

HELP MANUAL

BASIC FEATURES TO USE
COMPANY LAW SOFTWARE

**SAG InfoTech Private
Limited**

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

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 Give You The Facility To Import The Master Through MCA Master Data Of Company And Director
- In Our Software, Facility To Import Directors Details From Directors Master

PROCEDURE STEPS...

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

Company e-Filer 2.14.8

Press F3
by Press F4
G Infotech Pvt. Ltd.

Fill the details of given option.

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).

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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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INFOTECH

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

Company e-Filer 2.14.8
RELIANCE AGENCY PVT LTD 2013-14

All the e-Forms are available for MCA21, You can
1. Generate e-Forms
2. Digitally Sign the e-Forms.

The screenshot displays a software interface with a yellow background. At the top, it reads 'Company e-Filer 2.14.8' in red and 'RELIANCE AGENCY PVT LTD 2013-14' in yellow. A central callout box contains text about MCA21 e-forms. The interface is organized into four columns of buttons. The first column includes 'Master', 'Company Info', 'Fixed Assets', 'Report', and 'XBRL'. The second column, which is highlighted with an orange border, includes 'E-Forms', 'Upload E-Forms', 'Check New Forms', 'MCA Transactions', and 'Fee Calculator'. The third column includes 'MOA / AOA', 'Resolutions', 'Minutes', 'Notice', and 'Companies Act 2013'. The fourth column includes 'Compliance Check List', 'Billing', 'DSC Book', 'Utility', 'Misc.', 'MCA21 Utility', and 'Quit'. A 'Gen' logo is visible in the center of the interface.

Master	E-Forms	MOA / AOA	Compliance Check List	
Company Info	Upload E-Forms	Resolutions	Billing	DSC Book
Fixed Assets	Check New Forms	Minutes	Utility	Misc.
Report	MCA Transactions	Notice	MCA21 Utility	
XBRL	Fee Calculator	Companies Act 2013	Quit	

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-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

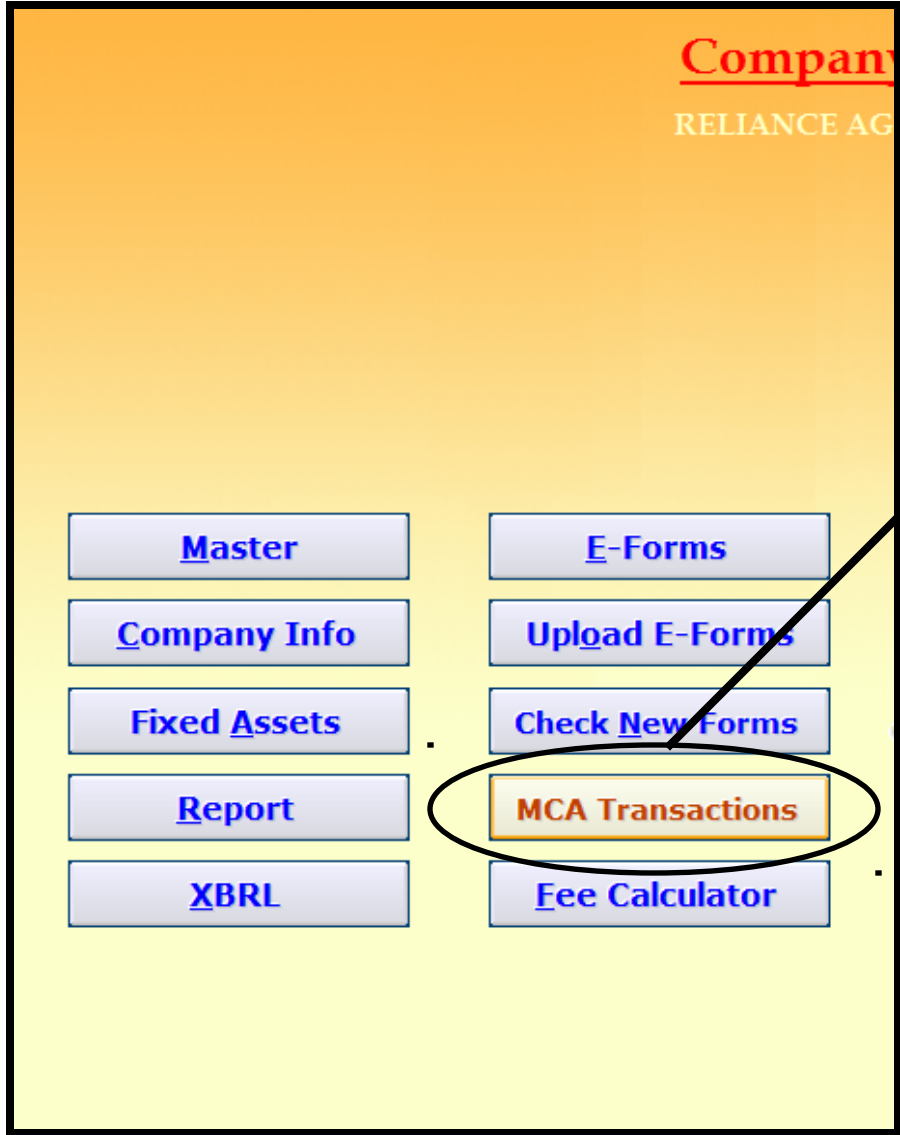
STEP 1: CREATE THE PARTICULAR OF THE CHARGES AND CHARGE
HOLDER:

