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

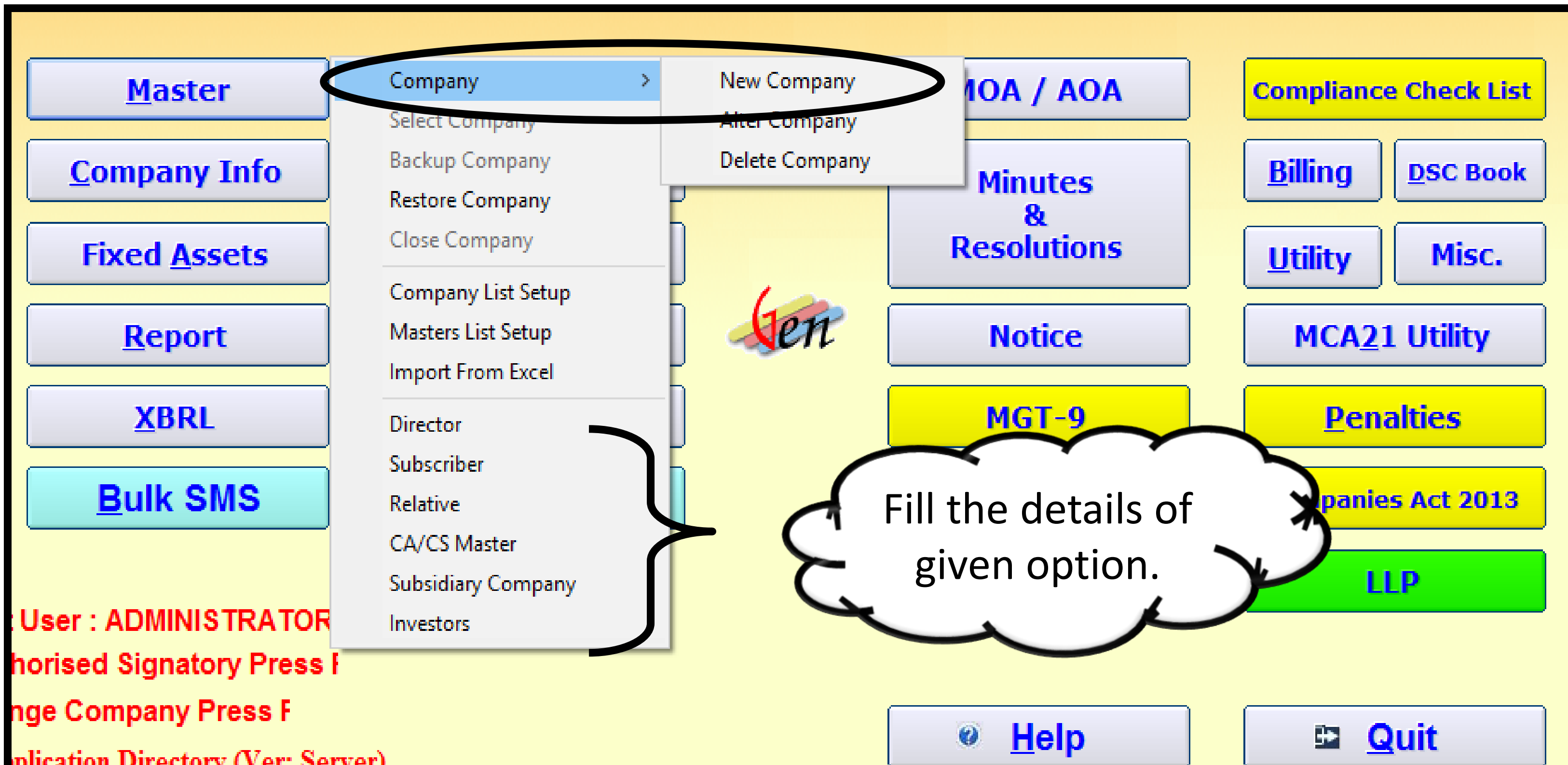
- ❖Create master data of the subscribers:
  MASTERS> SUBSCRIBER

- ❖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:



Step 2

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

Company Info> Director

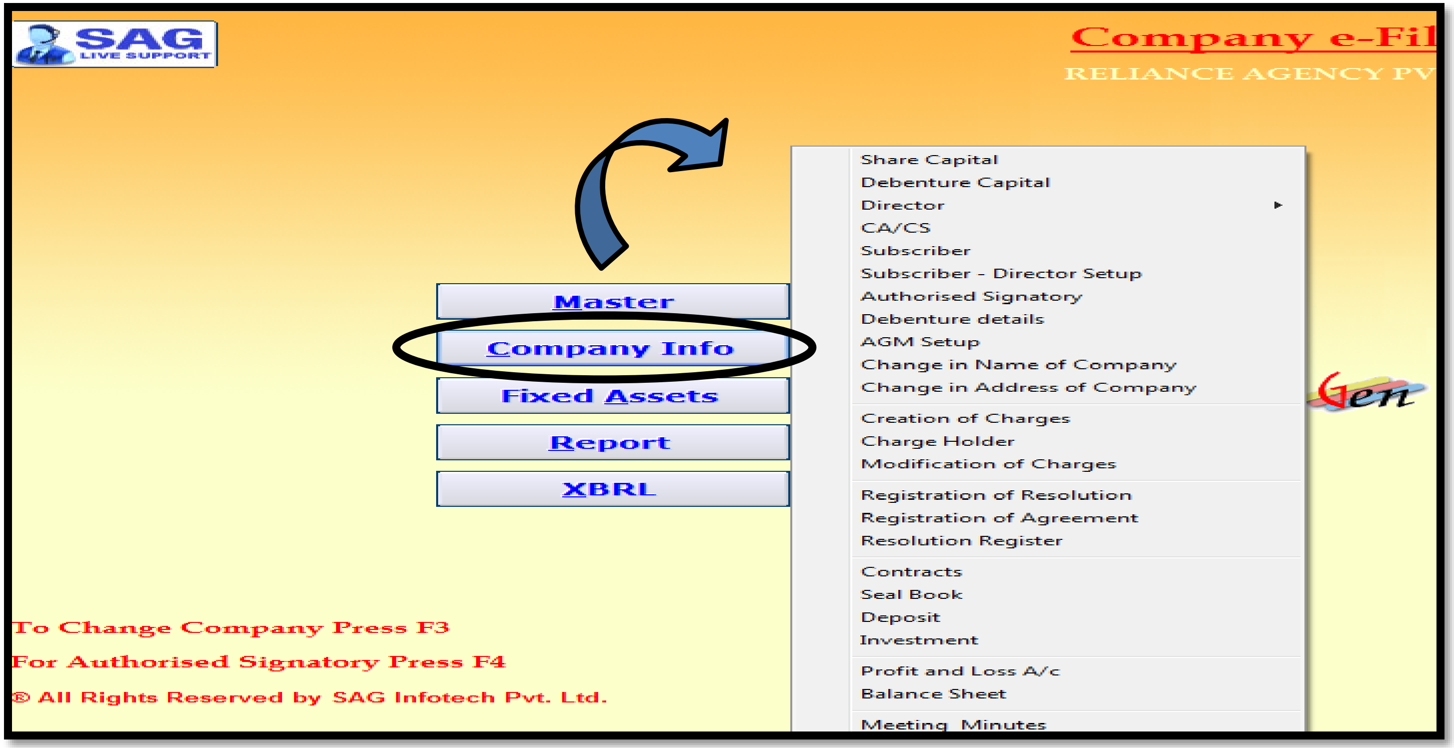
Company Info>CA/CS

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).

