

ROC – COMPLI

Increase in Authorised Capital – Equity Application

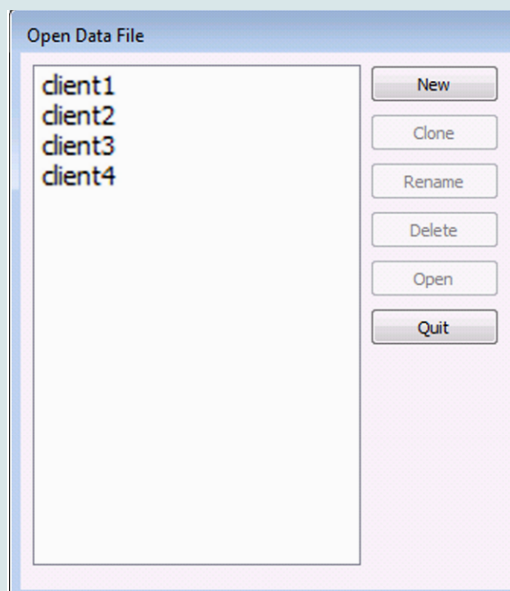
Excel to Word Automation

You can easily generate documents relating to Increase in Authorised Capital – Equity from this Application. The zip folder contains the following–

1. acapequity Exe File.
2. Increase in Authorised Capital Equity 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 subfolder in the roc folder and rename it as increase in authorised capital equity.
4. Copy/Extract the acapequity Exe File and the increase in authorised capital equity word template from the zip folder into the increase in authorised capital equity 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

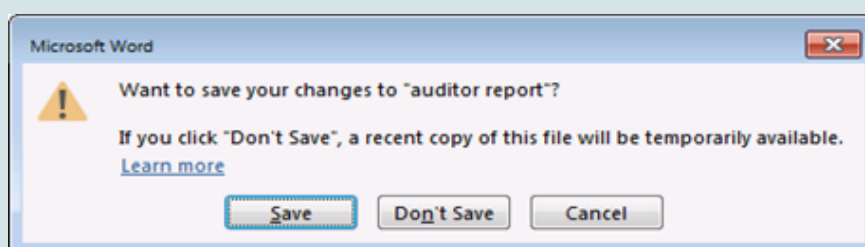
Step 1: Fill the relevant information in column C of the Excel Sheet as per the sample given below –

ROC - COMPLI	
Increase in Authorised Capital - Equity	
Name of the Company	ABC Trading Private Limited
Address	Basheerbagh, Hyderabad
CIN	U70102TG2014PTC0099999
E-mail	abc@yahoo.com
Phone	040-23456789
Director Details	
Director 1	Virat
Director 1 Din	0123456
Director 2	Rahul
Director 3	Vinay
Director 4	
Director 5	
Board Meeting Details	
BM Date	Friday 14th May 2021
BM Address	Basheerbagh, Hyderabad
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
Leave of Absence in Board Meeting Minutes.	
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	Saturday 15th May 2021
EGM Address	Basheerbagh, Hyderabad
EGM Time Start	11.00 A.M
EGM Time End	11.45 A.M
Details of Authorised Capital	
Existing Share Capital	Rs. 10,00,000 [Rupees Ten Lakhs Only]
No. of Shares Existing	1,00,000 [One Lakh Only]
Revised Share Capital	Rs. 25,00,000 [Rupees Twenty Five Lakhs Only]
No. of Shares revised	2,50,000 [Two Lakhs Fifty Thousand Only]
Face Value	Rs. 10/- (Rupees Ten)
Additional Shares	1,50,000 [One Lakh Fifty Thousand Only]
ROC	Telangana
Names of Shareholders proposing the Resolution at EGM	
Shareholder 1	Vikas
Shareholder 2	Pavan

INCREASE IN AUTHORISED CAPITAL

Step 2: After filling up the information click on Increase in Authorised Capital Button.

Step 3: Once you click on Increase in Authorised Capital 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 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. Board Resolution
2. Minutes of the Board Meeting
3. Attendance Sheet for the Board Meeting
4. Minutes of EGM
5. Attendance Sheet of EGM
6. Notice of EGM
7. Extracts 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