

[Appointment/Change in Designation/Cessation - CS/CEO/CFO](#)

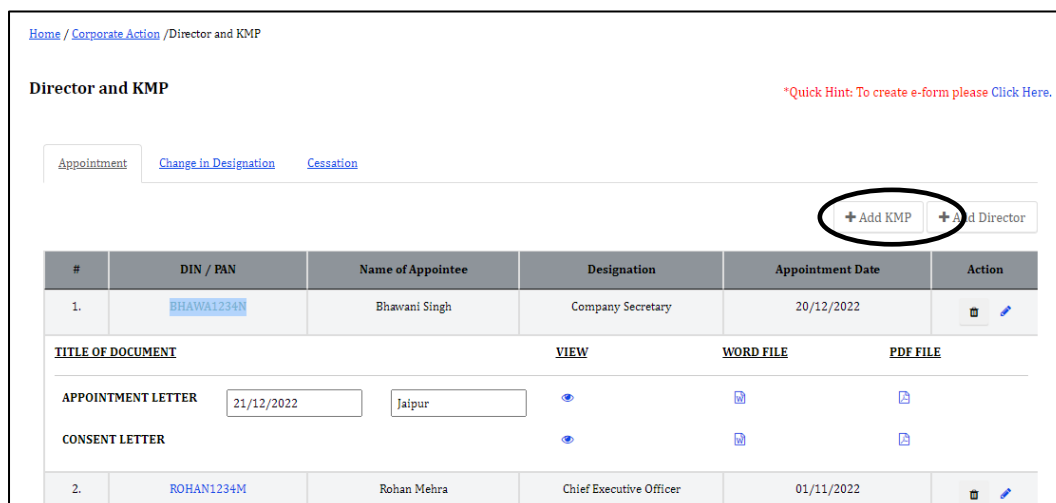
Dear users,

Greetings of the Day!

Facility for adding or removing KMP along with documents preparation has been added to the dashboard.

Complete instructions are given below for your kind reference:

***Dashboard ⇒ Clients ⇒ Select Client ⇒ Compliance Manager ⇒ Corporate Action
⇒ Director & KMP ⇒ Appointment / Change in Designation / Cessation***



Home / Corporate Action / Director and KMP

Director and KMP *Quick Hint: To create e-form please [Click Here](#).

Appointment [Change in Designation](#) [Cessation](#)

[+ Add KMP](#) [+ Add Director](#)

#	DIN / PAN	Name of Appointee	Designation	Appointment Date	Action
1.	BHAWA1234N	Bhawani Singh	Company Secretary	20/12/2022	
TITLE OF DOCUMENT		VIEW	WORD FILE	PDF FILE	
APPOINTMENT LETTER		21/12/2022	Jaipur		
CONSENT LETTER					
2.	ROHANI234M	Rohan Mehra	Chief Executive Officer	01/11/2022	

As shown in the image, click on the Add KMP button for adding KMP. Same options are available in change in designation and cessation.

Thereafter enter all the particulars of the appointee and relevant meeting in which you want to incorporate the agenda.

After adding the information you will be able to download the necessary documents in the documents section or you can click on the DIN/PAN of the appointee as shown in the image.

Once you have successfully made the entries, same will start reflecting in your director's master. It will also be incorporated in the board report of the company according to the dates and financial year.

Relevant meeting shall also be created along with the agenda as per the entry added by you.