BLISS

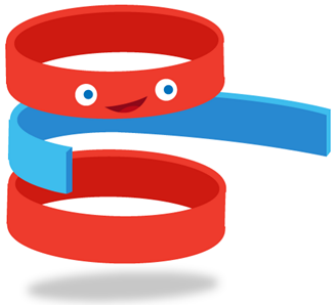


Board **L**eaders **I**ntegrated **S**oftware **S**olution

A product of

CimplyFive
COMPLIANCE SIMPLIFIED

January 2018



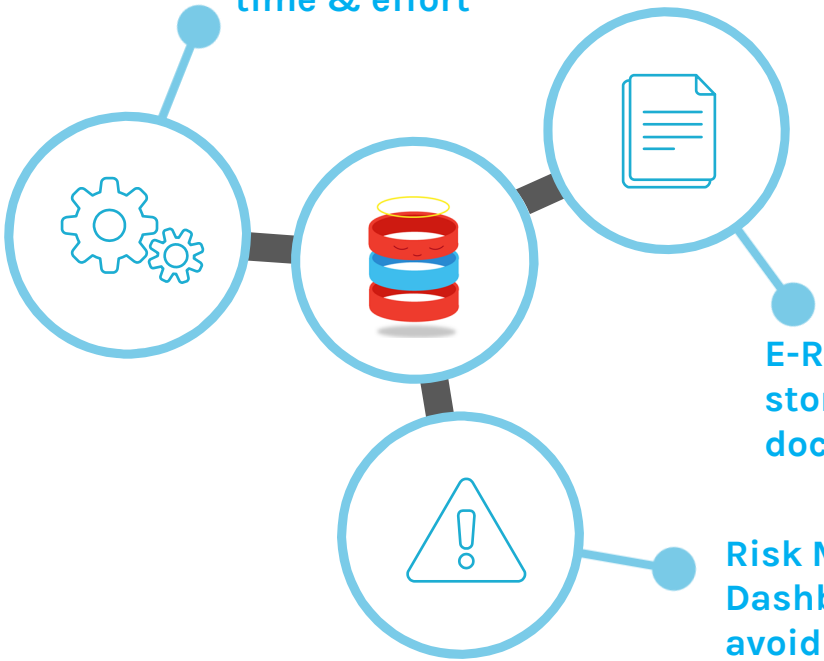
BLISS is

A CLOUD hosted software for Company Secretaries that:

- Automates routines
- Is an e-repository for secretarial records
- Provides timely alerts to ensure compliance



Why **BLISS**?



Automation to save time & effort

E-Repository for safe storage & quick documents retrival

Risk Management Dashboard & alerts to avoid late-payment fee & penalties



Say hello to

Automation

”

BLISS automates all your Corporate Secretarial Work

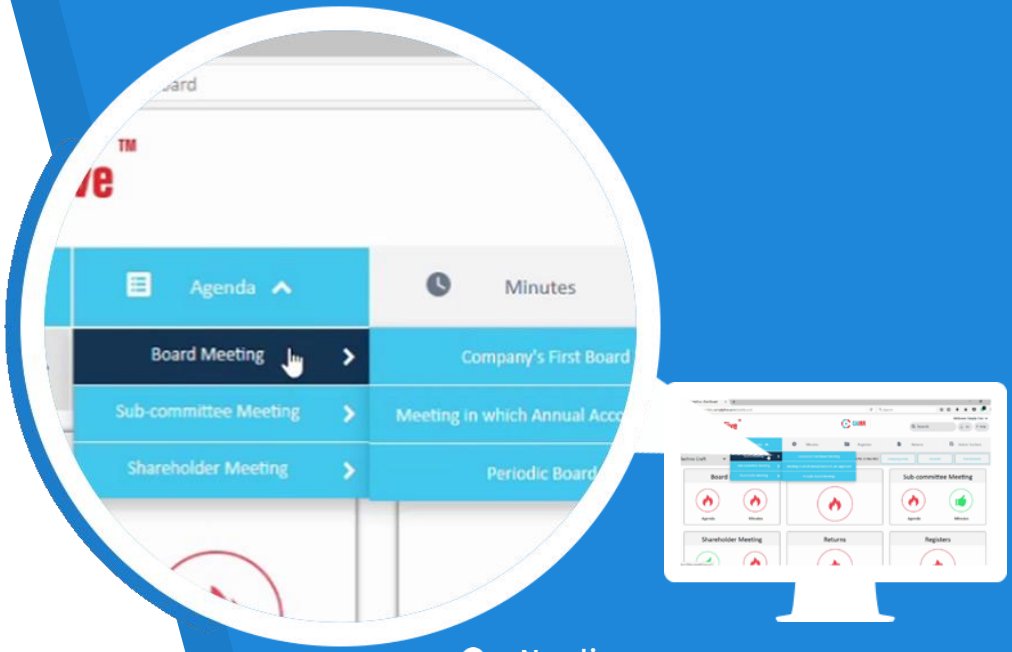
Fully Integrated Modules for Secretarial Work

