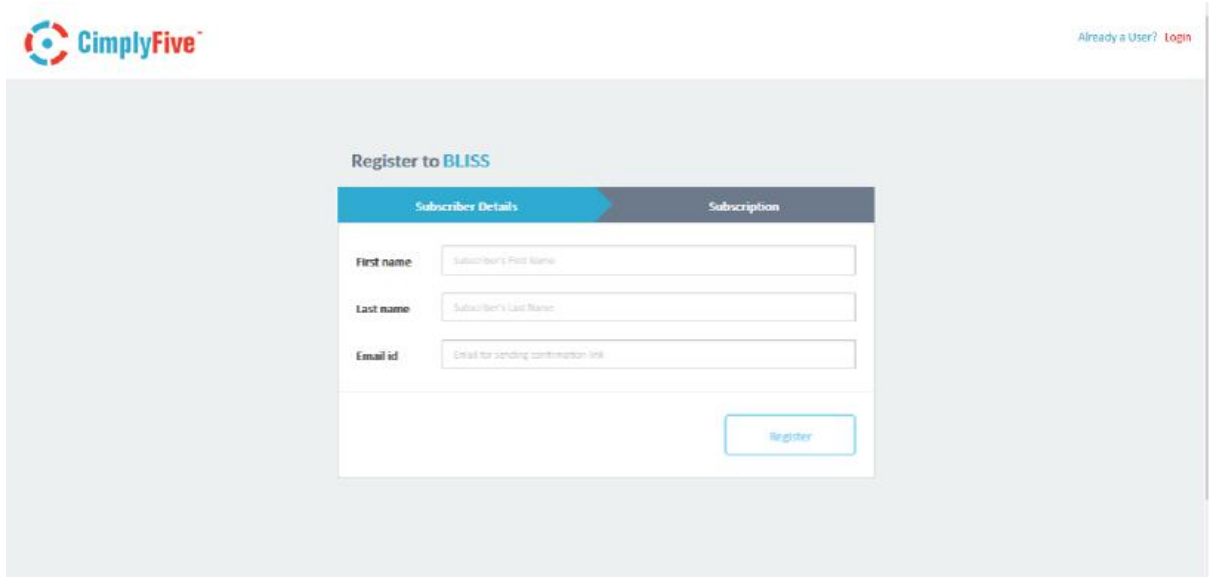


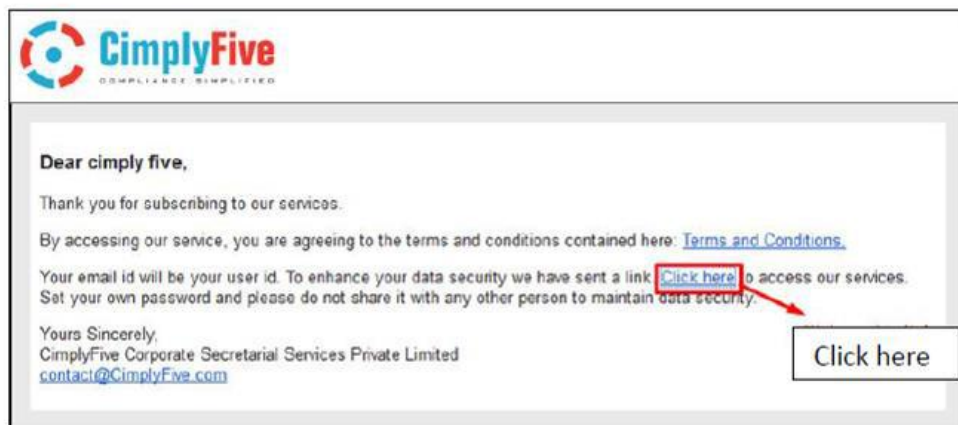
Procedure to be followed by SJCC students to complete your Internal Assessment project using **BLISS**

Step 1: Create Your account

- Click on this link. It will take you to the screen given below (demo.cimplifyfive.com)



- Enter your name and Email ID. Then click on the register button
- Login to your registered email ID and open the email sent from noreply-cimplifyfive@cimplifyfive.com
- Click on the activation link shown in the screenshot below:



Disclaimer:

Please note that this electronic message and any attachments to it may contain privileged, proprietary and confidential information. This message is intended for the exclusive use of the addressee(s). If you are not the intended recipient, please discard this message, and destroy all copies of it including any attachments received. Please note that use, dissemination or distribution of this message and its attachments is strictly prohibited and may be unlawful. Warning: Emails and its attachments can transmit computer viruses. The recipient should check this email and its attachments if any for the presence of viruses. Cimplifyfive accepts no liability for any damage caused by any virus transmitted through this email.

www.cimplifyfive.com

e. You will be taken to the screen shown below:

Register to BLISS

Subscriber Details | Subscription

First name: Subscriber's First Name

Last name: Subscriber's Last Name

Email: Email for sending confirmation link

Password: Password

Confirm Password: Repeat password

Subscribe

f. Enter your new password and confirm it. Next click on **'Subscribe'** to become a user, and once done your account gets created.

Step 2: Buy CIN at Re.1

a. You can buy CINs in 3 simple steps. When you login to BLISS you will land on this page.
1) Click on 'Buy CIN'

Welcome Cimply Five

Companies: 92 | Agenda: 454 | Minutes: 454 | Registers: 217 | Returns: 308 | Action Tracker: 153

A B C D E F G H I J K L M N O P Q R S T U V All

Buy CIN

Buy CIN

- b. You will be taken to the screen shown below. Enter 'One' under the number of companies and 'Annual' for the period of subscription from the tariff table given:

Register to BLISS

Subscriber DetailsSubscription

Number of CIN credits purchased	Rate per Company in Rs.		
	Annual	2-Years	3-Years
1st	1	4500	8000
2nd to 5th	4500	8000	10500
6th to 10th	4000	7000	9500
11th to 25th	3500	6000	8000
26th to 50th	3000	5500	7500
51th to 100th	2500	4500	6000
101 plus	2000	3500	4500

Subscription period is from April 1 - March 31

No. of CIN credits *

Subscription period *

Amount

c. Click on 'Make Payment' it will take you to the screen below

Proforma Invoice for FY (2016 - 2017) in name of ×

ETI BASANIWAL

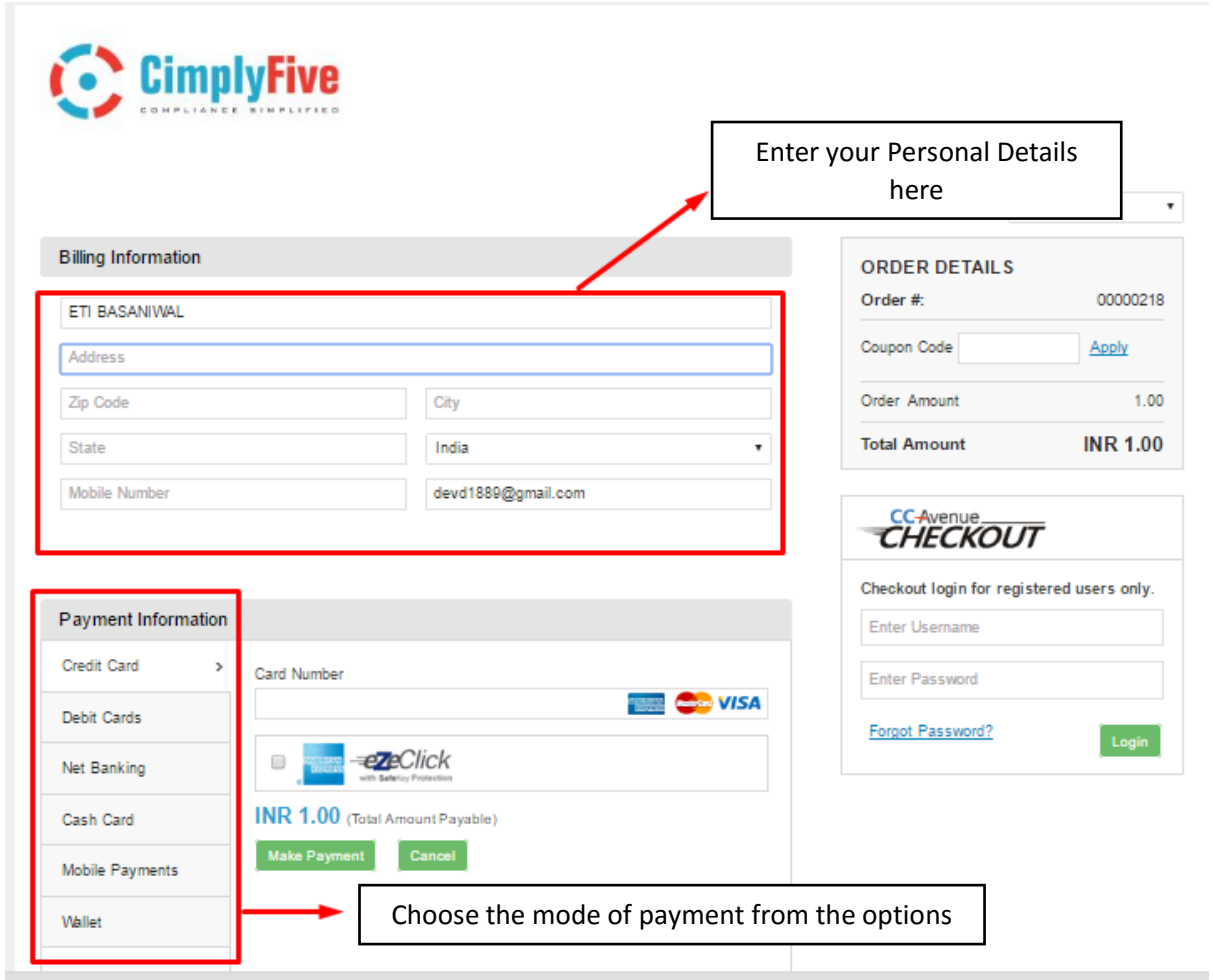
Description	Quantity	Type	Price	Service Tax(14%)	SB Cess(0.5%)	Krishi Cess(0.5%)	Total
CIN Ordered	1	Annual	0.87	0.12	0.00	0.00	1
Total							1

Mobile Number (without +91)

Click 'Confirm Payment'

Cancel **Confirm Payment**

- d. Click on 'Confirm Payment' you will be directed to the payment gateway



Enter your Personal Details here

Billing Information

ETI BASANIWAL

Address

Zip Code City

State India

Mobile Number devd1889@gmail.com

ORDER DETAILS

Order #: 00000218

Coupon Code [Apply](#)

Order Amount 1.00

Total Amount INR 1.00

CC-Avenue CHECKOUT

Checkout login for registered users only.