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

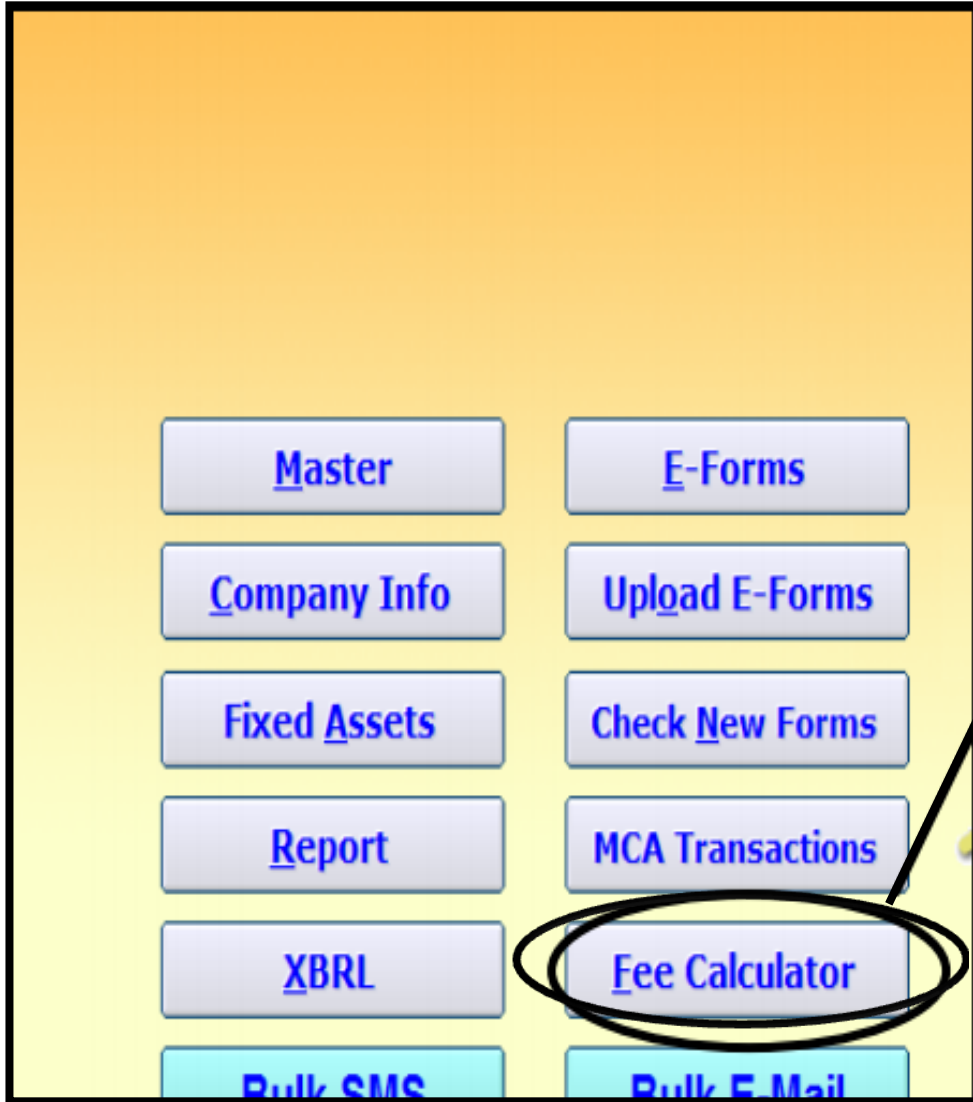


PASSWORD>SUBMIT

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.