All 3 types of Meetings

- Board Meetings
- Board Sub-committee meetings
- Shareholder Meetings

All 4 Record Types

- Agenda
- Minutes
- Registers
- Returns

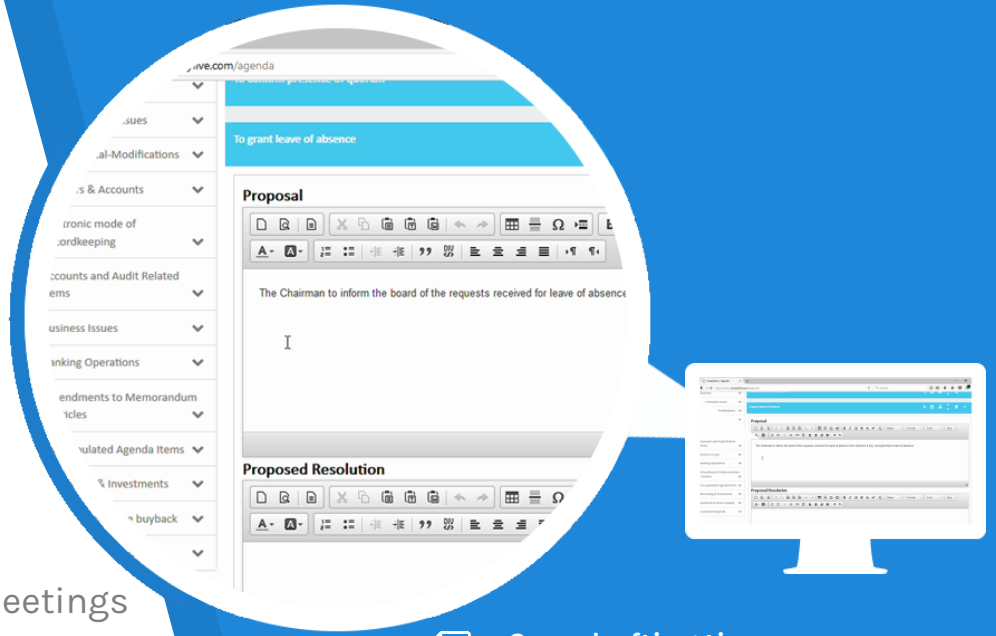


No slip ups
Automatic linkages built into BLISS

Ready access
All Secretarial records in one place

Predictable performance
Reduce person dependencies

Creation of Agenda and Minutes with just a click



Rich Curated Repository

- ≈ 125 Board Resolutions
- ≈ 50 Shareholder Resolutions
- ≈ 20 Resolutions for Sub-committee Meetings

Easy to Use

- Provision to add company specific information
- Enables editing for individual drafting styles
- Incorporates Companies Act, 2013 Section references and Rules

