

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

First fill ALL the points of board report, then go to preview report button.

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

Home / Particulars of Board report / Preview Board Report

Once you submit the report here, after altering the sequence or making any changes to the content, any further modifications will need to be done from here as well.

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PREVIEW BOARD REPORT

#	Particulars	Actions
1	Financial Highlights	Edit ↻ Delete ↻
2	State of company's affairs and future outlook	Edit ↻ Delete ↻
3	Transfer to reserves in terms of section 134 (3) (j) of the Companies Act, 2013	Edit ↻ Delete ↻
4	Dividend	Edit ↻ Delete ↻
5	Change in Nature of Business	Edit ↻ Delete ↻
6	Material changes and commitments	Edit ↻ Delete ↻
7	Share Capital	Edit ↻ Delete ↻

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.