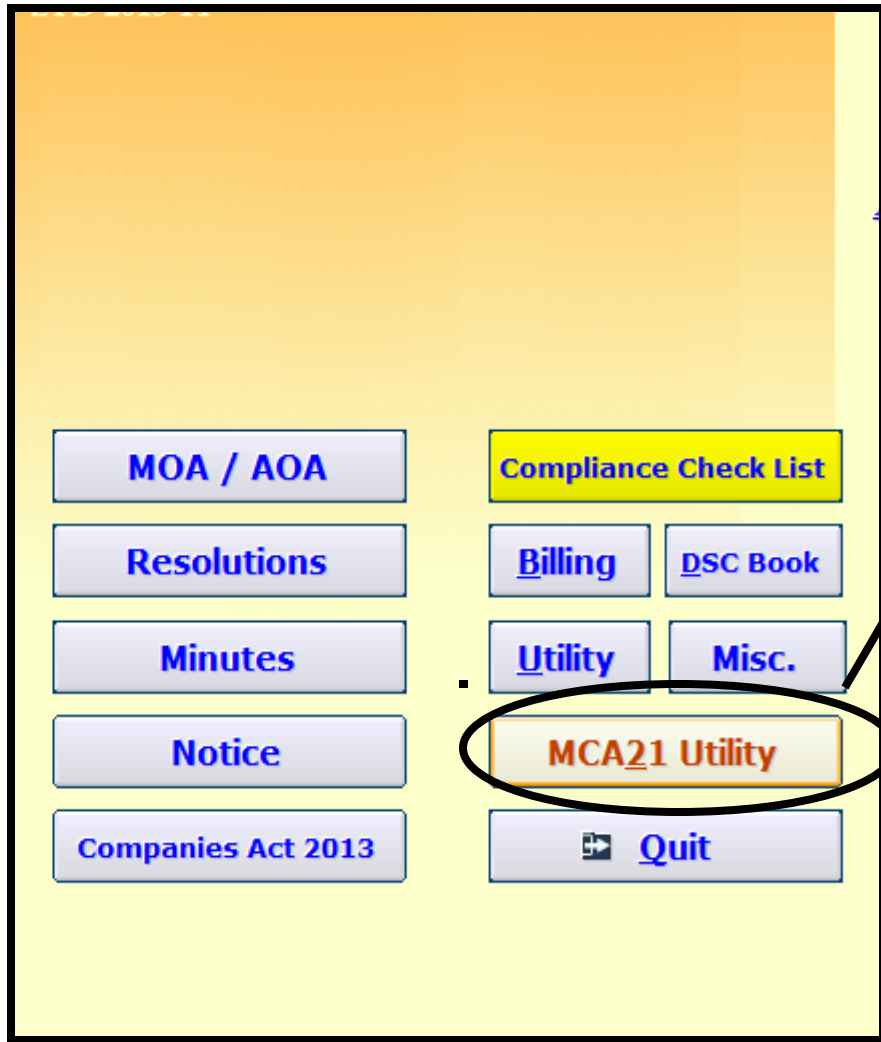


fees calculator



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

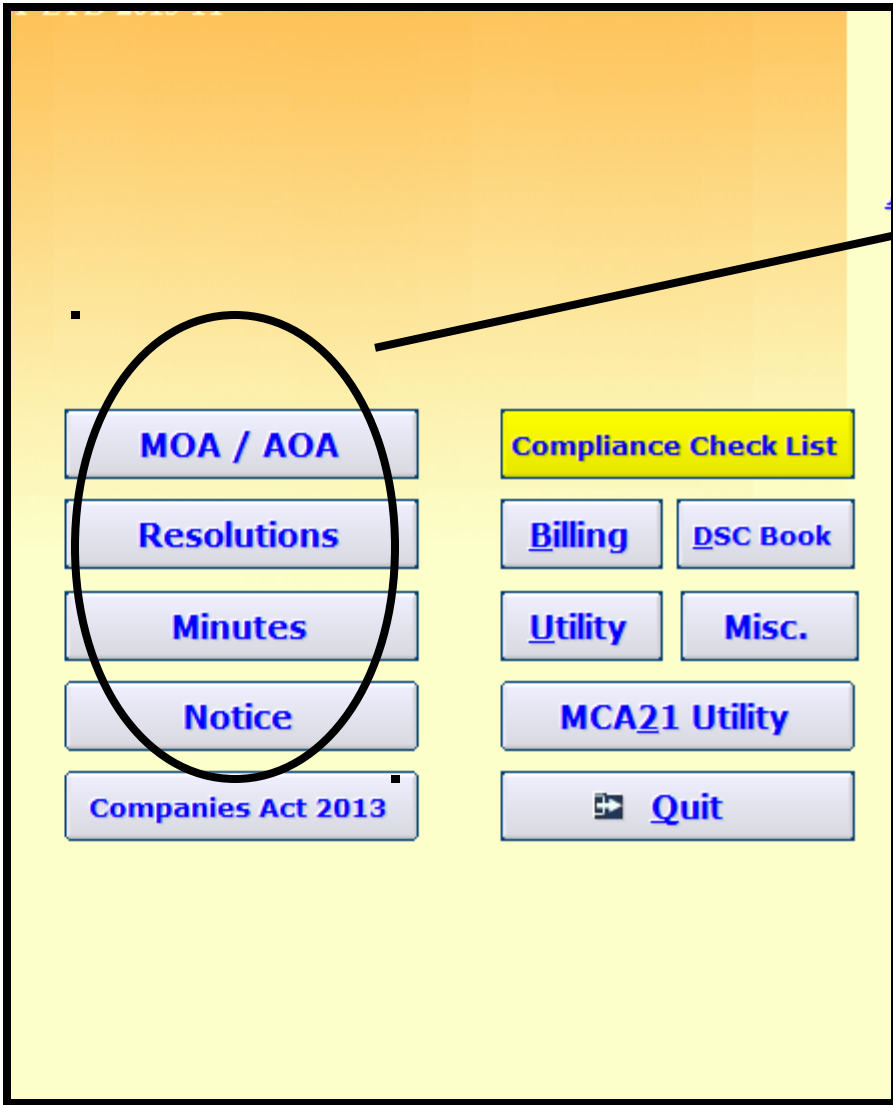
RESOLUTIONS/MINUTES/NOTICES

