ComplyRelax's Updates



CREATE MEETING RELATED DOCUMENTS

Dear users,

With ComplyRelax, meeting-related documents can be created effortlessly. All documents are fully aligned with Secretarial Standards. Simply input the required data, and generate all necessary documents with ease.

STEPS TO FOLLOW:

Dashboard -> Masters -> Company Master -> Search the company & click Open -> Meetings

First Board Meeting	Meetings	Signed Docume	ents Bulk Meeting Delete	Generate Meetings Summary Import from MGT7	
Meetings	Board Meetings	General	Meetings	Committee Meetings	
Requested Documents	•		0		
O Corporate Actions	FY in which BM held	FY in which AGM held	FY in which EGM held	FY in which Committee Meeting held	
Compliance Tracker	2024-25	2021-22	1969-70	-	
Associated Company	2021-22	2022-23	2023-24		
	2022-23	2023-24			

Free you can click on the Board / General / Committee meeting tab as per your requirement.

On the next window, you will see add meeting option as shown in the below image:

Masters <	Home / Meeting	/ Board Meeting			+ Import From Previo	us Year 🛛 📥 Bulk Download Do	cuments 🛛 🕂 Add Meet
First Board Meeting	Meeting I	tecords			Quick Hint:	Red colour denotes meeting record i	mported from e-Form MGT-
Meetings		Financial Year	Meeting No.	Notice Date	Meeting Da	te Meeting Time	Action
Requested Documents	1.	2021-22			30/06/202	1	a / 4
O Corporate Actions	TITLE OF DO	CUMENT			VIEW	WORD FILE	PDF FILE
Compliance Tracker	Attendance	Register Select	Show Att	endees Þ 🐱			D
Associated Company	Acknowledg	ement Register (Draft Minutes)	Select	v	٠	•	G
Annual Filing	Acknowledg	ement Register (Signed Minutes)	Select	,	۲	6	
E-forms	Acknowledg	ement Register (Notice)	Select			1 20	(a)
🖼 Reports	Combined R	egister	Select		۲		B
СД омя	Notice		Select				

*You can add / edit / delete the meeting from here. Please note, general agenda like Chairperson, quorum, leave of absence, noting of previous meeting, performance review and vote of thanks are automatically added by the system. You only have to add the specific agenda which are to be discussed in the meeting.

Please reach out to us if you need any assistance: +91 99298 22200, Call & WhatsApp both available, <u>complyrelax@gmail.com</u>.

Private Circulation only