Enter Username

Enter Password

[Forgot Password?](#) [Login](#)

Payment Information

Credit Card >

Debit Cards


Net Banking

Cash Card

Mobile Payments

Wallet

Card Number

 **INR 1.00** (Total Amount Payable)

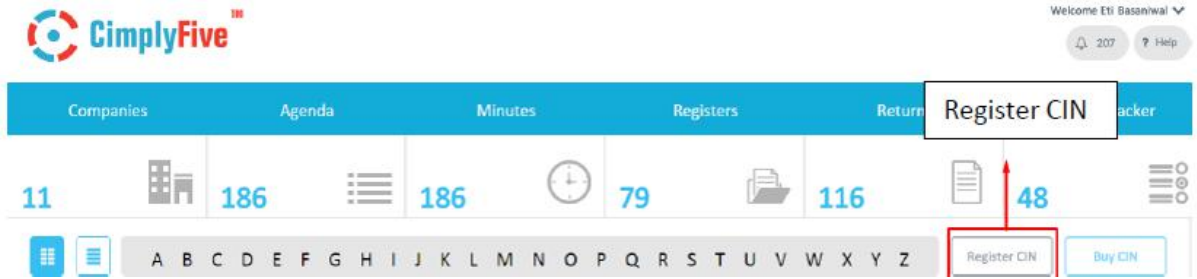
[Make Payment](#) [Cancel](#)

Choose the mode of payment from the options

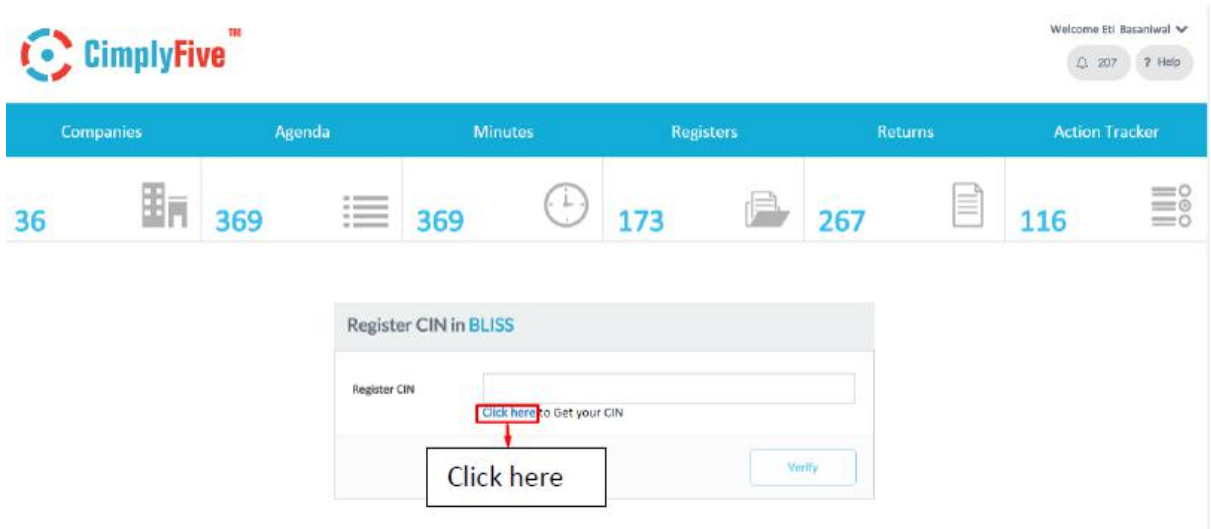
- e. Complete the payment procedure to buy '1' CIN

Step 3: Register a Company

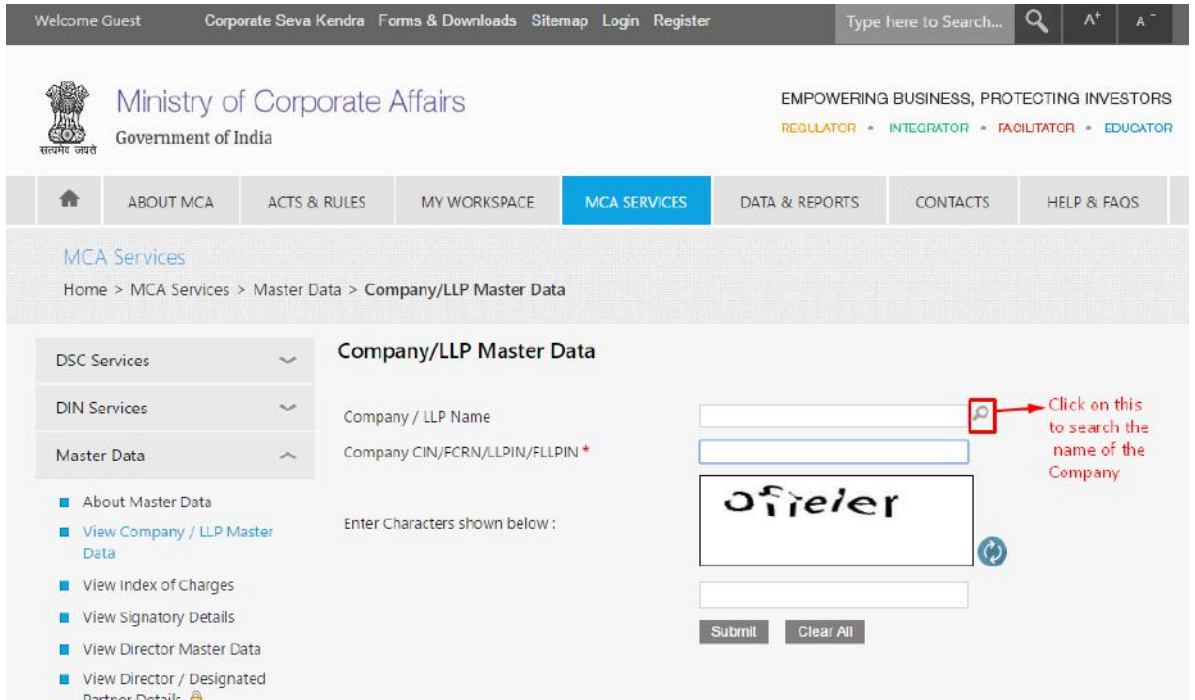
- a. When you login to BLISS you will land on this page. Click on 'Register' CIN.



- b. On clicking Register CIN you will be taken to the screen shown below:



- c. You will be taken to the MCA site as show below:



- d. Once you click on the search button and type the name you will get the names of the companies as shown below: (Please note one company can be registered only once on BLISS. To get the repository of names of companies registered in India, you can look for them in [NSE/BSE](#))

Ministry of Corporate Affairs

CIN /LLPIN Lookup

*Company / LLP Name

Company Name	Company ID
ADOBE BIOTECH PRIVATE LIMITED	U24100DL2010PTC207883
ADOBE BUILDERS PRIVATE LIMITED	U45209KA1999PTC025715
ADOBE COMPUTERS PRIVATE LIMITED	U80302DL1998PTC094061
ADOBE CONSTRUCTION PVT. LTD.	U70101WB1993PTC059490
ADOBE CONSULTANTS & OUTSOURCING PRIVATE LIMITED	U72300UP2007PTC033775
ADOBE EVENTS AND PROMOTIONS PRIVATE LIMITED	U92141RJ2004PTC019488
ADOBE HOMES PRIVATE LIMITED	U45201OR2012PTC016361
ADOBE INFRA TECH PRIVATE LIMITED	U45201RJ2010PTC031127
ADOBE MARKETING PRIVATE LIMITED	U51909DL2003PTC119115
ADOBE PHARMACEUTICALS PRIVATE LIMITED	U24233UP2013PTC059033

Showing 1 to 10 of 21 entries

- e. On clicking the name of the Company and CIN gets automatically filled. Complete the captcha and click 'SUBMIT'. You will get the details of the company

Welcome Guest Corporate Seva Kendra Forms & Downloads Sitemap Login Register

Ministry of Corporate Affairs
Government of India

EMPOWERING BUSINESS, PROTECTING INVESTORS
REGULATOR • INTEGRATOR • FACILITATOR • EDUCATOR

MCA Services

Home > MCA Services > Master Data > Company/LLP Master Data

Company/LLP Master Data

Company / LLP Name

Company CIN/FCRN/LLPIN/FLLPIN *

Enter Characters shown below :

