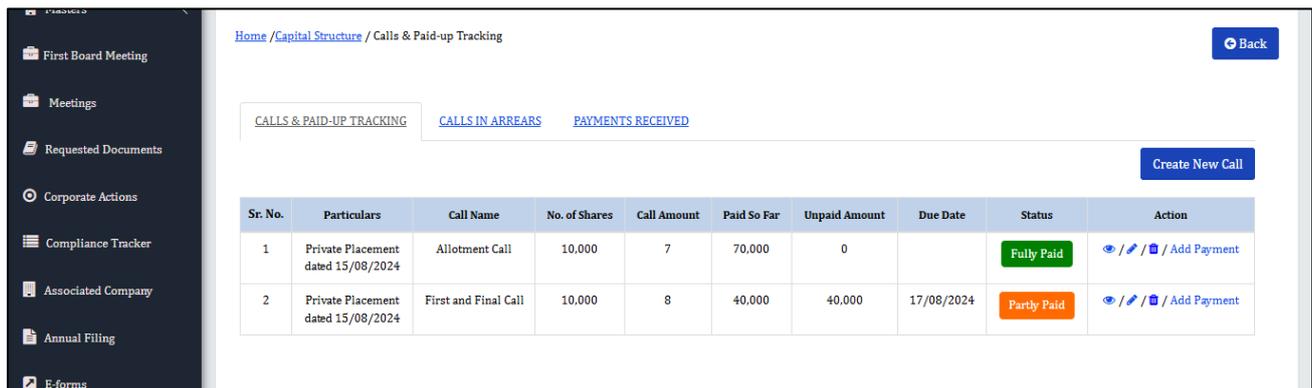


**CORPORATE ACTION - CALLS & PAID-UP TRACKING**

**STEPS TO FOLLOW:**

**Dashboard → Master → Company Master → Search and Open the Company → Masters → Capital Structure → Calls & Paid-Up Tracking**



Here to make a new call, you can click on the CREATE NEW CALL button.



The dropdown will display options from the allotments. Ensure the allotment has been added before proceeding.

Once you add the Call, you will see the option of adding payment, so as and when the shareholder pays, you may record the payment by clicking on ADD PAYMENT button, as shown in the first image.

The allotment's call is automatically added when you added the allotment, so no need to add that call manually.

The call process begins at the time of **share allotment**, so you must first record the allotment.

While adding the allotment, the system will prompt the question: "Are all the shares fully paid?" (as shown in the image below).

**SHARE ALLOTMENT:**

Allotment Details		Category	Offer period and Valuation	Meeting Details	PAS-4	Documents
<b>PARTICULARS OF PRIVATE PLACEMENT</b>						
Type of Share	Equity Shares	Date of Allotment	15/08/2024			
Total Premium per Share	5	Nature of Consideration	In Cash			
Are all the shares fully paid?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Amount paid on Allotment per share (including premium)	7			
<b>Component-wise Bifurcation of Allotment Amount per Share</b>						
Premium Amount per share	2	Capital Amount per share	5			
Submit		Add Allottee(s)				

To start call tracking, select "No" and enter the amount called during allotment.

The system will then record the called amount and track any unpaid balance.

**In Short:**

To track the call amount, first add the allotment. While adding it, make sure to mark the allotment as partly paid.

After that, go to Call & Paid Up Tracking. There, you will see the call amount linked to that allotment.

When the company makes a call for payment, you can add the call details there. As and when you receive the payment from shareholders, you can record the payment in the same section.

If the shareholder does not pay the amount within the due date, you can proceed with forfeiture of shares. The option to add forfeiture details is available under:

Corporate → Share Capital → Forfeiture of Shares

Please note that Call & Paid-Up Tracking and Forfeiture of Shares are linked.

So, before you proceed with forfeiture, make sure you have first added the relevant details in Call & Paid-Up Tracking.

Please reach out to us if you need any assistance:

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