Save drafting time
Avoid drafting from the scratch

Promote delegation
Once finalised, ready to replicate

Quality, standard outputs
Ideal for multi-company usage

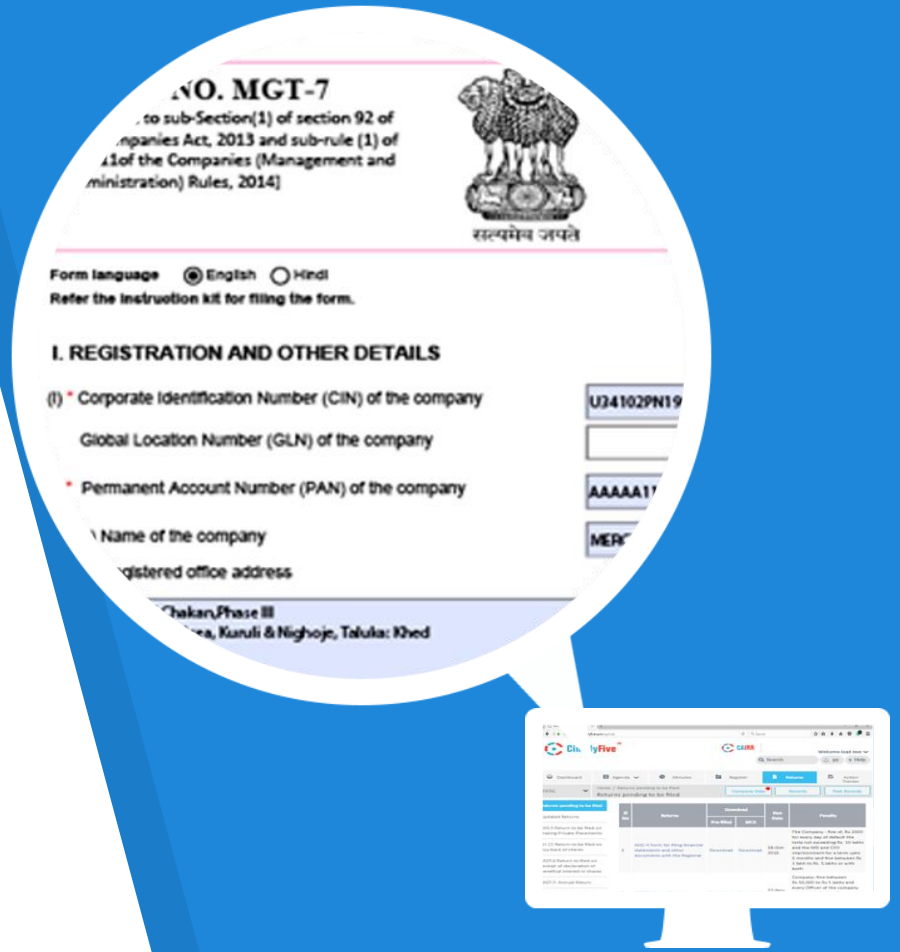
Enter Data only once in BLISS

Registers

- Get your Register of Directors & KPM auto filled using the data given by Directors for giving consent

Returns

- Download auto-filled MGT-7 form from BLISS with all the fields auto filled based on the Agenda, Minutes and Registers created in BLISS



Action trackers

Assign & Track actions

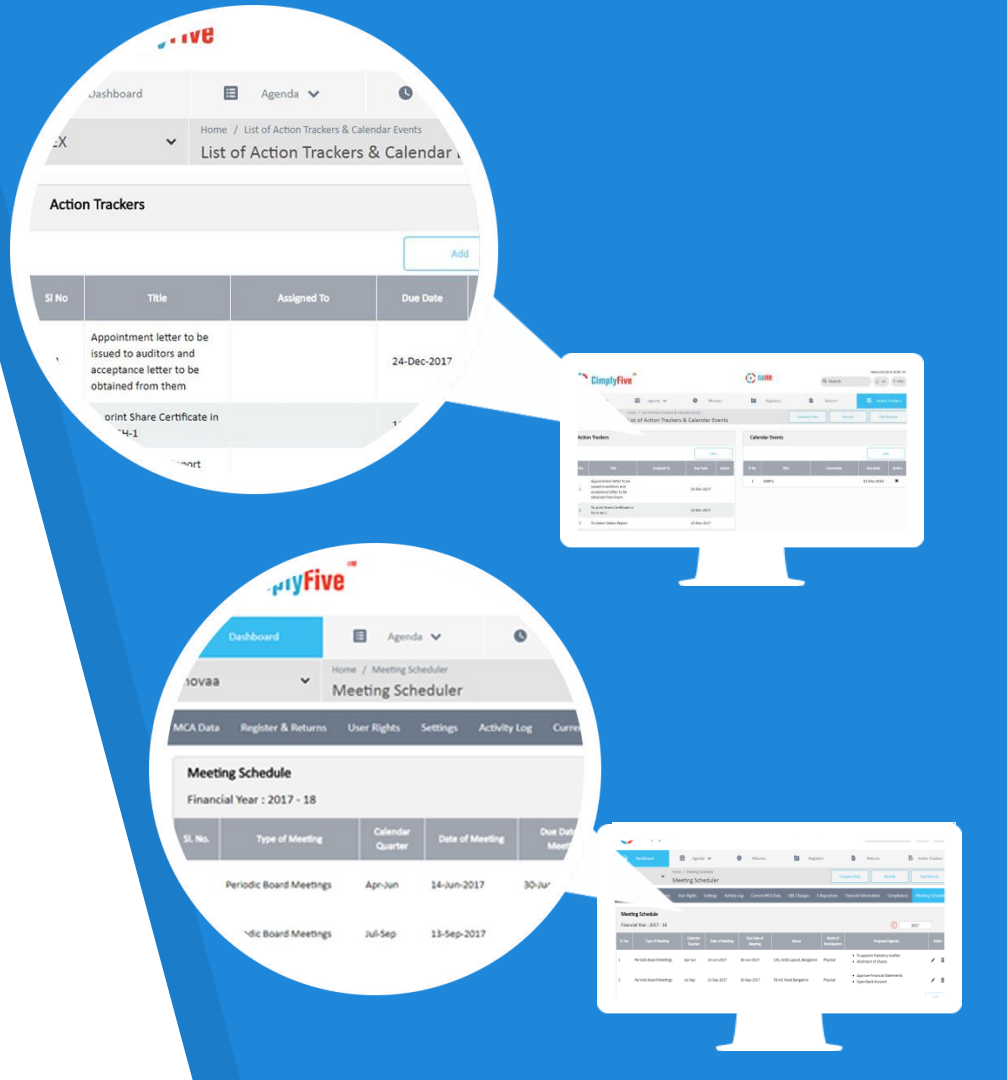
- Assign custom Actions to users
- Action trackers can be linked to Agenda & Minutes

