



# SOFT SOLUTIONS

Soft solutions for those who can't afford to make errors.

## HELP MANUAL

# BASIC FEATURES TO USE COMPANY LAW SOFTWARE



As we said we provide the best and easy solution to our client...

This help manual gives you the simple procedure. Through which you can easily access our software functions & features.

By following procedure given below.



## PROCEDURE STEPS...

### Step 1

- ❖ Company creation :  
MASTER > Company > New Company
- ❖ Create Master data of the Directors:  
Master > Director
- ❖ Create master data of the subscribers:  
MASTERS> SUBSCRIBER
- ❖ Create master of CA/CS:  
Master> CA/CS MASTER

**NOTE** :In our software we gives you the facility to import the master through MCA  
Master data of company and director  
IN OUR SOFTWARE FACILITY TO IMPORT DIRTECTORS DETAI  
DIRECTORS MASTER IS PROVIDED.



## PROCEDURE STEPS...

- STEP 1: CREATE COMPANY :
- STEP 2: MAKE NECESSARY APPOINTMENT OF DIRECTORS, CA/CS OF EACH COMPANY:

The screenshot displays a software interface for company management. The 'Company' menu is open, showing options: New Company, Alter Company, Delete Company, Backup Company, Restore Company, Close Company, Company List Setup, Masters List Setup, Import From Excel, Director, Subscriber, Relative, CA/CS Master, Subsidiary Company, and Investors. A callout bubble points to the 'New Company' option with the text 'Fill the details of given option.' The interface includes various buttons for company information, assets, reports, and compliance. The user is identified as 'ADMINISTRATOR'.

User : ADMINISTRATOR  
Authorised Signatory Press F  
Change Company Press F  
Application Directory (Ver: Server)

## Step 2

**Make necessary appointment of directors, CA/CS of each company:**

Company Info> Director

Company Info>CA/CS

**Enter the Particulars of Subscriber(Detail of subscriber) of each company.**

Company Info>Subscriber

**Enter the capital set of each company:**

Company Info>Share capital>Initial(authorized).

**SAG**  
LIVE SUPPORT

**Company e-Filing**  
RELIANCE AGENCY PVT

**Master**

**Company Info**

**Fixed Assets**

**Report**

**XBRL**

- Share Capital
- Debenture Capital
- Director
- CA/CS
- Subscriber
- Subscriber - Director Setup
- Authorised Signatory
- Debenture details
- AGM Setup
- Change in Name of Company
- Change in Address of Company
- Creation of Charges
- Charge Holder
- Modification of Charges
- Registration of Resolution
- Registration of Agreement
- Resolution Register
- Contracts
- Seal Book
- Deposit
- Investment
- Profit and Loss A/c
- Balance Sheet
- Meeting Minutes

To Change Company Press F3  
For Authorised Signatory Press F4  
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**Gen**

**GEN**

## 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 form press F4.**



# E-Forms

SAG here ...

All the e-Forms are available for MCA21, You can

1. Generate e-Forms
2. Digitally Sign the e-Forms.

<div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Master</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Company Info</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Fixed Assets</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Report</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">XBRL</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Bulk SMS</div>	<div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999; border-color: #FF9900;">E-Form</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Upload E-Forms</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Check New Forms</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">MCA Transactions</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Fee Calculator</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Bulk E-Mail</div>	<div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">MOA / AOA</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Minutes &amp; Resolutions</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Notice</div> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">MGT-9</div> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Directors Report</div> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Summary Report</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Help</div>	<div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Compliance Check List</div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> <div style="background-color: #D9E1F2; padding: 2px 5px; border: 1px solid #999;">Billing</div> <div style="background-color: #D9E1F2; padding: 2px 5px; border: 1px solid #999;">DSC Book</div> </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> <div style="background-color: #D9E1F2; padding: 2px 5px; border: 1px solid #999;">Utility</div> <div style="background-color: #D9E1F2; padding: 2px 5px; border: 1px solid #999;">Misc.</div> </div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">MCA21 Utility</div> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Penalties</div> <div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Companies Act 2013</div> <div style="background-color: #00FF00; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">LLP</div> <div style="background-color: #D9E1F2; padding: 5px; margin-bottom: 5px; border: 1px solid #999;">Quit</div>
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Current User : ADMINISTRATOR  
 Authorised Signatory Press F4  
 Change Company Press F3  
 Application Directory (Ver: Server)  
 Data Directory (Ver: Server)

By the help of E-FORM you can generate all E-forms regarding ROC filing. Which is as updated according to the department . Attachment facility is also provided with each type of E-forms.