1. Gets Auto fill
2. Fill Captcha
3. Click Submit

f. Once the details of the Company appear. Please check if there are Directors to the Company

DIN/PAN	Name	Begin Date	End Date
03103267	BRU MOHAN BARBEI	06/06/2010	-
03105586	VIKASIA RAMJOS	26/06/2010	-
03105586	SANGEETA AGARWAL	06/06/2010	-
03114279	ALKA BARBEI	20/05/2010	-

g. If there are Directors in the Company selected. Copy (Ctrl+C) the CIN of the Company and paste (Ctrl+P) it on BLISS

CIN: U24100DL2010PTC207883

h. Open the tab of BLISS and paste CIN in text box provided

i. Click on 'verify' button, it will take you to the Company Master page in BLISS as shown below:

MCA Data

Company Name	CimplyFive Corporate Secretarial Services Private Limited
CIN	U74900KA2014PTC076173
Registration Number	676173
Registered Office	NO. 42, PRUDENCE COURT, 18TH CROSS, MALLESWARAM, BANGALORE, Karnataka, INDIA, 560055

Company Data as on 05-Aug-2015

Name of Statutory Auditor	M A Narasimhan & Company
Name of Company Secretary	CS Kannan
Past 4 Board Meeting Dates	Last Board meeting date
	Last but one Board meeting date

j. Copy the Director Identification Number (DIN) from the MCA portal and paste it on BLISS

Directors/Signatory Details

DIN/PAN	Name	Begin date	End date
03103257	BRU MOHAN PAREEK	06/09/2010	-
03103268	MANGLA NAMDEO	20/09/2010	-
03103285	SANGEETA AGARWAL	06/09/2010	-
03134319	ALKA PAREEK	20/09/2010	-

DIN

Last AGM Date	-	Last but two Board meeting date									
Company Category	Company limited by Shares	Last but three board meeting date									
Company Sub Category	Non-govt company	Board Meeting serial number	Board Meeting Serial Number								
ROC code	RoC-Delhi	AGM serial number	AGM serial number								
Authorized Capital	100000.0	EGM serial number	EGM serial number								
Paid-up Capital	100000.0	Audit Committee Constituted	<input checked="" type="checkbox"/>								
Directors & Directors DIN	<table border="1"><thead><tr><th>Directors DIN</th><th>Directors</th></tr></thead><tbody><tr><td colspan="2">Click here to get details for company directors</td></tr><tr><td>03103257</td><td>BRIJ MOHAN PAREE -</td></tr><tr><td>03103268</td><td>MANGLA NAMDEO +</td></tr></tbody></table>	Directors DIN	Directors	Click here to get details for company directors		03103257	BRIJ MOHAN PAREE -	03103268	MANGLA NAMDEO +	Audit Committee Meeting Serial number	Audit Committee Meeting Serial number
Directors DIN	Directors										
Click here to get details for company directors											
03103257	BRIJ MOHAN PAREE -										
03103268	MANGLA NAMDEO +										
		Nomination Committee Constituted	<input checked="" type="checkbox"/>								
		Nominations Committee Meeting serial number	Nominations Committee Meeting serial number								
		Other Information									

Company name in short

Untitled attachmenttxt | Picture1-1.png | Show all downloads...

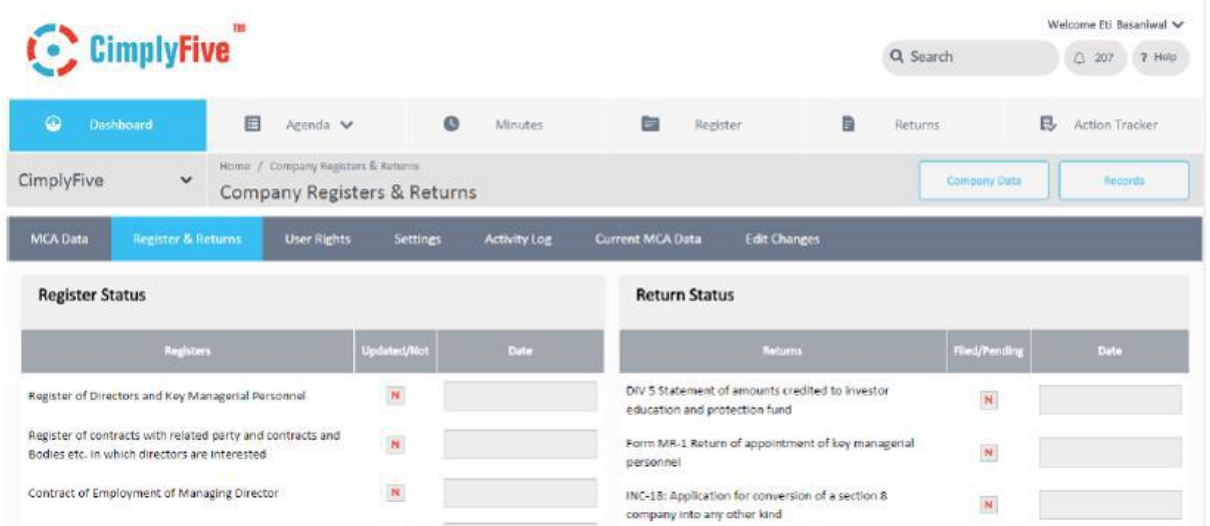
Please Note: Minimum of two DIN needs to be copied to BLISS and make sure that the name of the Director has appeared on the right side box automatically.

k. Fill all the mandatory details as shown below in red

Company Data as on	
Telephone Number	<input type="text" value="Official Phone Number"/>
Website	<input type="text" value="Official Website"/>
E-mail Id	<input type="text" value="Official Contact E mail"/>
Fax Number	<input type="text" value="+91 111 1111111"/>
Name of Statutory Auditor	<input type="text" value="Statutory Auditor"/>
Name of Company Secretary/Practising Company Secretary	<input type="text" value="Company Secretary"/>
Past 4 Board Meeting Dates	<input type="text" value="Last Board meeting date"/>
	<input type="text" value="Last but one Board meeting date"/>
	<input type="text" value="Last but two Board meeting date"/>
	<input type="text" value="Last but three board meeting date"/>
Board Meeting serial number	<input type="text" value="Board Meeting Serial Number"/>
AGM serial number	<input type="text" value="AGM serial number"/>
EGM serial number	<input type="text" value="EGM serial number"/>
Audit Committee Constituted	<input checked="checked" type="checkbox"/>
Audit Committee Meeting Serial number	<input type="text" value="Audit Committee Meeting Serial number"/>
Nomination Committee Constituted	<input checked="checked" type="checkbox"/>
Nominations Committee Meeting serial number	<input type="text" value="Nominations Committee Meeting serial number"/>
Other Information	<input type="text"/>

Please note: You can fill Serial Numbers of the Company as "ZERO" in numeric and continue

- I. After filling the details. click on 'Save' button. You will be taken to the next screen- Company Registers and Returns



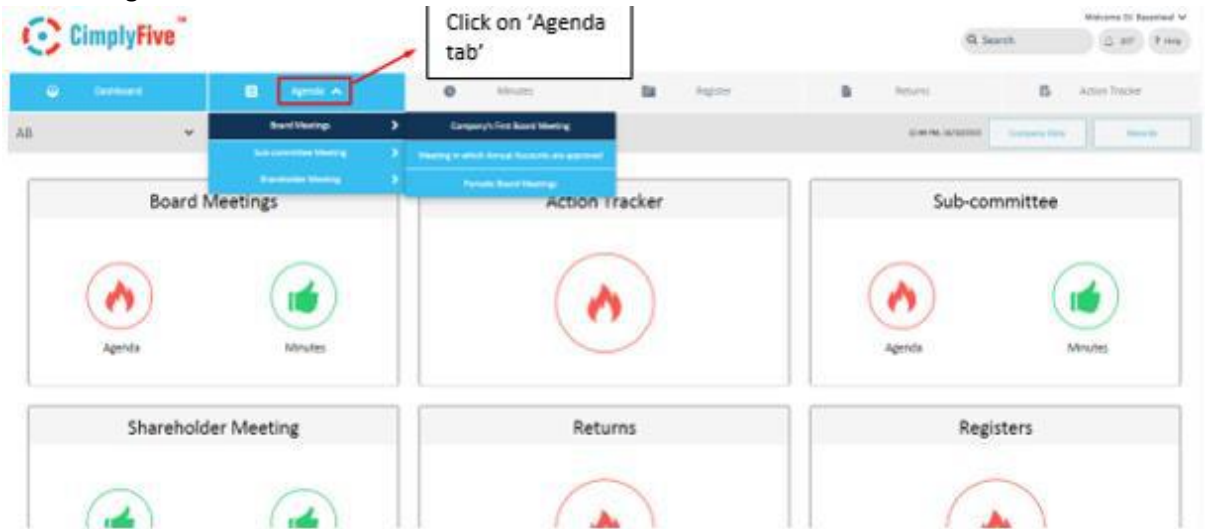
The screenshot displays the 'Company Registers & Returns' page in the CimplyFive application. The interface includes a top navigation bar with options like 'Dashboard', 'Agenda', 'Minutes', 'Register', 'Returns', and 'Action Tracker'. Below this, a breadcrumb trail shows 'Home / Company Registers & Returns'. The main content area is divided into two panels: 'Register Status' and 'Return Status'.

