

ROC - COMPLI

Notice and Director Report for Private Company

[with / without Auditor Appointment]

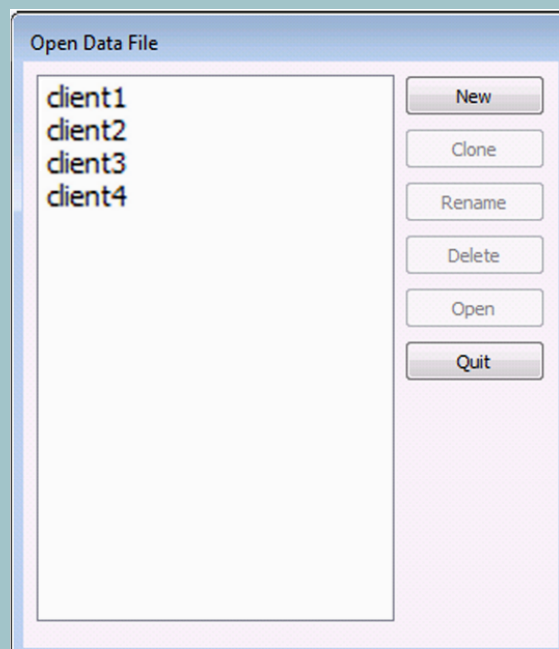
Excel to Word Automation

You can easily generate Notice and Director Report for Private Company from this Application. The zip folder contains the following

1. Notice Exe File
2. Notice and Notice1 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 notice.
4. Copy/Extract the notice Exe File and the word templates from the zip folder into the notice folder.
5. The end user can create multiple copies of the application as shown in the picture. 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

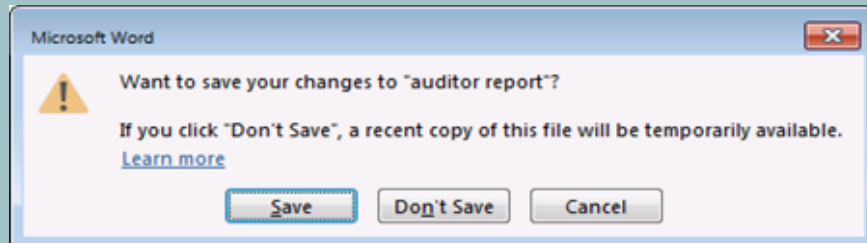


User Guide on How to use the Application

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

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. Notice and Director Report.
2. Notice and Director Report along with papers relating to Auditor Appointment [Auditor Consent Letter, AGM Resolution , Letter to Auditor].

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