

## **Board Report-Change sequence**

Dear users,

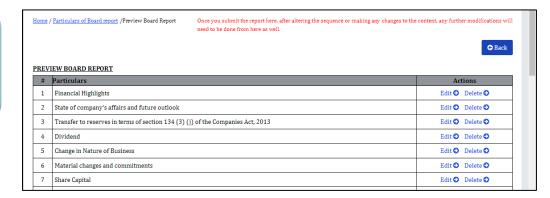
We have added the facility for changing the sequence of board report's point. You can preview the board report before downloading and also change the content of any point.

## Steps to be followed:

Dashboard -> Master -> Company master -> Search Company and open ->
Annual filing -> Board report -> Edit the board report

Home /Board Report details /Prepare Board Report	ort		Preview Report (	Back	
PARTICULARS OF BOARD REPORT					
					First fill ALL the
<u>1/7</u> <u>2/7</u> <u>3/7</u> <u>4/7</u> <u>5/7</u>	<u>6/7</u> <u>7/7</u>				points of board
					report, then go
FY for which board report is to be prepared	2022-23	Amount In	Lakhs	~	-
prepared					to preview
PARTICULARS OF AGM TO BE HELD FOR FY 2022-23 *					report button.
	022-23				
Date of AGM Notice	05/09/2023	Date of AGM	30/09/2023		
Day of AGM	Saturday	Time of AGM	1:30 PM	O	
Number of AGM	27	Paid up Capital	40000000	Draft	
	I	I.		as	
NUMBER OF BOARD MEETINGS HELD DURING THE YEAR 7					
	1				, )

Here you can click on the edit icon for editing the points or you may delete the unwanted point as well.



Please note, if you *preview and save* the report before filling all 7 tabs of the report, any change you make in the data will not automatically reflect in the saved board report. So before previewing and saving the report, please ensure all the tabs are properly filled and saved.

Please reach out to us if you need any assistance:

+91 99298 22200, Call & WhatsApp both available, complyrelax@gmail.com.