

PREPARATION OF SEARCH REPORT

Dear users,

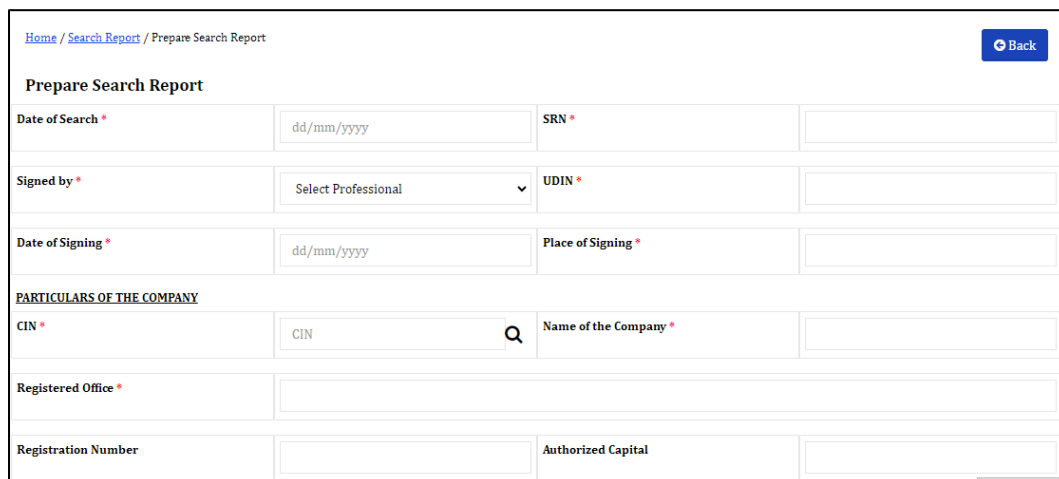
Greetings of the Day!

We have updated the facility to prepare **Search Report** on the portal. You can easily prepare the search report from the portal.

STEPS TO BE FOLLOWED:

Dashboard ⇒ Secretarial Practice ⇒ Search report

Here you have to click on the “Prepare Search Report” button, and you will be redirected to the following window:



The screenshot shows a web form titled "Prepare Search Report" with a breadcrumb trail "Home / Search Report / Prepare Search Report" and a "Back" button. The form contains several input fields:

- Date of Search ***: A date picker field with a placeholder "dd/mm/yyyy" and an "SRN *" field.
- Signed by ***: A dropdown menu labeled "Select Professional" and a "UDIN *" field.
- Date of Signing ***: A date picker field with a placeholder "dd/mm/yyyy" and a "Place of Signing *" field.
- PARTICULARS OF THE COMPANY**: A section header.
- CIN ***: A search field with a magnifying glass icon and a "Name of the Company *" field.
- Registered Office ***: A text input field.
- Registration Number**: A text input field and **Authorized Capital**: a text input field.

You have to search the CIN here, and all the information relating to the company and the directors will be auto-fetched from MCA.

The information relating to the charge will also be imported from MCA, you just have to add the “Short particulars of property charged”. You can manually add this information or import the V-2 form for this purpose.

***Please note that V3 form cannot be imported.**

***If you are preparing the report for existing client, data of which is saved in the software, then you may import the shareholders and charge related information form the software as well.**

*** The details of professional has to be added in the FIRM Master first. (Dashboard -> Masters-> PCS Firm Master -> Add PCS)**

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