## ComplyRelax's Updates



## **PREPARATION OF REGISTER OF PARTNERS**

Dear users,

Greetings of the Day!

We have added a new feature on our portal ComplyRelax.

You can now generate the register of Partner's in the prescribed format - Form 4A.

The information filled in the partners master will be prefilled here. You can fill the remaining information and generate the register.

## Steps to be followed:

Dashboard  $\Rightarrow$  Clients  $\Rightarrow$  Select LLP  $\Rightarrow$  Compliance Manger  $\Rightarrow$  Reports  $\Rightarrow$  Register of Partner

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Dashboard ⇔ Masters ⇔ Company Master ⇔ Select LLP and Click on Open Button ⇔ Reports ⇔ Register of Partner

	=						Switch Client 👻			
. Masters <	Home / Re	eports / Partner Details								
Meetings	*Quick Hint: For making past partner's entry in the register, you may add the same in partner's master under past partners records.									
Requested Documents								LAPO	C Neg	ISUEI
E-forms	Sr. No.	Name of Partner		Tenure (From-To)		Update	Action			
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	5			11/08/2017		Update 🛛	۲	•	R	

As shown in the above figure, all partner's name will be displayed, you can go to the *Update* button for updating details for respective partners.

After completing the details you may download the register individually or combined for each partner:

**Individual** – Click on the View/Word/Excel/PDF icon available with each partner's name **Combined** – Click on Export Register

Private Circulation only