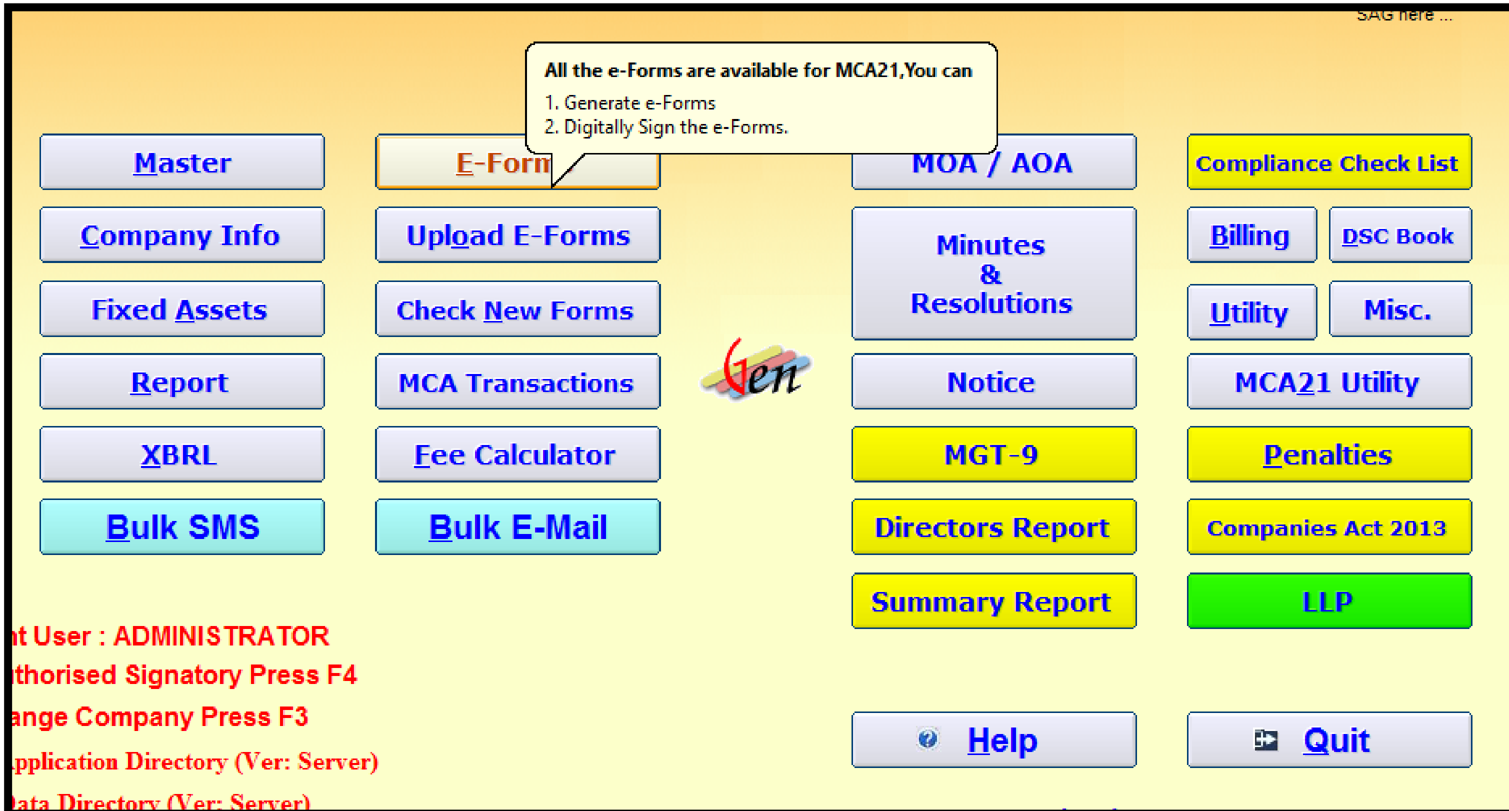


Keep in mind

Important Note

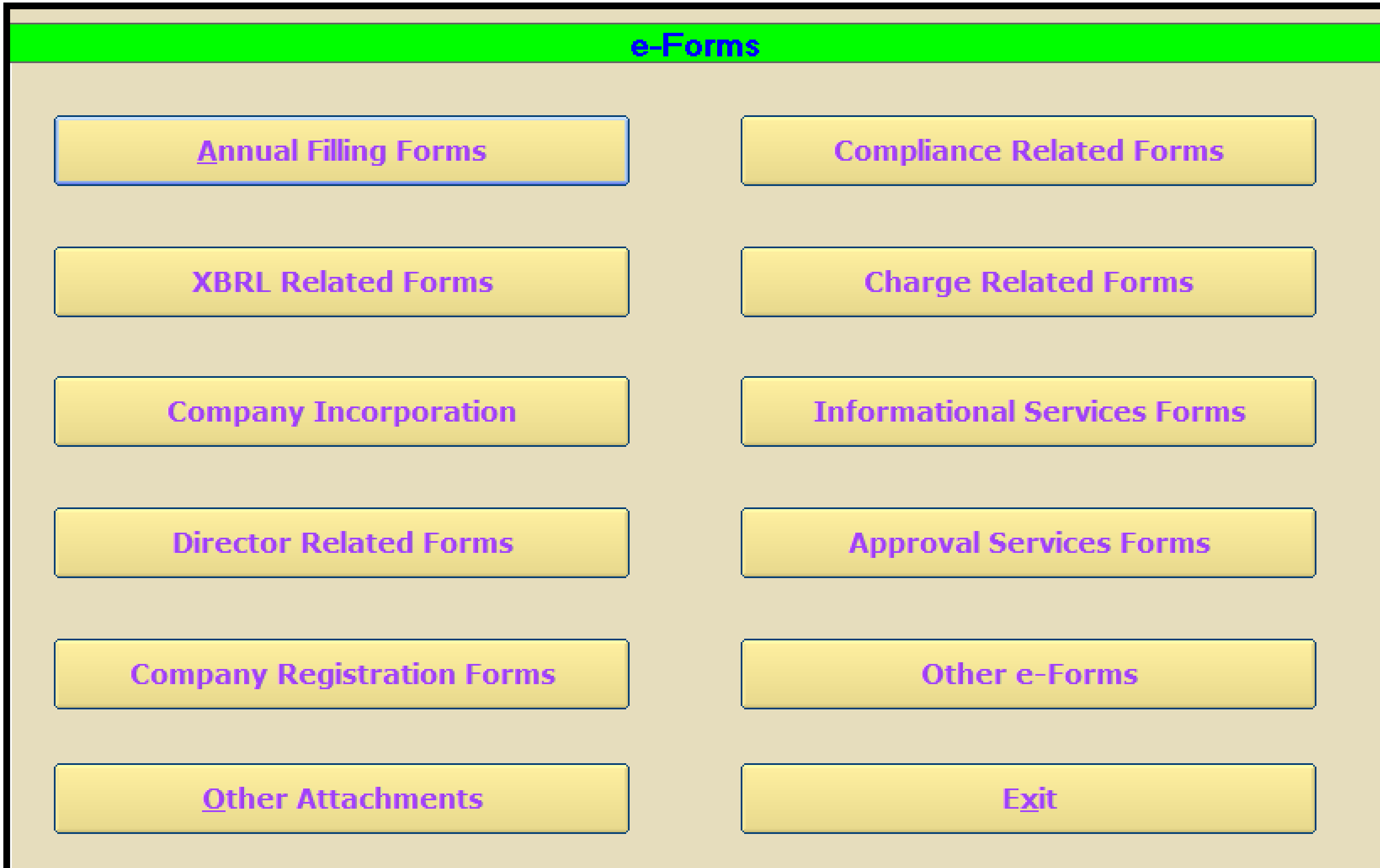
- Master tab in the software is used for creating database from all companies point of view.
- Company Info tab in the software is used for creating database for a single company.
- For viewing the authorized signatories of the company in the e form press F4.