Calendar based action trackers

- Create custom Action Trackers without linking it to any specific meeting or resolution

Meeting Scheduler

- Plan meetings for Board, Share-holders and Sub-committee with tentative agenda for the full year by scheduling meetings



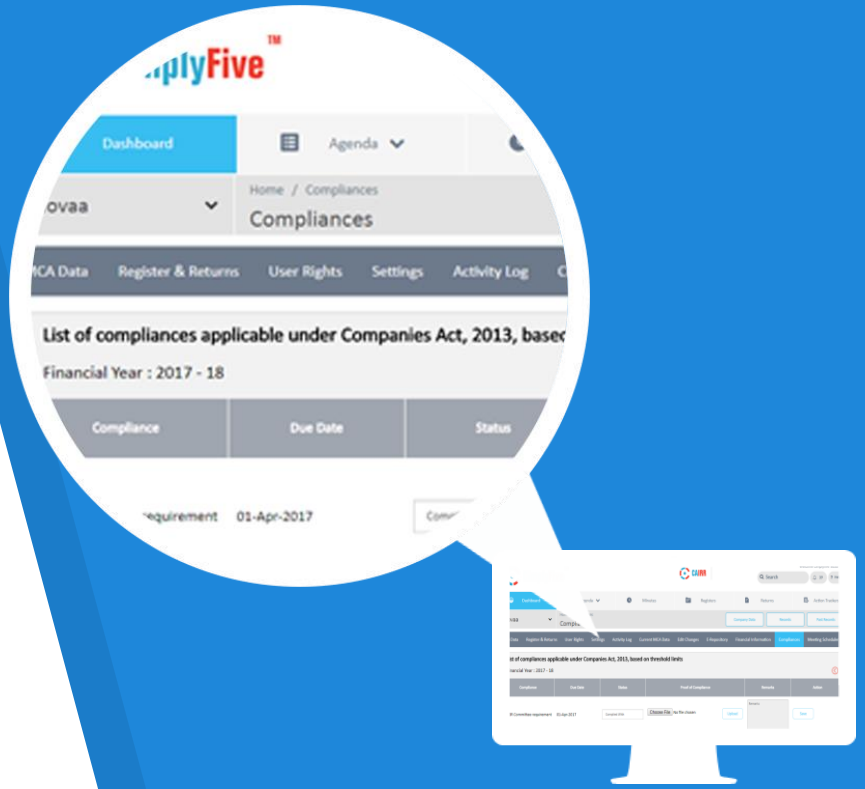
Parameter based Compliances

Triggers based on Financial information like

- Turnover
- Net worth
- Paid-up capital
- Borrowings etc.

19 compliances for Public companies and 9 compliances for Private companies like

- XBRL filings
- Internal Audit requirement
- Women Director
- CSR committee
- Full time Company Secretary etc.