Register Status			Return Status		
Registers	Updated/Not	Date	Returns	Filed/Pending	Date
Register of Directors and Key Managerial Personnel	N		DIV 5 Statement of amounts credited to investor education and protection fund	N	
Register of contracts with related party and contracts and Bodies etc. in which directors are interested	N		Form MR-1 Return of appointment of key managerial personnel	N	
Contract of Employment of Managing Director	N		INC-1B: Application for conversion of a section 8 company into any other kind	N	

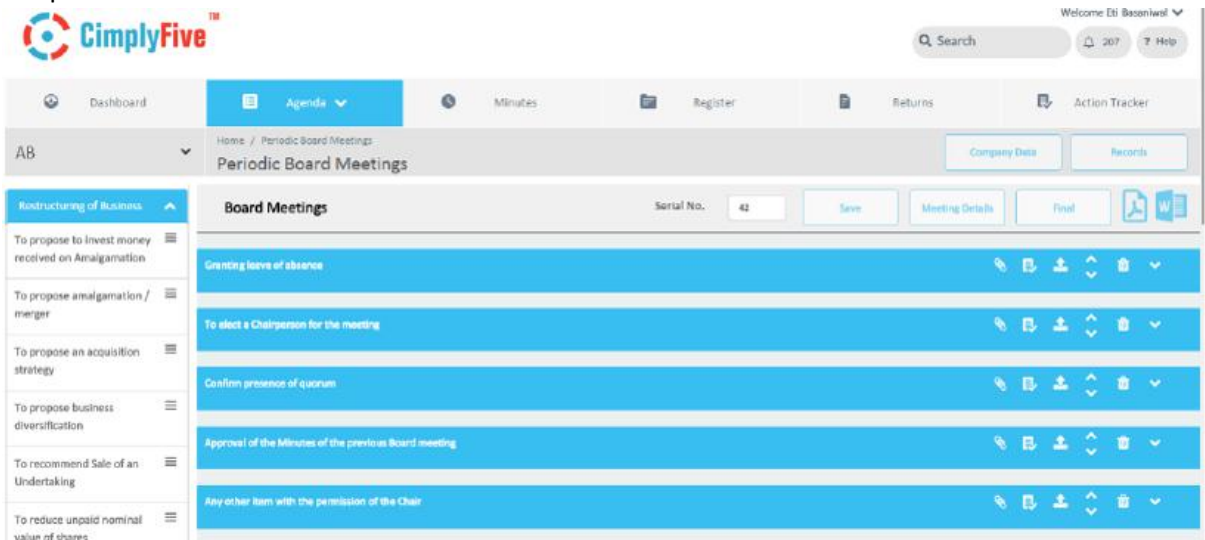
- m. click on 'SAVE' button to register your company with BLISS

Step 4: Create First Board Meeting Agenda:

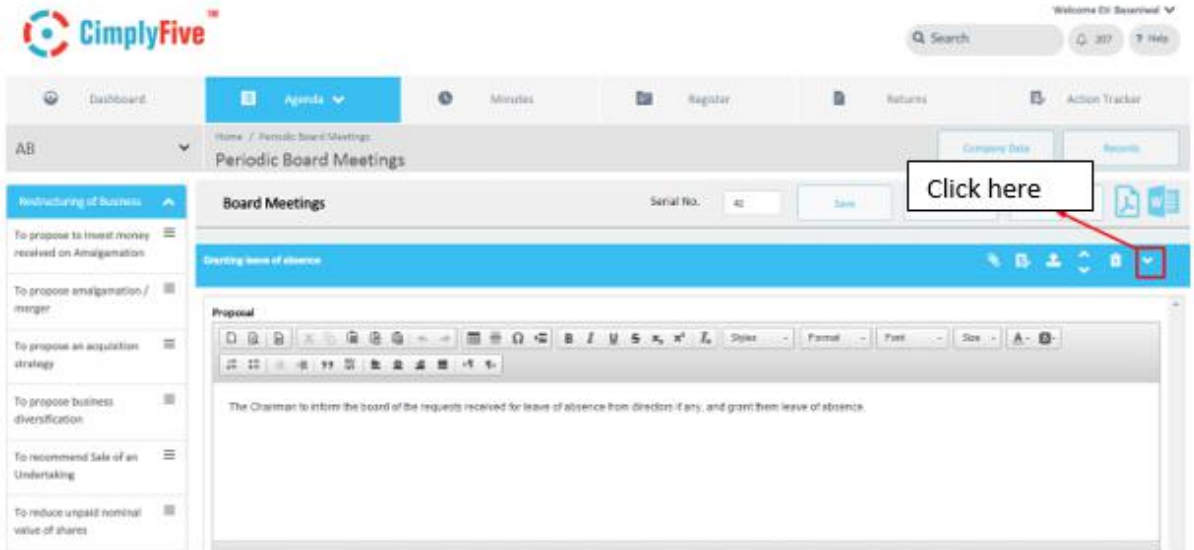
- a. Click on 'Agenda' tab



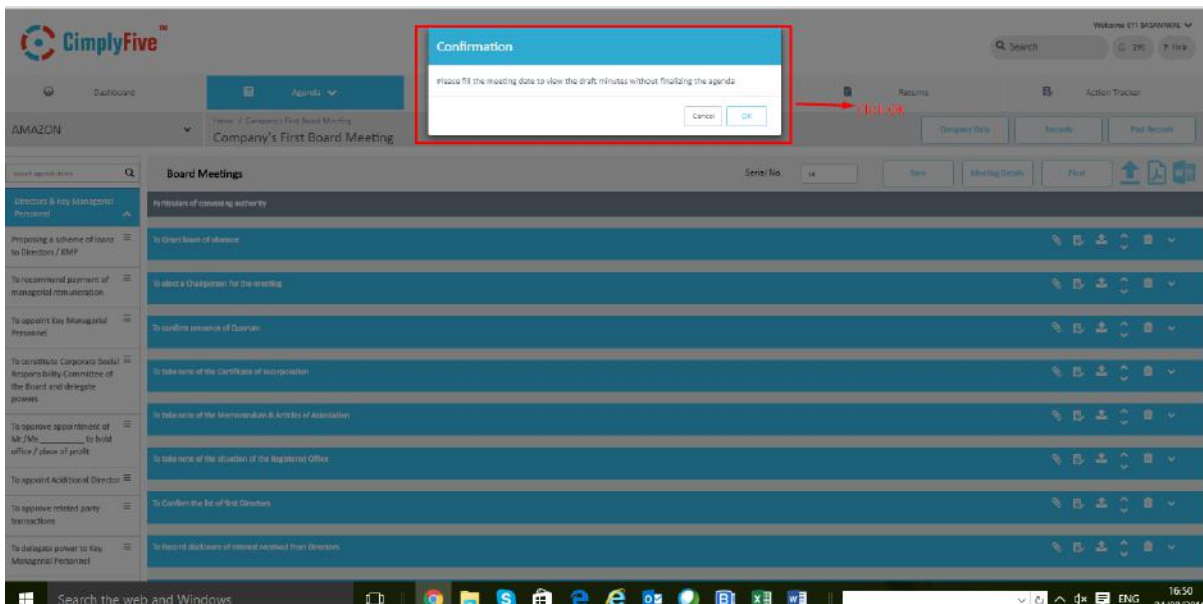
- b. A drop down menu with 3 categories of meeting will be displayed- Board Meeting, Sub-committee meeting and Shareholder meeting. Select 'Board Meeting', by clicking on it.
- c. Further sub menus under each of the three categories will appear. Again select 'First Board Meeting' by clicking on it.
- d. Once you select the type of meeting in the next screen you have a ready to use Agenda templates.



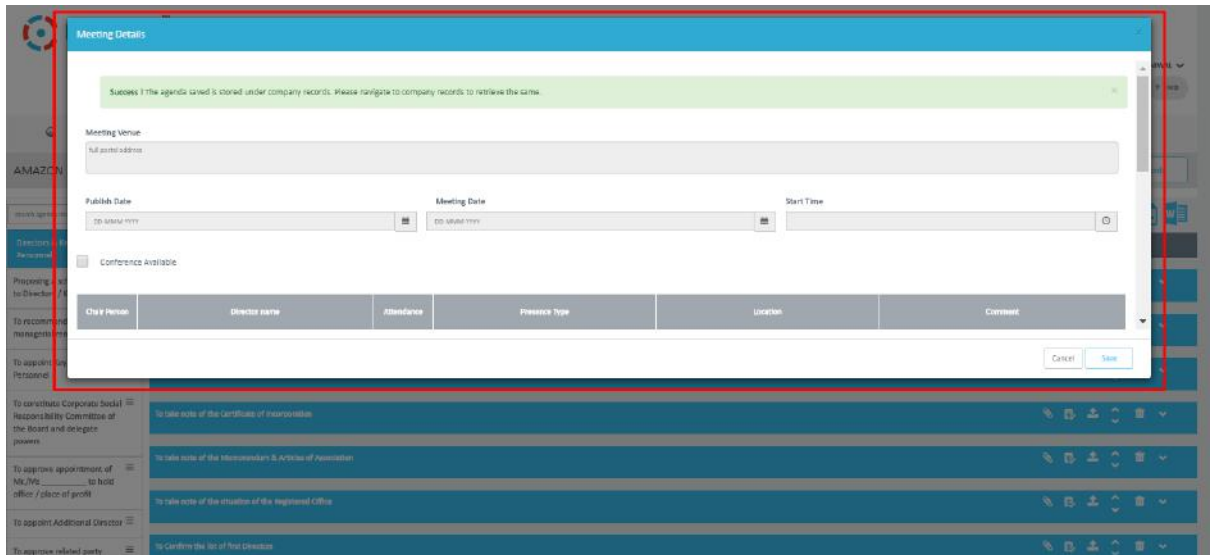
- e. By clicking on the arrow next to each resolution you can fill in company specific details in the Proposal and the Proposed resolution text boxes



