

ROC – COMPLI

Resignation of Director Application

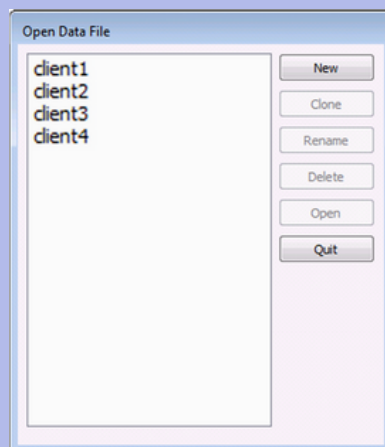
Excel to Word Automation

You can easily generate documents relating to Resignation of Director from this Application. The zip folder contains the following-

1. Resignation of Director Exe File.
2. Resignation of Director 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 Macros.
2. After downloading the zip file, create a folder in D Drive and rename it as roc.
3. Create a subfolder in the roc folder and rename it as resignation of director.
4. Copy/Extract the Resignation of Director Exe File and the resignation of director word template from the zip folder into the resignation of director 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

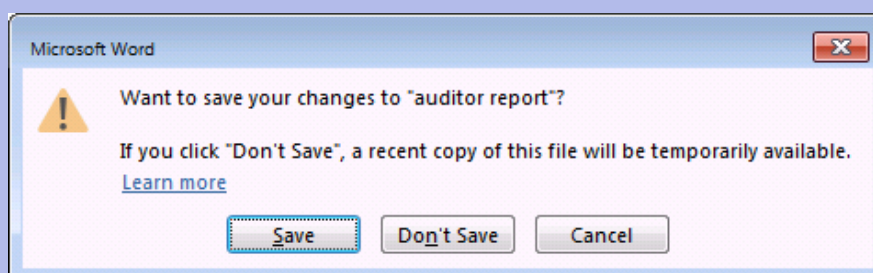
Step 1: Fill the relevant information in column C of the Excel Sheet as per the sample given below

ROC - COMPLI RESIGNATION OF DIRECTOR	
COMPANY NAME	ABC Private Limited
ADDRESS	Basheer Bagh, Hyderabad
CIN	U20100TG1997PTC01XXX
COMPANY EMAIL ID	ak@yahoo.com
COMPANY PHONE NO	040-2341xxxx
RESIGNING DIRECTOR DETAILS	
NAME	Raju
ADDRESS	16-11-740, Dilsuknagar, Hyderabad - 500036
DIN NUMBER	02345xxx
EMAIL ID	vk@yahoo.com
DATE OF RESIGNATION	11/02/2022
Details of Board Meeting	
Date of Board Meeting	Saturday 19th February 2022
BM Address	Basheer Bagh, Hyderabad
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
Director Details	
DIRECTOR 1 REPRESENTING CO	Rao
DIN NUMBER	01234xxxx
Director 2	Sunita
Director 3	Rakha
Director 4	
Director 5	
Leave of Absence in Board Meeting Minutes.	All Directors were duly present.
Copy and paste which ever is relevant in above the 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.

Resignation of Director

Step 2: After filling up the information click on Resignation of Director Button to generate the documents relating to the resignation of the director.

Step 3: Once you click on the Resignation of Director button the word document 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 a 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: Verify the Documents and make necessary edits before mailing it 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.** Acceptance Letter
- 2.** Covering Letter for Resignation
- 3.** Resignation Letter
- 4.** Board Resolution
- 5.** Minutes of the Board Meeting
- 6.** Attendance Sheet for the Board Meeting

The Word Template can be customised at your end very easily.

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