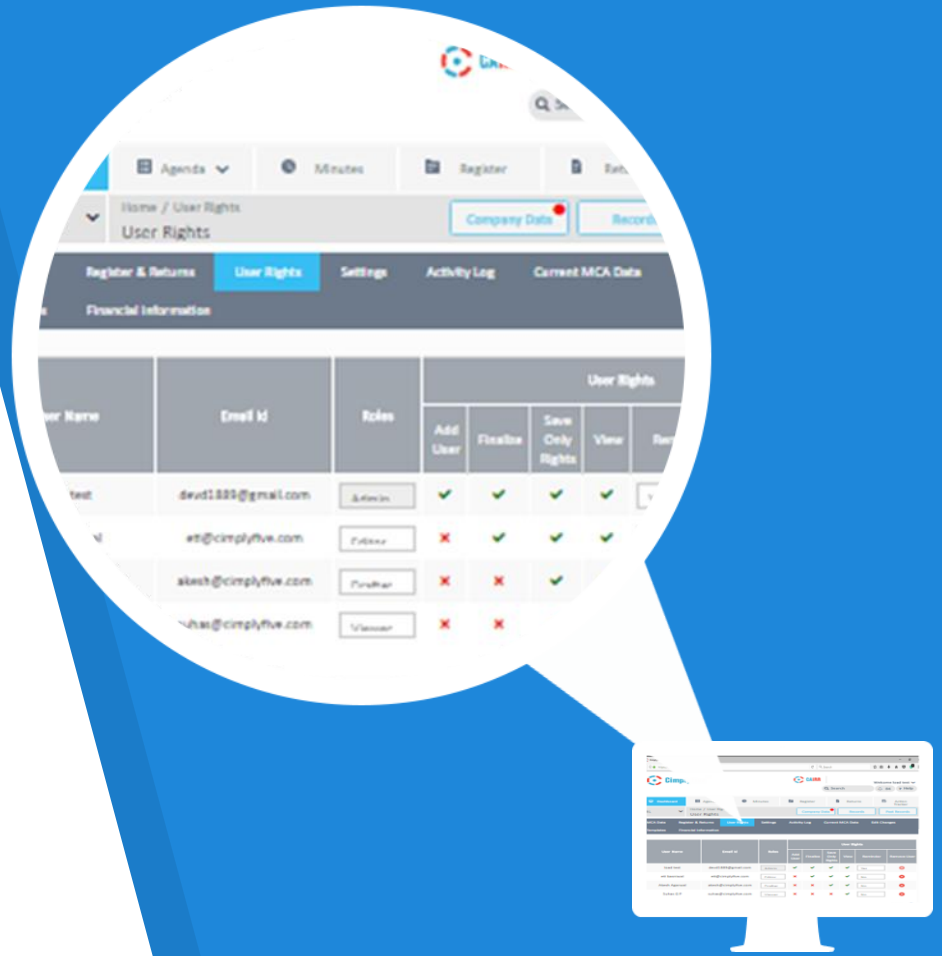


Multi-user:

- 20 users provided per company
- Four categories of users, with varying rights
- Company based user rights

	Use Rights			
User	Add User	Finalize	Save	View
Admin	✓	✓	✓	✓
Editor	✗	✓	✓	✓
Drafter	✗	✗	✓	✓
Viewer	✗	✗	✗	✓
Director	✗	✗	✗	✓*

*Director is a viewer with customized rights to enhance his/her effectiveness and ease of use



