ComplyRelax's Updates



BOARD MEETING - IMPORT BOARD MEETING FROM ONE COMPANY TO ANOTHER

Dear users,

Greetings of the Day!

We have added a new feature on our portal ComplyRelax.

You can now generate import board meeting from one company to another. You can easily prepare minutes for group companies with this new facility, or any other meeting similar to which you have already added in the system for any of your client.

Steps to be followed:

Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger ⇒ Meeting ⇒ Board Meeting OR Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button ⇒ Meeting ⇒ Board Meeting

	=				:	Switch Client 👻	🕒 Exit Company
. Masters <	Hama (Ma	tion (David Masting					
First Board Meeting	Home / Meeting / Board Meeting + Import From Previous Year + Add Meeting + Add Meeting						
Meetings	Meeting Records Quick Hint: Red colour den us meeting record imported from e-Form MGT-7/7A.						
Requested Documents	#	Financial Year	Meeting No.	Notice Date	Meeting Date	Meeting Time	Action
O Corporate Actions	1.	2020-21	1	13/08/2020	21/08/2020	11:00 AM	/

From this window you have to click on the *Import from Previous Year* button as shown in the image.

				_	Here you can select
Home /Meeting /Board Meeting /	Go Back to Meeting Records		the Company and		
					FY, and then you
Import From Previous	Year			can import the BM.	
Select Any Other Company	Select Company -	Financial Year	Select Financial Year 🗸		·
+ Add More Meeting Sul	Select Company				
	PRIVATE LIMITED				

A new meeting will be created and all the data of this selected meeting will be imported along with the resolutions, you can review the same and make changes if necessary.

Private Circulation only

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