

**[Declaration of Significant Beneficial Interest under section 90 \(BEN-1, 3 & 4\)](#)**

Dear users,

Greetings of the Day!

You can generate the necessary documents, register and e-Form for the declaration of significant beneficial ownership.

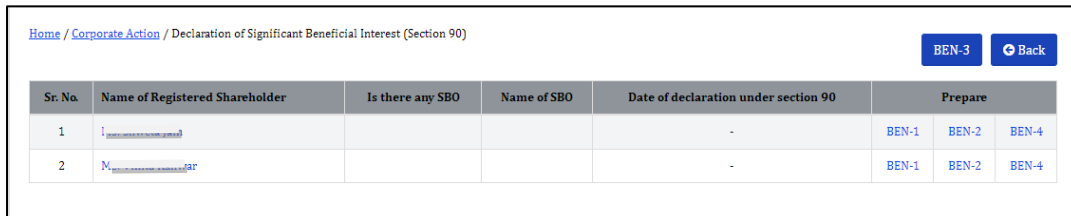
**Steps to be followed:**

*Dashboard ⇒ Clients ⇒ Select Company ⇒ Compliance Manger  
⇒ Corporate Action ⇒ Declaration of SBO (Section 90)*

**OR**

*Dashboard ⇒ Masters ⇒ Company Master ⇒ Select Company and Click on Open Button  
⇒ Corporate Action ⇒ Declaration of SBO (Section 90)*

You will be redirected to the below screen:



Sr. No.	Name of Registered Shareholder	Is there any SBO	Name of SBO	Date of declaration under section 90	Prepare		
1	I.....			-	BEN-1	BEN-2	BEN-4
2	M.....			-	BEN-1	BEN-2	BEN-4

You have to first click on the name of the shareholder and add the details of the significant beneficial owner.

For generating the relevant declaration you may click on BEN-1/ 4 button as shown in the above image.

You will see the word / PDF download option on the BEN-1/4 window for downloading the declaration as per your requirement.

The data entered here will also reflect in the statutory register BEN-3, which can be extracted in excel or PDF. You can click on the BEN-3 button as shown in the image above.