E-Forms



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



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

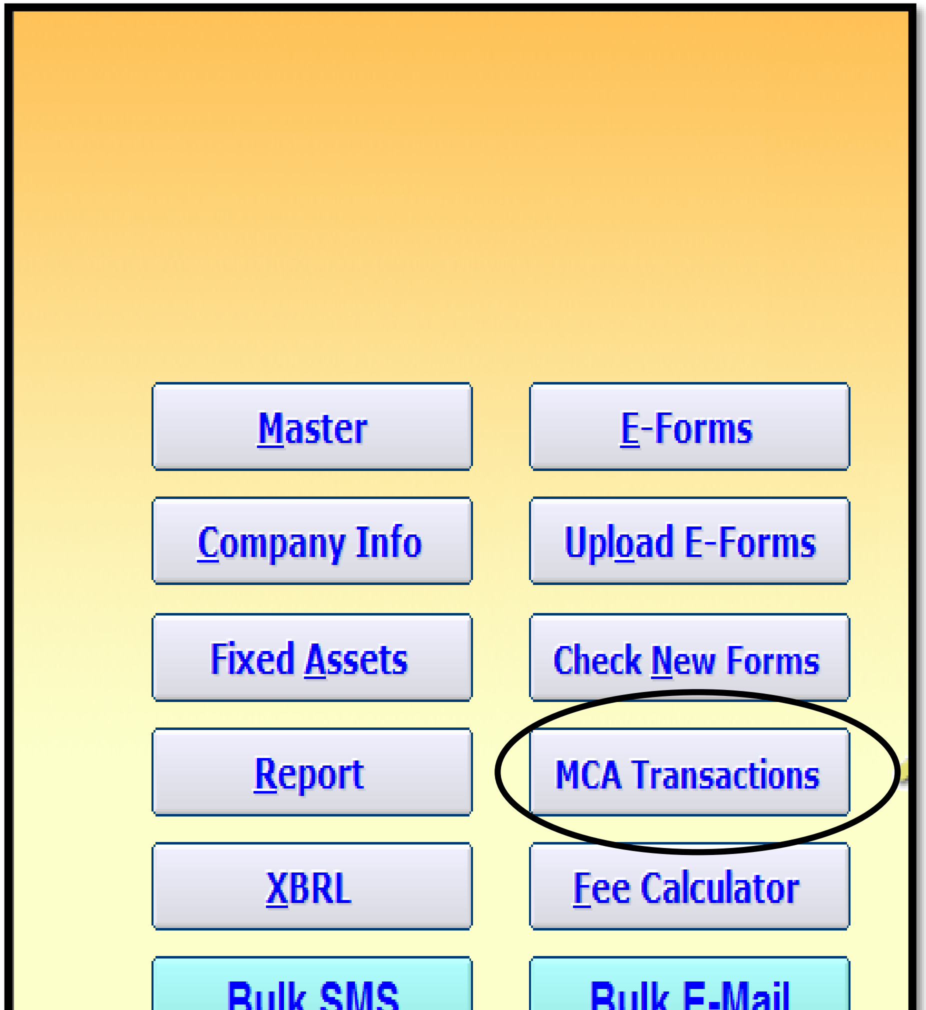
STEP 3: THEN FILL UP THE E FORM:
E FORMS >INFORMATIONAL SERVICES FORMS> FORM MGT: 14.

