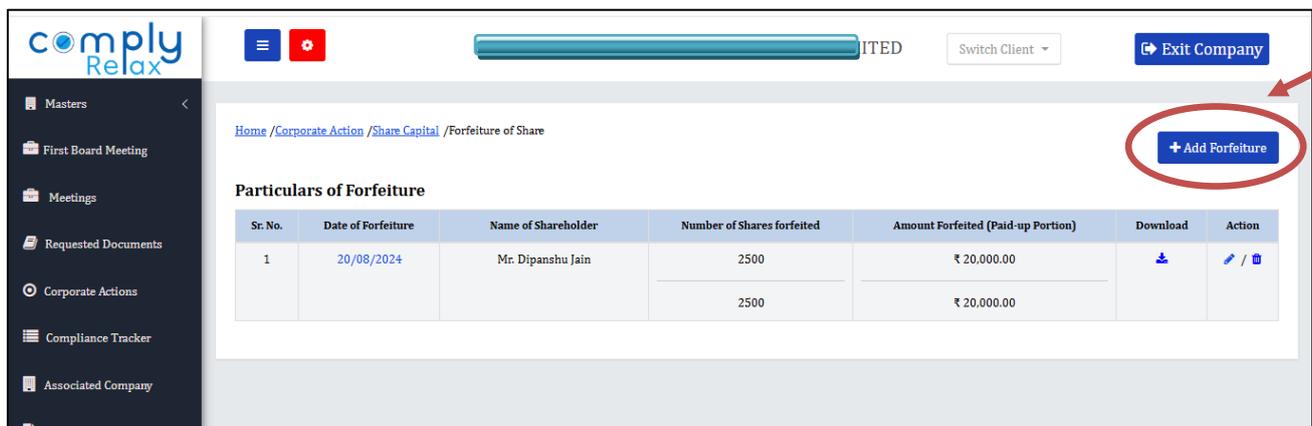


## CORPORATE ACTION - FORFEITURE OF SHARES

### STEPS TO FOLLOW:

**Dashboard → Master → Company Master → Search and Open the Company → Corporate Action → Share Capital → Forfeiture of Shares**



The screenshot shows the ComplyRelax interface. The breadcrumb trail is: Home / Corporate Action / Share Capital / Forfeiture of Share. The main content area displays a table titled "Particulars of Forfeiture" with the following data:

Sr.No.	Date of Forfeiture	Name of Shareholder	Number of Shares forfeited	Amount Forfeited (Paid-up Portion)	Download	Action
1	20/08/2024	Mr. Dipanshu Jain	2500	₹ 20,000.00		 / 
			2500	₹ 20,000.00		

☛ To add a Forfeiture of Shares, you must first ensure that the shareholder has an unpaid balance recorded in the system. The forfeiture option will be available only if there is an outstanding (unpaid) amount against the shareholder.

**For recording calls and tracking unpaid amounts, please use the “Call & Paid-Up Tracking” option available in the Capital Structure window.**

A Help Kit is also available within the Capital Structure window to guide you through the process and explain how the Call & Paid-Up Tracking feature works.

☛ Click the Add button to create a new entry.

☛ Existing entries will be displayed as shown in the image above. You can use the Edit icon to make modifications or the Delete icon to remove an entry as needed.

☛ For downloading documents, simply click on the date of forfeiture.

**Please reach out to us if you need any assistance:**

**+91 99298 22200, Call & WhatsApp both available, [complyrelax@gmail.com](mailto:complyrelax@gmail.com).**