

**Conversion of Preference shares into Equity Shares**

Dear users,

Greetings of the Day!

We have added the facility on ComplyRelax for preparing documents for Conversion of Preference shares into Equity Shares.

Relevant documents will be auto-prepared along with the register of members.

**Steps to be followed:**

**Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manager ⇒ Corporate Action ⇒ Share Capital ⇒ Conversion of Pref. to Equity**

Home / Share Capital / Conversion of Preference shares

Particulars of Conversion of Preference shares

Sr. No.	Date of Allotment	Type of Preference	Type of Equity	Number of Allotees	Total Amount	Action	Approve Certificate
1	01/01/2023	Preference Shares	Equity Shares with Voting Rights	1	50000		Approved

**Add Conversion**

As shown in the above image click on the Add Conversion button for adding a new entry.

Fill the necessary details and submit.

After submitting the details, got to download section for downloading the documents.

Conversion Details | Category | Offer period and Valuation | Meeting Details | PAS-1 | **Documents**

**CONVERSION OF PREFERENCE SHARES**

Date of Allotment: dd/mm/yyyy | Select class of Preference shares: Select Type of Preference Share

Number of pref. shares to be converted: Number of pref. shares | Select class of Equity shares: Select Type of Equity Share

Number of new Equity shares to be issued: Number of new Equity shares | Nominal Value of per equity share: Nominal value of per equity share

Issued at: Par

**PARTICULARS OF ALLOTEES**

Name of Pref. share holder	No. of pref. shares held	Pref. Shares to be converted	New equity shares
Select Allotee Name	No. of pref. shares held	Pref. Shares to be converted	New equity shares

**Add More** **Submit**

**Minutes will be prepared and the necessary agenda will be added automatically, you can check the same in the meetings section.**

**Entries will be also be made in the register of members, you can check the same in the statutory registers section under the reports.**