

## Call EGM on Requisition of Shareholders

Dear users,

Greetings of the Day!

You may now create the documents of EGM being called on requisition of the shareholders. You have to enter the details of the requisition and the requisition letters will also be prepared along with the other documents relating to the meeting.

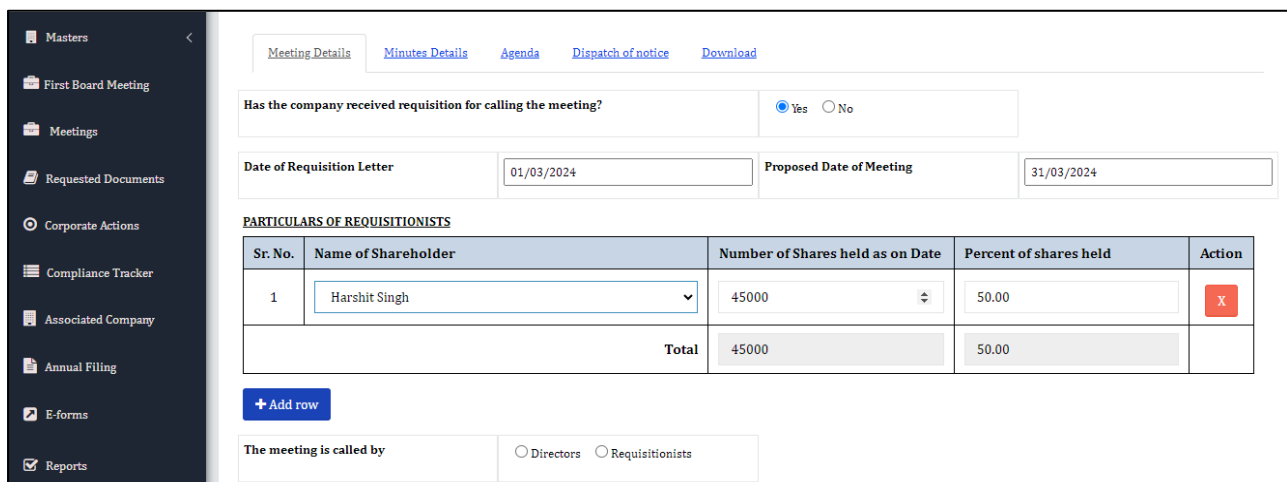
### Steps to be followed:

**Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger  
⇒ Meetings ⇒ General Meeting ⇒ EGM**

**OR**

**Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company & Click Open  
⇒ Meetings ⇒ General Meeting ⇒ EGM**

When you click on Add Meeting button, you will be redirected to the following window:



The screenshot shows a web interface for creating an EGM. On the left is a sidebar menu with options like Masters, Meetings, and Reports. The main area has tabs for Meeting Details, Minutes Details, Agenda, Dispatch of notice, and Download. Below the tabs are form fields for 'Has the company received requisition for calling the meeting?' (Yes/No), 'Date of Requisition Letter' (01/03/2024), and 'Proposed Date of Meeting' (31/03/2024). A table titled 'PARTICULARS OF REQUISITIONISTS' contains one row for 'Harshit Singh' with 45000 shares (50.00% held) and an 'Action' column with a red 'X' button. Below the table is an '+ Add row' button and a radio button selection for 'The meeting is called by' (Directors or Requisitionists).

Here you can enter the details and save the same. You can check out the documents generated in the documents section.

**\* Please ensure that the shareholders are added to the shareholder master before proceeding with entering details here. You cannot proceed if the details of shareholders are not added in this company's shareholder master.**

The screenshot shows the ComplyRelax dashboard. On the left is a navigation menu with items like Masters, First Board Meeting, Meetings, Requested Documents, Corporate Actions, Compliance Tracker, Associated Company, Annual Filing, and E-forms. The main area contains a table of meeting records and a section for Circular Resolution Records. A red arrow points to the lock icon in the action column of the second row of the Circular Resolution Records table.

#	Financial Year	Resolution No.	Date of Circulation	Date of passing resolution	Associated Board Meeting	Action
1.	2023-24	CR-1,CR-2	01/12/2023	<a href="#">20/12/2023</a>	12/01/2024	
2.	2023-24	CR-3	02/01/2024	<a href="#">09/01/2024</a>	12/01/2024	

***As shown in the image, you have to click on the Lock icon to lock any meeting or circular resolution.***

***Once the meetings is locked, no changes can be made to it, unless unlocked by the admin.***

***\*The admin can also assign this access to any other team member by configuring their role. There is a separate help kit available for configuring the roles, you may check out the same in the updates section.***