

Save Previous CINs of your Company(s) in their respective master

Dear users,

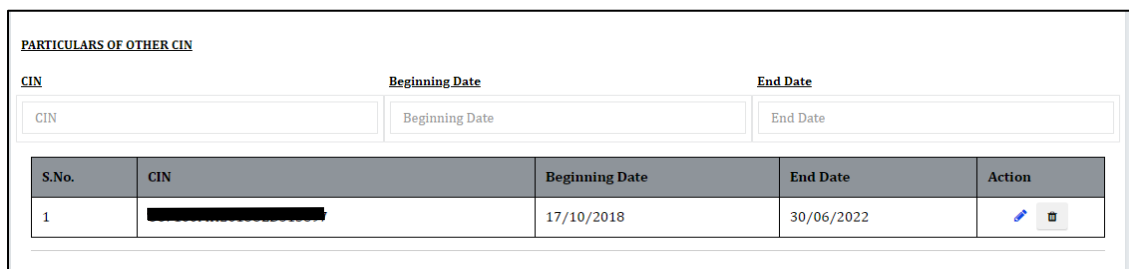
Greetings of the Day!



We have added the facility on ComplyRelax to save previous CINs records of your companies.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Master ⇒ Company Master

On the company master window click on the view more button and go to “PARTICULARS OF OTHER CIN” option.



PARTICULARS OF OTHER CIN				
CIN	Beginning Date	End Date		
<input type="text" value="CIN"/>	<input type="text" value="Beginning Date"/>	<input type="text" value="End Date"/>		
S.No.	CIN	Beginning Date	End Date	Action
1	[REDACTED]	17/10/2018	30/06/2022	 

As shown in the image, you have to enter the previous CIN alongwith the beginning and end date of that particular CIN.

Multiple CINs can be added here.

The letterhead of the documents that you prepare from the portal will display the CIN according to the duration.

If you want to update the current CIN here, leave the end date blank and submit.