



**How To Add
Agreement Entry**



DEEPAK AMARSHI VARIYA

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Online

🔍 Search in menu...

- 🏠 Dashboard
- 📄 Download Section
- 👤 Organization
- 👥 Customer
- 🏢 Company
- 📅 Tasks
- 🖨️ Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank Reconciliation (ABR)

○ Company Law

Company Law

After Clicking On The Company Law You'll Get Many Options Like Form MBP-1, DIR-8 & Etc.

You Can Also Add
Agreement Entry From
Quick Generate Option As Well

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Disclosure

Form MBP 1

DIR 8

DIR 2

Notice, Agenda, Minutes, Attendance, Leave of
Absence and Acknowledgements

BOARD MEETING

ANNUAL GENERAL MEETING

EXTRA ORDINARY GENERAL MEETING

COMMITTEE MEETING

Step 1

To Add Agreement Entry You've To
"Select" the same Tab in 'Company
Law' Section Showing Below

Direct

List of Director

Auditor

Auditor Appointment

Auditor Resignation

Share Transfer

Share Transfer Deed

Share Certificates

Equity Share

Preference Share

Debenture Share

Resolution

CTC Resolution

Contract Agreement

Registration

Insurance

Agreement

Contract

Audit & Due Diligence

Secretarial Audit (MR-3)

Statutory Registers



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 Dashboard Download Section

Organization

 Customer

Company

Tasks

 Digital Signature

④ Expense

Items

Sales

 Purchase

 Auto Bank
Reconciliation (ABR)

○ Company Law

 Robot

 Human Resource

12 Activities

Company Law

Tuesday 22nd August - 2023, Time: 5:52:57 PM

 Clock In

01/04/2023 - 31/03/2024

Select Company

Step 2

**NOW “CLICK” ON THE
+ BUTTON SHOWING YOU
IN THE DIAGRAM**

You can also add data by Importing Excel Sheet

[illegible]

Step 3

Now Fill the Mandatory Fields
& Submit The Form By "clicking"
Submit Button

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- 🏠 Dashboard
- 📄 Download Section
- 👤 Organization
- 👥 Customer
- 🏢 Company
- 📋 Tasks
- 🖨️ Digital Signature
- 💰 Expense
- 📦 Items
- 🛒 Sales
- 🛒 Purchase
- 🏦 Auto Bank

Company Law

Agreement

Add Agreement

Company Name *

Select



You can Add New Company From Here

Nature of Contract *

Select



You can Add New Status From Here

Contract Period *

You Just Have To pick a date from the calender It'll Automatic reflect in the column

Date of Execution *

You Just Have To pick a date from the calender It'll Automatic reflect in the column

Expiry Date *

Alert User *

Select

Attachement

Click Here To Upload The Attachment File

Drag files to upload
(or click)

Contract Name *

Contract Value (In Rs.) *

Name of Party *

You Just Have To pick a date from the calender It'll Automatic reflect in the column

Start From *

Key Terms *

You can Add The Alert Days As Per Your Choice

Alert Before *

Select



Remarks

After Completing The Form
Press On Submit Button



Submit

Cancel



DEEPAK VARIYA

Last Login: 07/04/2023 1:53 AM

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Q Search in menu...

 Dashboard

Download Section

Organization

 Customer

Company

Tasks

 Digital Signature

 Expense

 Items

Sales

 Purchase

 Auto Bank Reconciliation (ABR)

○ Company Law

☐ Disclosure

☐ Auditor

○ Directors Report

☐ CTC Resolution

 Minutes of Meeting

Contract/Agreement

Friday 7th April - 2023, Time: 2:03:24 AM [← Clock Out](#)

01/04/2023 - 30/04/2023

Select Company

Common Search...

☐	Sr No.	Action	Company Name	Nature Of C...	Contract Pe...	Date of Exe...	Expiry Date	Contract Na...	Contract Va...	Party Name	Attachement	
☐	1		ANUPALAN LIMITED	DEMO NAME	1 year	07-04-2023	04-03-2024	ABCD	100000	ABCD		
You will Also Get Many Option Here Edit, Delete & View												
Total Records : 1												

Great.. You've Successfully Completed The Session See You In Next Slide..



DEEPAK AMARSHI VARIYA

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Search in menu...

- Dashboard
- Download Section
- Organization
- Customer
- Company
- Tasks
- Digital Signature
- Expense
- Items
- Sales
- Purchase
- Auto Bank Reconciliation (ABR)
- Company Law
- Robot
- Human Resource

Company Law

Tuesday 22nd August - 2023, Time 6:06:53 PM [Clock In](#)

ANUPALAN LIMITED

Company Details	
Calendar	
Comments	
Attachment	
Tasks	109
Timesheet	
Invoice	1
Debit Note (Billable Exp.)	49
Payments	39
Credit Note	
Estimates	1
Expense	53
List of Directors	4
List of Shareholders	7
Ledger Confirmation	24
Registered Address	

Company Law

Disclosure	
Form MBP 1	5
DIR 8	5
DIR 2	

Contract Agreement	
Registration	
Insurance	
Agreement	1
Contract	

Auditor	
Auditor Appointment	
Auditor Resignation	

Notice, Agenda, Minutes, Attendance, Leave of Absence and Acknowledgements	
Minutes of Meeting	25

Share Certificates	
Equity Share	2
Preference Share	1
Debenture Share	1

Share Transfer	
Share Transfer Deed	

Resolution	
CTC Resolution	1

These Documents Will Be Available Here As Well And At Listing Of Contract Agreement As Well

Step 4

Now You've Successfully add Payment Mode

Statutory Registers		
Members	2	Deposits
Debtenture Holders		Directors & KMP
		Loan & Guarantee
		Fixed Asset Register

Agreement								+	
Show	10	entries	Excel	Search:					
Nature of Contract	Contract Period	Date of Execution	Expiry Date	Contract Name	Contract Value	Party Name	Action		
	5 years	22-08-2023	22-08-2028	Lease Agreement	2500000	Anupalan Limited &			

Great.. You've Successfully Completed The Session See You In Next Slide..