



Introduction

Founded in **1999** and located in the Pink City, **Jaipur (Rajasthan)**, **SAG InfoTech Pvt. Ltd.** has client base of more than **50000+ customers** in India. The company has manpower strength of more than **200+ team members** which consist of **Developers, Marketing, Support and Administration / Logistics.**

Established by a young entrepreneur (who himself is a C.A). realizing the growing demands of applications of technology in the field of Finance and Accounts and thought of delving in the realms of computer technology and providing a solution to the various problems.

We offer a cutting-edge solutions and provide quality, cost-effective IT products and services.



SAG Vision

To be recognized as a responsible organization, ethical in its product and professional in its approach towards its stakeholders. With firm belief in our vision and with complete dedication, integrity, honesty, we endeavor to provide with best software products and solutions to satisfy the needs of the customers. Ultimately, enabling our customers to serve their customers effectively is our motto, which should result in speedy and measurable benefits to the customer organizations.

SAG Mission

We envision ourselves as a company that is capable of providing world-class software's across industry verticals. We are specializing in providing latest IT solutions by providing consultancy and technical support services.

- ❖ To provide clear perspectives, technological concepts, need based problem-solving frame works and integrated IT solutions and act as catalysts for the organizations seeking IT enable solutions.
- ❖ To maximize value for our customers by offering them efficient and cost effective solutions.
- ❖ To strive for customer delight by delivering on-time and in-budget services. Every business is unique, and as a result, often businesses need specialized technology solutions to successfully meet their business goals.



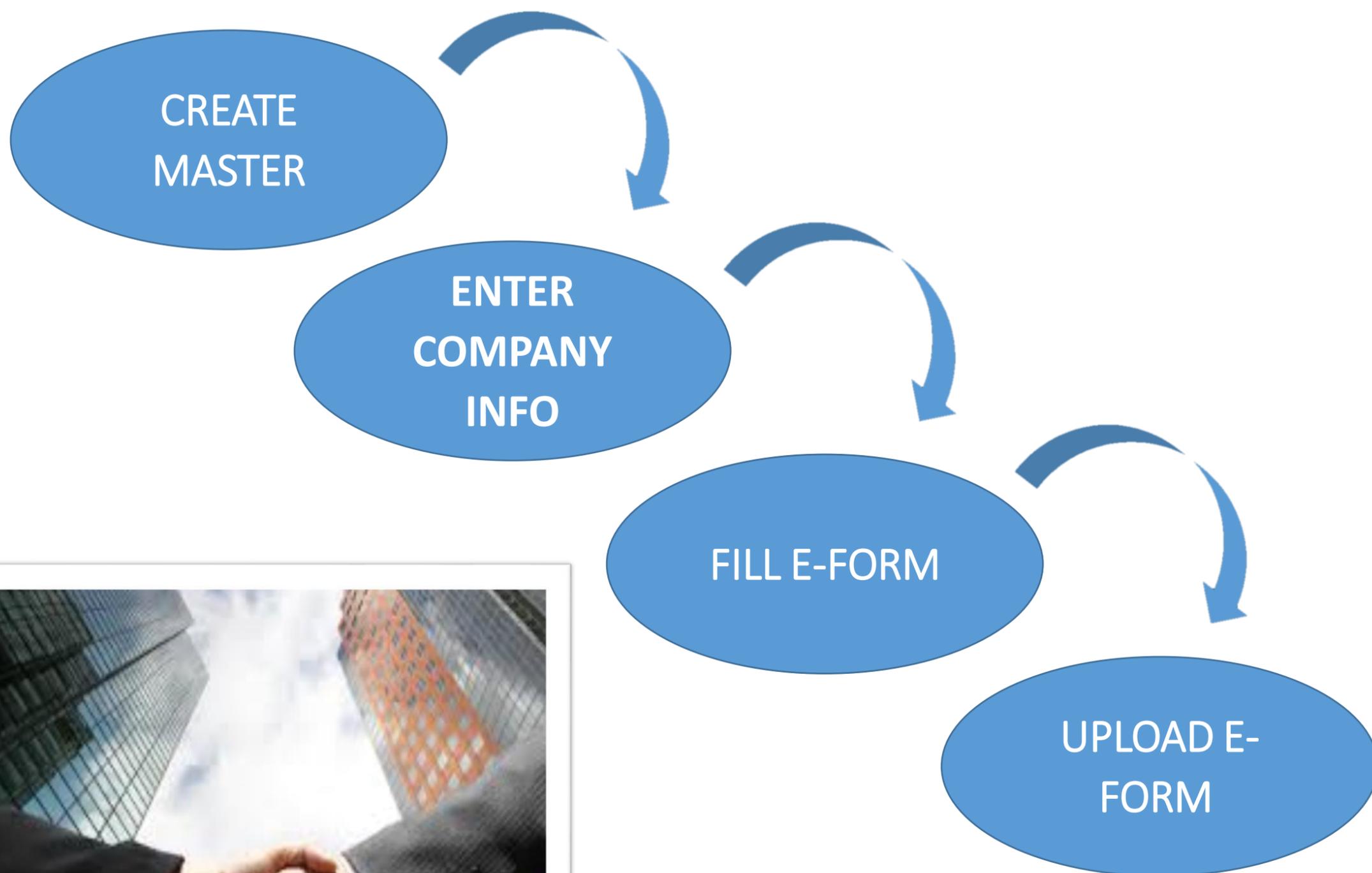
Complaw Help Manual

Features to use Company Law Software

SAG Infotech Private Limited

Simple 4 steps

Follow the simple 4 steps for generating the E-forms with the help of our software.



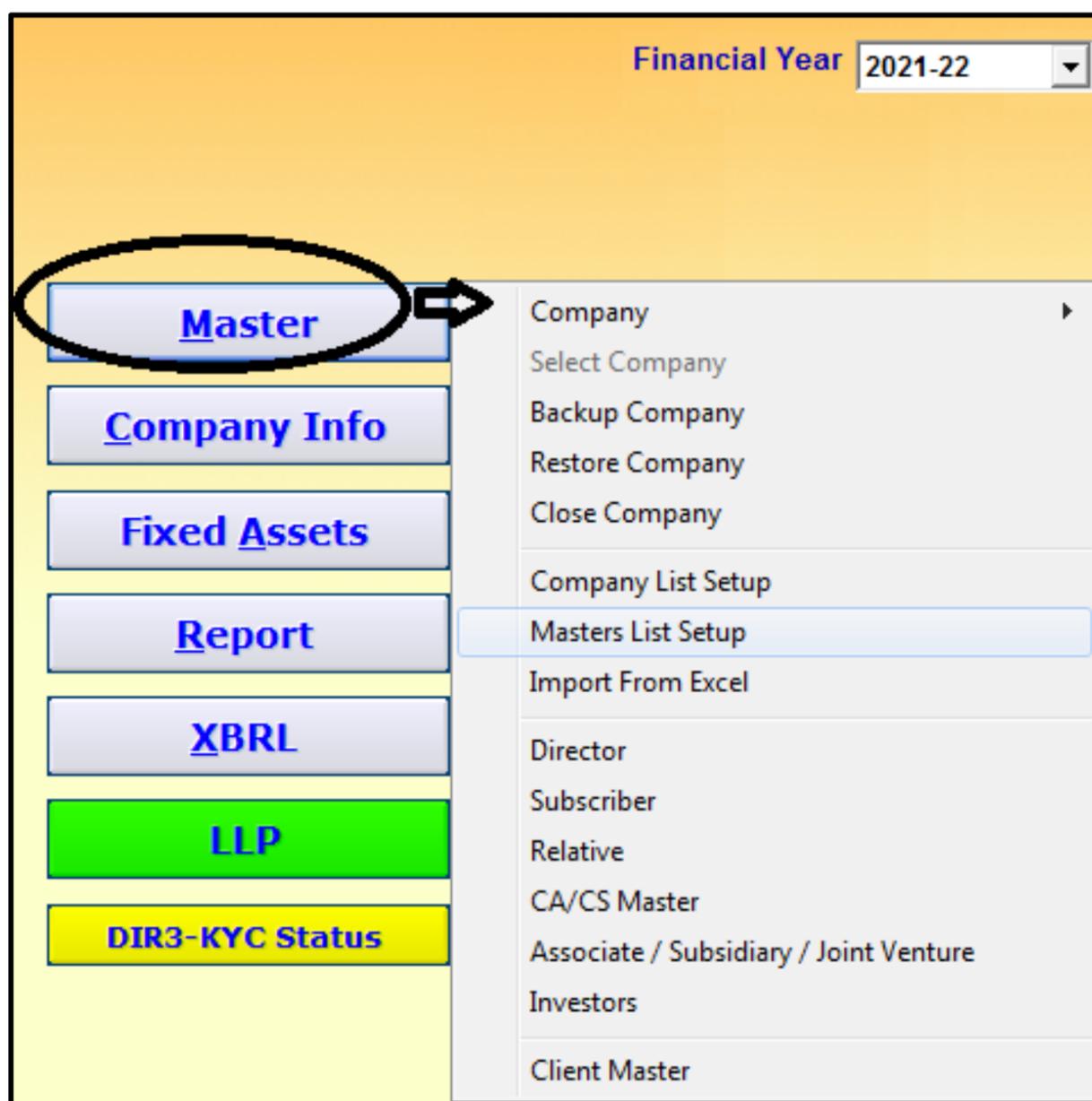


Key Features Of Complaw Software

In our complaw software you will get all necessary options under one roof which are as follows;

- ❖ Client Master Creation
- ❖ Company Info
- ❖ Share Capital
- ❖ Fixed Assets Register
- ❖ Reports Section For Generation Of Various Reports, Including Director Report, Summary Report
- ❖ E-forms
- ❖ Upload E-form (Direct You To MCA Page From Where You Can Upload E-forms)
- ❖ View Public Documents And Creation Of Search Report
- ❖ Check New Forms Option
- ❖ MCA Transactions
- ❖ Dir-3 Kyc Status
- ❖ Meetings And Resolution
- ❖ XBRL Preparation
- ❖ Compliance Check List
- ❖ Annual Form Filing Info
- ❖ Bulk SMS/Bulk E-mail
- ❖ MCA Utility
- ❖ LLP

1. Client Master Creation



❖ **Company Creation :**

Master > Company > New Company

❖ **Create Master Data of the Directors:**

Masters -- Director---Select New---
Provide Din-> Prefill-- Provide Relevant
Details