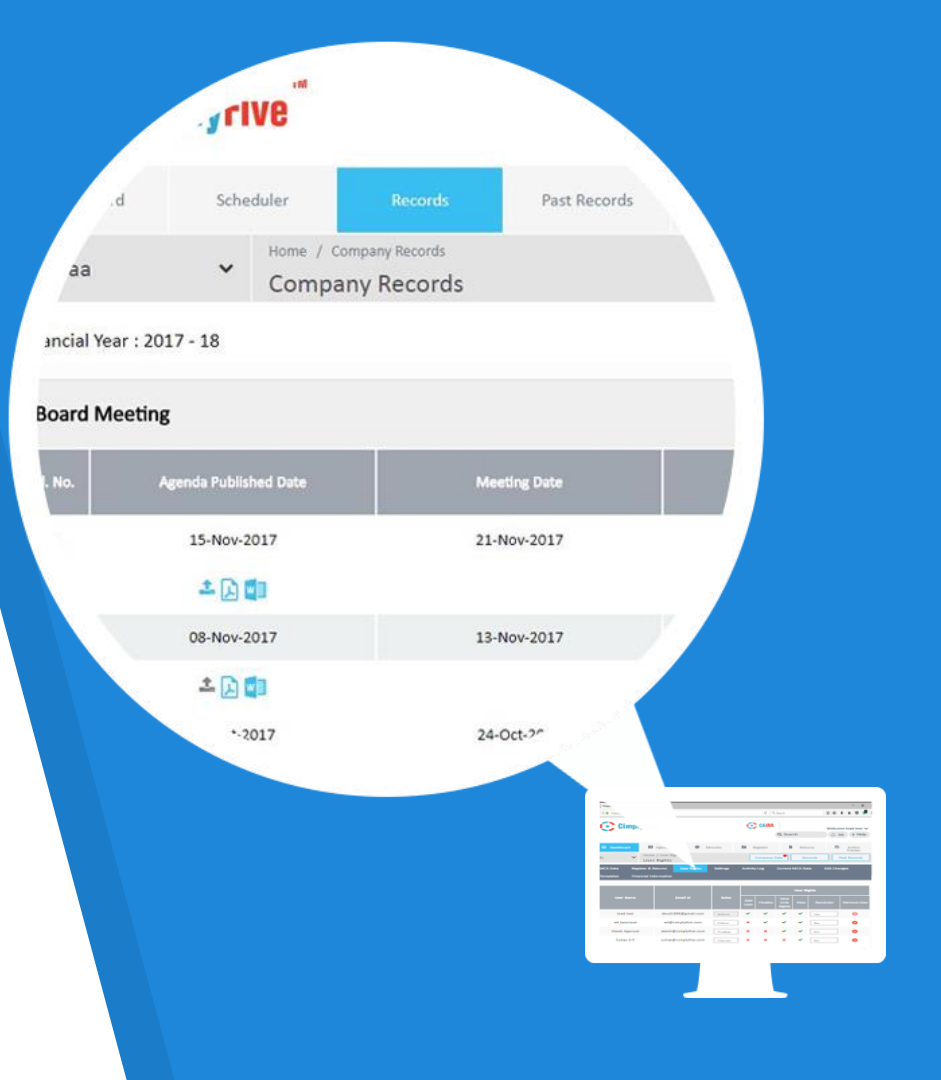
Director's view page:

Customized UI with access to:

- Dashboard
- Scheduler
- Records
- Past Records
- E-Repository
- Current MCA Data
- Financial Information
- Action Tracker
- Other Compliances

Read only access to records

- Access to view and download documents on the Records page




With BLISS,
you can even
find a needle
in a haystack

Indexed Record Room

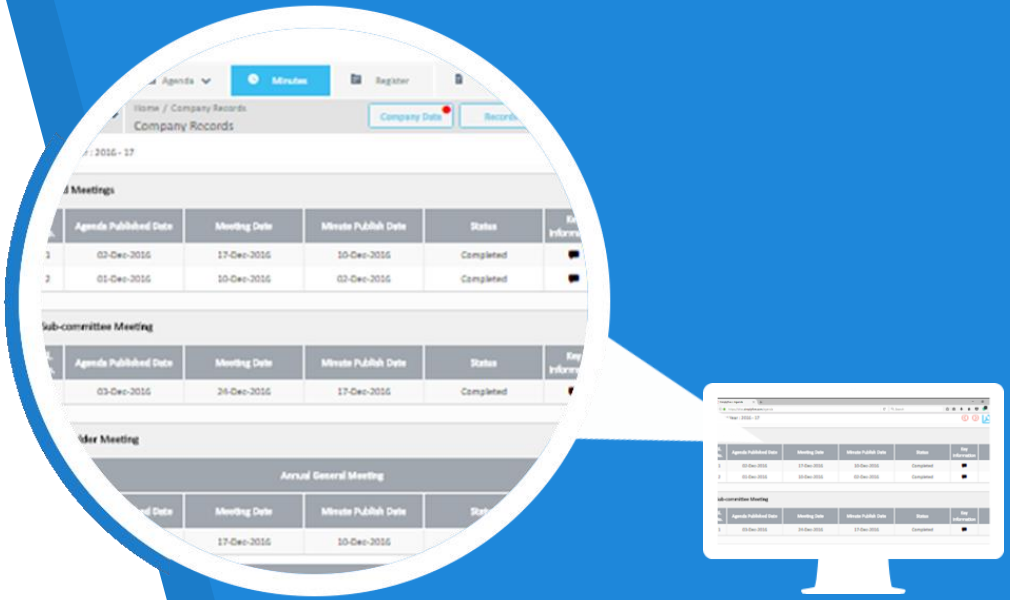
Record room organized by the Financial year

Documents automatically arranged based on:

- Meeting type
- Meeting Date
- Records Type

Search by key words for Easy Access

- Single screen access to all documents related to a meeting



Easy Retrieval
Automated Search feature

Secure data
Better Backup & Disaster Recovery

Reduced dependencies
Person independent access to records

Email Integration

- Send by email draft and Final Agenda and Minutes to your users
- Tack different versions of documents created over time
- See and retrieve the required version of the document