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

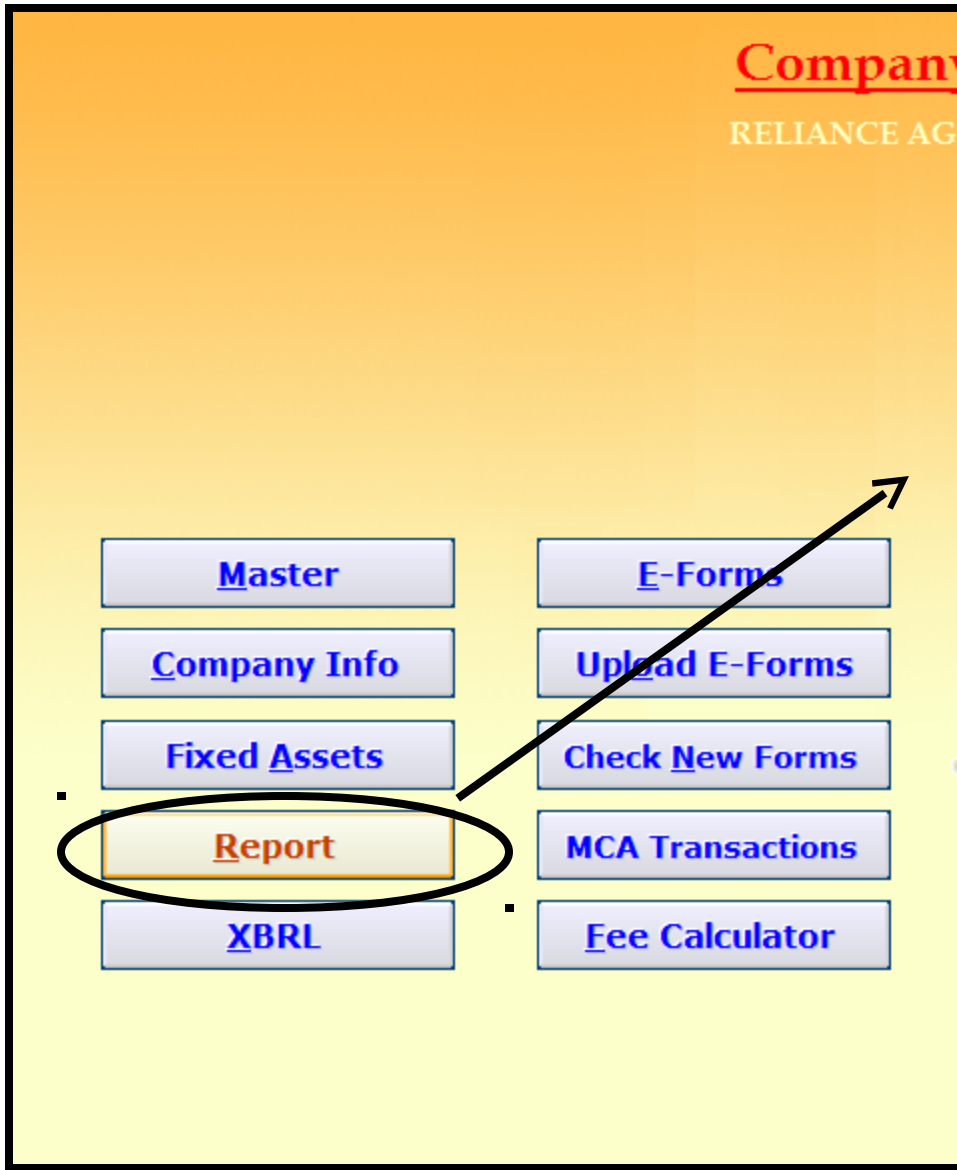
❖ all types of resolution i.e. board, ordinary as well as special resolutions are included.

