

ICAI- ROC

MCA-21 Compliance Software

Salient Features

- GENERATES FORMS AS PER MCA 21 REQUIREMENT
- PICKS UP DATA DIRECTLY FROM MCA SITE
- PREDRAFTED RESOLUTIONS
- MAINTAINS MINUTE BOOK
- CALCULATION OF FILING FEES
- PREPARATION OF MEMORANDUM AND ARTICLES
- COMPLETE SHAREHOLDER MANAGEMENT
- CONSOLIDATION /SPLITTING OF SHARE CERTIFICATES
- SHARE CERTIFICATE PRINTING
- ANNUAL RETURN PREPARATION IN MINUTES
- PREPARATION OF STATUTORY REGISTERS
- MORTGAGE AND CHARGES MANAGEMENT
- MANAGES UNLIMITED COMPANIES

An Overview of ICAI- ROC MCA-21 Compliance Software

1. Features of the Software

The software provides a complete package to manage secretarial requirements & generates forms as per MCA21 Requirements. It provides the facility to prepare Auto filing of e-Forms, Shares Records/Certificates, Meetings & Minutes, Resolutions/Drafting, Annual Return forms and maintenance of Registers and Reports etc.

2. About the Arrangement

i) The vendor will provide initial license for ICAI-ROC free of cost for 2 years.

Description of the Software	Offer to Members in Practice & CA Firms
ICAI-ROC	Free

ii) The license renewal charges will be Rs. 1500/- after 30th September, 2013. Statutory taxes on License Renewal shall be extra as applicable.

a) MDA shall provide full support free of cost for the first two years from the date of entering into MOU, i.e. upto 30th September, 2013.

b) MDA offers following AMC options after first assessment year and to continue to avail all support options:

License renewal charges	Software Support Charges for First Two Year	License Renewal Charges
a. Free New Version as and when released	Free	INR 1500

iii) The Vendor will provide support which would be free upto 30th September, 2013 and include all upgrades upto Assessment Year 2013-14. Thereafter, support would be provided on payment of renewal charges.

iv) The Vendor will provide free of cost patches upto two years and till renewed.

3. Installation Support:

The vendor will provide a web form to enable CA firms and members to request for support for Online Installation on "First Come, First Serve" basis.

4. Downloading the Software:

The Software may be downloaded free of cost from the website of Committee for Capacity Building of CA Firms and Small & Medium Practitioners, www.ica.org.in on request by members.

5. Support on use of Software:

The vendor will provide the technical support to the users and renewed customers via Phone, email and remote PC access from the date of registering the license.