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>

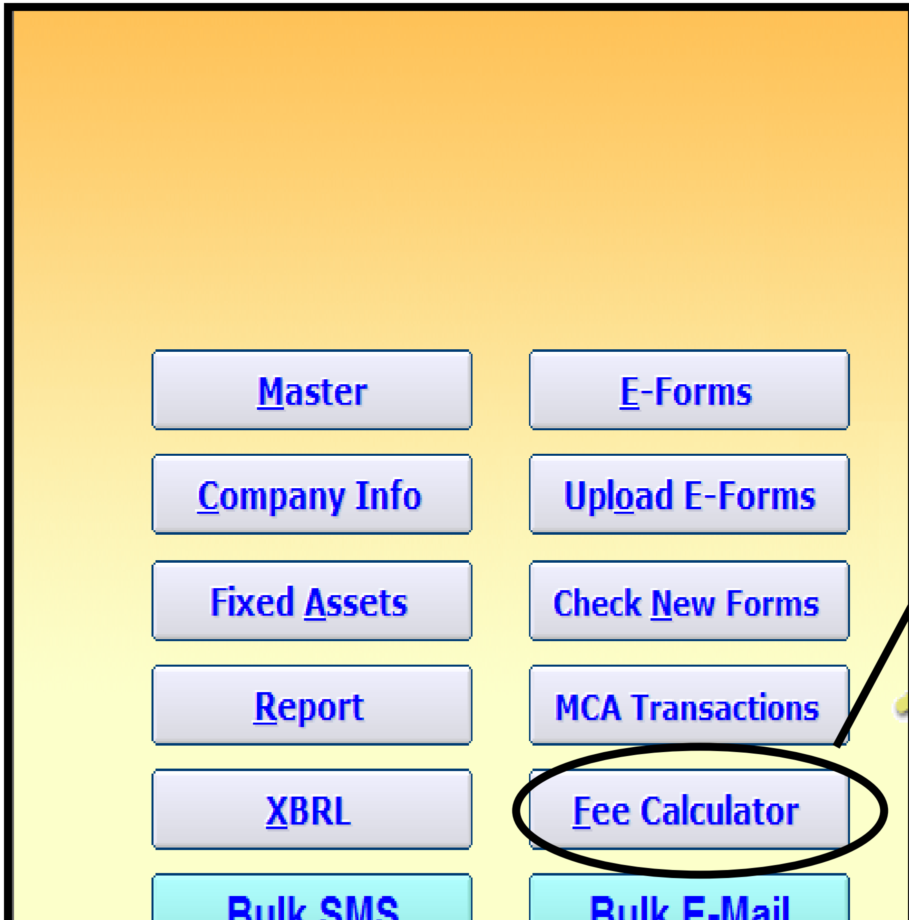
SELECT USER NAME

PASSWORD>SUBMIT

NOTE:

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

Fee calculator:

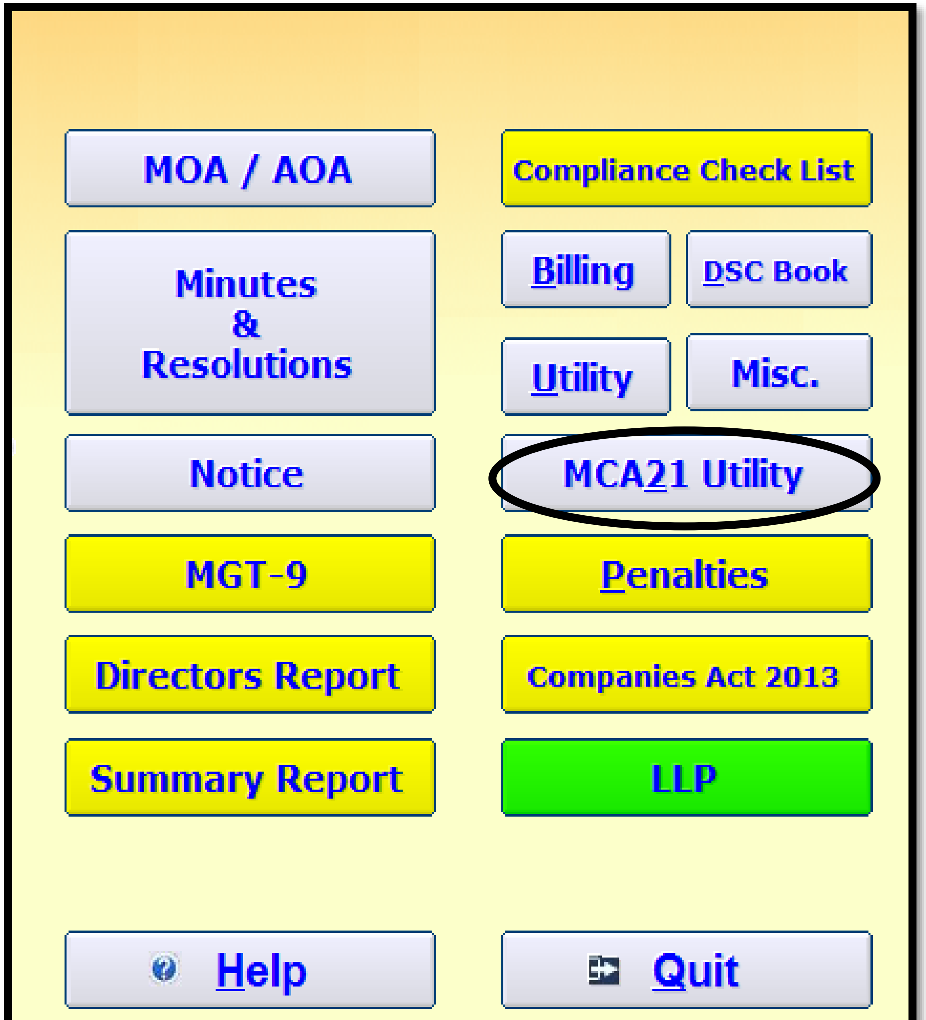


You can view the fees of VARIOUS E forms as provided by the MCA.

fees calculator

select e form

MCA 21 UTILITY



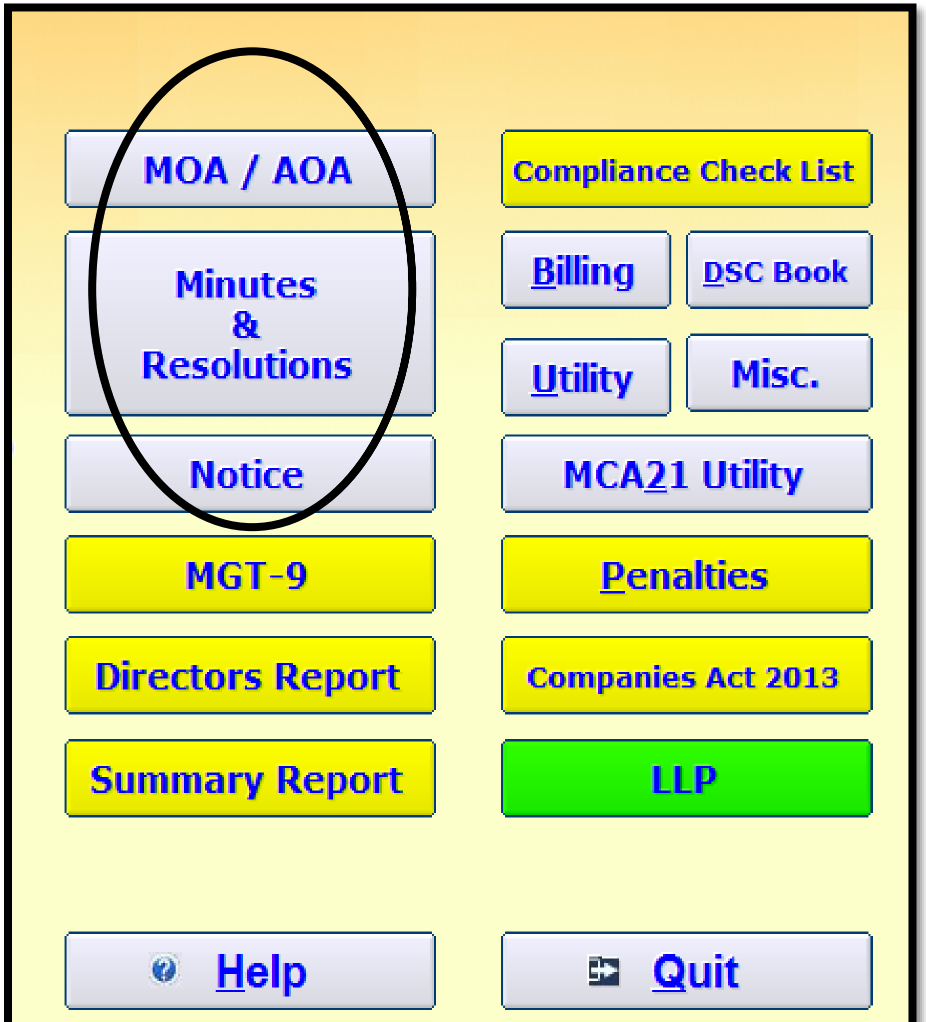
In this feature of our software you can view various database of any company by entering CIN/DIN/SRN.