Easy Retrieval
Automated Search feature

Better collaboration
Users can easily collaborate on the changes and revisions

Tracking
Track different versions of the documents

BLISS
makes sure you are not caught unaware



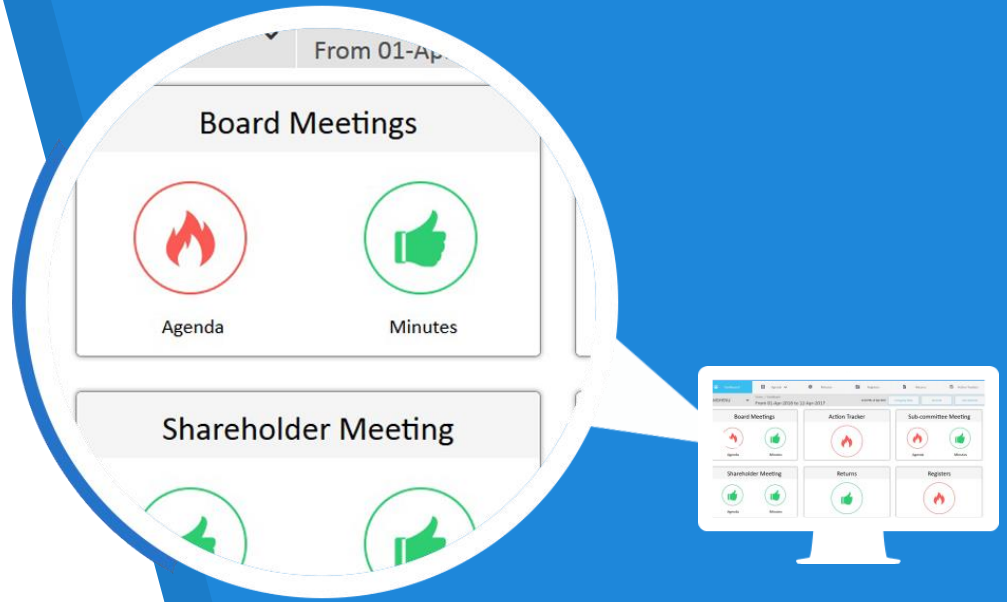
Rich & Real-time Dashboards

Colour coded compliance status display for

- 19 parameter based compliance requirements
- All 3 Meeting types
- All 4 Secretarial records
- Penal provision for non-compliance displayed on mouse-over icons

Real time update for change in status of dashboard

- Green to Amber, Amber to Red and Red to Green
- Across all 6 parameters



Peace of mind
Get real-time compliance status

24/7 Access
The CLOUD hosted software enables easy anytime, anywhere access

Eliminate shocks
Compliance reminders reduce last minute shocks

Timely Alerts & Reminders

Automated alerts for

- Scheduling Meetings
- Finalizing Minutes
- Updating Registers and Returns
- Completing the required action

System generated email reminders for

- All changes in dasboard status
- Sent to all users who are authorized to receive reminders



