

ROC - COMPLI

Increase in Authorised Capital – Equity and Preference Application

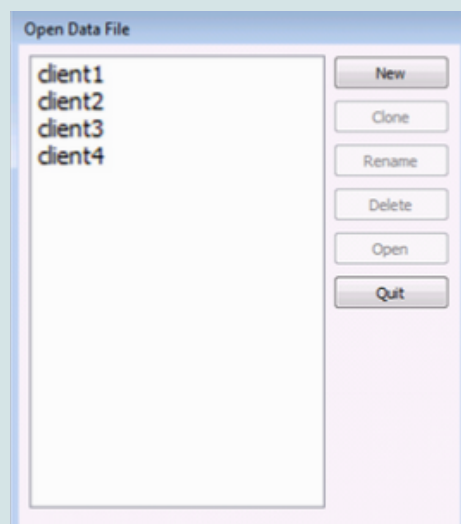
Excel to Word Automation

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

1. authcapequitypref Exe File.
2. Increase in Authorised Capital Equity and Pref 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 and pref.
4. Copy/Extract the authcapequitypref Exe File and the increase in authorised capital equity and pref word template from the zip folder into the increase in authorised capital equity and pref 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.



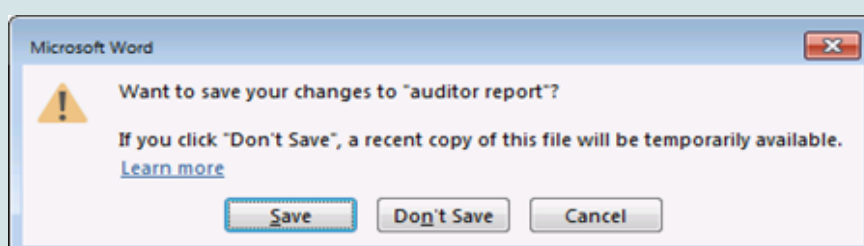
User Guide on how to use the Application

Step 1: Fill the relevant information in Column C and Column D for preference shares of the Excel Sheet as per sample given below

ROC - COMPLI		INCREASE IN AUTHORISED CAPITAL
Increase in Authorised Capital - Equity and Preference		
Name of the Company	ABC Private Limited	
Address	Sy No 1009/B, Kukatpally, Hyderabad - 500084	
CIN	U70100TG2020PTCXXXXXX	
E-mail	abc@gmail.com	
Phone	040 - 12345678	
Director Details		
Director 1	Amit	
Director 1 Din Number	07452312	
Director 2	Anuj	
Director 3	Varun	
Director 4		
Director 5		
Board Meeting Details		
BM Date	Friday 14th May 2021	
BM Address	Sy No 1009/B, Kukatpally, Hyderabad - 500084	
BM Time Start	11.00 A.M	
BM Time End	11.30 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	Saturday 15th May 2021	
EGM Address	Sy No 1009/B, Kukatpally, Hyderabad - 500084	
EGM Time Start	11.00 A.M	
EGM Time End	11.45 A.M	
Details of Existing Capital	Equity	Preference
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. 50,00,000 [Rupees Fifty Lakhs Only]	
No of Shares revised	3,00,000 (Three Lakhs Only)	20,000 (Twenty Thousand Only)
Face Value	Rs. 10/- (Rupees Ten)	Rs. 100/- (Rupees Hundred)
Additional Shares	3,00,000 (Three Lakhs Only)	20,000 (Twenty Thousand Only)
ROC	Telangana	
Names of Shareholders proposing the Resolution at EGM		
Shareholder 1	Vishal	
Shareholder 2	Vineet	

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 with slight modifications.

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