Various DATABASE includes:

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

Ministry of Company Affairs
Government of India

SECRETARIAL RELATED



RESOLUTIONS/MINUTES/NOTICES

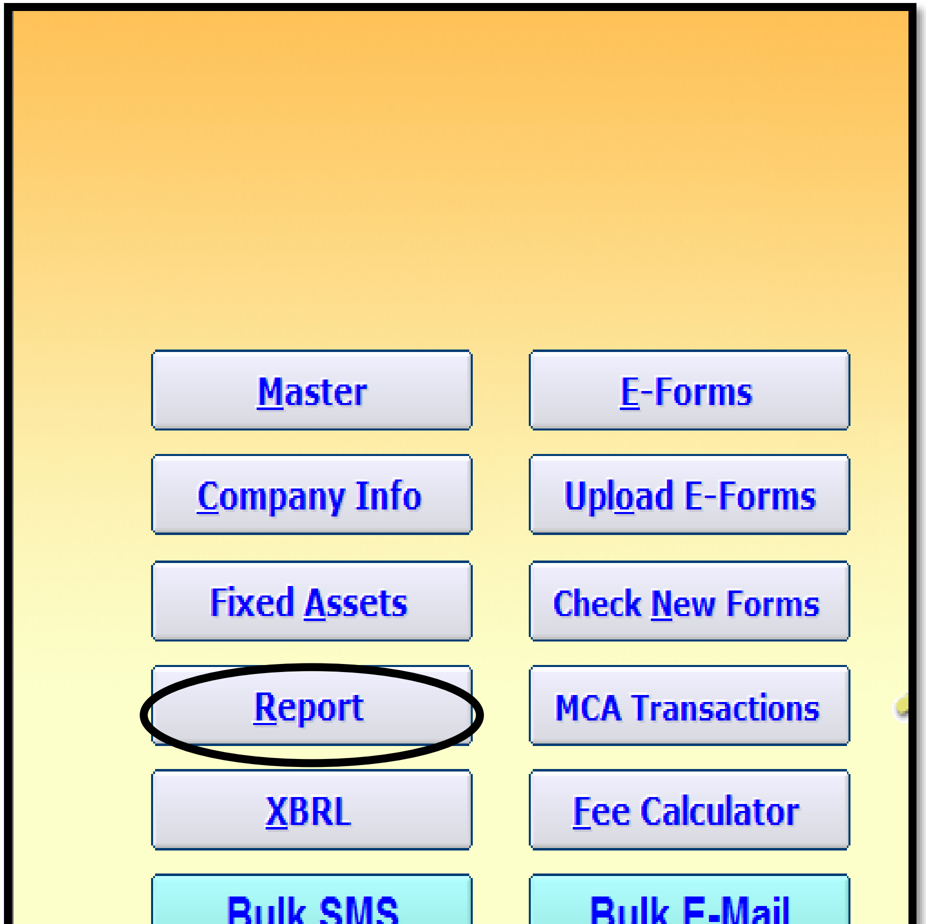
- In this feature of our software you can find Various formats of resolutions/minutes/notices as per new companies act 2013.

- 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.

