

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.

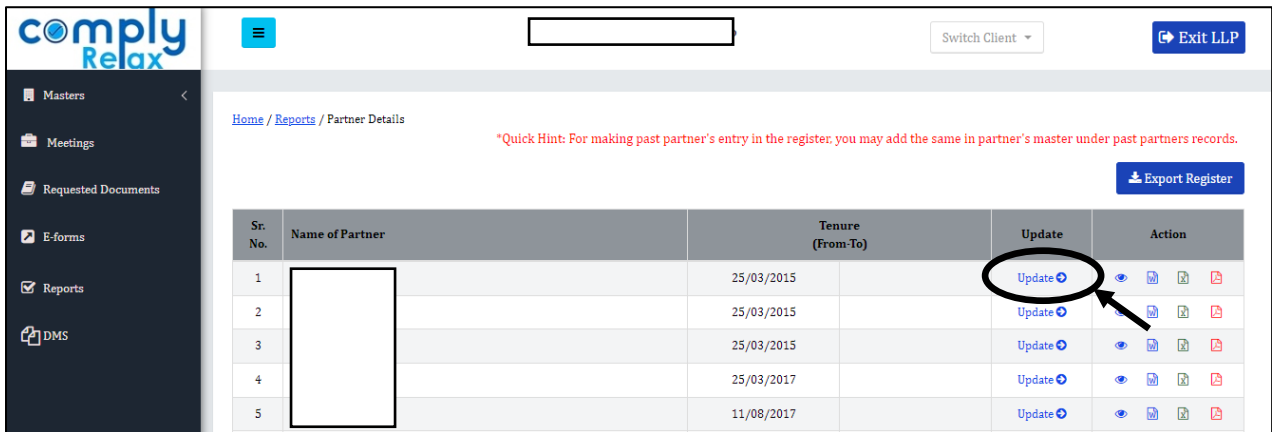
The information filled in the partners master will be prefilled here. You can fill the remaining information and generate the register.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Select LLP ⇒ Compliance Manger ⇒ Reports ⇒ Register of Partner

OR

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



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