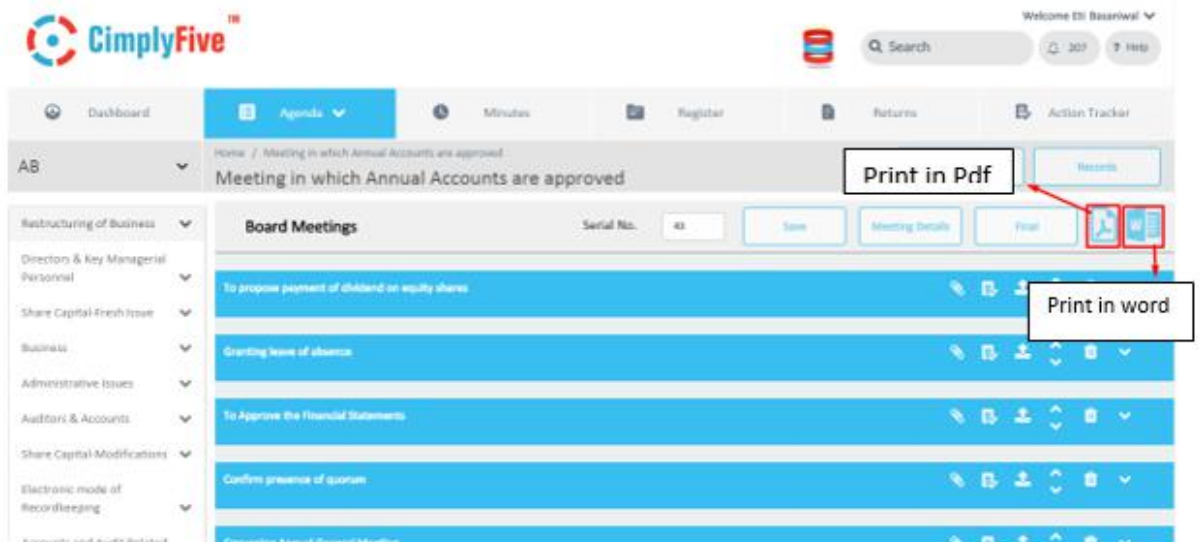
- f. Click on 'SAVE' after you complete your update to save the edited content.



- g. Once the agenda is saved fill the meeting details by clicking on 'Meeting Details'. You will be taken to the following screen:

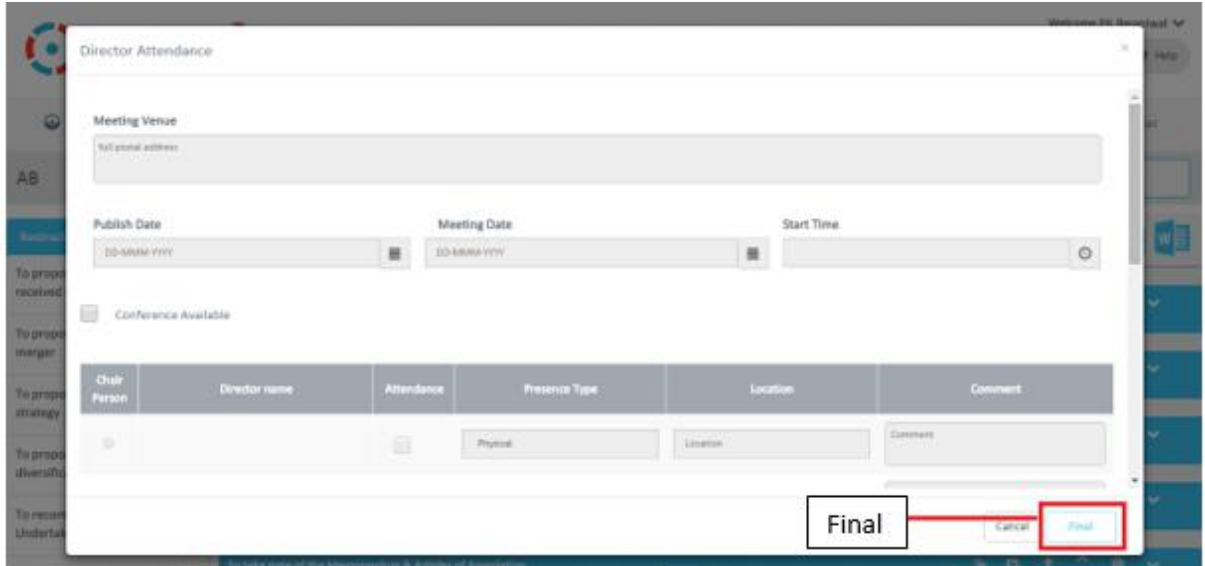


- h. Fill in the Meeting details i.e.; Meeting venue, Agenda publish date, Meeting date and start time. Note: Meeting date should be after the Publish date.
- i. Once the Agenda is saved and the meeting details are filed, draft agenda is ready. can be printed either in Word or Pdf format, by clicking the following symbols as shown in the following screen:



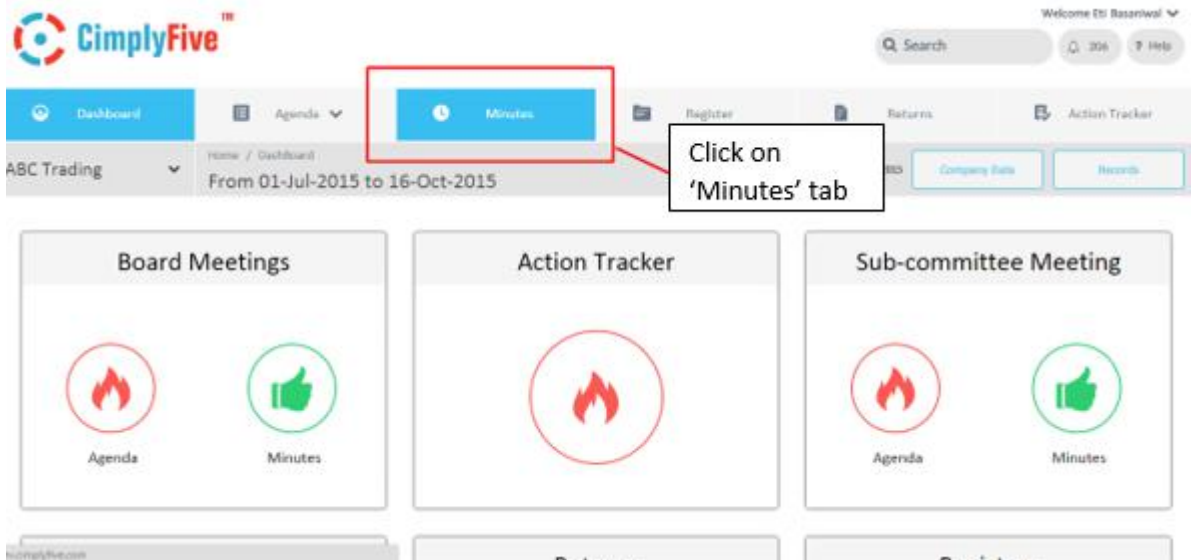
- j. After review of the draft, when you want to finalize the Agenda, click on 'Final'. Please note than once you click on 'Final' the agenda cannot be edited. Therefore please verify the Meeting details entered as you cannot edit it subsequently

k. When you click on 'Final' it will take you to the following screen:

