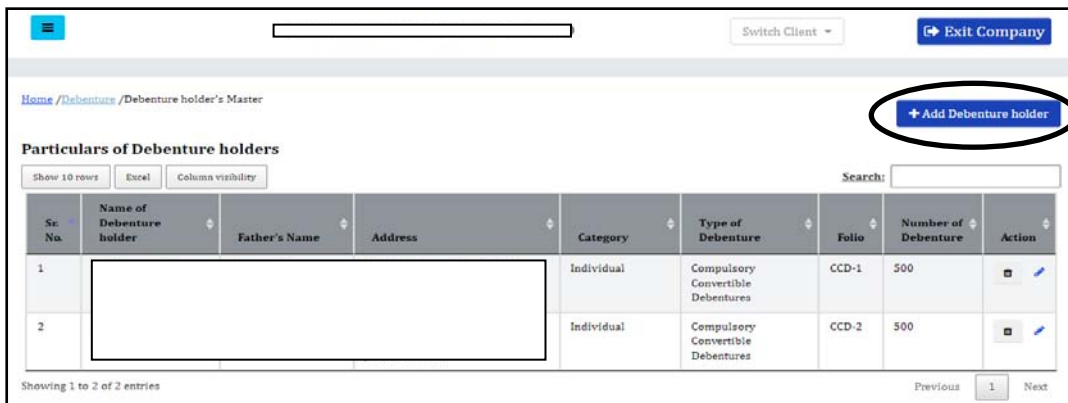


As shown in the above figure, click on the add class button -> enter the necessary details and submit.

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**.



Enter Particulars of Debenture holder

Name of Debenture holder: Select Debenture holder Name

Date of becoming debenture holder: [Date field] Mode: Select Mode of shareholding

Type of Debenture: Select Type of Debenture Folio No: [Folio No field]

Submit

You can select the name from the dropdown.

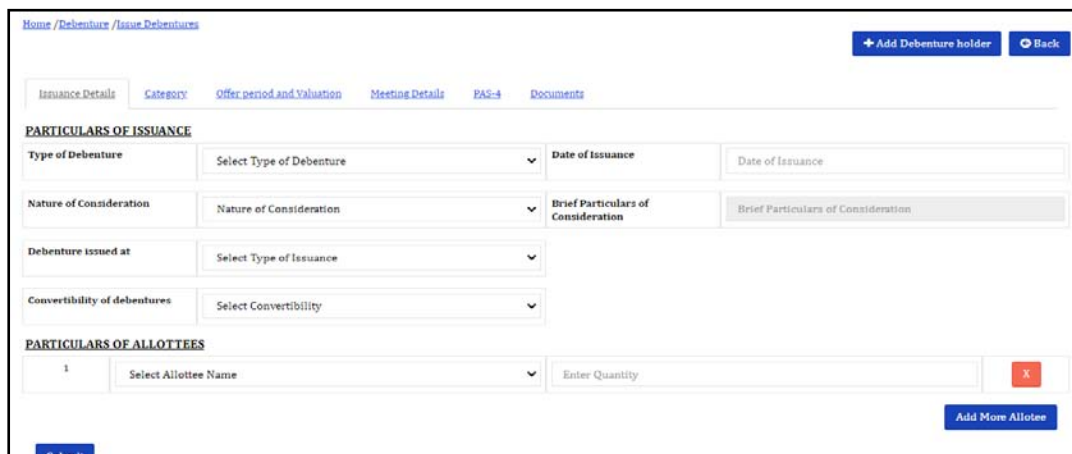
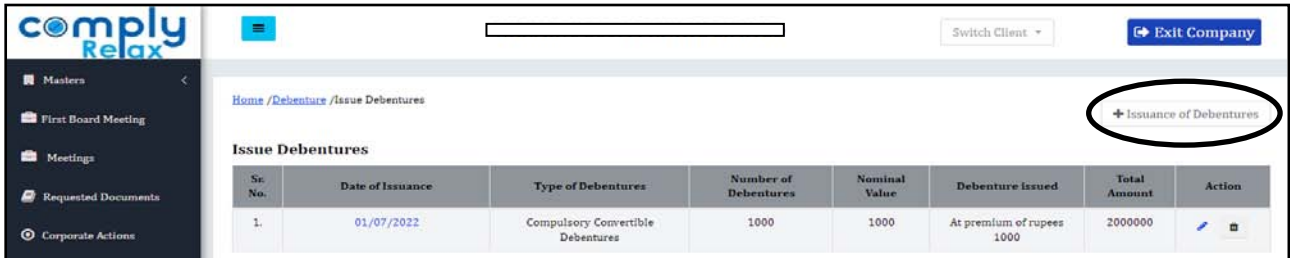
And if the name is not appearing in that list you can add using the “**Add debenture holder in Master**” Button.

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

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.

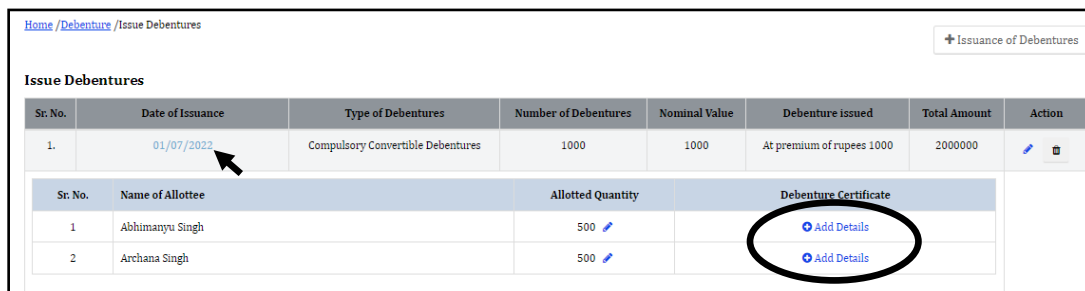


You can fill all the details in the shown tabs and submit.

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

4. Creation of Debentures Certificates:

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.



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.