

## Corporate Action - Buy Back

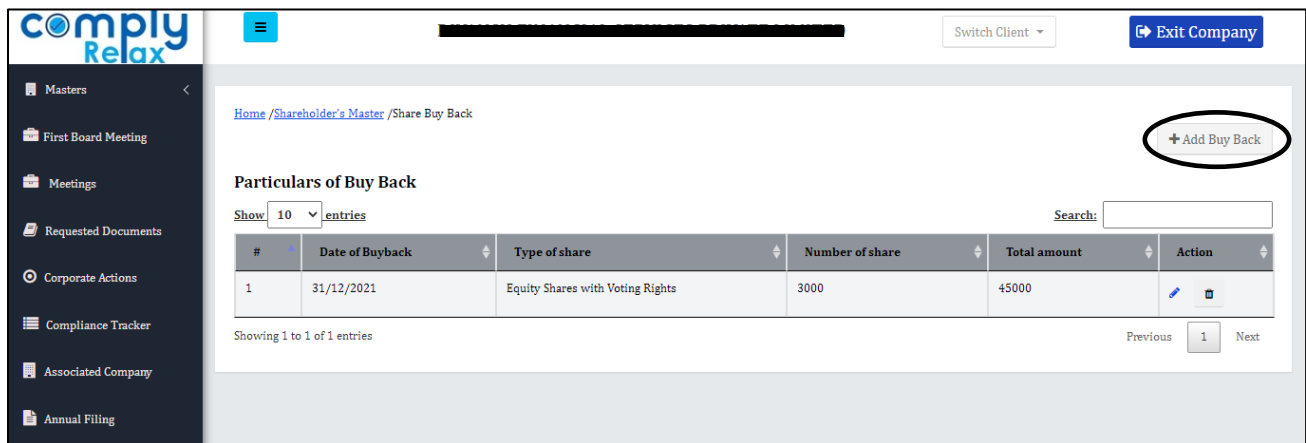
Dear users,

Greetings of the Day!



We have added the process of corporate action in the portal. Now you can create the registers and documents relating to buy back of share capital.

Complete instructions are given below for your kind reference:

***Dashboard ⇒ Clients ⇒ Select Client ⇒ Compliance Manager  
⇒ Corporate Action ⇒ Share Capital ⇒ Buy Back***



The screenshot shows the ComplyRelax portal interface. On the left is a navigation menu with items like Masters, Meetings, and Corporate Actions. The main content area is titled 'Particulars of Buy Back' and contains a table with one entry. A red circle highlights the '+ Add Buy Back' button in the top right corner of the main content area.

#	Date of Buyback	Type of share	Number of share	Total amount	Action
1	31/12/2021	Equity Shares with Voting Rights	3000	45000	 

Showing 1 to 1 of 1 entries

As shown in the image, click on the Add Buy Back button for adding new buy back's entry.

Thereafter enter all the particulars of the buy back and relevant board and general meeting in which you want to incorporate this agenda.

After adding the information you will be able to download the necessary documents in the documents section.

Also the register of buy back as prepared in form SH-10 will be generated automatically, you can check out the same under **Reports - Statutory Registers - SH-10**.

Further this entry will start reflecting in your shareholder's folio and capital structure.

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