

FACILITY FOR ADDING DEMAT SHAREHOLDING DETAILS

Dear users,

We have added the facility for adding the details of shares held in Demat form.

You can add all the details of the Demat shares and generate a tracking report for the same.

Steps to be followed:

Dashboard -> Masters -> Company Master -> Open Company -> Masters-> Shareholder

***Before proceeding with this, please make sure the capital structure in the company is added properly.**

#	Shareholder Name	Father Name	Address	Category	Type of share	Folio/DP ID/Client ID	Number of Share	Action	Share Certificate
1	Ms.			Individual	Equity Shares	01	5,000		Edit Details

Here you can add a new shareholder or edit the existing one.

Here you have to select the mode as "Demat", and add the remaining details as asked.

***Please note share certificate and register of member will not be prepared for the DEMAT holding.**

**Shareholding report will be generated from where you can track the changes in shareholding. Report button is visible in the 1st image, you may generate the same.*

**In the share certificate window as well, you can see the distinctive working of the shares held in DEMAT.*

**The process for adding the transfer / allotment / transmission is same as for physical holding on ComplyRelax.*

Please reach out to us if you need any assistance:

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