

CORPORATE ACTION - CONVERSION OF LOAN INTO SHARES

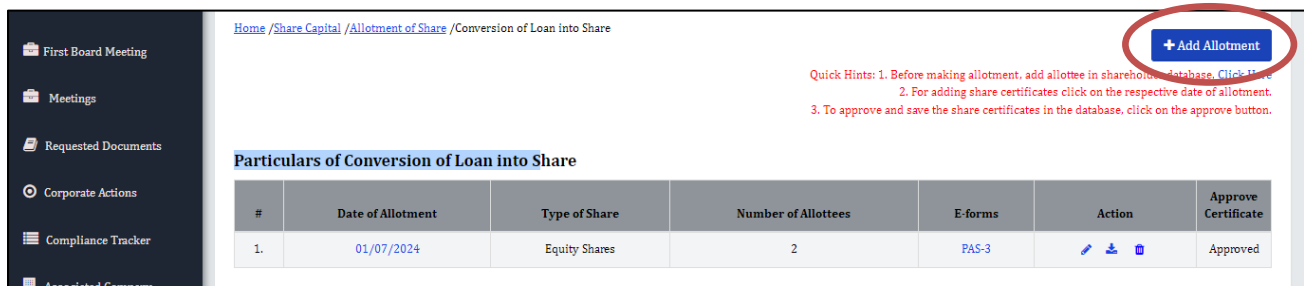
Dear Users,

Greetings of the Day!

We are excited to introduce a new feature on ComplyRelax that allows you to prepare documents for conversion of outstanding loan into shares. The necessary entries regarding the allotment will also be updated in the shareholder master and register.

Steps to be followed:

Dashboard -> Masters -> Company Master -> Open Company -> Corporate Action -> Share Capital -> Allotment of shares -> Conversion of Loan into Shares







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+ Add Allotment

Quick Hints: 1. Before making allotment, add allottee in shareholder database. [Click Here](#)
2. For adding share certificates click on the respective date of allotment.
3. To approve and save the share certificates in the database, click on the approve button.

Particulars of Conversion of Loan into Share

#	Date of Allotment	Type of Share	Number of Allottees	E-forms	Action	Approve Certificate
1.	01/07/2024	Equity Shares	2	PAS-3	  	Approved

Click on the Add Allotment button here, add the details and save.

Once you enter the Meeting details, the necessary resolutions will also be added in your meetings.

Before proceeding with this, please ensure you have added existing capital structure and shareholders details and their share certificates.

***For creating the share certificates, click on the date of allotment. Add all the certificates and there click on the approve button as shown in the image above.**

After adding the share certificates and approval, you may check the register of members in the report section.

We hope this new feature enhances your experience and streamlines your workflow.

Please reach out to us if you need any assistance:

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