When you open the E-FORM option you can get all type of forms

The image shows a screenshot of a web application interface for e-Forms. At the top, there is a green header bar with the text "e-Forms" in blue. Below this, the interface is divided into two columns of yellow buttons with blue text. The left column contains: "Annual Filing Forms", "XBRL Related Forms", "Company Incorporation", "Director Related Forms", "Company Registration Forms", and "Other Attachments". The right column contains: "Compliance Related Forms", "Charge Related Forms", "Informational Services Forms", "Approval Services Forms", "Other e-Forms", and "Exit".

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
Other Attachments	Exit



## E-filing forms

### **FOR COMPANY INCORPORATION:**

Such type of forms are :

**Form INC 1:** Application for the reservation of the name

**Form INC 7:** Application for the incorporation of company

**Form INC 22 :**Notice of situation or change of situation or registered office.

**Form DIR 12:** Particulars of appointment of director.

### **FOR THE ANNUAL FILING FORM:**

ANNUAL FILING forms {form 20 B, 23AC, 23ACA, 21A, 66}

### **IMPRTANT NOTE:**

For generating annual return firstly you will have to fill the form 20B.then after only annual return can be generated.

**For annual return generation.**

➤**Report> annual returns**

## E-filing forms

### **FOR FILING FORM MGT: 14**

**STEP 1:** CREATE RESOLUTION FOR WHICH MGT: 14 IS BEING FILED:  
MASTER > RESOLUTION

**STEP2:** THEN REGISTER THE RESOLUTION:  
COMPANY INFO > REGISTRATION OF RESOLUTION > NEW > REGISTER

**STEP 3:** THEN FILL UP THE E FORM:  
E FORMS >INFORMATIONAL SERVICES FORMS> FORM MGT: 14.

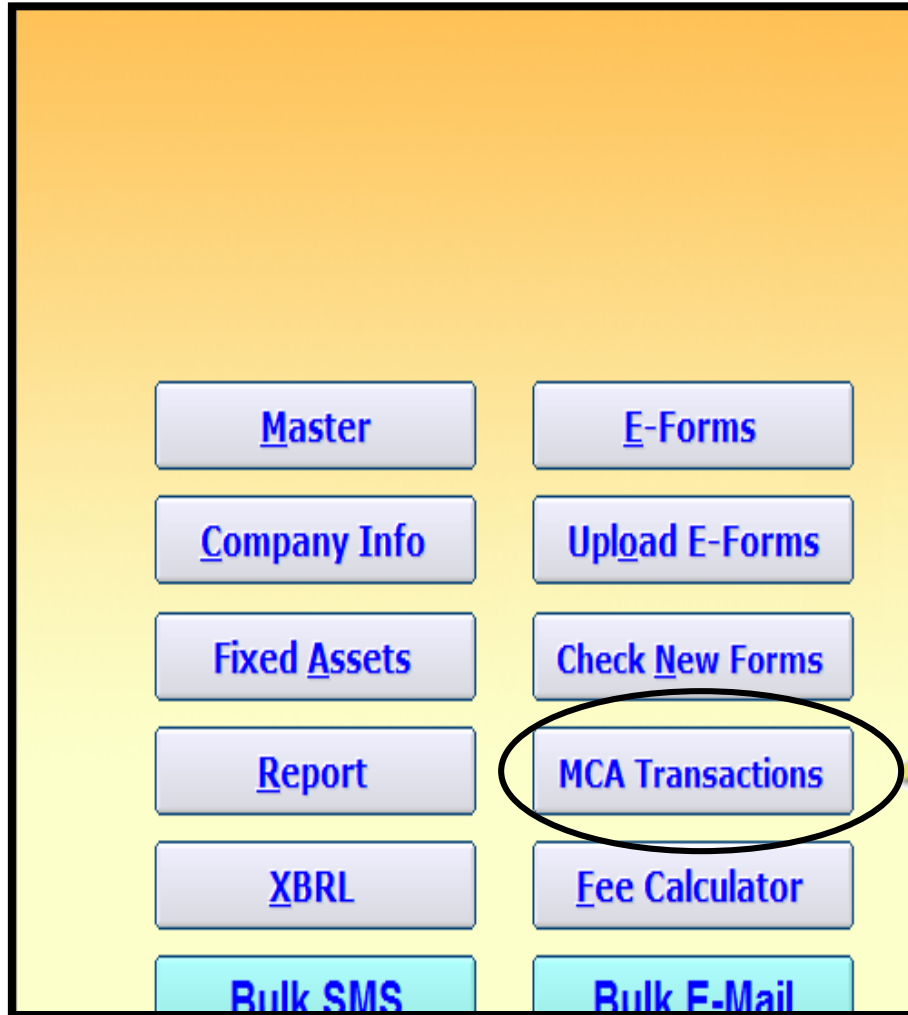
### **FOR FILING FORM CHG: 1**

**STEP 1:** CREATE THE PARTICULAR OF THE CHARGES AND CHARGE  
HOLDER:

COMPANY INFO > CREATION OF CHARGES  
COMPANY INFO >CHARGE HOLDER

**STEP 2:** GENERATION OF THE FORM CHG 1:  
E-FORMS >CHARGE RELATED FORMS>FORM CHG: 1

## MCA RELATED



IN THIS FEATURE OF OUR SOFTWARE YOU CAN VIEW THE TRANSACTION STATUS OF VARIOUS E FORMS LIKE SRN OF THE E FORM, DATE OF FILING, SERVICE TYPE ETC. **FOR VIEW FOLLOW THE BELOW STEPS:**  
**MCA TRANSACTIONS > GET**

**TRANSACTION STATUS FROM MCA 21>**

**SELECT USER NAME**

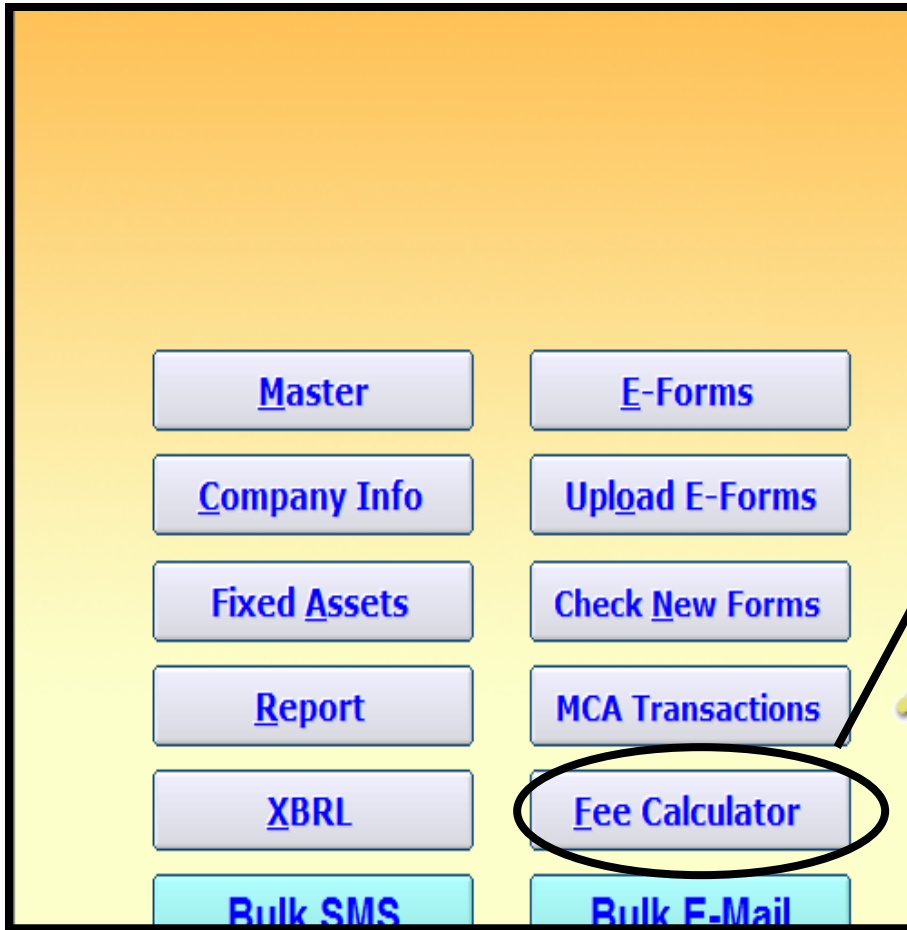
**PASSWORD>SUBMIT**

**NOTE:**

ENTER THAT USER ID AND PASSWORD FROM WHICH E FORMS WERE BEING FILED.