❖ **Create Master Data of the Subscribers:**

Masters----Subscriber---Select New--
--Provide Relevant Details

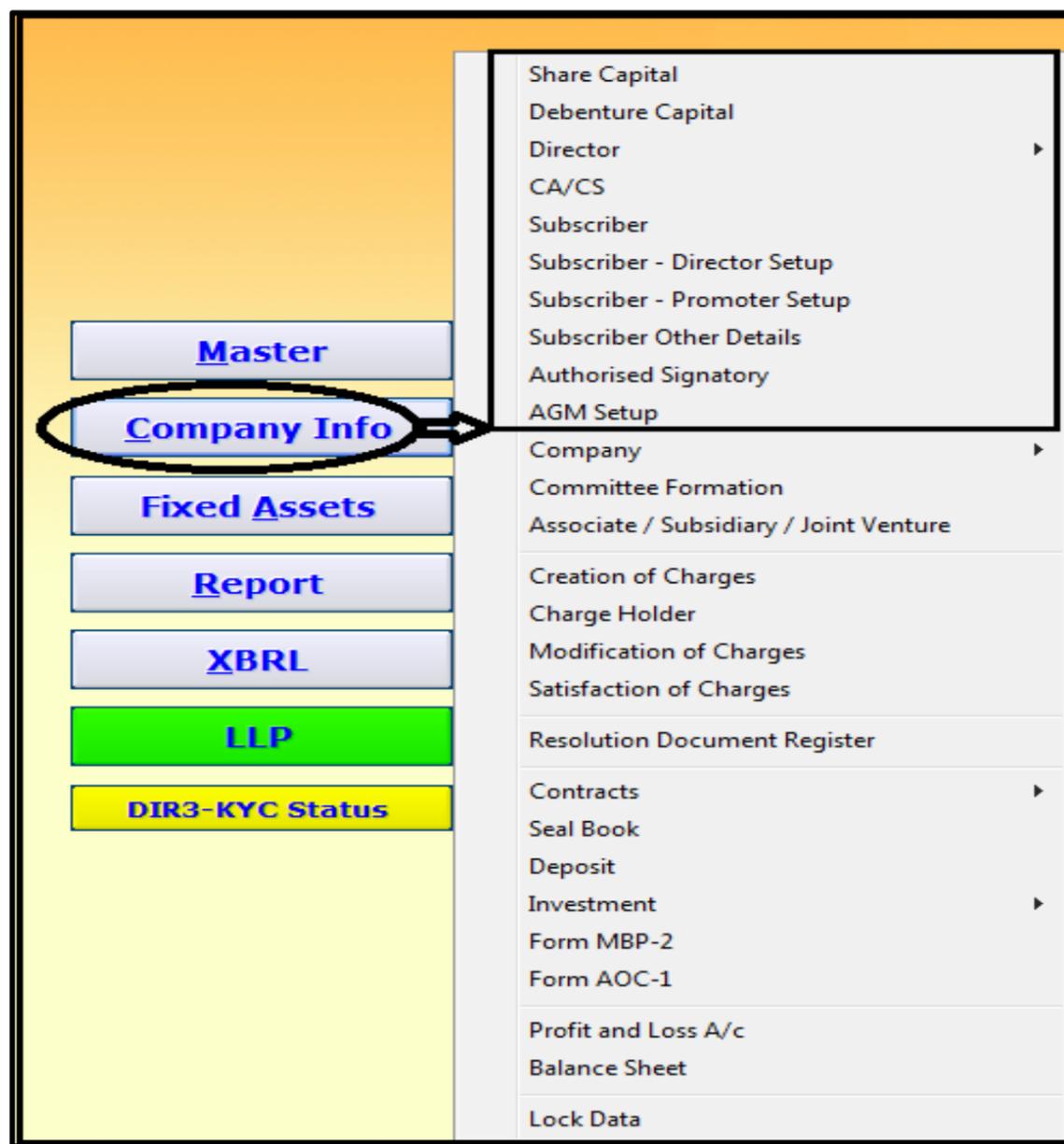
❖ **Create Master of CA/CS:**

Masters>CA/CS>Select New>Provide
Relevant Details Of Firm>Provide>-
Details Of Professional

Note:-

- ❖ In Software We Have Provided The Option To Prefill The Master Data Of Company By Providing CIN And Facility To Import Master Data Of Companies From MCA21 Is Also Provided.
- ❖ In Software The Option To Prefill The Data Of Director From Din From Mca21 Is Also Provided.
- ❖ In Our Software Facility To Import Directors Details Into Subscriber Master Is Provided
- ❖ For Small Company Then Select The Check Box For Small Company Option In Master Section

2. Company Info



❖ Make necessary appointment of Directors, Subscribers and CA/CS of each Company:

❖ **Directors**

❖ Company Info> Director> Appointment

❖ **Ca/Cs Setup**

❖ Company Info>CA/CS>Add>Date of Appointment

❖ **Subscriber Setup/Subscriber Director Setup/ Subscriber Promoter Setup**

❖ Company Info> Subscribers> New

❖ Company Info> Subscribers Director/promoter

❖ **AGM Setup**

❖ Provide Details of AGM Setup

Note:-

- ❖ In Software We Have Provided The Option To Prefill The Master Data Of Company By Providing CIN And Facility To Import Master Data Of Companies From MCA21 Is Also Provided.
- ❖ In Software The Option To Prefill The Data Of Director From Din From Mca21 Is Also Provided.
- ❖ In Our Software Facility To Import Directors Details Into Subscriber Master Is Provided
- ❖ For Small Company Then Select The Check Box For Small Company Option In Master Section

3. Share Capital

Share Capital	
Authorised Capital	
Authorised	Issue
Paidup	Issue Other Than Cash
Right Issue	Split Shares
Shares	
Share Application	Share Allotment
Share Transfer	Share Transmit
Share Buy-Back	Share Conversion
Share Redemption	Alloted Share Amount
Share Forfeiture	Forfeited Re-issue
Share Cancellation	
Share Certificates	Related Forms
Certificate Split	Share Capital Related Forms
Certificate Consolidation	Merge Subscriber
Renew / Duplicate	Exit

Enter the capital set up of each company:

Company info >share capital

Authorised capital> issued capital>paid up capital

{fill up initial capital

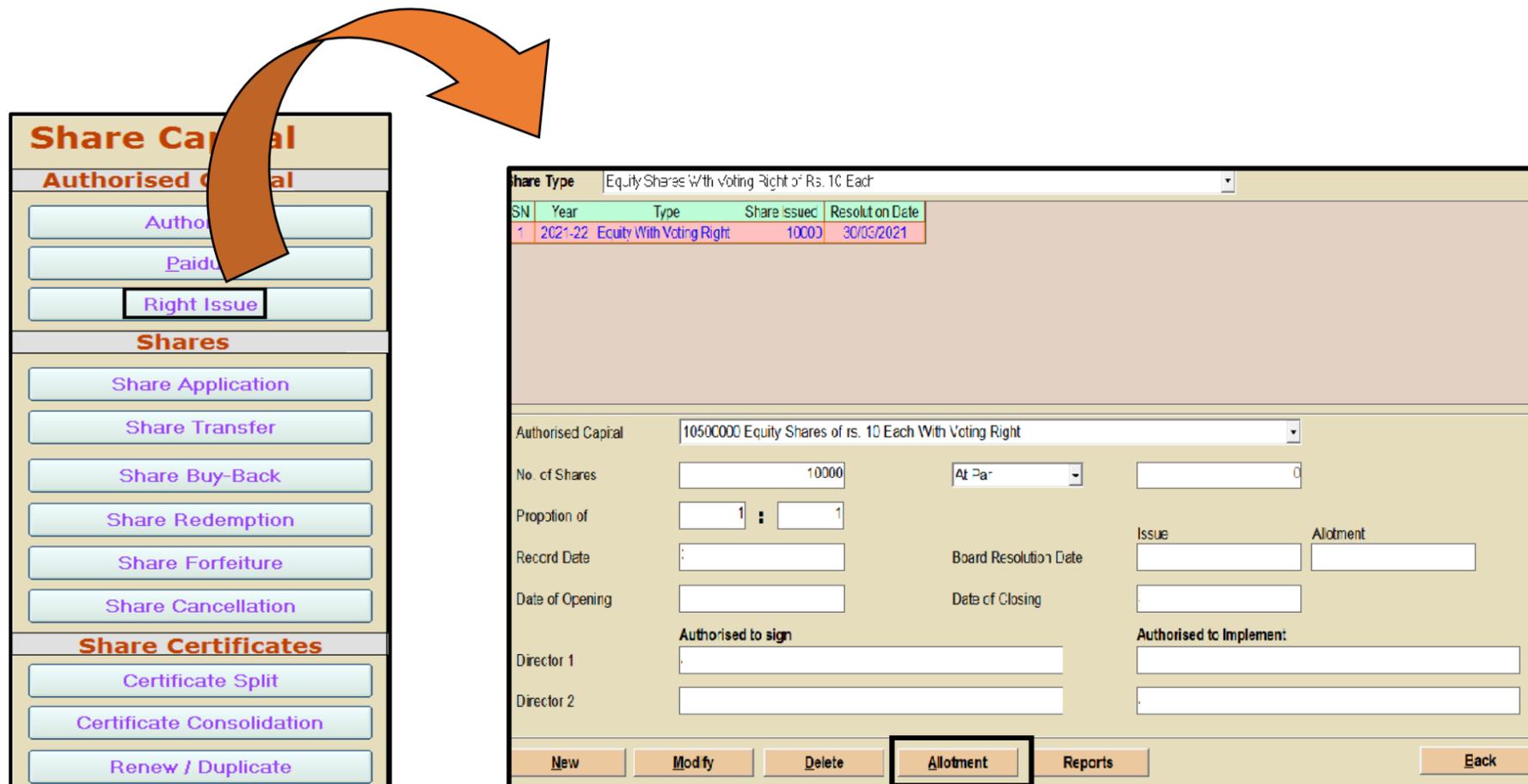
Authorized, issued and paid up capital

Note:-

Shares can be issued by two ways in software:

