

ROC – COMPLI

Additional Director Application

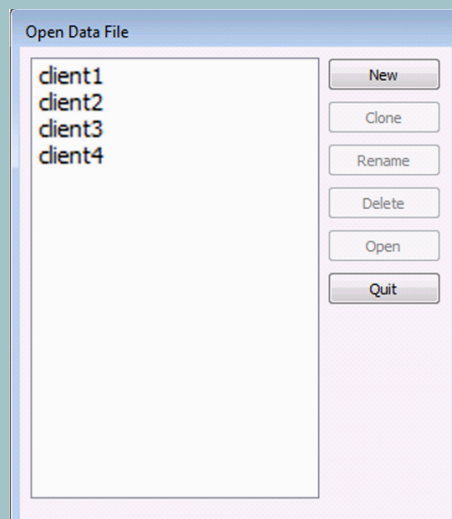
Excel to Word Automation

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

1. Additional Director Exe File.
2. Additional 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 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 additional director.
4. Copy/Extract the additionaldirector Exe File and the additional director word template from the zip folder into the additional 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

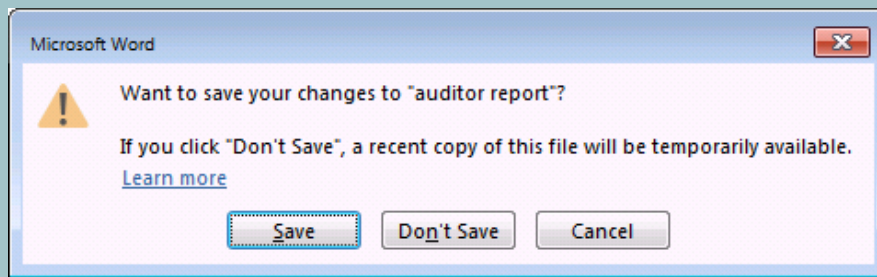
Step 1: Fill the relevant information in column C of the Excel Sheet as per the sample given below –

ROC - COMPLI Appointment of Additional Director	
COMPANY NAME	ABC Private Limited
ADDRESS	Plot No 42, Jubilee Hills, Hyderabad - 500034
CIN	U27109TGXXXXPLC00XXXX
COMPANY EMAIL ID	abc@gmail.com
COMPANY PHONE NO	040-23412345
NEW DIRECTOR DETAILS	
DIN NUMBER	0721XXXX
NAME	Suresh
FATHER'S NAME	Vinay
ADDRESS	Flat No 101, Rajbhvan Road, Hyderabad - 500082
EMAIL ID	sagarwal@yahoo.com
PHONE NO	901012345678
DIRECTOR PAN NUMBER	BWPXXXXXX
OCCUPATION	Business
DOB	09/09/1985
NATIONALITY	Indian
Board Meeting Details	
BOARD MEETING DATE	Monday 15th March 2021
BM ADDRESS	Plot No 42, Jubilee Hills, Hyderabad - 500034
BM TIME Start	11.00 A.M
BM Time End	11.30 A.M
Director Details	
Director 1 signing the papers	Rohit
Din Number	0723XXXXXX
Director 2	Rahul
Director 3	Srikanth
Director 4	
Director 5	
Leave of Absence in Board Meeting Minutes.	All Directors were duly present.
Copy and paste which ever is relevant in the 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.

DIRECTOR
APPOINTMENT PAPERS

Step 2: After filling up the information click on Director Appointment papers button to generate the documents relating to appointment of director.

Step 3: Once you click on Director Appointment papers 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 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. Appointment Letter
2. Board Resolution
3. Form DIR 2
4. Minutes of the Board Meeting
5. Attendance Sheet for the Board Meeting

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

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