

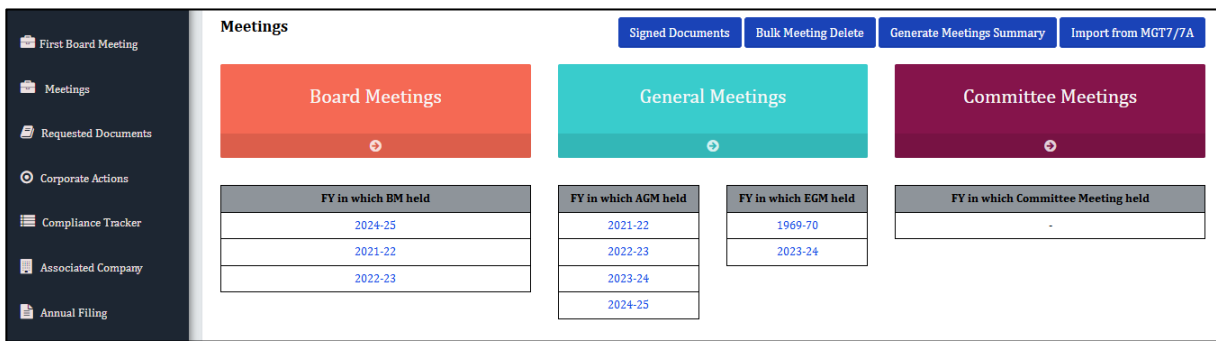
CREATE MEETING RELATED DOCUMENTS

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.

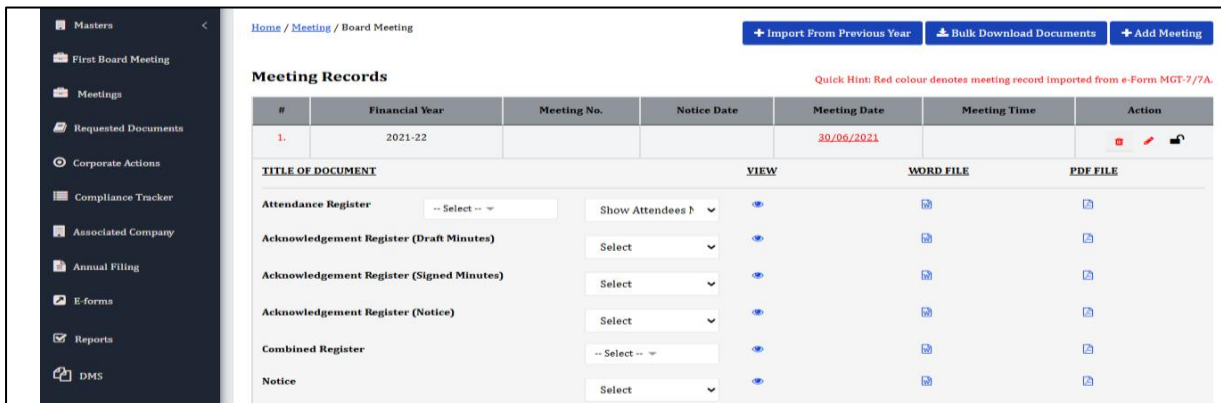
STEPS TO FOLLOW:

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



☛ Here 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:



**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, complyrelax@gmail.com.**