- (a) Issue of shares with application.
 - ❖ Make necessary entries under: Company Info >Share capital>Share Application >Share Allotment
- (b) Issue of shares without application.(Inc case of First issue at the time of incorporation)
 - ❖ Make necessary entries under: Company Info >Subscribers>New

Issue/Allotment Of Share By Way Of Right Issue



Share Capital

Authorised Capital

Authorised
Paid
Right Issue

Shares

Share Application
Share Transfer
Share Buy-Back
Share Redemption
Share Forfeiture
Share Cancellation

Share Certificates

Certificate Split
Certificate Consolidation
Renew / Duplicate

Share Type Equity Shares With Voting Right of Rs. 10 Each

SN	Year	Type	Share issued	Resolution Date
1	2021-22	Equity With Voting Right	10000	30/03/2021

Authorised Capital: 10500000 Equity Shares of rs. 10 Each With Voting Right

No. of Shares: 10000 At Par: 0

Proportion of: 1 : 1

Reccrd Date: Board Resolution Date: Issue: Allotment:

Date of Opening: Date of Closing:

Director 1: Authorised to sign: Authorised to Implement:

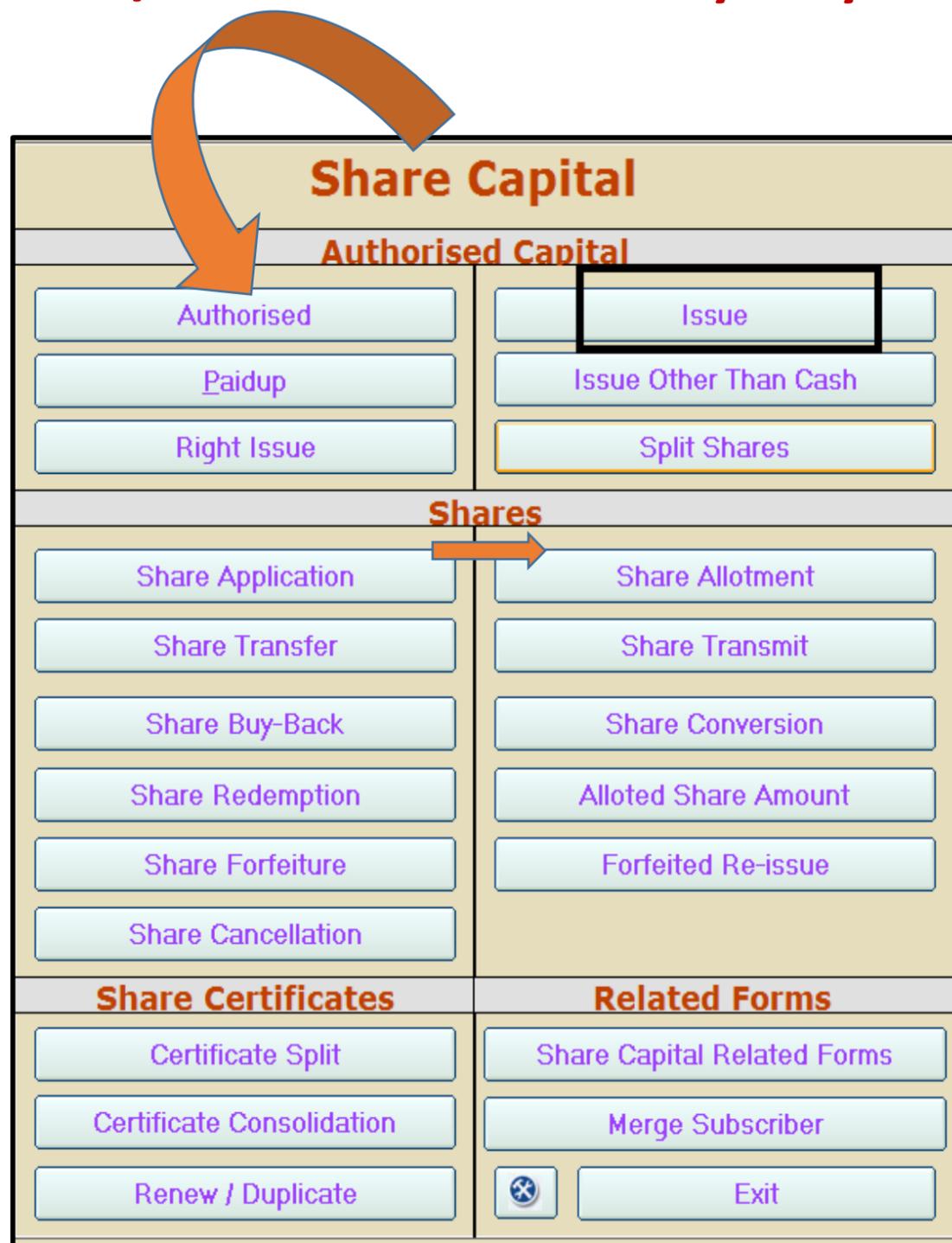
Director 2:

New Modify Delete **Allotment** Reports Back

Issue of capital by way of right issue

- ❖ If capital is increasing by way of right issue
- ❖ All the entries will be done in the same section i.e in right issue option both for issue and for allotment
- ❖ Provide the proportion in which shares are required to be allotted
- ❖ After providing all the relevant details save the entry
- ❖ After saving the entry select allotment option for allotment of shares
- ❖ Do the entries for the allotment of shares
- ❖ Shares offered and shares accepted are editable section you can enter details manually
- ❖ For renouncement of shares select renounce members> add row> members> select members> no of shares> allotment
- ❖ Documents for right issue will get generated when allotment entry get saved

Issue/Allotment Of Share By Way Of Other Than Right Issue



Share Capital	
Authorised Capital	
Authorised	Issue
Paidup	Issue Other Than Cash
Right Issue	Split Shares
Shares	
Share Application	Share Allotment
Share Transfer	Share Transmit
Share Buy-Back	Share Conversion
Share Redemption	Alloted Share Amount
Share Forfeiture	Forfeited Re-issue
Share Cancellation	
Share Certificates	Related Forms
Certificate Split	Share Capital Related Forms
Certificate Consolidation	Merge Subscriber
Renew / Duplicate	Exit

Issue of Capital By Way Of Other Than Right Issue

Make necessary entries under:

Company Info > Share capital

- ❖ Share Application
- ❖ Share Allotment

Issue > share application > share allotment

Do relevant entries in issue section and enter the amount of app money, allot money, 1st call, II call as the case may be.

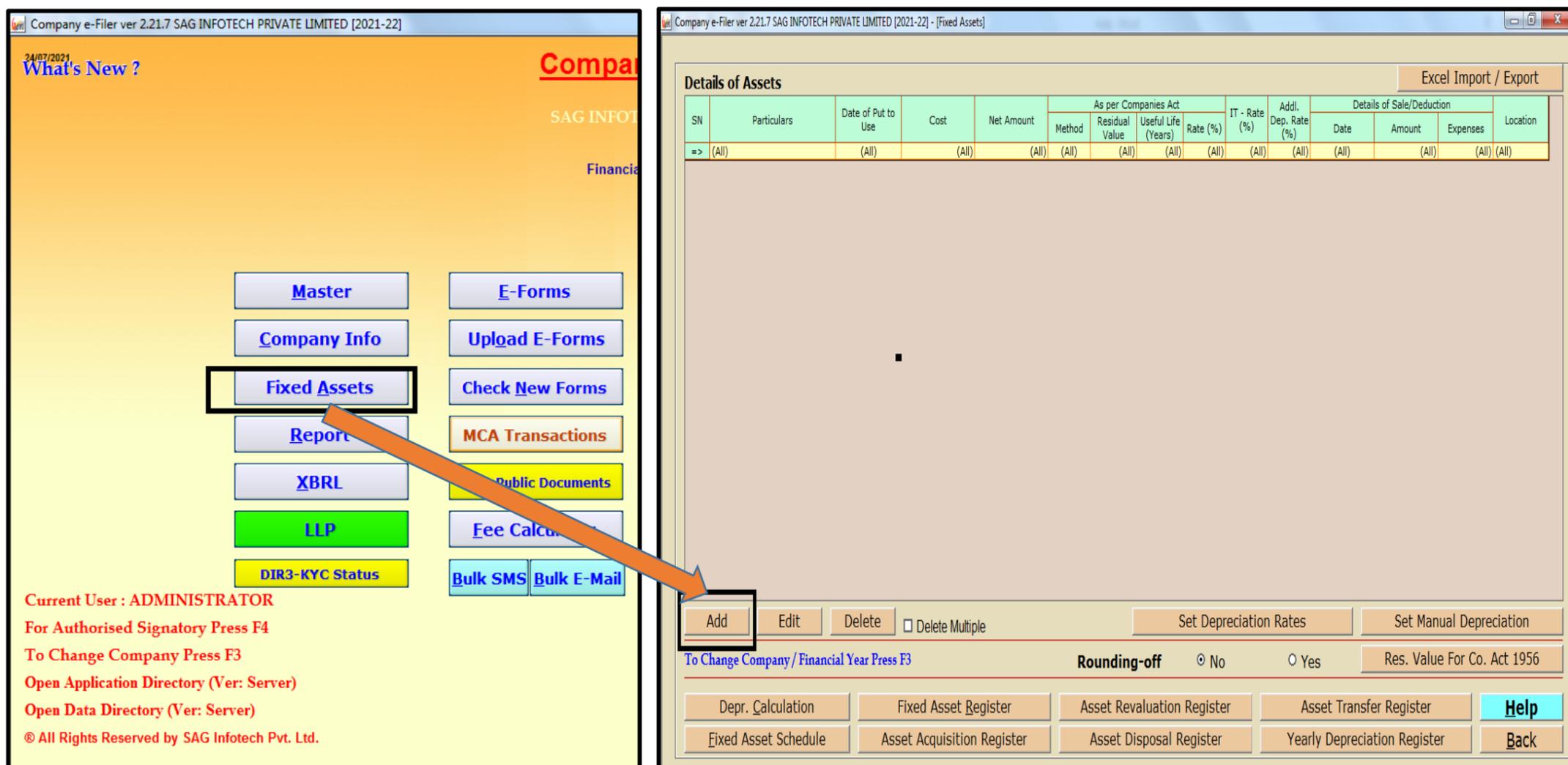
Share application > new > application date > receipt date > 1st applicant name (select applicant) > issued shares > from dropdown select relevant issue of shares > make the necessary entry.