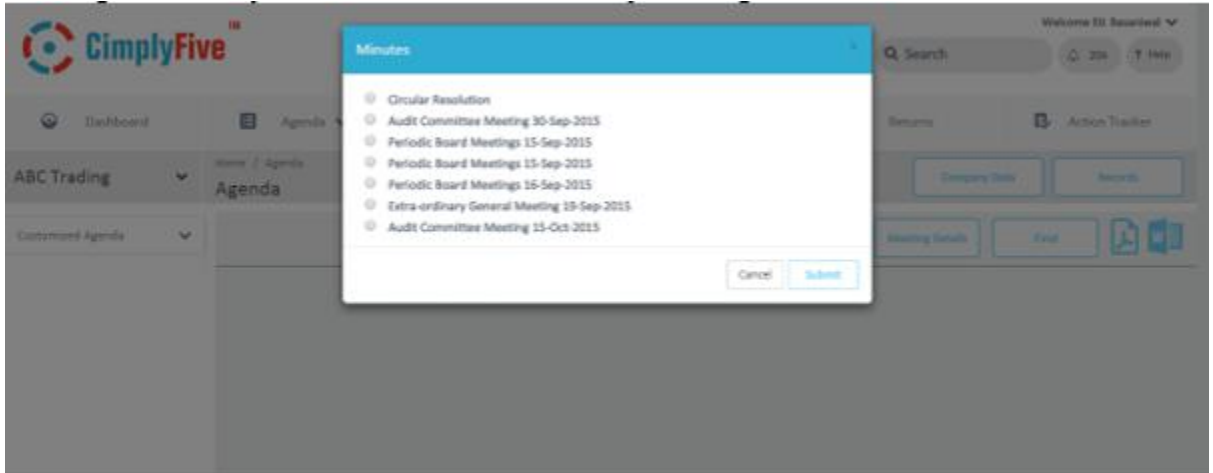


Step 5: Create Minutes of the First Board Meeting

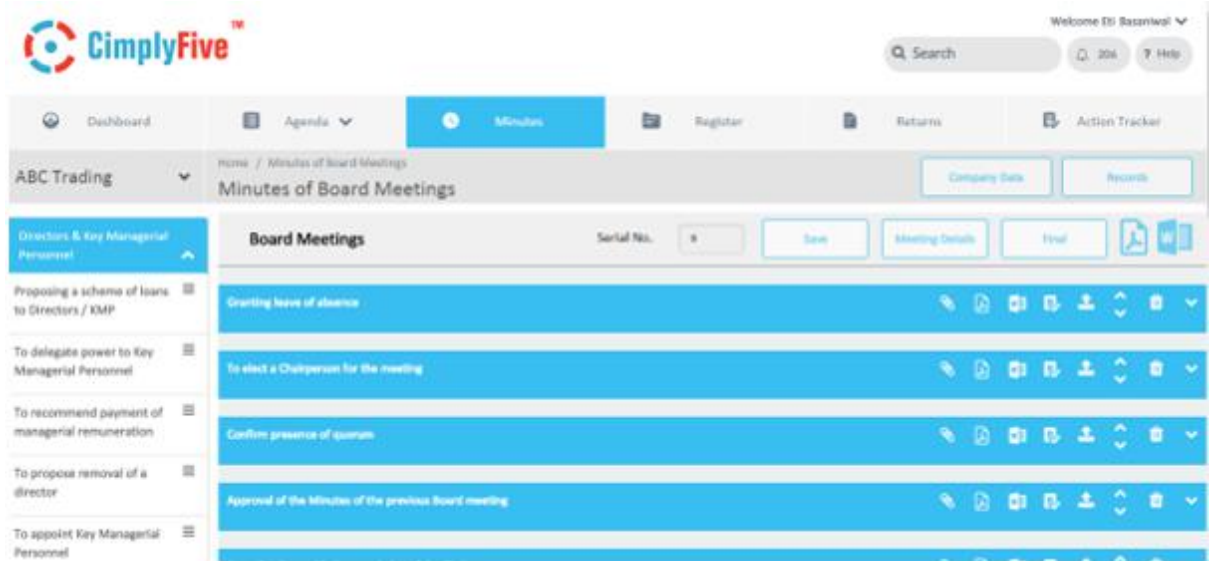
- a. Please note you can create minutes only for an Agenda created. If you have already created an agenda minutes can be created by selecting a company by clicking on its name.
- b. Now, click on 'Minutes' tab



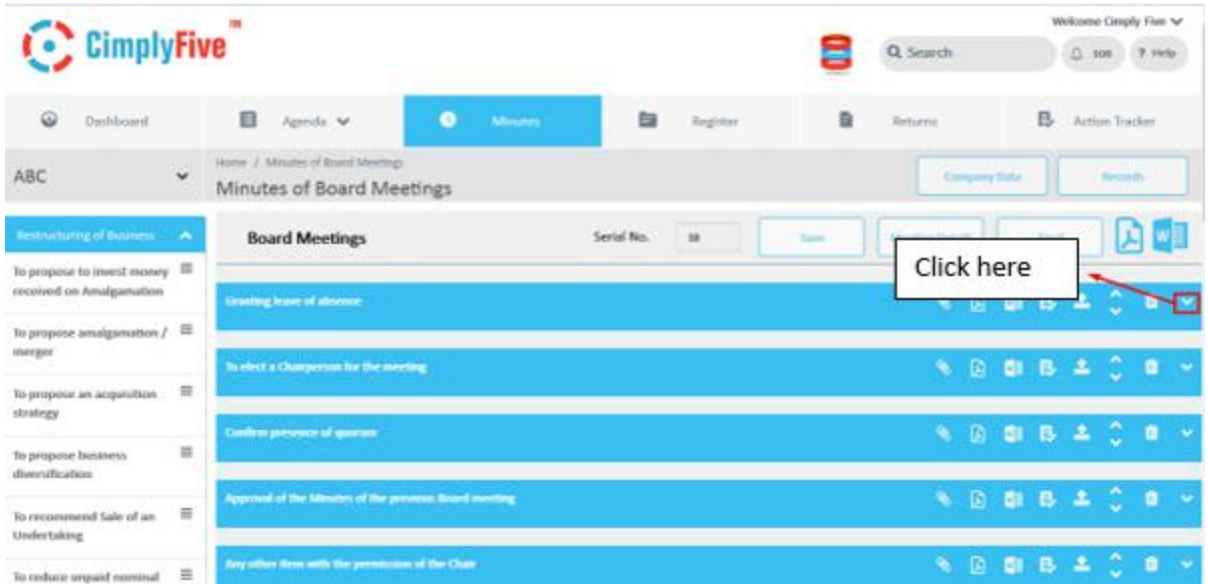
- c. A box as shown below will appear containing all the meetings for which agenda is created but the minutes are not finalized. From the box that appears, select the meeting for which you want to create minutes by clicking on it



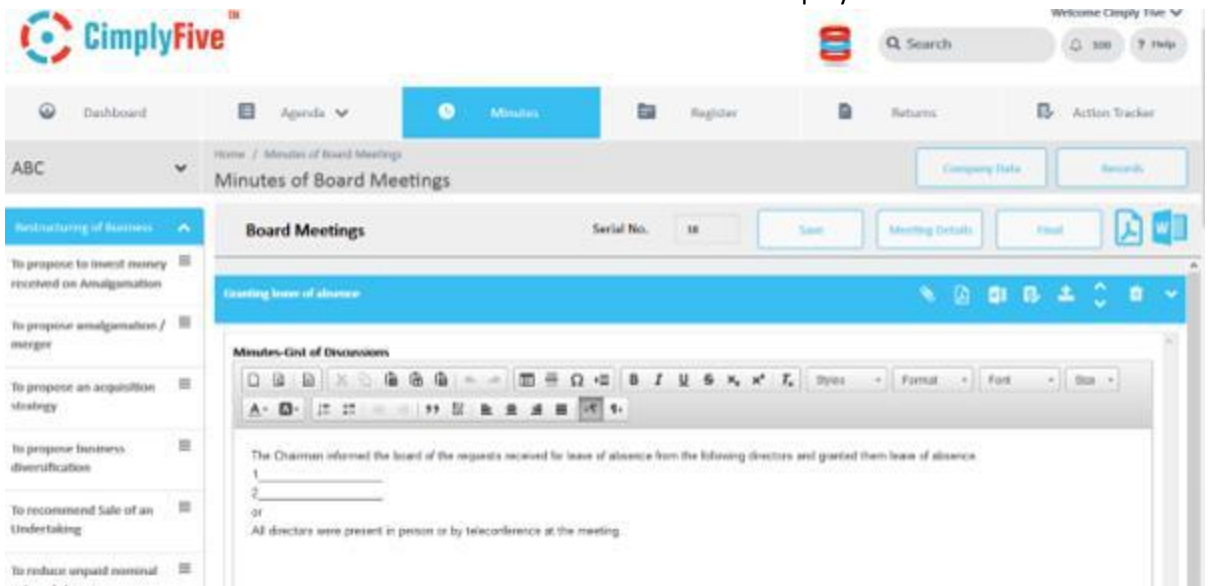
- d. You will be taken to the screen as shown below. The screen already contains the draft Minutes for all the Agenda items selected



- e. To view the draft minutes for each of the resolutions, click on the arrow next to each resolution:

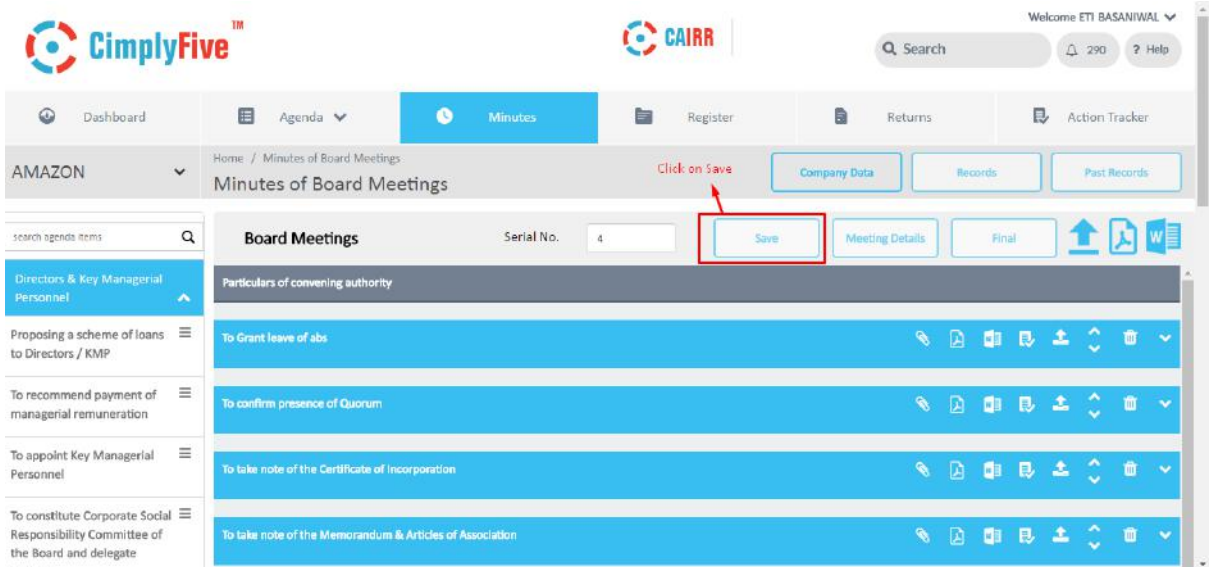


f. The content of the resolution and the Gist of discussions will be displayed as shown below:

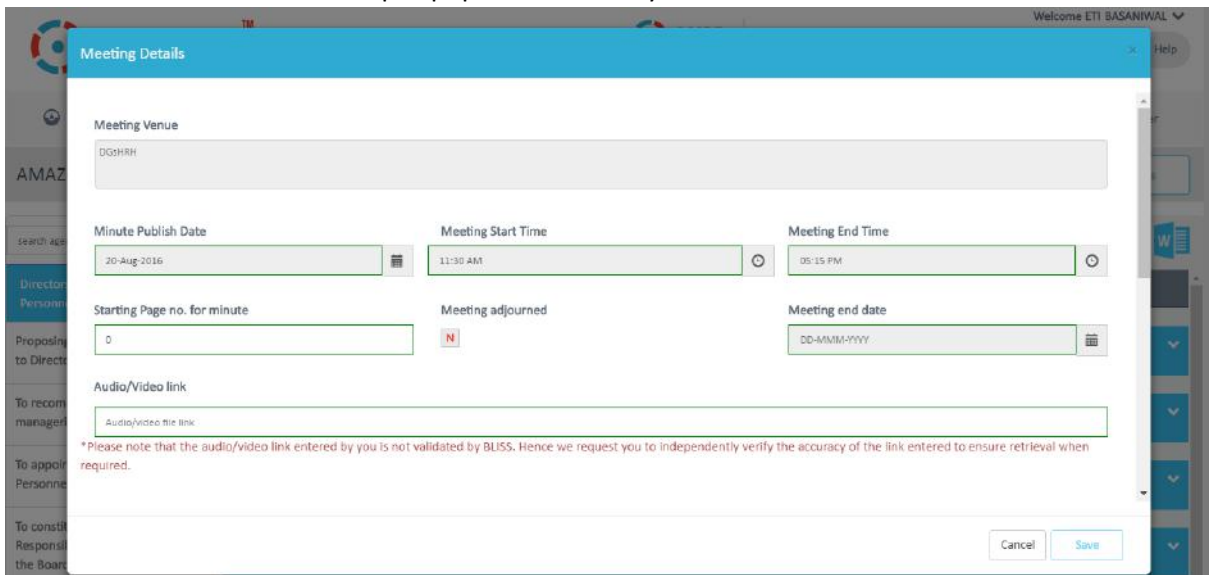


g. Based on the discussions that have taken place in the Meeting, edit the text to reflect the discussion and the decision.

- h. Click on 'Save' to store the minutes. You can retrieve it later for further editing if required from the Records module



- i. Once the minutes for a particular meeting is saved, fill in the meeting details, by clicking on 'Meeting details'. When you click on 'Meeting Details' button, a box with the following details appears as shown below: Fill in details of Minutes Venue, Minutes publish date, Meeting start time, Meeting end time, Starting page of minutes, add names of invitees present in the meeting, directors present, their mode of presence and comments.
Note: Venue and start time are pre-populated but they can be edited



- j. To finalize the Minutes of the meeting click on 'Final'. Please note: That a meeting once finalized cannot be edited

Step 6. To view the Documents Created

- a. Click on the company name for which you want to find the record. You will be taken to the screen shown below: Click on the Record button highlighted

The screenshot shows the CimplyFive dashboard for company 'ABC'. The navigation menu includes Dashboard, Agenda, Minutes, Returns, and Action Tracker. The 'Records' button is highlighted in a red box. Below the navigation, there are several cards for Board Meetings, Action Tracker, Sub-committee, Shareholder Meeting, Returns, and Registers. Each card contains icons for Agenda and Minutes.

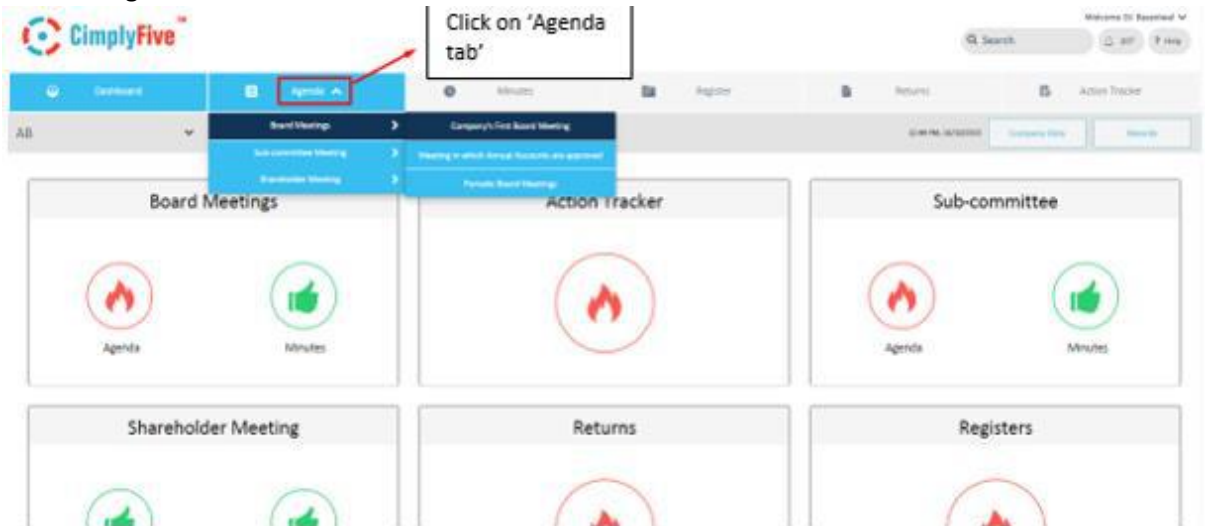
- b. You will get a list of all the Records saved classified under separate heads such as Board meeting, Sub-committee, Shareholder meetings, Circular resolution and Action tracker as shown below: Click on the record you have saved to access it

The screenshot shows the 'Company Records' page for company 'ABC'. The page displays a table of records under the heading 'Board Meetings'. The table has columns for Sl. No., Agenda Date, Meeting Date, Minute Closure Date, Minute Publish Date, Status, and a Delete button.

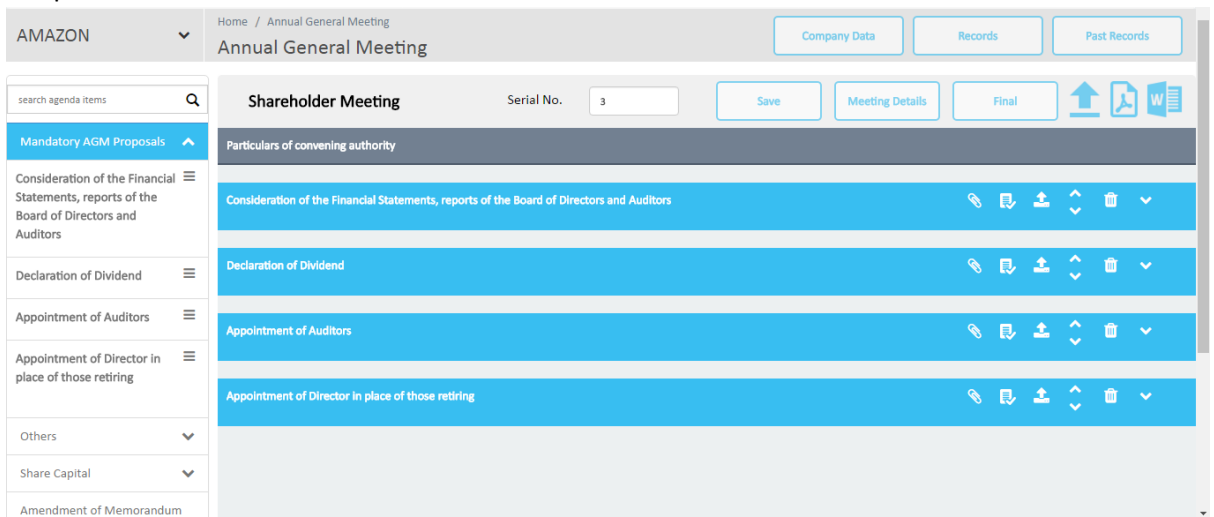
Sl. No.	Agenda Date	Meeting Date	Minute Closure Date	Minute Publish Date	Status	
1	08-Oct-2015				Agenda not published	Delete