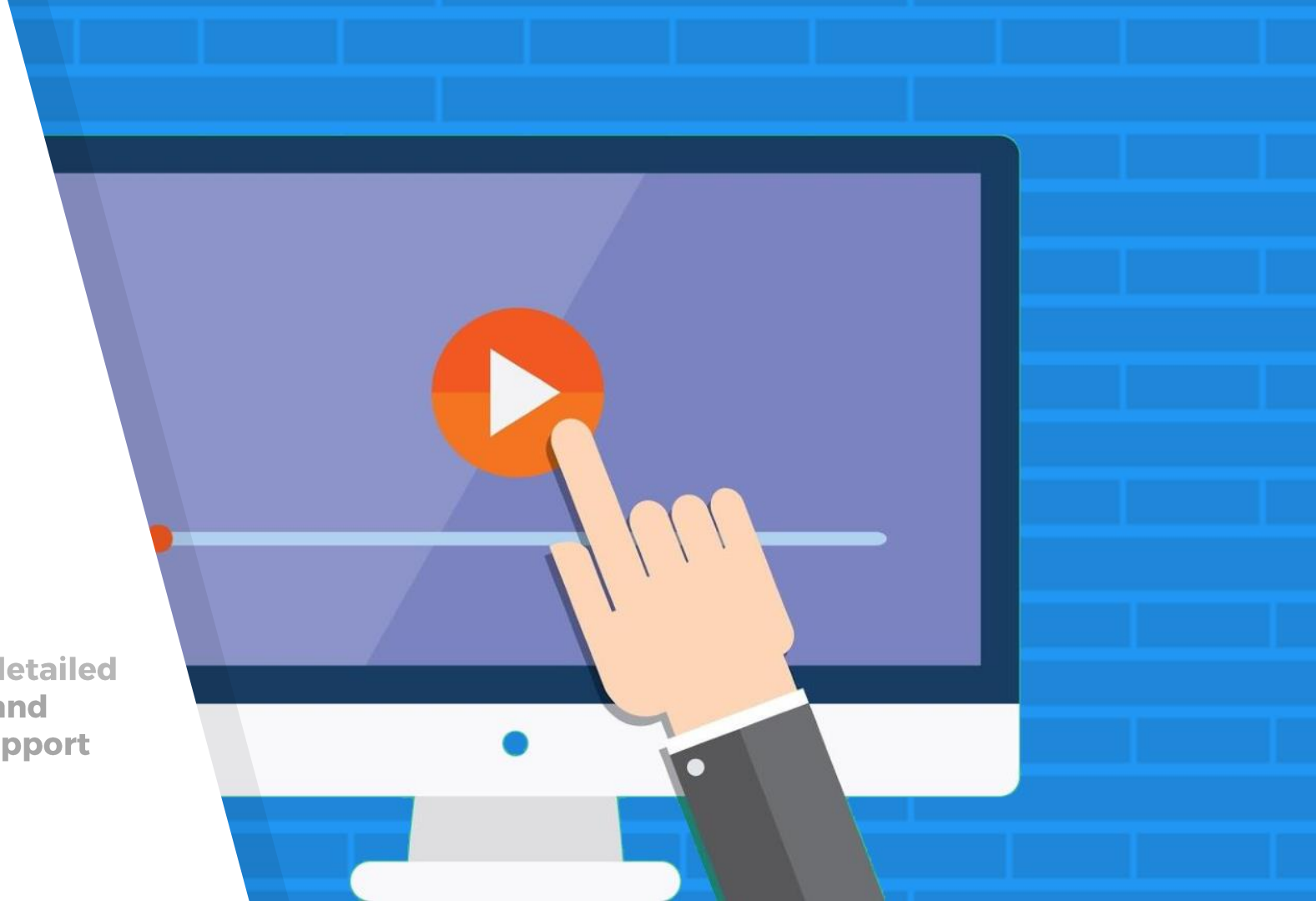
Eliminates financial & reputation cost
Highlights penalties & personal liabilities to trigger action

Enhanced Productivity
Optimum use of time

Real-time updates
Get real-time updates on change in Compliance status

BLISS

provides detailed
Tutorials and
On-call Support



Resources & Support



Tutorial videos

- Step-by-step tutorials
- On screen notes and instructions
- Listed by functional categories



User Manual

- Detailed manual covering all features and functionalities in BLISS
- Includes screenshots of BLISS
- In searchable PDF format



Support Tickets

- Support ticketing using Freshdesk
- 24/7 availability to report and track issues
- Centralized tracking of tickets



On call support team

- Experienced domain and technical team available on call
- 10am to 6pm on all business days

BLISS
guarantees a
Secure CLOUD



BLISS & E-Security



User

- Captha
- Password Security
  - 90 day reset reminder
- Company-specific user rights



Login

- Two factor Authentication
  - OTP through emails
- Password Security
- Secured Payment Gateway



Company

- Sole power to add users
- Audit trail for all activities



Server

- Database & application in distint server
- Database access only through static IP from application

BLISS is built and deployed on









Security Audit done by

eSECURITY

Board of Directors



Suresh Senapaty
Former CFO, Wipro
Non Executive Chairman



Shankar Jaganathan
Author & Former Corporate Treasurer, Wipro
Founder & Chief Executive



Shriram Subramanian
Founder, InGovern (India's first proxy Advisory Services Company)
Founder & Non Executive Director



P V Shrinivasan
Direct & Indirect Tax Expert
Non Executive Director

Investors



T.V. Mohandas Pai
Chairman, Manipal Global Education
Investor



Rajesh Ramaiah
CFO, Premji Invest
Investor



Lakshminarayana K R
Chief Endowment Officer,
Azim Premji Foundation
Founder & Investor



Suri Valluri
Advisor to Startups,
Guest Faculty at IIMs
Founder & Investor



S Kannan
Practising Company Secretary
Founder & Investor

CimplyFive

COMPLIANCE SIMPLIFIED

Schedule a demo or talk to us



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