Important Note

- ❖ Master Tab In The Software Is Used For Creating Database From All Companies Point Of View.
- ❖ Company Info Tab In The Software Is Used For Creating Database For A Single Company.
- ❖ For Viewing The Authorized Signatories Of The Company In The E Forms Press F4.



4. Fixed Assets Register



Company e-Filer ver 2.21.7 SAG INFOTECH PRIVATE LIMITED [2021-22]

24/07/2021 What's New ?

Company e-Filer ver 2.21.7 SAG INFOTECH PRIVATE LIMITED [2021-22] - [Fixed Assets]

Details of Assets

SN	Particulars	Date of Put to Use	Cost	Net Amount	As per Companies Act				IT - Rate (%)	Addl. Dep. Rate (%)	Details of Sale/Deduction			
					Method	Residual Value	Useful Life (Years)	Rate (%)			Date	Amount	Expenses	Location
=>	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)	(All)

Excel Import / Export

Current User : ADMINISTRATOR
 For Authorised Signatory Press F4
 To Change Company Press F3
 Open Application Directory (Ver: Server)
 Open Data Directory (Ver: Server)
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Master E-Forms
 Company Info Upload E-Forms
 Fixed Assets Check New Forms
 Report MCA Transactions
 XBRL Public Documents
 LLP Fee Calculation
 DIR3-KYC Status Bulk SMS Bulk E-Mail

Add Edit Delete Delete Multiple Set Depreciation Rates Set Manual Depreciation
 To Change Company / Financial Year Press F3 Rounding-off No Yes Res. Value For Co. Act 1956
 Depr. Calculation Fixed Asset Register Asset Revaluation Register Asset Transfer Register Help
 Fixed Asset Schedule Asset Acquisition Register Asset Disposal Register Yearly Depreciation Register Back

Fixed Asset Register

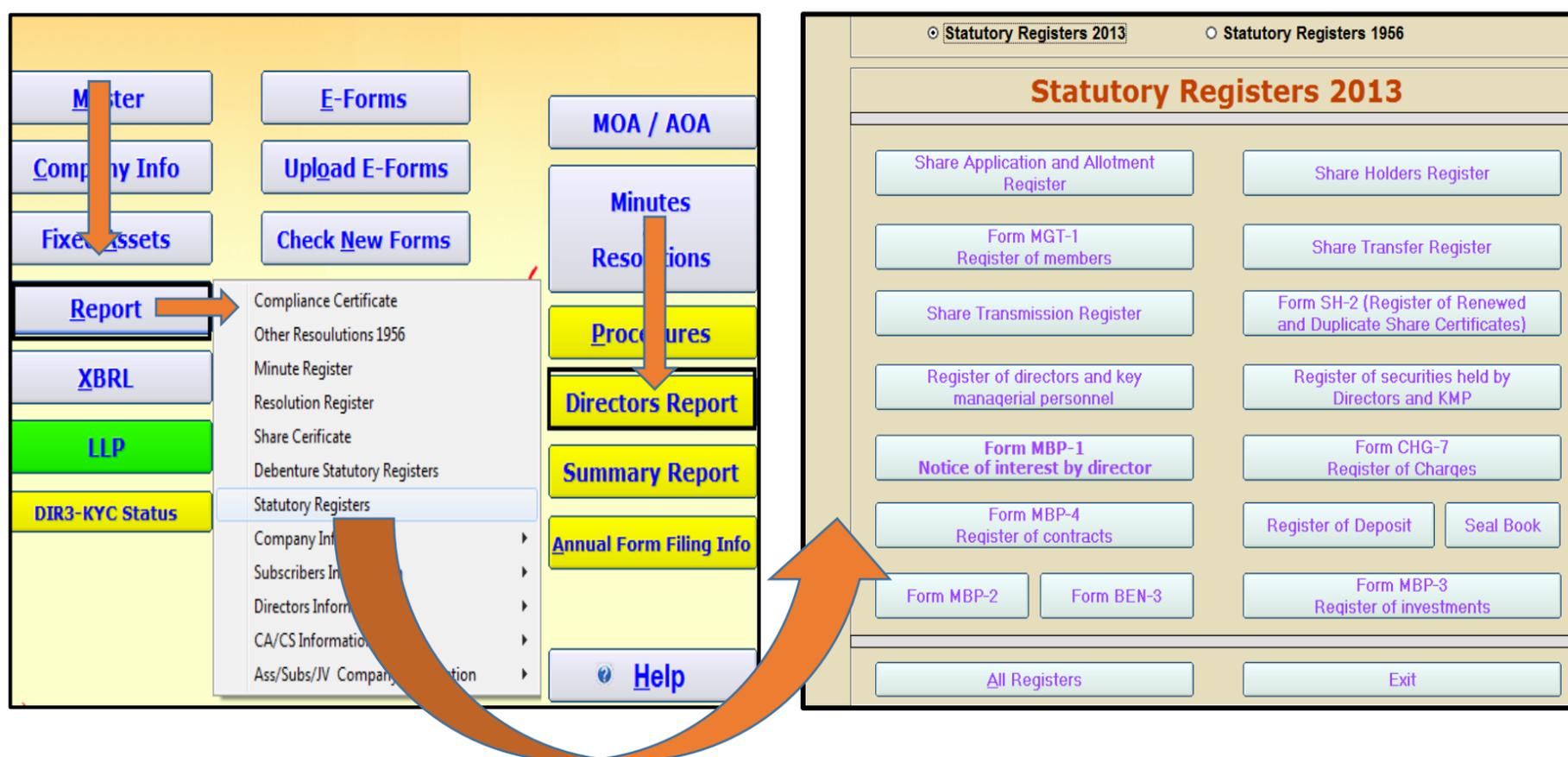
Make necessary entries under:

Fixed Asset >Add>Details>Companies Act>Block>Method

Do relevant entries in Fixed asset option to create fixed asset register

Option of Export and import from Excel is also given in the software by which you can export the excel do the required entry of Fixed asset and then import in software.

5. Reports Section For Generation Of Various Reports



- ❖ Various Statutory Registers as per Companies Act 2013 are built in our software under the tab Report.
- ❖ Various Reports can be generated such as:
 - Directors Report
 - Summary Report of the company for summarized information of the company.
 - All Companies Master Information Report.
 - All Companies Subscribers/Directors/CA/CS Information Report.
- ❖ Various Certificates as per Companies Act 2013 can be generated such as Share Certificate, Compliance Certificate Etc. under the tab report.
 - Resolution and Minutes register

6. E-filing Of Forms

e-Forms

Annual Filing Forms	Compliance Related Forms
XBRL Related Forms	Charge Related Forms
Company Incorporation	Informational Services Forms
Director Related Forms	Approval Services Forms
Company Registration Forms	Other e-Forms
Nidhi Forms	Exit

Do Click on Prefill Button(s) After Generation of E-Forms

- ❖ In the e-forms section you can get almost all types of e-forms under one roof
- ❖ By help of e-form section you can easily generate the required e-forms along with attachment with minimum efforts



Annual Filing E-forms

e-Forms

Annual Filing Forms

XBRL Related Forms

Company Incorporation

Director Related Forms

Company Registration Forms

Nidhi Forms

Annual Filing Forms

e-Forms

Form MGT-7A Abridged Annual Return for OPCs and Small Companies
Date of Filing : SRN :
Filed within **60 days** from the date on which AGM is held or where no AGM is held in any year then within 60 days from the date on which AGM should have been held together with the statement specifying the reasons for not holding AGM.

Form AOC-4 Form for filing financial statement and other documents with the Registrar
Date of Filing : SRN :
filed with the registrar within **30 days** from the date of AGM.

Form AOC-4 CFS Form for filing consolidated financial statements and other documents with the Registrar
Date of Filing : SRN :
filed with the registrar within **30 days** from the date of AGM.

Form 21A Particulars of annual return for the company not having share capital
Date of Filing : SRN :
Filed within **60 days** from the date on which AGM is held or where no AGM is held in any year then within 60 days from the date on which AGM should have been held together with the statement specifying the reasons for not holding AGM.

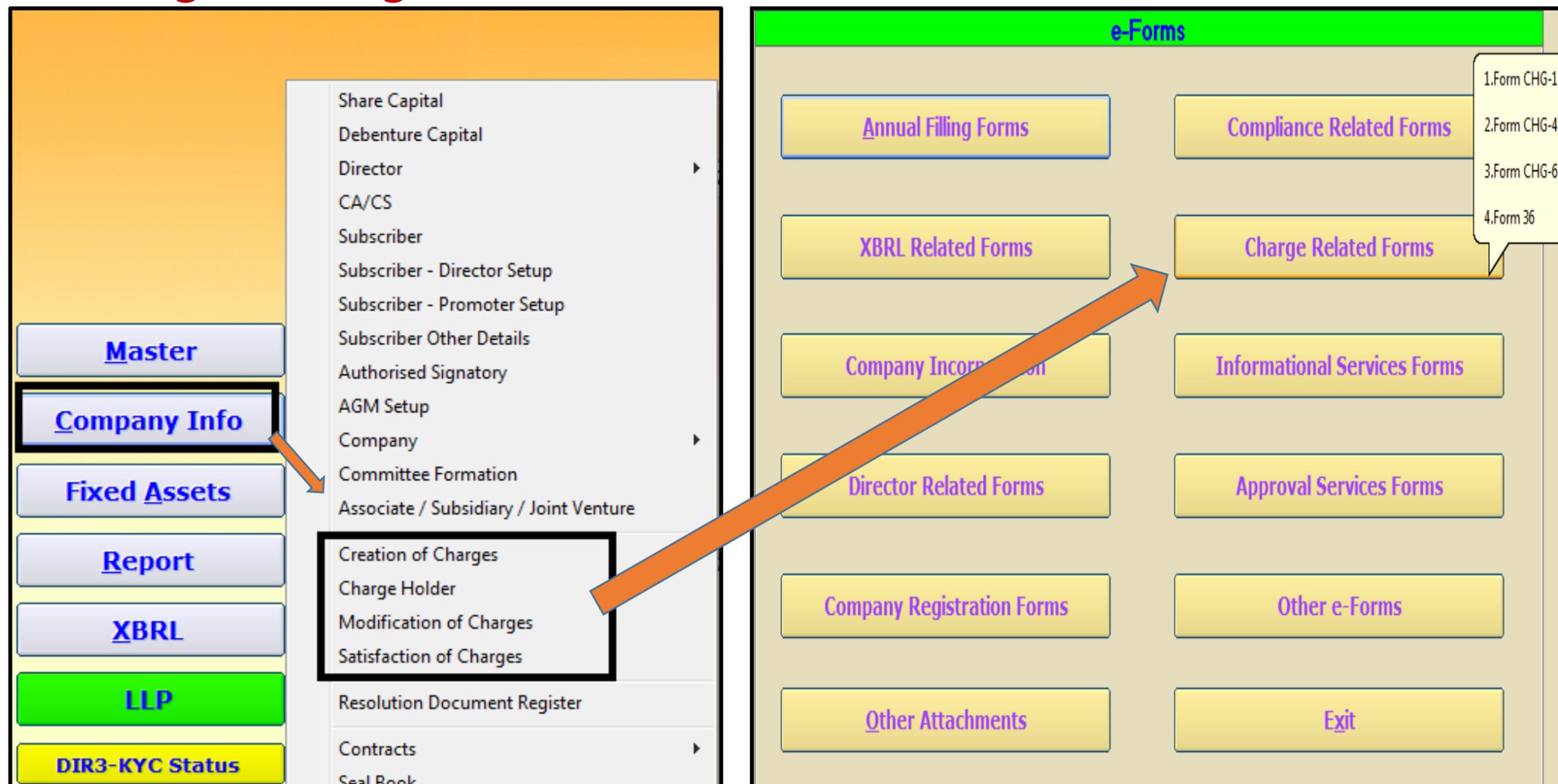
Form 66 Form for submission of compliance certificate with the Registrar
Date of Filing : SRN :
Filed within **30 days** from the date on which AGM is held.