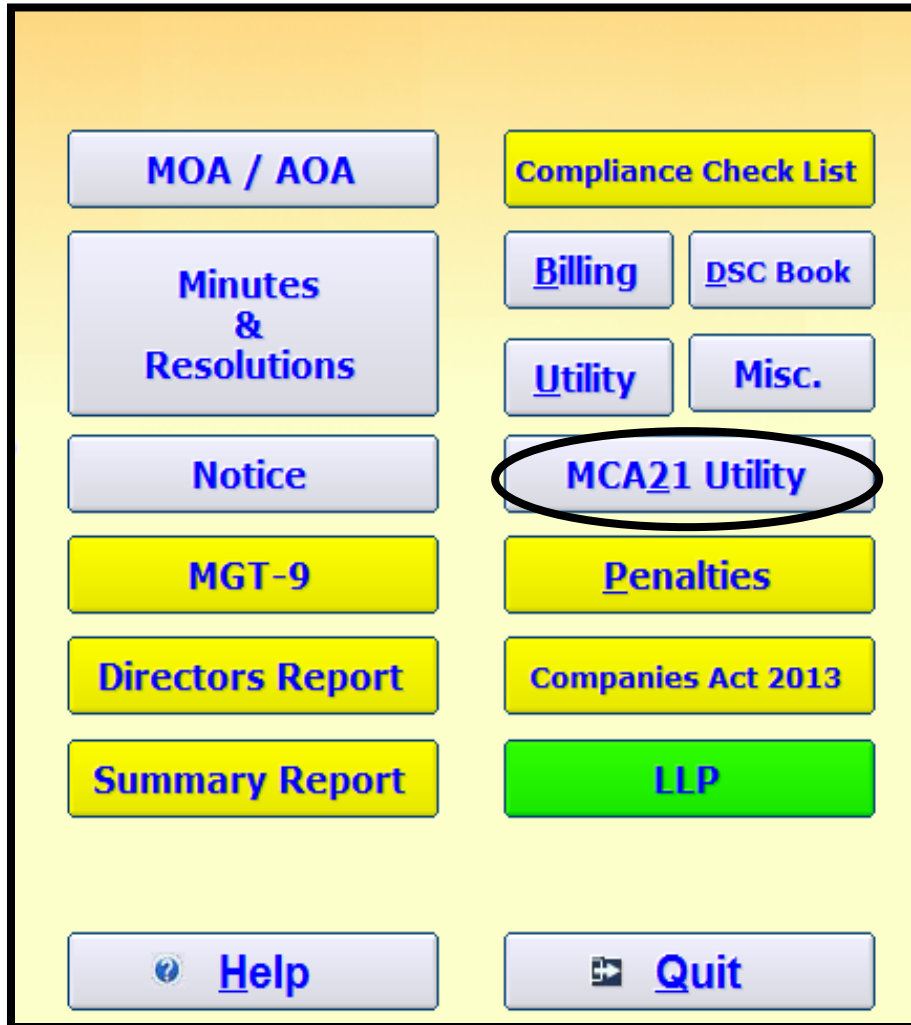
## Fee calculator:

You can view the fees of  
VARIOUS E forms as  
provided by the MCA.



