

ROC – COMPLI

Appointment of New Auditor in Casual Vacancy caused by Resignation of Auditor

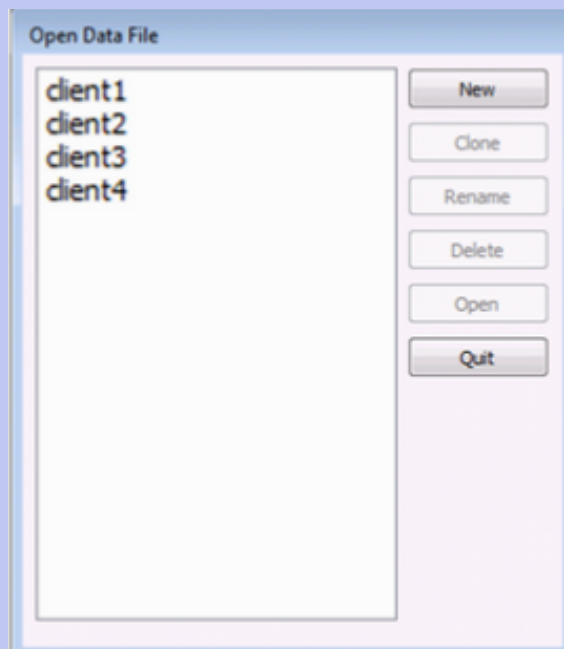
Excel to Word Automation

You can easily generate documents relating to Appointment of New Auditor in place of Resigned Auditor from this Application. The zip folder contains the following-

1. New Auditor Exe File.
2. New Auditor Word Template.
3. Instruction Guide on how to install the Exe file and to use the Application.
4. Sample documents generated from the application in pdf.

How to Install and Use the Application

1. To enable macros- Open Excel > Go to File > Options > Trust Center > Trust Center Settings > Macro Settings > Enable all Marcos.
2. After downloading the zip file, create a folder in D Drive and rename it as roc.
3. Create a sub folder in the roc folder and rename it as new auditor.
4. Copy/Extract the New Auditor Exe File and the New Auditor word template from the zip folder into the New Auditor folder.
5. The end user can create multiple copies of the application as shown in the picture below. For creating multiple files click on new and rename it as Client 1. Click on quit to close the Application. For opening the file select Client 1 and click on open button to open the Application.



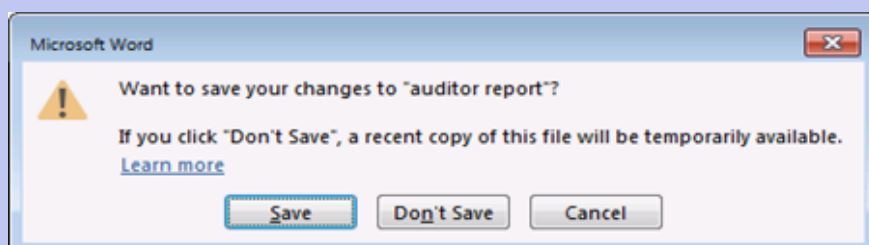
User Guide on How to use the Application

Step 1: Fill the relevant information in column C of the Excel Sheet as per the sample given below-

ROC - COMPLI APPOINTMENT OF AUDITOR IN CASUAL VACANCY CAUSED BY RESIGNATION OF AUDITOR		AUDITOR RELATED PAPERS
Company Name	Refil India Private Limited	
Company Address	Sultan Bazar, Hyderabad - 500095	
CIN	U65992TG2019PTCXXXXXX	
Email	refil@gmail.com	
Phone	040 - 12345678	
Auditor Details		
Auditor Name	AV & Associates	
Auditor Address	Basheer Bagh, Hyderabad	
Partner Name	Kumar	
Firm Regn No	0123455	
Membership No	0123456	
Old Auditor Name	Virat & Co	
Director Details		
Director 1 Signing the Papers	Arun	
DIN of Director Signing the Papers	02345678	
Director 2	Vijay	
Director 3	Aruna	
Director 4		
Director 5		
Details of Board Meeting		
BM Date	Thursday 18th January 2022	
BM Time Start	11.00 A.M	
BM Address	Sultan Bazar, Hyderabad - 500095	
BM Time End	11.45 A.M	
Leave of Absence in Board Meeting Minutes.	All Directors were duly present.	
Copy and paste which ever is relevant in above cell	All Directors were duly present. Leave of absence from attending the Meeting was granted to Mr. and Mr. who expressed their inability to attend the Meeting owing to their preoccupation.	
Details of EGM		
EGM Date	Tuesday 2nd February 2022	
EGM Address	Sultan Bazar, Hyderabad - 500095	
EGM Time Start	11.00 A.M	
EGM Time End	11.30 A.M	
Financial Year Ending Date	31st March 2022	
Old Auditor Resignation date	12/01/2022	
Shareholders Names proposing the resolution		
Shareholder 1	Vishal	
Shareholder 2	Kripa	

Step 2: After filling up the information click on Auditor Related Papers Button.

Step 3: Once you click on Auditor Related Papers button the word documents will get generated. The following message will be displayed -



Step 4: Click on Cancel and then save the word document using save as option in a separate folder.

Step 5: After saving the document in separate folder close the word file. If you follow these steps your main word template will not get updated.

Caution : Don't click on Save or Don't Save options

Step 6: Go to the folder where you have save the word file, verify and make necessary adjustments where ever required in the word document.

Step 7: Your document is now ready to be mailed to the client.

You can give details of 5 Directors. In case there are less than 5 Directors then editing has to be done in the attendance sheet and Minutes of Board Meeting.

List of Documents that will be generated from this application-

1. Auditor Consent Letter
2. Letter to Auditor
3. Notice of EGM
4. EGM Resolution
5. Board Resolution
6. Minutes of EGM
7. Minutes of Board Meeting
8. Attendance Sheet of Board Meeting
9. Attendance Sheet of EGM

The Word Template can be customized at your end very easily. You can use this application for both Private and Public Company.

Please share your feedback, suggestions on connect@roccompliances.in