Step 7. Create Notice for Annual General Meeting

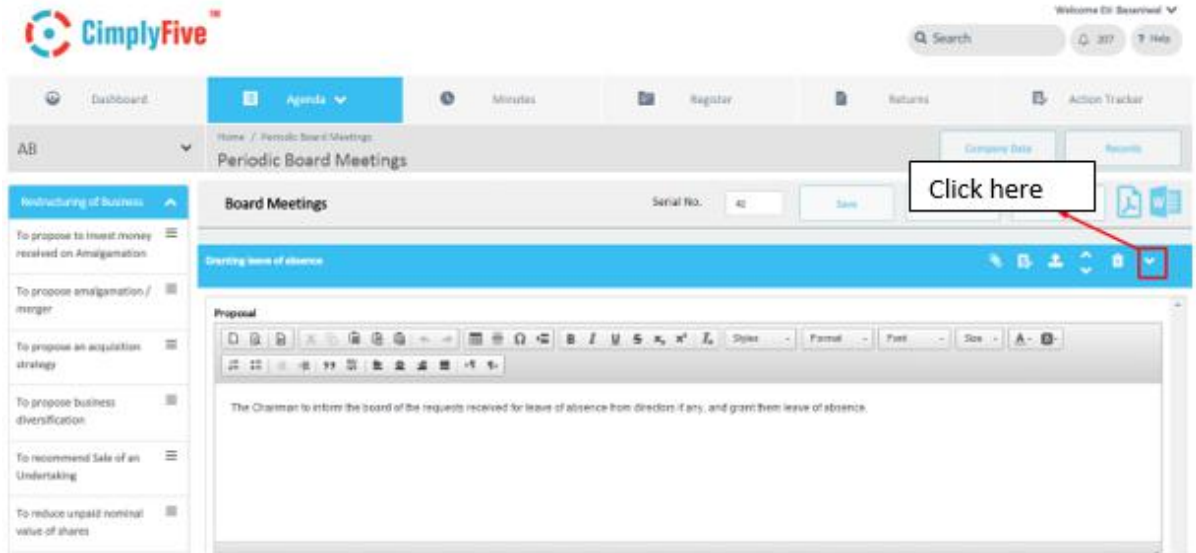
- a. Click on 'Agenda' tab



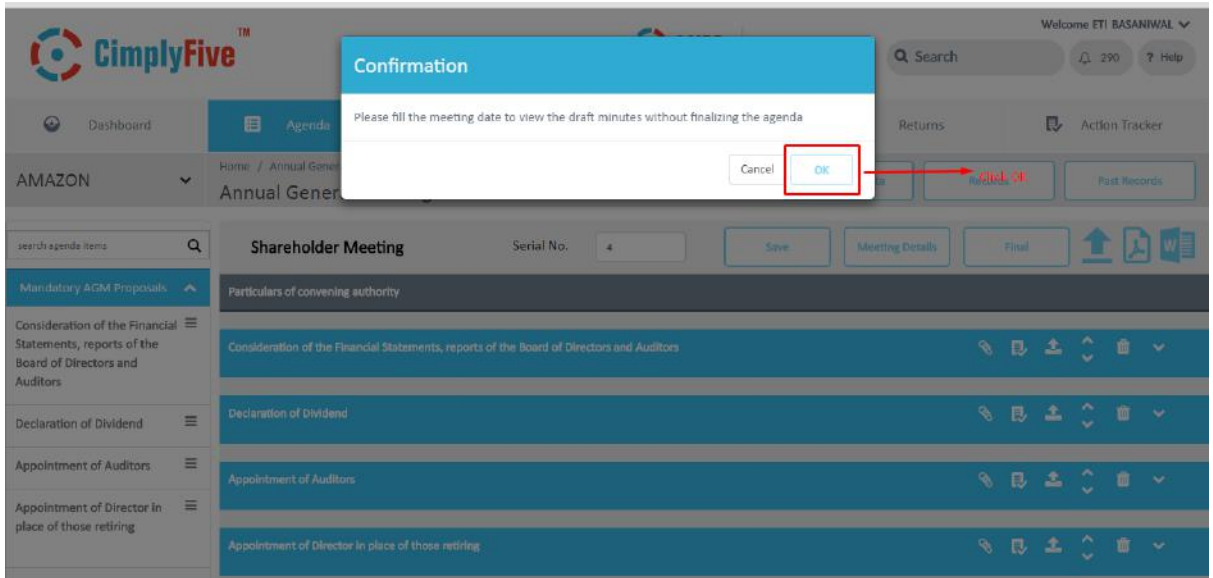
- b. A drop down menu with 3 categories of meeting will be displayed- Board Meeting, Sub-committee meeting and Shareholder meeting. Select 'Shareholders Meeting', by clicking on it.
- c. Further sub menus under each of the three categories will appear. Again select 'Annual General Meeting' by clicking on it.
- d. Once you select the type of meeting in the next screen you have a ready to use Agenda templates.



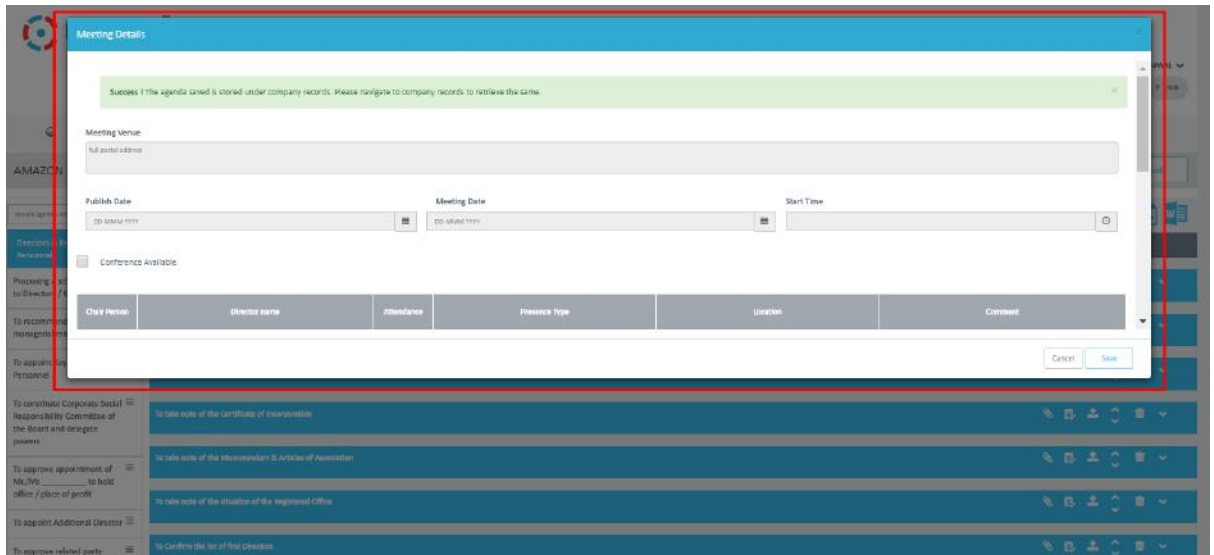
- e. By clicking on the arrow next to each resolution you can fill in company specific details in the Proposal and the Proposed resolution text boxes. Note: There would be no proposals for Shareholders meeting.



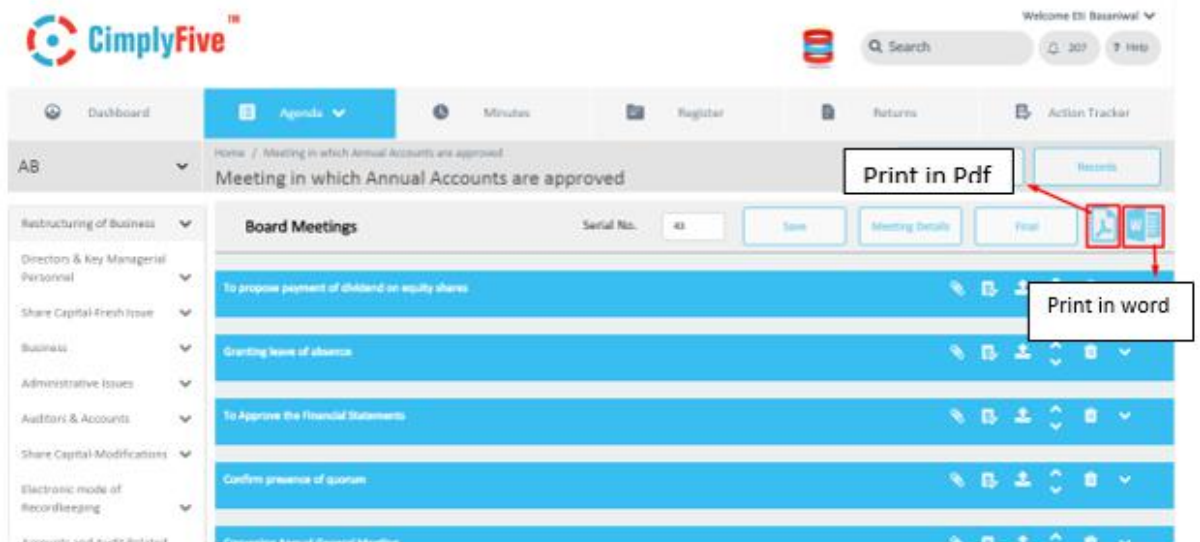
- f. Click on 'SAVE' after you complete your update to save the edited content.



- g. Once the agenda is saved fill the meeting details by clicking on 'Meeting Details'. You will be taken to the following screen:



- h. Fill in the Meeting details i.e.; Meeting venue, Agenda publish date, Meeting date, List of Members and start time. Note: Meeting date should be after the Publish date.
- i. Once the Agenda is saved and the meeting details are filed, draft agenda is ready. can be printed either in Word or Pdf format, by clicking the following symbols as shown in the following screen:



- j. After review of the draft, when you want to finalize the Agenda, click on 'Final'. Please note than once you click on 'Final' the agenda cannot be edited. Therefore please verify the Meeting details entered as you cannot edit it subsequently.