

[PREPARATION OF SEARCH REPORT](#)

Dear users,

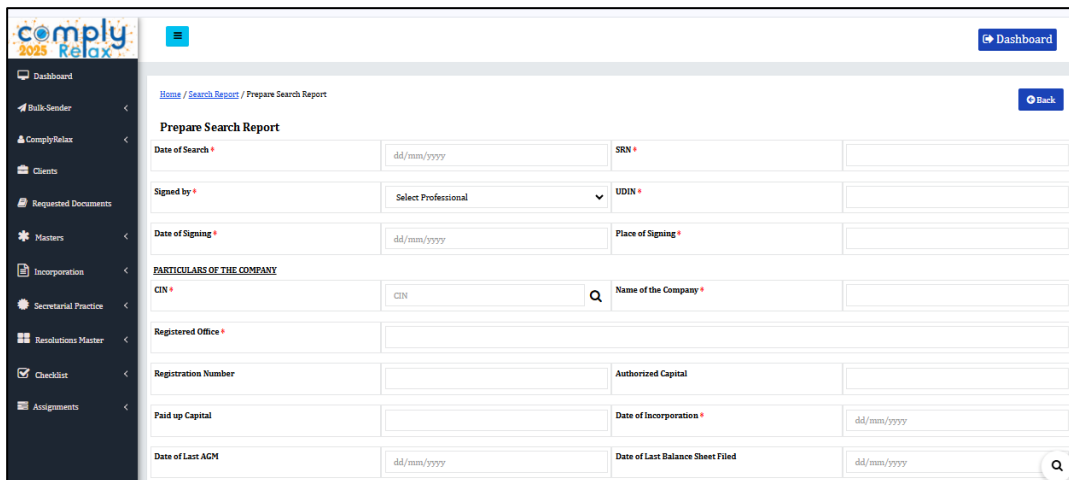
Greetings of the Day!

We have updated the facility to prepare Search Report on the portal. You can easily prepare the search report from the portal.

HOW IT WORKS:

Dashboard → *Secretarial Practice* → *Search report*

Here you have to click on the “Prepare Search Report” button, and you will be redirected to the following window:



Search the CIN here, & all the detail relating to the company & the directors will be auto-fetched from MCA.

The information relating to the charge will also be imported from MCA, you just have to add the “Short particulars of property charged”. You can manually add this information or import the V-2 and V-3 forms for this purpose.

***If you are preparing the report for existing client, data of which is saved in the software, then you may import the shareholders and charge related information form the software as well.**

*** The details of professional has to be added in the FIRM Master first. (Dashboard -> Masters-> PCS Firm Master -> Add PCS)**

Please reach out to us if you need any assistance:

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