

**UPLOAD SIGNED MEETING RELATED DOCUMENTS**

Dear Users,

Greetings of the Day!

We have added a new feature that allows you to upload signed meeting-related documents with each meeting.

You can now save these relevant documents, and they will be conveniently stored in one place for future reference.

**Steps to be followed:**

*Dashboard -> Masters -> Company Master -> Open Company -> Meetings -> Open any meeting*

TITLE OF DOCUMENT		VIEW	WORD FILE	PDF FILE	SIGNED DOCUMENT	
Attendance Register	-- Select --	Show Attendees Nar				Choose File No file chosen
Acknowledgement Register (Draft Minutes)	Select					Choose File No file chosen
Acknowledgement Register (Signed Minutes)	Select					Choose File No file chosen
Acknowledgement Register (Notice)	Select					Choose File No file chosen
Notice	Select					Choose File No file chosen

Here you can choose the signed file with each document, it will be auto saved.

For viewing these signed documents, you can go to signed documents and shown in the below figure:

Meetings

Signed Documents   Delete Meetings   Generate Meetings Summary   Import from MGT7/7A

Board Meetings

General Meetings

Committee Meetings

FY in which BM held	FY in which AGM held	FY in which EGM held	FY in which Committee Meeting held
2023-24	1971-72	2024-25	-
2024-25	2024-25		

**Please reach out to us if you need any assistance:**

**+91 99298 22200, Call & WhatsApp both available, [complyrelax@gmail.com](mailto:complyrelax@gmail.com).**

*Private Circulation only*