↓  
fees calculator  
↓  
select e form

# MCA 21 UTILITY



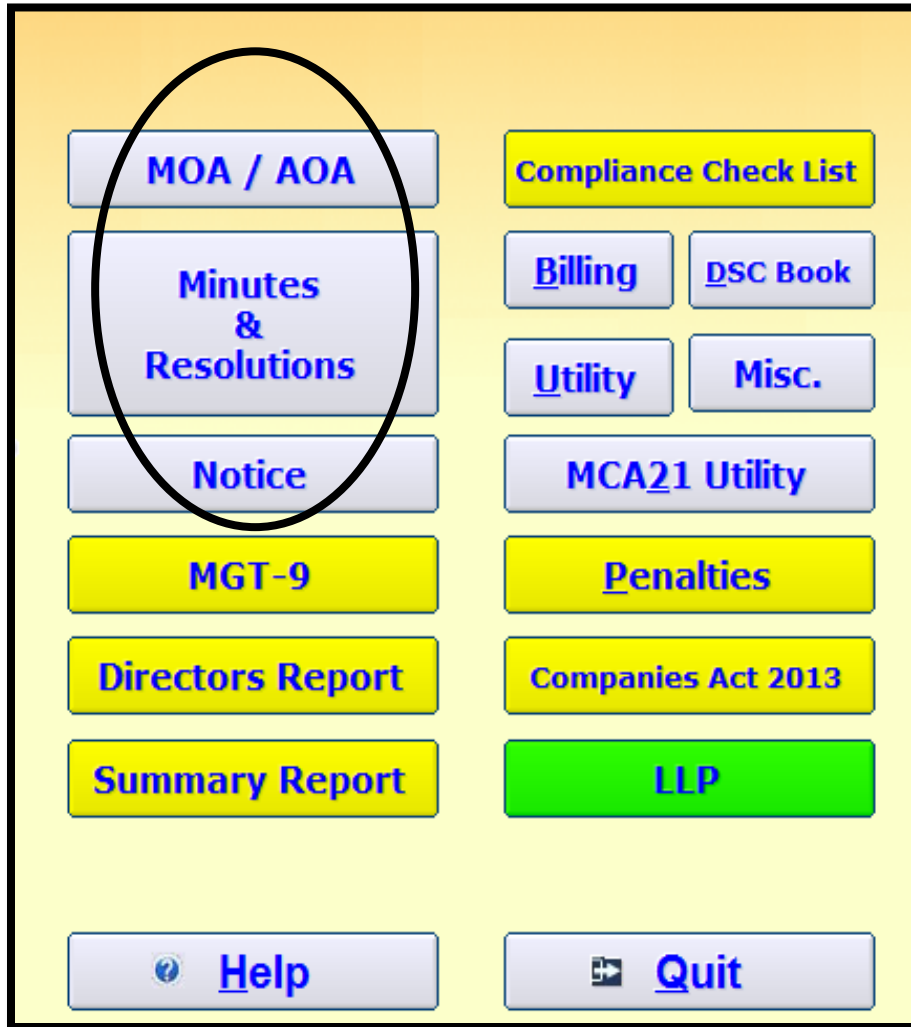
In this feature of our software you can view various database of any company by entering CIN/DIN/SRN.

Various DATABASE includes:

- ❖ company master data
- ❖ signatory details
- ❖ index of charges
- ❖ track payment status
- ❖ annual filing status
- ❖ din approval status



## SECRETARIAL RELATED



### RESOLUTIONS/MINUTES/NOTICES

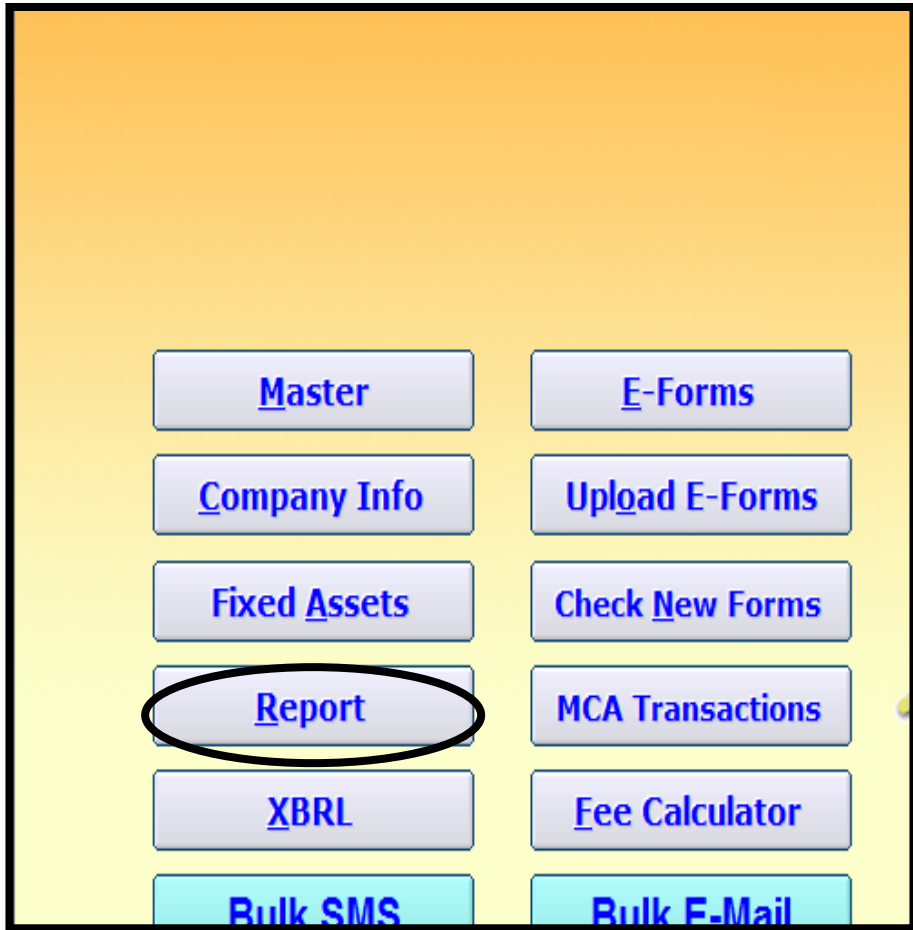
❖ In this feature of our software you can find Various formats of resolutions/minutes/notices as per new companies act 2013.

