

AUTOMATED REMINDERS – NEVER MISS A DUE DATE AGAIN!

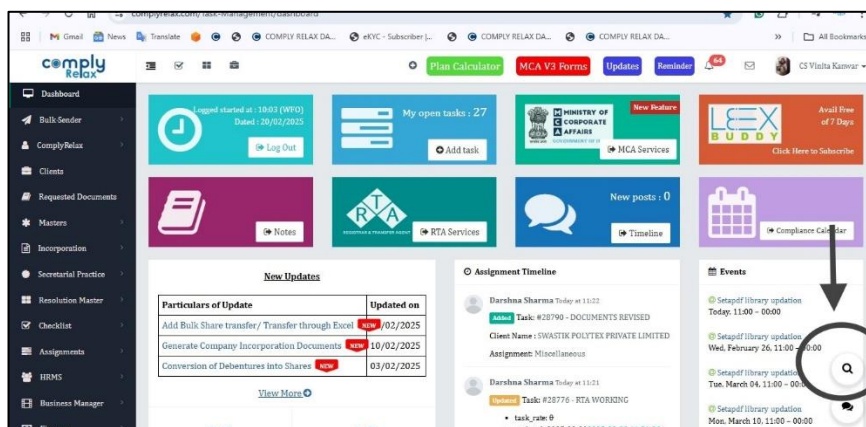
Dear Users,

Stay ahead of your compliance obligations effortlessly with **ComplyRelax's Expiry Manager** – your smart assistant to track upcoming due dates, expiries, and important filings.

From **AOC-4, MGT-7, Board Meeting schedules, SRN payment deadlines**, to the **tenure expiry of MDs, WTDs, Independent and Additional Directors** – everything is covered.

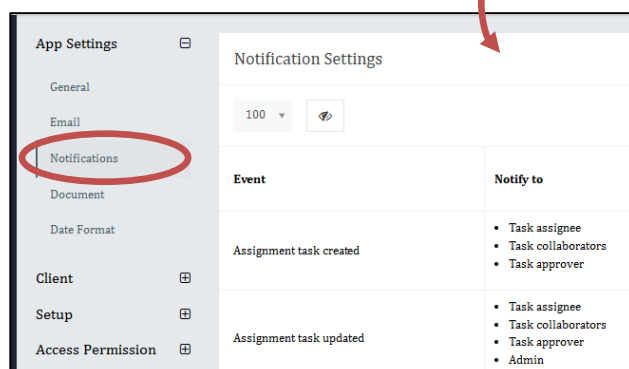
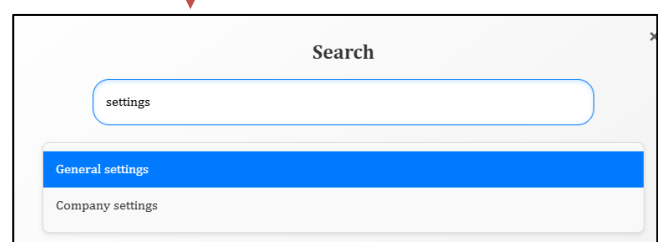
How to Enable Automated Reminders:

✓STEP 1: ENABLE EMAIL NOTIFICATIONS



Login through your Admin account.

Click on the search Icon, and type Settings

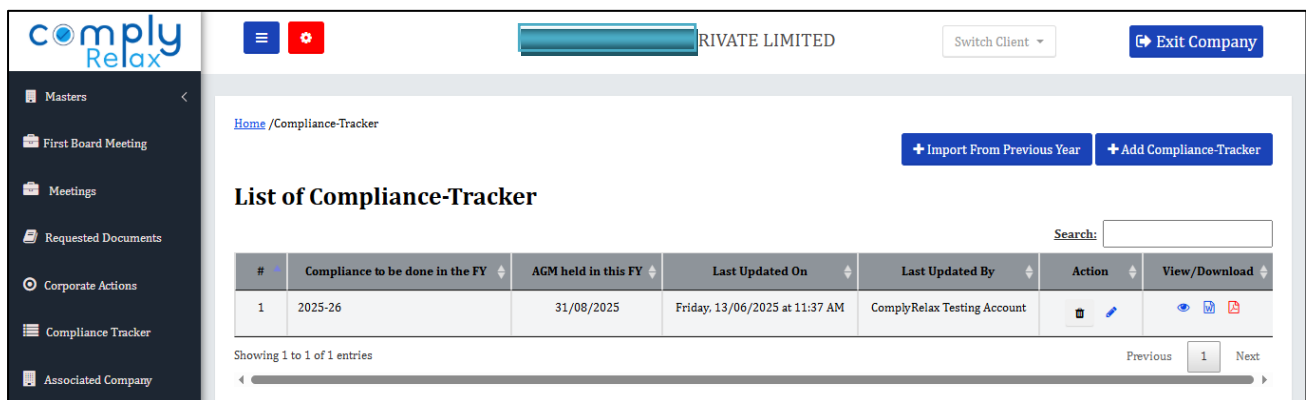


1. Search for "Expiry Manager Reminder" and "SRN Reminder".
2. Click Edit, then Enable the email reminder.

✓ STEP 2: UPDATE COMPLIANCE TRACKING

Option A: Through the Compliance Tracker

Dashboard -> Masters -> Company Master-> Search the company & Click on Open -> Compliance tracker



comply Relax

Home / Compliance-Tracker

+ Import From Previous Year + Add Compliance-Tracker

List of Compliance-Tracker

Search:

#	Compliance to be done in the FY	AGM held in this FY	Last Updated On	Last Updated By	Action	View/Download
1	2025-26	31/08/2025	Friday, 13/06/2025 at 11:37 AM	ComplyRelax Testing Account		

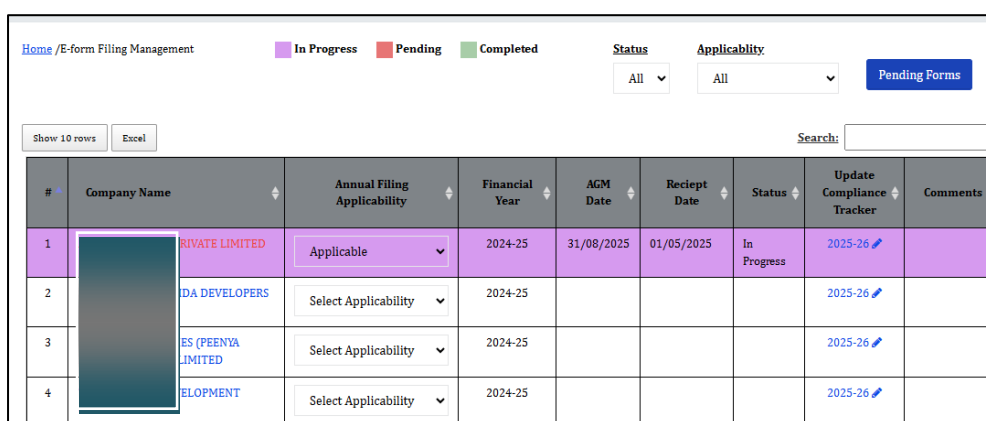
Showing 1 to 1 of 1 entries

Previous 1 Next

Click on **Add**, Fill the relevant filing details -> System will automatically identify due forms and reflect them in your **Expiry Manager**

Option B: Direct Form Mapping in Filing Management

Dashboard -> Secretarial Practice management -> E-form Filing Management



Home / E-form Filing Management

In Progress Pending Completed

Status: All Applicability: All Pending Forms

Show 10 rows Excel

Search:

#	Company Name	Annual Filing Applicability	Financial Year	AGM Date	Receipt Date	Status	Update Compliance Tracker	Comments
1	PRIVATE LIMITED	Applicable	2024-25	31/08/2025	01/05/2025	In Progress	2025-26	
2	DA DEVELOPERS	Select Applicability	2024-25				2025-26	
3	ES (PEENYA LIMITED	Select Applicability	2024-25				2025-26	
4	ELOPMENT	Select Applicability	2024-25				2025-26	

1. Set **Annual Filing Status**.
2. Click on **Company Name**, then map the applicable forms manually

These forms will now also appear in your **Expiry Manager**

Once updated, all upcoming deadlines will be visible in your Expiry Manager – and reminders will be sent directly to your email!

✦ SRN EXPIRY REMINDERS

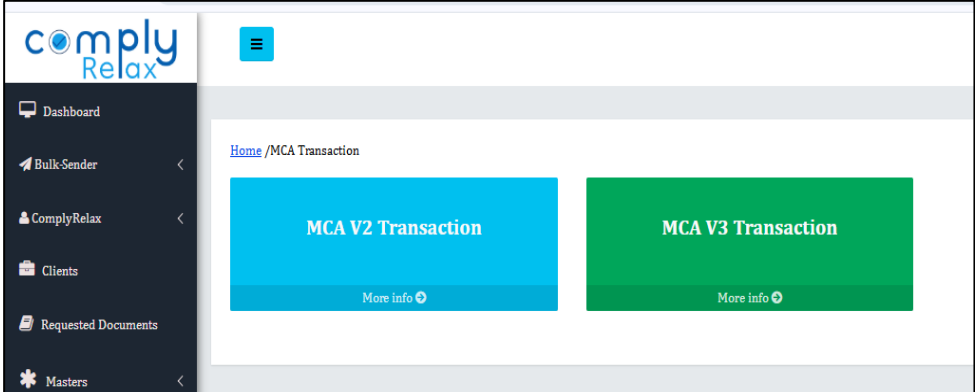
Step 1: Enable SRN Reminder Notification (Same as mentioned in Step 1 Above)

- Login as **Admin** → **Settings** → **Notifications**
- Search for **"SRN Reminder"**
- **Edit** and **Enable** the email notification

Step 2: Fetch MCA Transactions

Go to: **Dashboard** → Click on the search Icon & type → **MCA Transactions** → **V2 / V3**

Fetch transactions
↓
Review SRN details
↓
Now receive reminders 4 days in advance over your mail.



The screenshot shows the ComplyRelax dashboard interface. On the left is a dark sidebar with a menu containing: Dashboard, Bulk-Sender, ComplyRelax, Clients, Requested Documents, and Masters. The main content area has a header with the ComplyRelax logo and a hamburger menu icon. Below the header, the breadcrumb path is 'Home / MCA Transaction'. The main area features two large colored boxes: a blue one for 'MCA V2 Transaction' and a green one for 'MCA V3 Transaction', each with a 'More info' link and a circular arrow icon.

With just a few simple steps, you'll never miss an important deadline again. Keep your clients compliant and stay stress-free with **ComplyRelax's smart reminder system.**

Please reach out to us if you need any assistance:

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

Warm regards,
Team ComplyRelax