ComplyRelax's Updates

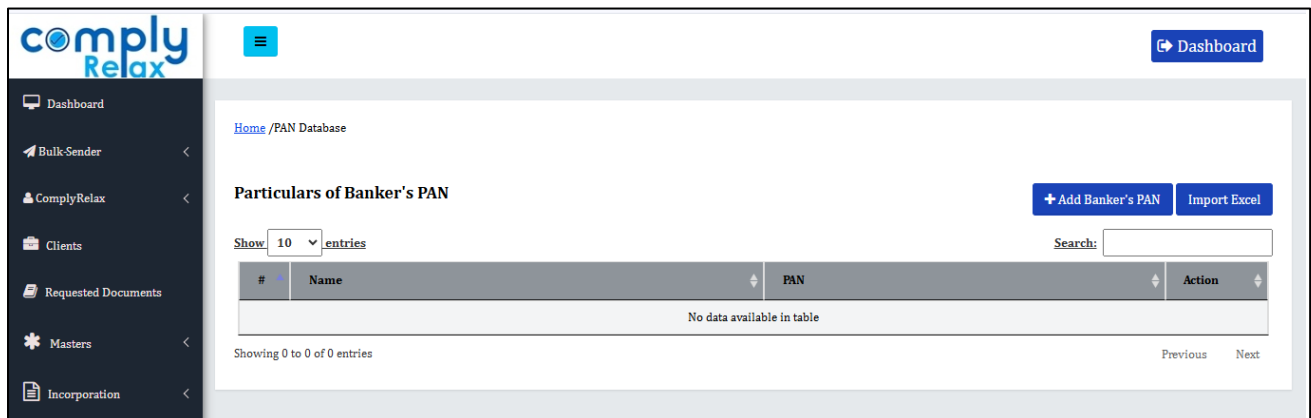**BANKER'S PAN DATABASE FOR CHARGE FORMS**

Dear users,

You can create a database for bankers' PANs, which can be used when preparing Form CHG-1. This eliminates the need to copy and paste the PAN each time, as the system will automatically populate the PAN by matching the banker's name with your database.

For CIN, the system automatically retrieves the PAN from the MCA while preparing Form CHG-1, so you do not need to include those bankers in this list.

Steps to be followed:

Dashboard -> Secretarial Practice -> Banker's PAN Database

Here you can go to Add Banker's PAN Button if you want to add manually.

And Import Excel option is also available, you may download the template and import the same after filling data.

Please reach out to us if you need any assistance:

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