Sections Help **Compliance Details** **Generate Blank Form**

Note:

- ❖ For preparing Annual Filing form Select
 - E-Forms > Annual Filing > Mgt-7/Mgt-7A, Aoc-4
- ❖ You can generate blank E-Form as well by selecting Generate Blank Form option

For Filing Form Chg:1



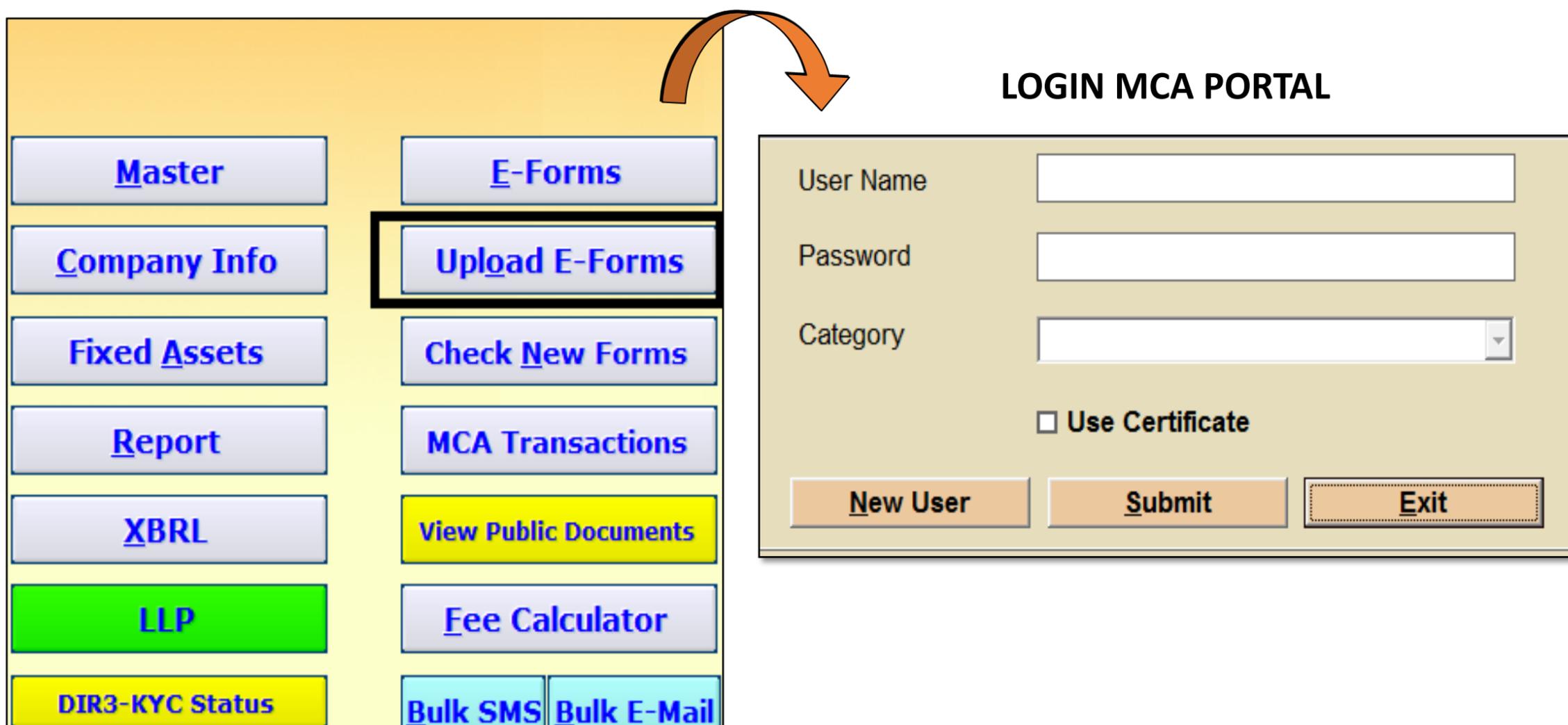
Step 1: Create Charge Holder and particulars of the Charges:

- ❖ Company Info > Charge Holder
- ❖ Company Info > Creation of Charges/modification of charge/satisfaction of change Provide the required details
- ❖ Option to Import from Form Chg-1/Chg-4 and Mca portal is also available you can import the date from any of the option

Step 2: Generation of the Form Chg 1/Chg-4:

E-forms > Charge Related Forms > Form Chg: 1/Chg-4

7. Upload E-form



The image shows a screenshot of the MCA portal interface. On the left, there is a menu with various options: Master, Company Info, Fixed Assets, Report, XBRL, LLP, and DIR3-KYC Status. On the right, there is a section titled 'E-Forms' with options: Upload E-Forms, Check New Forms, MCA Transactions, View Public Documents, Fee Calculator, Bulk SMS, and Bulk E-Mail. The 'Upload E-Forms' button is highlighted with a black border. An orange arrow points from this button to a login form titled 'LOGIN MCA PORTAL'. The login form has fields for User Name, Password, and Category, a checkbox for 'Use Certificate', and buttons for 'New User', 'Submit', and 'Exit'.

- ❖ Firstly click on Check New Forms tab
- ❖ Than Download New Forms.
- ❖ After Downloading, the new versions of e forms as per MCA will be updated



8. View Public Documents And Creation Of Search Report

SN	CIN / LLPIN	Name	SRN	Date	Time
1	U7277RJ111PTC1111	XXX PRIVATE LIMITED	Z999999	20.03.20	11.00
2	U7277RJ111PTC1111	XXX PRIVATE LIMITED	Z999999	20.03.20	11.00
3	U7277RJ111PTC1111	XXX PRIVATE LIMITED	Z999999	20.03.20	11.00
4					

Navigation menu items: Master, E-Forms, Company Info, Upload E-Forms, Fixed Assets, Check New Forms, Report, MCA Transactions, XBRL, View Public Documents, LLP, Fee Calculator, DIR3-KYC Status, Bulk SMS, Bulk E-Mail.

Buttons: Get from MCA Portal, View Document(s), Close.

SN	UserName	Category
1	XXXXXXXXXX	Registered User
2	XXXXXXXXXX	Registered User
3	XXXXXXXXXX	Registered User
4	XXXXXXXXXX	Registered User

Registration form fields: Password (*****).

Buttons: New User, Submit, ProxY Setting, Back, View Document(s), Close.

SN	Document	Nos.	Get Saved Doc.	<input type="checkbox"/> Download	Date of Download	Date of Filing
1	☒ Certificates	1		<input type="checkbox"/>		
2	☒ Change in Directors	19		<input type="checkbox"/>		
3	☒ Incorporation Documents	4		<input type="checkbox"/>		
4	☒ Charge Documents			<input type="checkbox"/>		
5	☒ Annual Returns and Balance Sheet eForms	18		<input type="checkbox"/>		
6	☒ LLP Forms(Conversion of company to LLP)	6		<input type="checkbox"/>		
7	☒ Other eForm Documents	6		<input type="checkbox"/>		
8	☒ Other Attachments			<input type="checkbox"/>		

2
1
3
4

Download

 Select Pending for Download
 Select All for Download

Get File(s)
View Doc.
Generate Report
Back

SN	Particular	Show
1	Company Master Details	<input checked="" type="checkbox"/>
	Principal Business Activity	<input checked="" type="checkbox"/>
	Holding / Subsidiary Details	<input checked="" type="checkbox"/>
2	Directors Details	<input checked="" type="checkbox"/>
	Directors Master Detail	<input checked="" type="checkbox"/>
3	Charge Summary	<input checked="" type="checkbox"/>
4	Financial Overview	<input checked="" type="checkbox"/>
5	Financial Statements	<input checked="" type="checkbox"/>
6	Indebtness	<input checked="" type="checkbox"/>
7	Auditor Detail and Compliance overview(CARO)	<input checked="" type="checkbox"/>
8	Detailed Charge Report	<input checked="" type="checkbox"/>
9	Shareholding pattern And Change if Any during the period	<input checked="" type="checkbox"/>