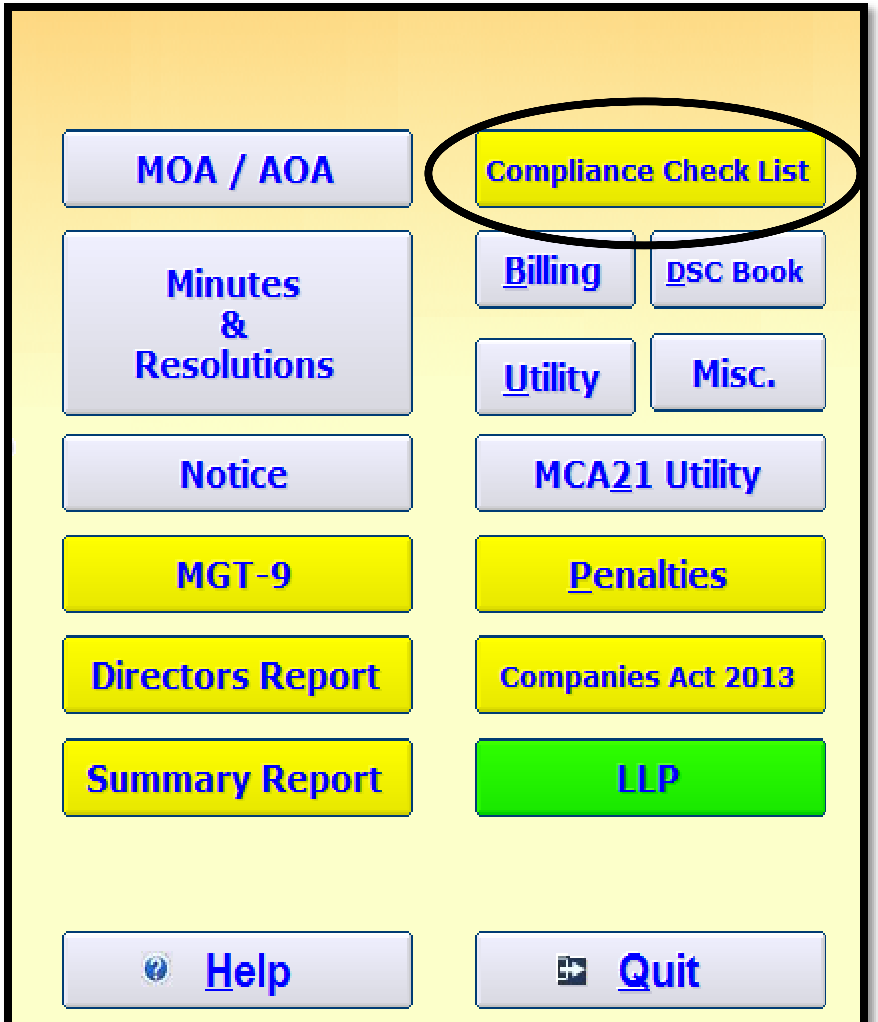
❖ Report > Statutory registers

❖ Various reports can be generated such as directors report, assets acquisition report etc under the tab report.

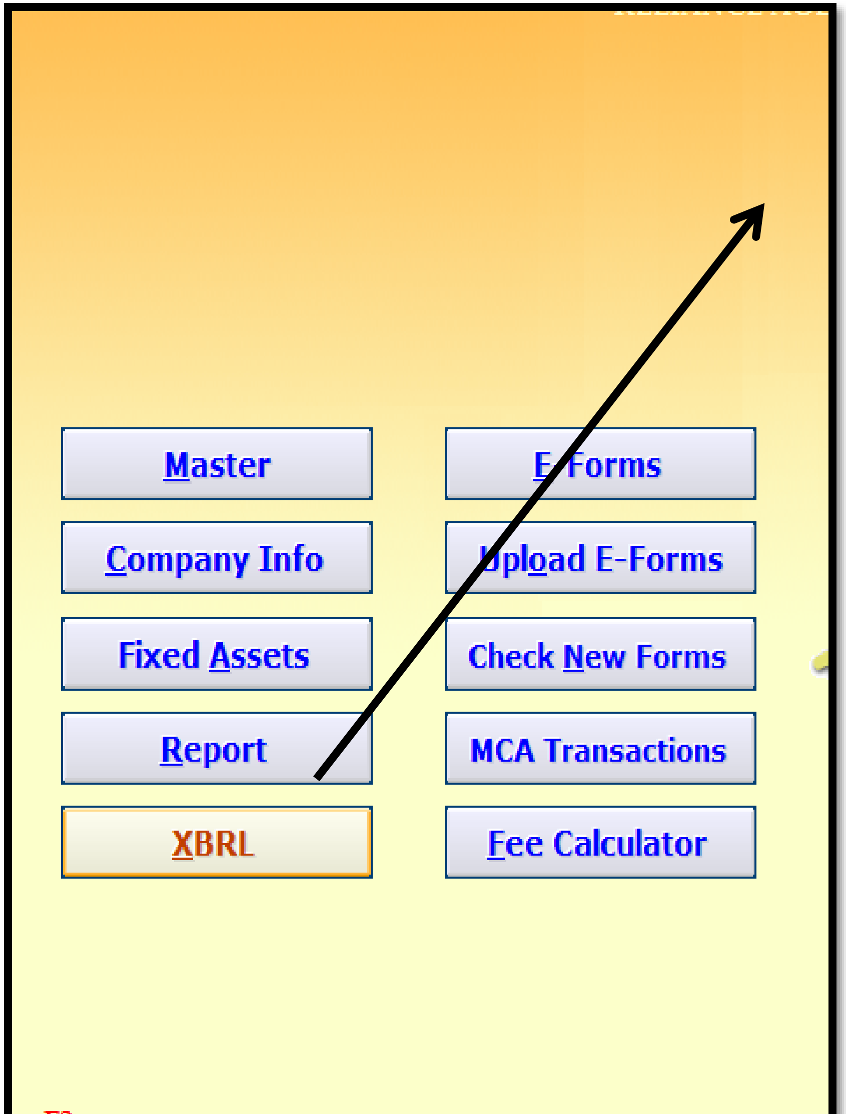
❖ Various certificates as per companies act 2013 can be generated such as share certificate, compliance certificate etc under the tab report.

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.

Corporate Office :-
1st Floor, H.No.3-6-146/A/1, Cresent House, Himayat Nagar, Hyderabad, Telangana - 500029.
Phone : 040 -23269570 ,91+9348587878
Email : info@gen-india.com
Website: http://gen-india.com