

ROC - COMPLI

Minutes of Board Meeting and Attendance Sheet

[First Quarter, Adoption of Accounts, Third Quarter and Fourth Quarter]

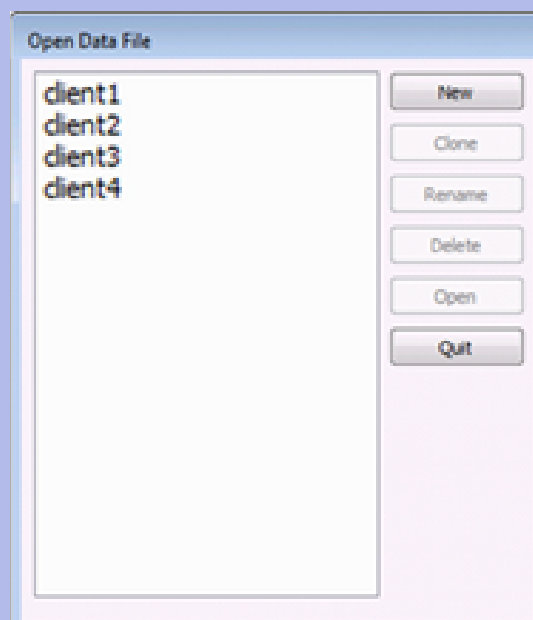
Excel to Word Automation

You can easily generate documents relating to Minutes of Board Meeting and Attendance Sheet from this Application. The zip folder contains the following-

1. bm Minutes Exe File.
2. first quarter , adoption of accounts, third quarter, fourth quarter and additional meeting Word Templates.
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 bm minutes.
4. Copy/Extract the bm minutes Exe File and the word templates from the zip folder into the bm minutes 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	
Minutes of Board Meeting and Attendance Sheet [First Quarter, Adoption of Accounts, Third Quarter and Fourth Quarter]	
Company Name	ABC Private Limited
Address	Banjara Hills, Hyderabad - 500034
CIN	U67120TG1994PTC00000X
Email id	abc@yahoo.com
Phone No.	040-27XXXXXX
Directors Details	
Director 1 and Chairman	Ravi
Director 2	Kiran
Director 3	Manish
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 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.
Board Meeting Details First Quarter	
BM Date	Monday 14th June 2021
BM Address	Banjara Hills, Hyderabad - 500034
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
ROC	Telangana
Board Meeting Details Adoption of Accounts	
BM Date	Wednesday 1st September 2021
BM Address	Banjara Hills, Hyderabad - 500034
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
Financial Year Ending	31st March 2021
Auditor Name	VS & Co
AGM Date	Thursday 30th September 2021
AGM Address	Banjara Hills, Hyderabad - 500034
AGM Time	11.00 A.M
Board Meeting Details Third Quarter	
BM Date	Monday 20th December 2021
BM Address	Banjara Hills, Hyderabad - 500034
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
Board Meeting Details Fourth Quarter	
BM Date	Wednesday 16th March 2022
BM Address	Banjara Hills, Hyderabad - 500034
BM Time Start	11.00 A.M
BM Time End	11.30 A.M
Board Meeting Details Additional Meeting	
BM Date	Wednesday 30th March 2022
BM Address	Banjara Hills, Hyderabad - 500034
BM Time Start	11.00 A.M
BM Time End	11.30 A.M

First Quarter

Third Quarter

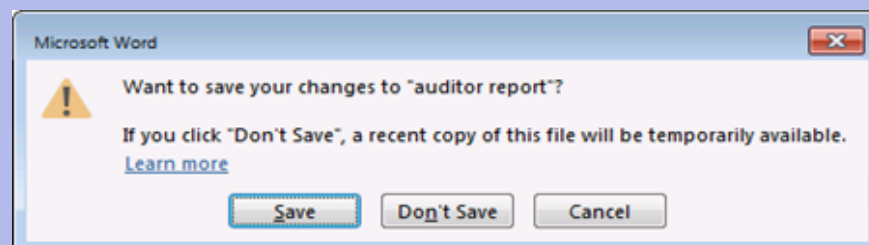
Adoption of Accounts

Fourth Quarter

Additional Meeting

Step 2: After filling up the information click on the respective button.

Step 3: Once you click on the respective 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 saved 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.

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

List of Documents that will be generated from this application-

1. Minutes of the Board Meeting.
2. Attendance Sheet for the Board Meeting.

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