Financial Statments for 1 Year 3 Year 5 Year

Name of CA/CS

Type of Firm

Name of Firm

Membership No Existing Professional

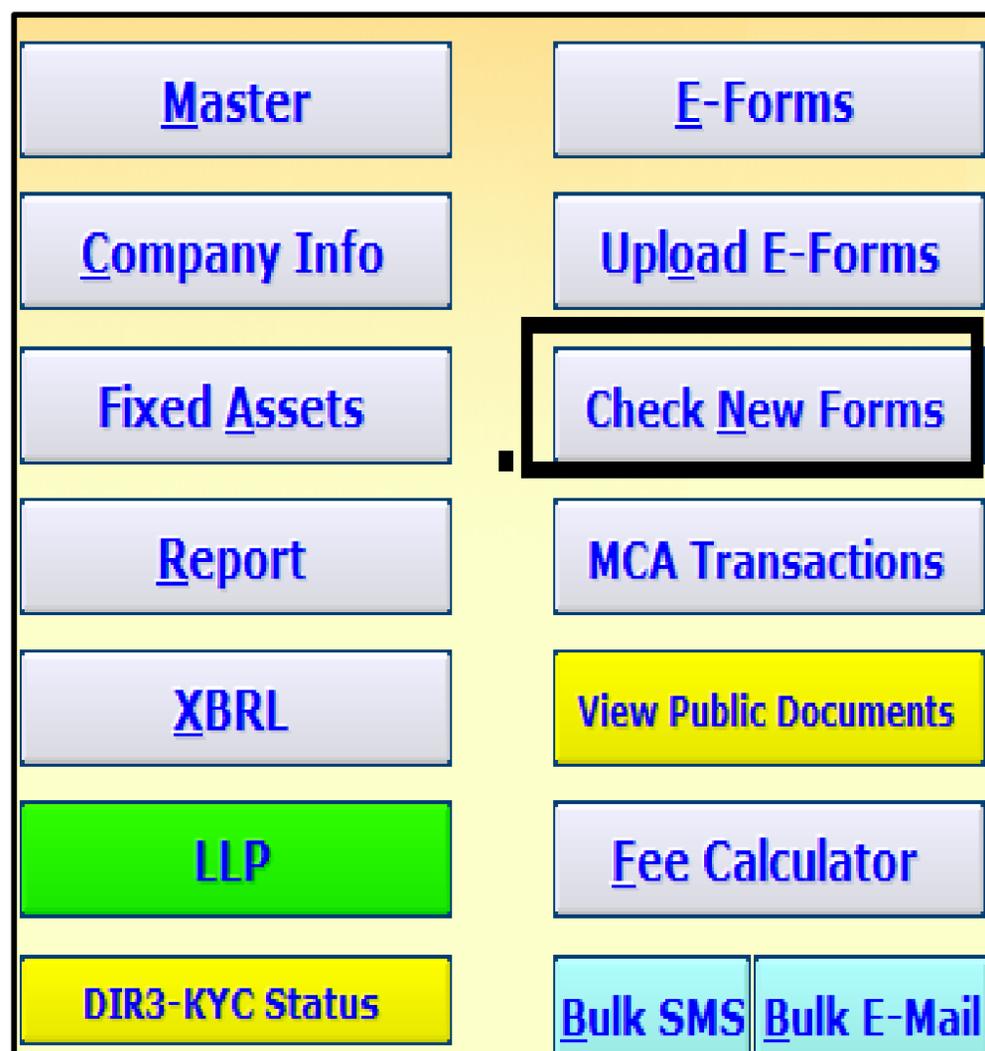
Place

Generate (Word)
Generate (PDF)
Back

Note:

- ❖ View public document option in our software is a unique option which helps you to download documents from view public document given on MCA along with that you can create search report as well.
- ❖ To view public document make the payment on MCA for view public document
- ❖ After making payment go to view public document option and select “Get from MCA” portal option
- ❖ Follow the steps as mentioned
View public document> Get from MCA> Select User Id> Submit> Select company> Download> Download All/Download Pending> Get Files> Generate Report> Generate Word/Pdf

9. Check New Forms



Note:

This option gives you the facility to update the versions of various e forms as per MCA.

- ❖ Firstly click on Check New Forms tab Than Download New Forms.
- ❖ After Downloading, the new versions of E forms as per MCA will be updated



10. MCA Transactions



In This Feature Of Our Software You Can View The Status Of Various Transactions Like SRN Of The E Forms, Date Of Filing, Service Type etc By Log In To MCA Portal

For view MCA transaction

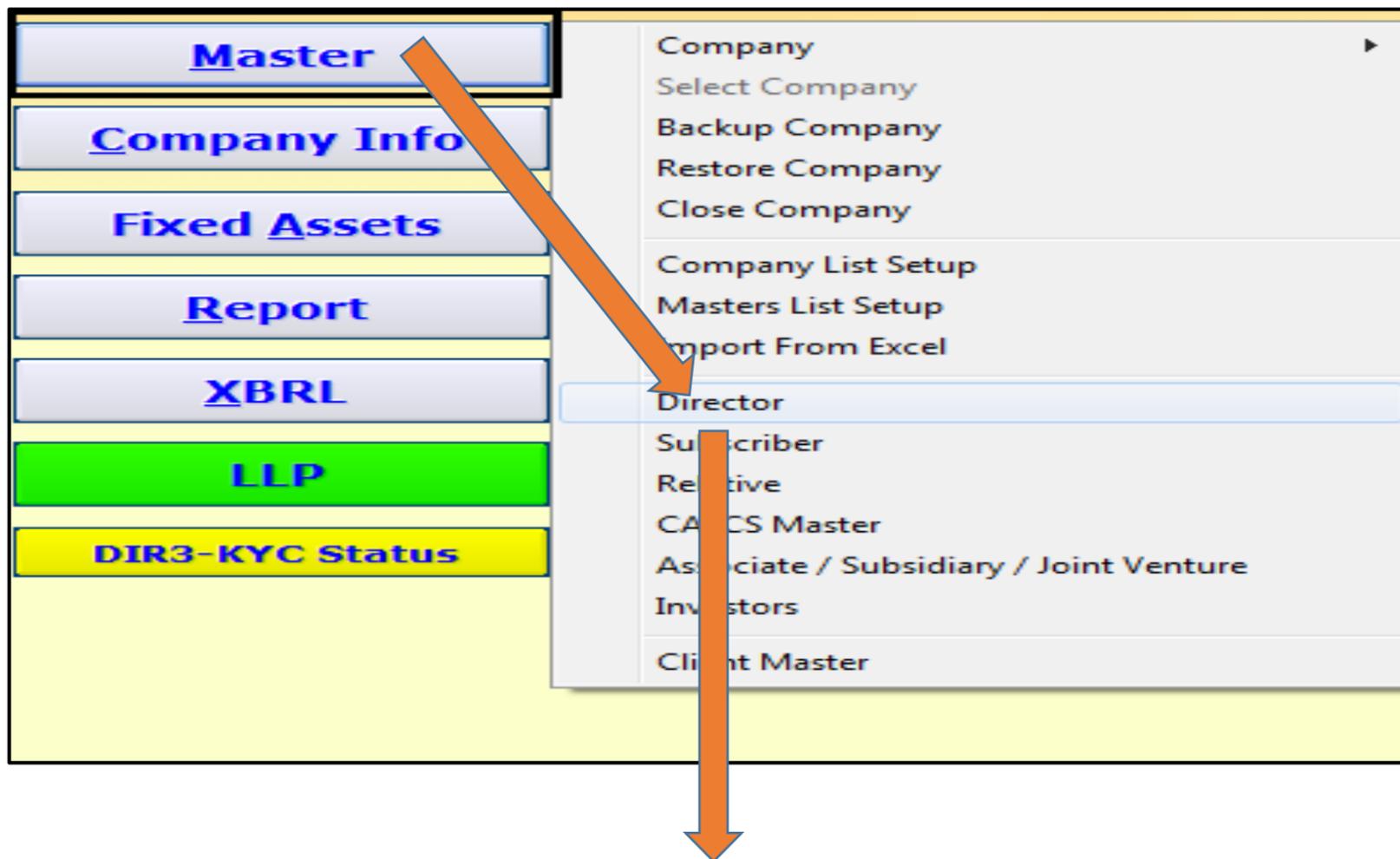
Follow the below steps:

MCA transactions > Get transaction status from MCA 21> Select User Name > Password>Submit

Note: Enter that user id and password from which transactions were being done on MCA

Select Date in the range of 7 days as we select in MCA

11. DIR-3 KYC Status



SN	Director's Name	Father/Husband Name	DIN	PAN	Date of Birth	Mobile No	Email Id	DIR3-KYC Status
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Note:

You can check DIR-.3 KYC status of Directors in Master with the help of our software in just one click

To check Dir-3 KYC status Go to Masters> Director> Get Dir-3 KYC status



12. Minutes & Resolutions

MOA / AOA

Minutes & Resolutions

Procedures

Directors Report

Summary Report

Annual Form Filing Info

Help

Compliance Check List

GST Billing

Billing (Old)

Utility

DSC Book

MCA21 Utility

Penalties

Misc.

Companies Act 2013

Compliance Reminder

Compliance Calendar

Quit

General Meeting (AGM) | Board Meeting (BM) | Extraordinary General Meeting (EGM) | Committee Meeting (CM)

SN	Chairman	Date of EGM	No.of members present	Type	Quarter
1		30/03/2021	2	BM	Q4
2		22/06/2021	3	BM	Q1
3		30/07/2021	2	AGM	

New | Modify | Delete | Print Preview | Attendance Register | Certified True Copy | Help

