

**Corporate Action-Track all the forms at single Window**

Dear users,

Greetings of the Day!

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

Now you can track all the forms that are being prepared in your account of ComplyRelax at one single screen. You can check out the status, creation date, team member who is working on the forms and so on.

**Steps to be followed:**

***Dashboard ⇒ Secretarial Practice ⇒ Particulars of Forms***

After following these steps you will be redirected to the following screen.

Sr. No.	Company Name	Form Name	Team Member	Start Date	Last Updated date	Status	MCA User ID	SRN	MCA Status	Action
1	[Redacted]	AOC-4	Vinita Kanwar	19/10/2023	19/10/2023	Draft/Pending Submission			Draft/Pending Submission	<a href="#">Go to the form</a>
2	[Redacted]	DIR-12	Varsha Shekhawat	19/10/2023	19/10/2023	[Redacted]			Pending for DSC Upload and Payment	<a href="#">Go to the form</a>
3	[Redacted]	AOC-4	Vinita Kanwar	18/10/2023	18/10/2023	Draft/Pending Submission			Draft/Pending Submission	<a href="#">Go to the form</a>
4	[Redacted]	AOC-4	Vinita Kanwar	18/10/2023	18/10/2023	Draft/Pending Submission			Draft/Pending Submission	<a href="#">Go to the form</a>
5	[Redacted]	AOC-4	Vinita Kanwar	18/10/2023	18/10/2023	Draft/Pending Submission			Draft/Pending Submission	<a href="#">Go to the form</a>
6	PRIVATE LIMITED	AOC-4 CFS	LATA GYANMALANI	18/10/2023	18/10/2023	deleted			Draft/Pending Submission	deleted

As shown in the image you can search the in this record using form name/team members name/creation date etc.