❖ all types of resolution i.e. board, ordinary as well as special resolutions are included.

❖ all types of meeting minutes i.e. BOARD, AGM, EOGM minutes are included.

❖ all types of notices i.e. board, AGM, EOGM and other formats of notices are included.

# REPORTS



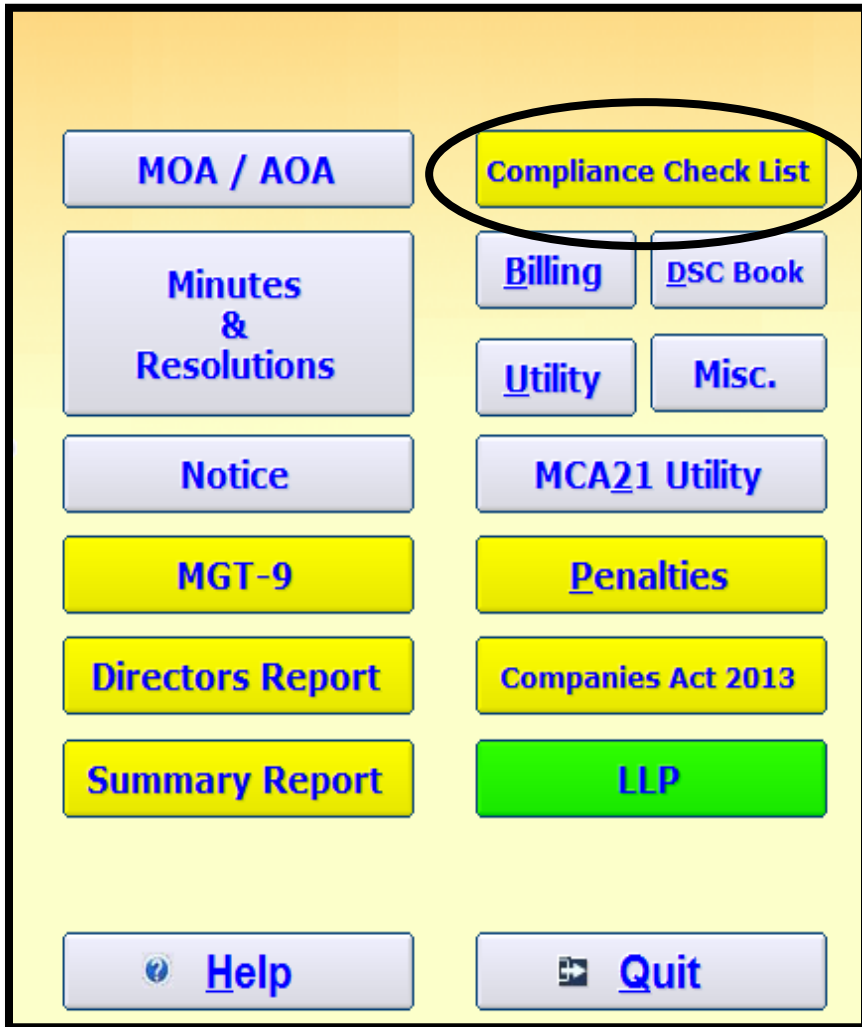
## REGISTERS/REPORTS/CERTIFICATES RELATED