Circular Resolution | Exit



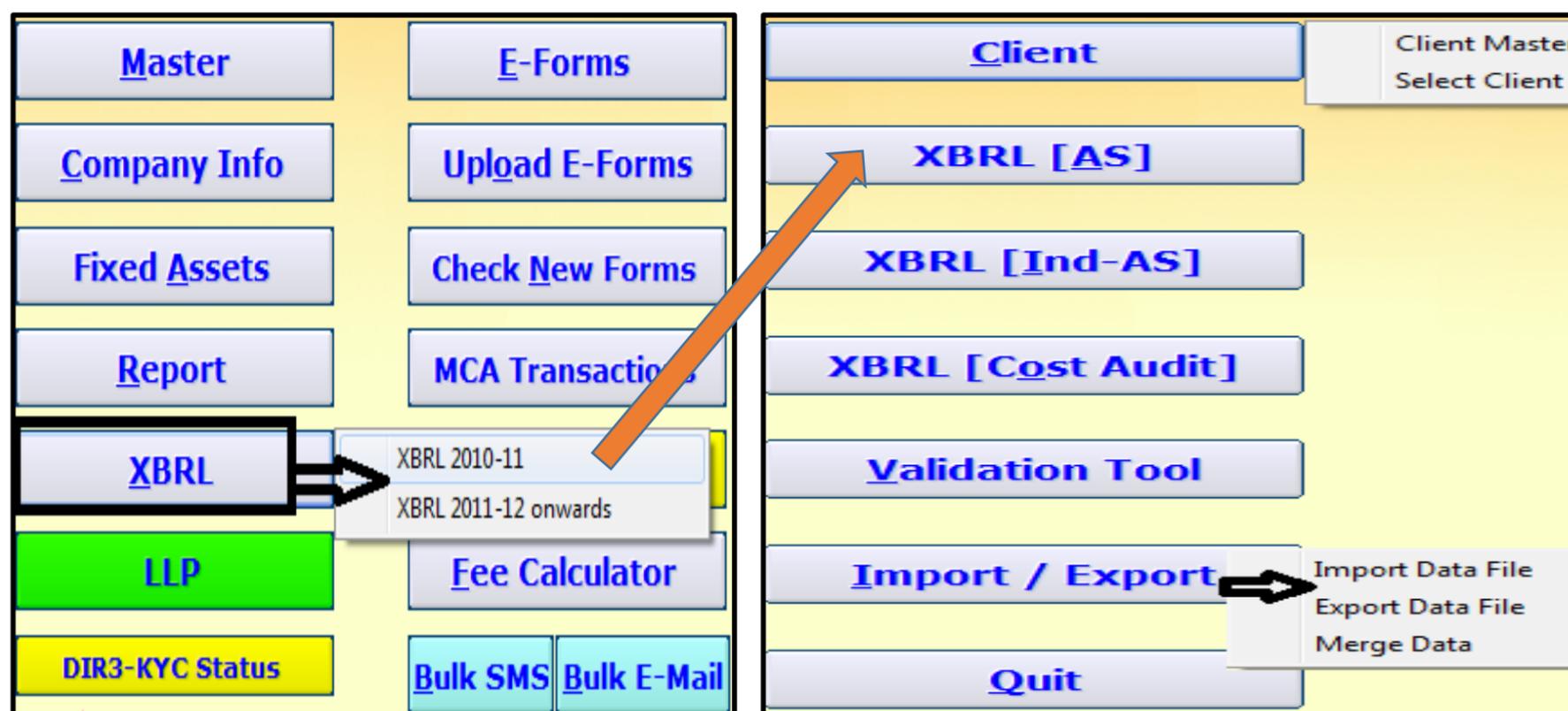
Note:

Resolutions/Minutes/Notices:

- ❖ In this feature of our software you can find various formats of Resolutions/Minutes/Notices as **Companies Act 2013**.
- ❖ All types of Meeting i.e. Board, AGM, EOGM, Committee Meeting, are included.
- ❖ All types of Draft Resolution i.e. Board, Ordinary as well as Special Resolutions, Circular Resolutions are included.
- ❖ All types of Draft notices and minutes of Board, AGM, EOGM, Committee Meeting, are included.
- ❖ Option to Add own format of resolutions are given in software which helps you to add your own drafted resolutions in the software



13



Note:

XBRL deals with preparation & e –filling of balance sheet, profit & loss A/c in XBRL format as per taxonomy & validation tool of MCA. It is applicable for the companies having paid-up share capital of Rs. 5 Crore or More or Turnover of Rs. 10 Crore or more.

The steps including the conversion in simplified steps are as follows:

- ❖ **Step 1:** Select the XBRL option from main screen then select Year Option for XBRL 2010-11 or XBRL-2011-12 onwards
- ❖ Select client option to create new client or to select existing client then select type of XBRL either XBRL (AS), XBRL (IND AS), OR XBRL (COST AUDIT)
- ❖ Feeding the whole financial data with all relevant Notes and Disclosures in Gen-XBRL utility, available for download with Latest Taxonomy
- ❖ **Step 2:** Converting the XBRL data from our utility into XML file format by our two Products “Gen-Comp Law” & "Gen-XBRL" Software tool with professional(s) assistance.
- ❖ **Step 3:** Validating the data through MCA tool.
- ❖ **Step 4:** An Instance document containing Balance Sheet and Statement of Profit and Loss Account will be generated and ready for e-filing

Facility for Import/Export data is also available in the software to make your work easy.



14. Compliance Check List



Compliance Check List

Basic | Share Capital | AGM | Board Meetings | Annual Filing | Other e-Forms | Registers | Others

Alteration of MOA and AOA | Specific Requirements

1. Minimum Directors (2 in case of a Private Company and 3 in case of a Public company)

SN	DIN	Name	Designation	Appointment Date
1	3	AMIT GUPTA	Managing Director	12/02/2019
2	02	SOHINI GUPTA	Whole Time Director	12/02/2019
3	0007	KAMLESH CHAUDHARY	Whole Time Director	08/02/2019

Yes Reason, if no

List of KMP(s)

2. Minimum Members (2 in case of a private Company and 7 in case of a Public Company)

SN	Folio No.	Name	No. of Share
1	01	AMIT GUPTA	210000
2	02	SOHINI GUPTA	400000

Yes Reason, if no

3. Private Companies Articles contains following provisions:

(a) Restricts the right to transfer its shares. Reason, if no

(b) Limits the number of members to Two hundred excluding employees and ex-employees.

(c) Prohibits any invitation to the public to subscribe for any of its shares/debentures.

(d) Prohibits any invitation or acceptance of deposits from persons other than members, directors or relatives.

Save | Print Preview | All Companies Check List | Exit



You can check Yearly Compliances of your Company under the tab Compliance Checklist which you have made in the software.

Compliance Checklist includes:

- ❖ Basic Compliances
- ❖ Share Capital Compliances
- ❖ AGM Compliances
- ❖ Board Meetings Compliances
- ❖ Annual E Filing Compliances
- ❖ Other e Forms Compliances
- ❖ Statutory Registers Compliances
- ❖ Dividend Related Compliances
- ❖ Moa and AOA related Compliances
- ❖ Specific requirements compliances of various provisions under **Companies Act 2013.**



15. Annual Form Filing Info

The screenshot shows a software interface with a menu on the left and a data table below. The menu items include: MOA / AOA, Minutes & Resolutions, Procedures, Directors Report, Summary Report, Annual Form Filing Info (highlighted with a red box and an arrow), and Help. The right side of the menu contains: Compliance Check List, GST Billing, Billing (Old), Utility, DSC Book, MCA21 Utility, Penalties, Misc., Companies Act 2013, Compliance Reminder, Compliance Calendar, and Quit.

Below the menu is a table with the following columns: SN, Company Name, CIN, AGM Date, Form MGT-7, and Form AOC-4. The table contains 16 rows of data. The first row (SN 7) has empty cells. The second row (SN 8) has empty cells. The third row (SN 9) has empty cells. The fourth row (SN 10) has empty cells. The fifth row (SN 11) has AGM Date 08/06/2021 and Form AOC-4 08/06/2021 - 04/06. The sixth row (SN 12) has AGM Date 09/06/2021 and Form AOC-4 08/06/2021 - 04/06. The seventh row (SN 13) has AGM Date 30/09/2021. The eighth row (SN 14) has empty cells. The ninth row (SN 15) has empty cells. The tenth row (SN 16) has empty cells.

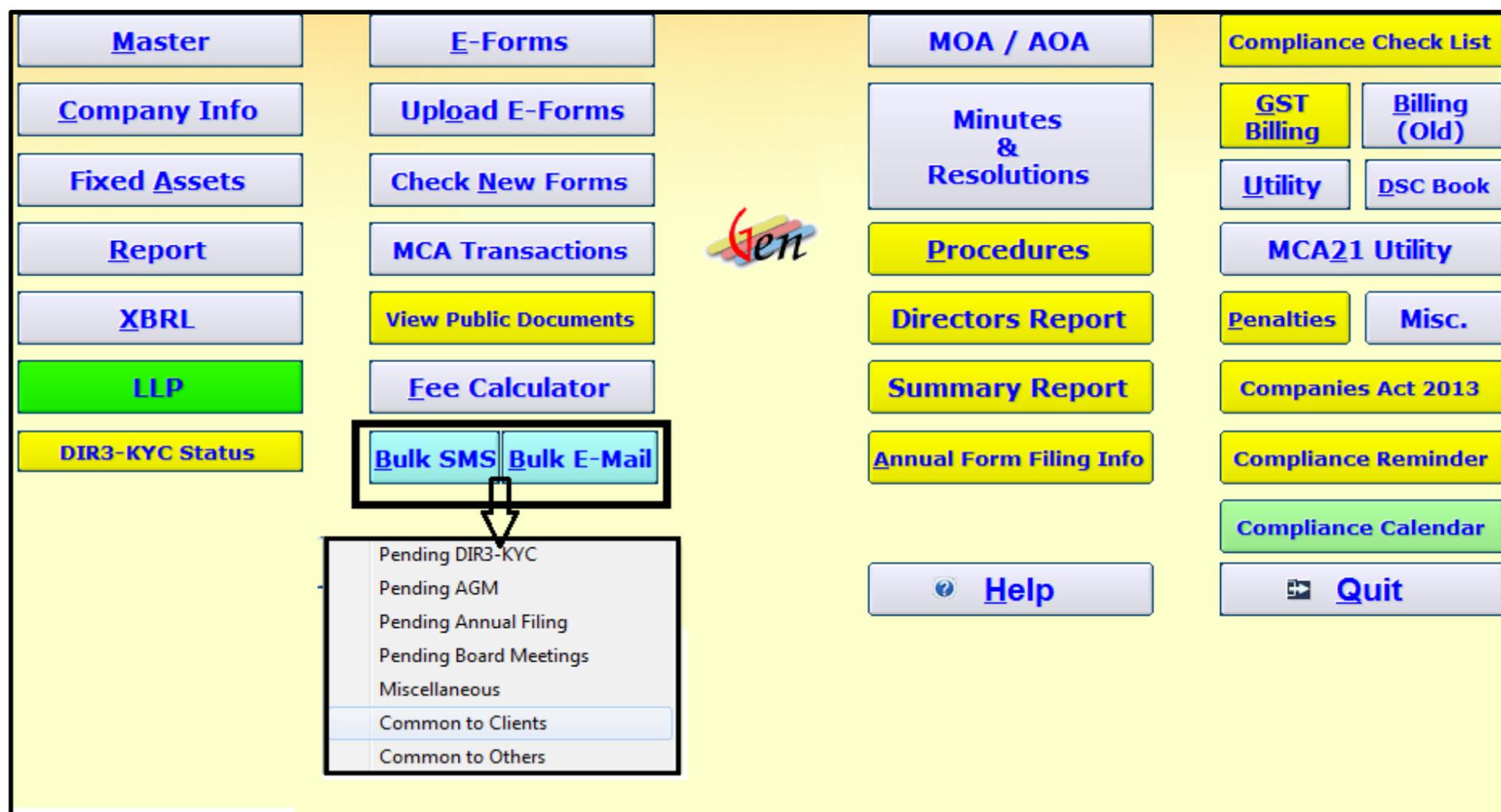
At the bottom of the table, there is a button labeled 'Get Annual Filing Status From MCA' and radio buttons for 'Selected Year' and 'All Years'. There are also 'Print' and 'Back' buttons.

