

IMPORT BOARD REPORT FROM PREVIOUS YEAR

Dear users,

We have introduced a feature that allows you to import board report data from previous years. If you have prepared a board report in ComplyRelax for any prior year, you can now use that report as a foundation to create a new report for the same company.

Steps to be followed:

**Dashboard -> Masters -> Company Master -> Open Company ->
Annual Filing -> Board Report**

Home / Annual Filing / Board Report + Prepare Board Report

Board Report Details

#	FY for which board report is to be prepared	No of AGM	Date of Notice	Date of AGM	Action
1	2022-23	27	05/09/2023	30/09/2023	
2	2023-24	27	05/09/2024	30/09/2024	

Here click on the **Prepare Board Report** button to create a new report.



Home / Board Report details / Prepare Board Report

Copy Report Preview Report Back

PARTICULARS OF BOARD REPORT

1/7 [2/7](#) [3/7](#) [4/7](#) [5/7](#) [6/7](#) [7/7](#)

FY for which board report is to be prepared	Select Financial Year <input type="text"/>	Amount In	Select Amount Type <input type="text"/>
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Click on the Copy Report button and select the financial years, the data will be copied accordingly. You may make changes according to the new data and save.

Please reach out to us if you need any assistance:

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