- ❖ Various formats of Statutory registers as per companies act 2013 are built in our software.
- ❖ Report > Statutory registers
- ❖ Various reports can be generated such as directors report, assets acquisition report etc under the tab report.
- ❖ Various certificates as per companies act 2013 can be generated such as share certificate, compliance certificate etc under the tab report.

# COMPLIANCE CHECK LIST

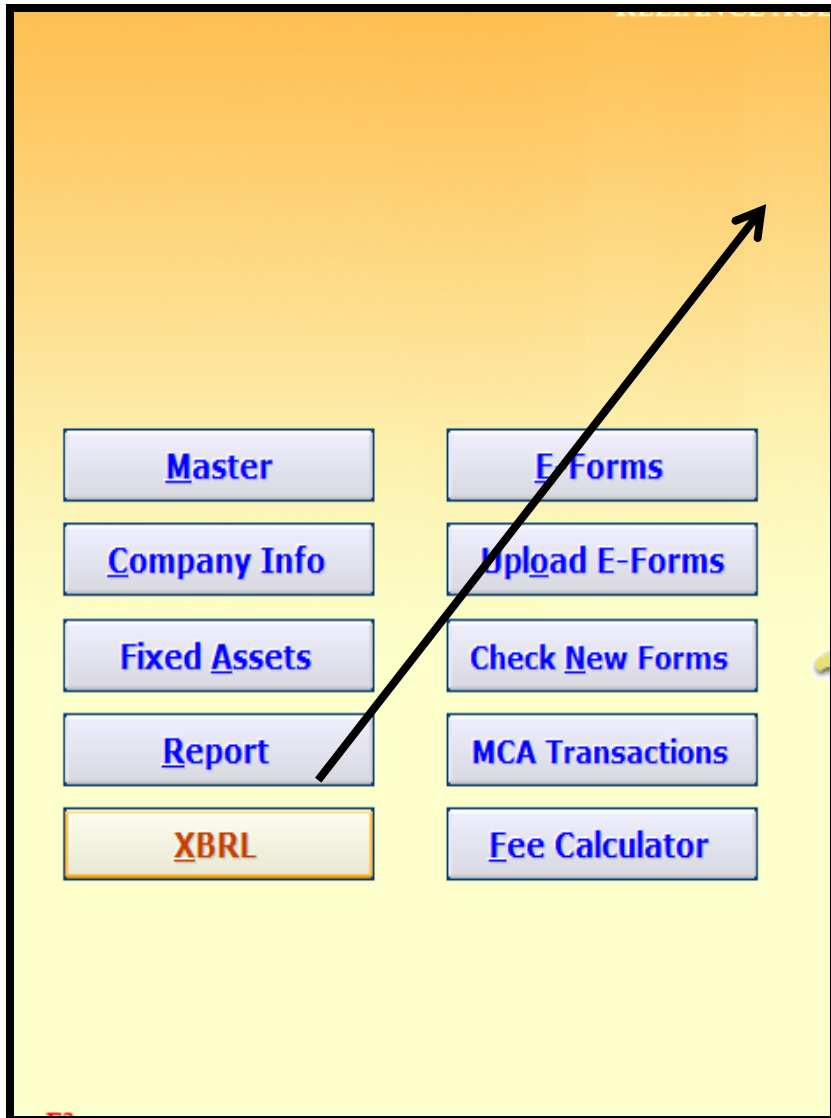


## COMPLIANCE CHECKLIST INCLUDES



- ❖ 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 new companies act 2013.





XBRL is a boon for professionals dealing with preparation & e –filling of balance sheet, profit & loss A/c in XBRL format as per taxonomy & validation tool of MCA

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

- Step 1:** Feeding the whole financial data with all relevant Notes and Disclosures in Gen-XBRL utility, available for download with Latest Revised Schedule-VI 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.

**Thank you for your Valuable time. We assure you the best Services.**

Also contact for  
**OUTSOURCING**  
work by Our  
Professionals.



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