Note:

In our Complaw software you can check the Annual forms (Aoc-4, Mgt-7, Adt-1) filing date with SRN for the companies created in your masters in one click

Go To Annual Form Filing Info> Select Year> Select Get Annual filing Status From MCA

16. Bulk SMS & Bulk E-mail



The screenshot displays a software interface with a central 'Gen' logo. The interface is organized into several columns of buttons. The 'E-Forms' column contains buttons for 'Upload E-Forms', 'Check New Forms', 'MCA Transactions', 'View Public Documents', 'Fee Calculator', and a highlighted 'Bulk SMS' and 'Bulk E-Mail' button. A drop-down menu is open below these buttons, listing options: 'Pending DIR3-KYC', 'Pending AGM', 'Pending Annual Filing', 'Pending Board Meetings', 'Miscellaneous', 'Common to Clients', and 'Common to Others'. Other columns include 'Master', 'Company Info', 'Fixed Assets', 'Report', 'XBRL', 'LLP', 'DIR3-KYC Status', 'MOA / AOA', 'Minutes & Resolutions', 'Procedures', 'Directors Report', 'Summary Report', 'Annual Form Filing Info', 'Help', 'Compliance Check List', 'GST Billing', 'Billing (Old)', 'Utility', 'DSC Book', 'MCA21 Utility', 'Penalties', 'Misc.', 'Companies Act 2013', 'Compliance Reminder', 'Compliance Calendar', and 'Quit'.

Note:

By using this feature you can send messages and Emails to number of clients at a time to inform them regarding pendency if any of Roc compliance on time.

- ❖ Bulk SMS/Bulk E-Mails> Select Message As (Shown In Drop Box) >Select Clients (To Whom You Want To Send SMS/E-Mail)> Select Proceed.
- ❖ You can add your own template as well in the software by selecting common to others option from the drop box

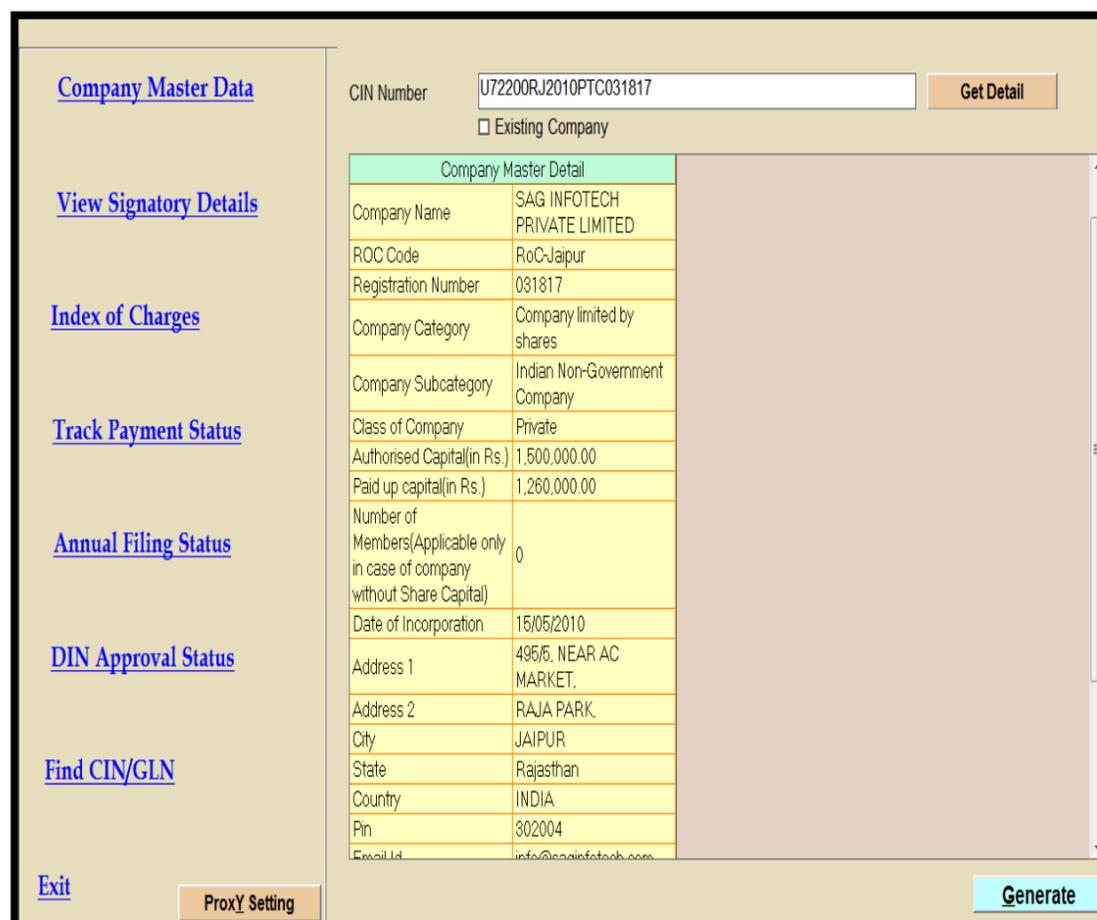
17. MCA 21 Utility



In this feature of our software you can view various database of any Company by entering CIN/DIN/SRN.

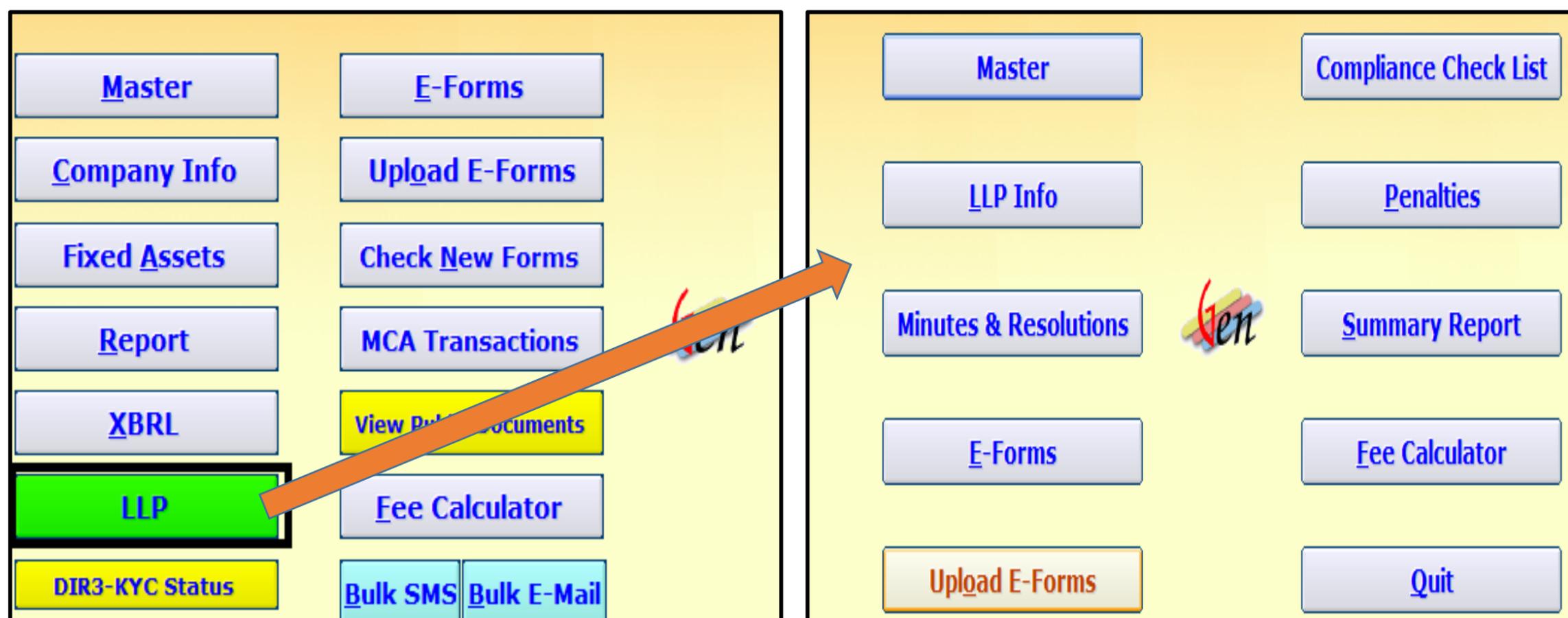
Various Database includes:

- ❖ Company Master Data
- ❖ Signatory Details
- ❖ Index of Charges
- ❖ Track Payment Status
- ❖ Annual Filing Status
- ❖ Din Approval Status



Company Master Detail	
Company Name	SAG INFOTECH PRIVATE LIMITED
ROC Code	RoC-Jaipur
Registration Number	031817
Company Category	Company limited by shares
Company Subcategory	Indian Non-Government Company
Class of Company	Private
Authorised Capital(in Rs.)	1,500,000.00
Paid up capital(in Rs.)	1,260,000.00
Number of Members(Applicable only in case of company without Share Capital)	0
Date of Incorporation	15/05/2010
Address 1	495/5, NEAR AC MARKET,
Address 2	RAJA PARK,
City	JAIPUR
State	Rajasthan
Country	INDIA
Pin	302004
Email Id.	info@saginfotech.com

18. LLP



Note:

- ❖ In this feature of our software we have provided the option for LLP Roc compliance work including preparation and generation of various LLP forms. You can create LLP, prefill the master data by providing LLPIN and import master data of LLP from mca21 portal.
- ❖ Preparation Various minutes & resolution and E-forms



Thank You and Be in Touch

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