

Corporate Action-Sub-division of different type of class of shares

Dear users,

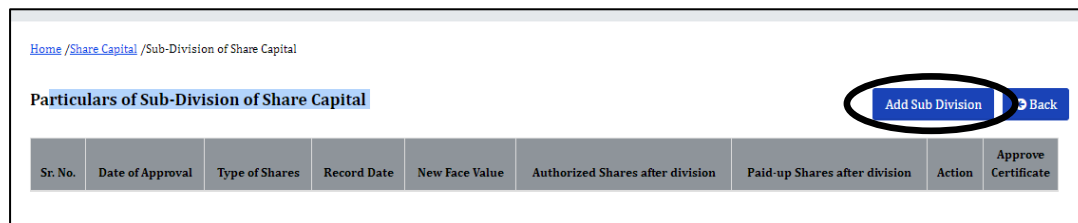
Greetings of the Day!

We have added a new corporate action on our portal ComplyRelax.

Your documents will be prepared and the necessary entries will be made in the register of member's simultaneously.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Select Company and click on Compliance Manager ⇒ Corporate Action ⇒ Share Capital ⇒ Sub- Division



Click on the Add Sub-Division button as shown in the image.

Enter the necessary details as asked by the system and save.

Share Certificates:

After saving the data, you have to prepare new share certificates and cancel the existing ones.

Click on the date of approval as shown in the above image, the option for creating new share certificates will be displayed to you.

After creating the share certificates, you can approve the same and the entries will be finally submitted to the register of members.

You can check out the necessary resolutions in the meeting section.