

CORPORATE ACTION –ISSUANCE OF RENEWED SHARE CERTIFICATE ON CANCELLATION

Dear users,

Greetings of the Day!

We have added a new feature on our portal ComplyRelax.

You can now generate renewed share certificate by cancelling the existing share certificates.

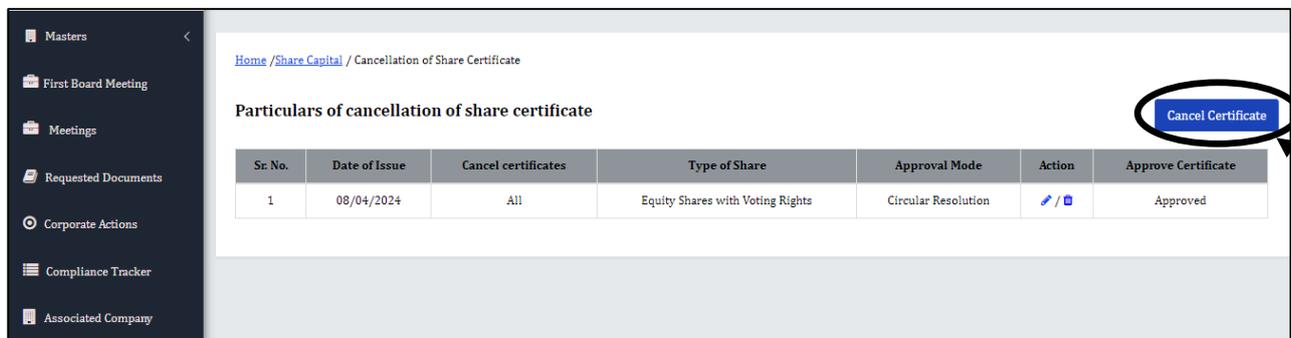
You have to enter certain inputs and the certificates will be made available for downloading.

Steps to be followed:

*Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger ⇒ Corporate Action
⇒ Share Capital ⇒ Cancellation of Share Certificates*

OR

*Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button
⇒ Corporate Action ⇒ Share Capital ⇒ Cancellation of Share Certificates*



The screenshot shows the 'Cancellation of Share Certificate' page in the ComplyRelax portal. The page title is 'Home / Share Capital / Cancellation of Share Certificate'. Below the title, there is a section titled 'Particulars of cancellation of share certificate' which contains a table with the following data:

Sr. No.	Date of Issue	Cancel certificates	Type of Share	Approval Mode	Action	Approve Certificate
1	08/04/2024	All	Equity Shares with Voting Rights	Circular Resolution	✎ / 🗑️	Approved

A 'Cancel Certificate' button is circled in red and pointed to by an arrow.

As shown in the image, click on the Cancel Certificate button, enter the inputs on the next window and then save.

After saving the entry, you will see an **Approve** button as shown in the above image, you have to click on the same and the share certificates data will be finalized and saved in the Register of Members.

Once you approve the share certificates, you will no longer be able to edit them. Therefore, we kindly request that you carefully review the details before approval.