❖ 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

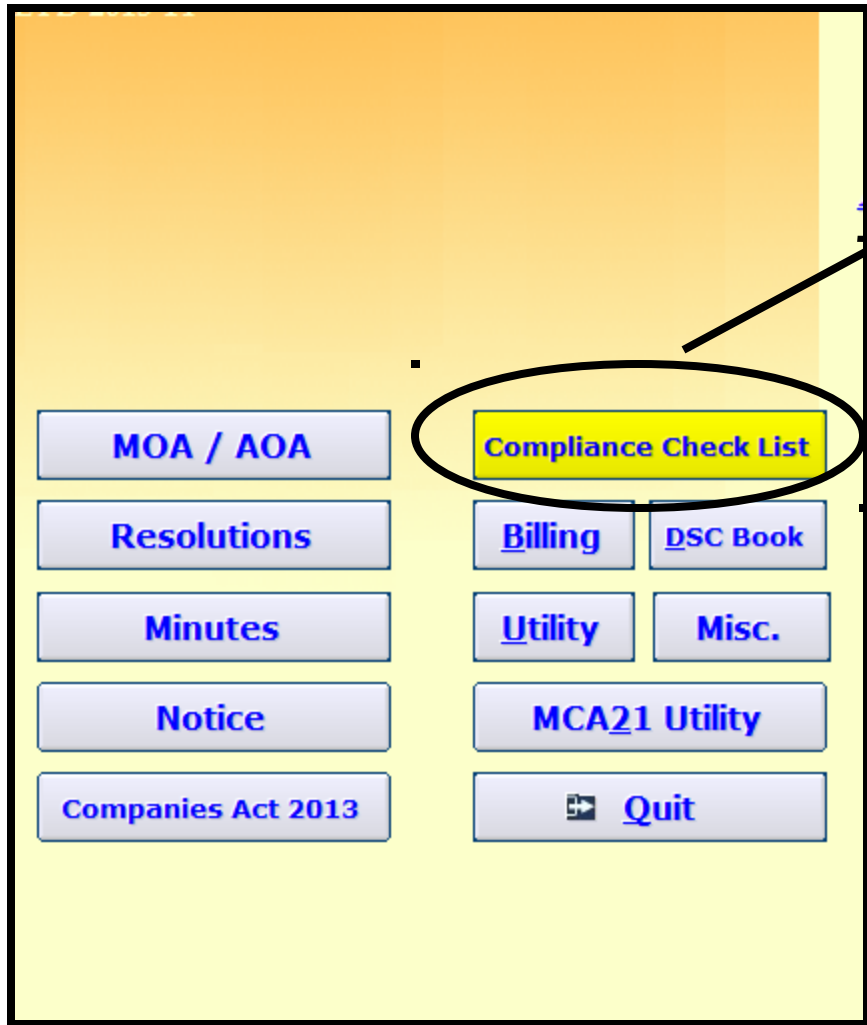


REGISTERS/REPORTS/CERTIFICATES RELATED

- ❖ 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

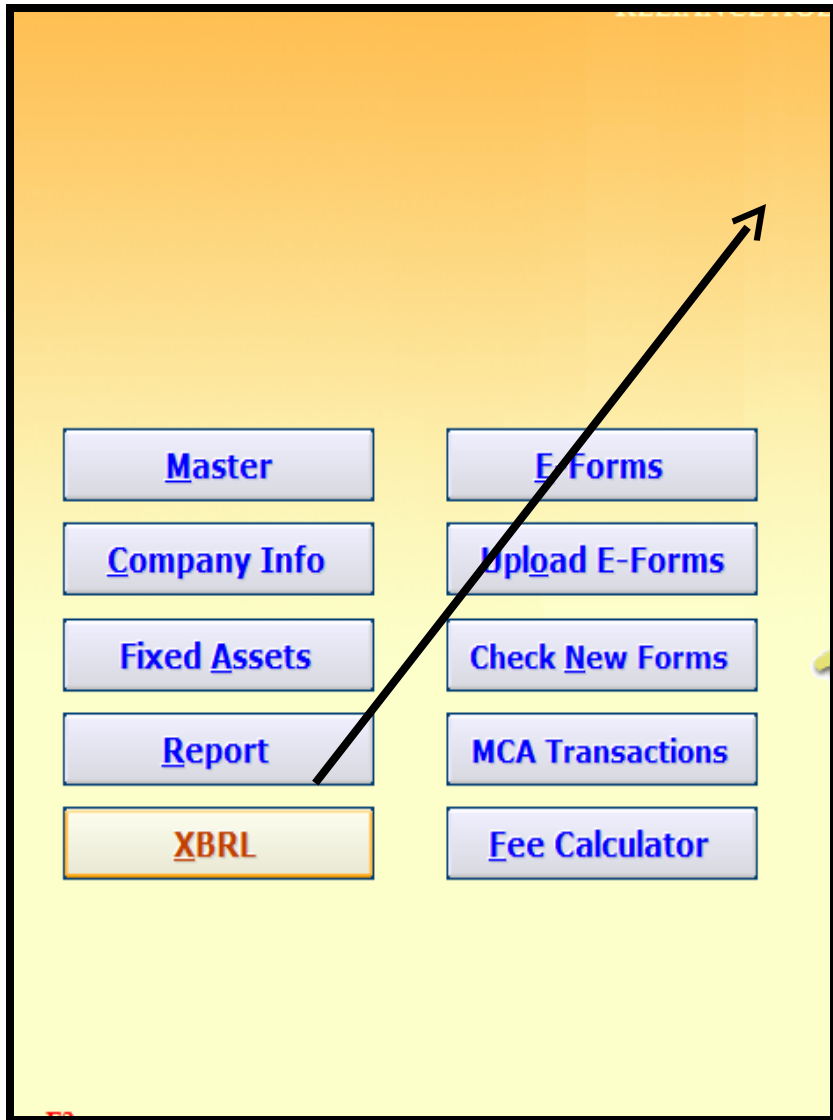


- ❖ basic compliances
- ❖ share capital compliances
- ❖ AGM compliances
- ❖ board meetings compliances
- ❖ annual E filing compliances
- ❖ other e forms compliances
- ❖ statutory registers compliances
- ❖ dividend related compliances
- ❖ moa and AOA related compliances
- ❖ Specific requirements compliances of various provisions under new companies act 2013.



XBRL is a boon for professionals dealing with preparation & e –filing 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.

Thanks for using Our Product and services!

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