

## Scope of Work for CACS Web Application Development

### Objective:

Develop a comprehensive web application for CACS to streamline compliance, secretarial management, and auditing processes. The application will replace manual Excel-based workflows with an automated and centralised tool.

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## Modules and Features



### 1. Master Data Management

- **Company Master Module**



- Capture and manage company details, including:

- Name, CIN, Address, Incorporation Date.
- Authorised and Paid-up Capital.
- Industry classification and listing details.

- Ability to update and audit changes.

- **Director Details Module**

- Add and manage director information, including:



- Name, DIN, Appointment Date, Designation.
- Contact details, term status, and compliance.

## 2. Meetings Management

- **Board Meetings Module**

- Create and manage meeting agendas.
- Add invitees with role designations.
- Upload and store compliances and remarks.

- Set meeting dates and locations.

- **Committee Meetings Module**

- Manage committees (Audit, Nomination, etc.).
- Schedule meetings and track attendance.
- Document and maintain committee recommendations.

- **General Meetings Module**




- Schedule AGMs/EGMs and manage notices.
- Track requirements and results.



### 3. Document and Compliance Management

- **Document Repository**

- Centralised storage for all company documents, including:
  - Stock exchange filings.
  - ROC and RBI E-forms. 
- Document version control.

- **Regulatory Compliance Module**


- Automated checklist for:
  - Companies Act 2013.
  - LODR disclosures.
  - PIT regulations and SAST compliance.
- Threshold-based compliance validation.

- **Policy Management Module**

- Create, update, and verify company policies.

- Maintain historical versions and statuses.

#### 4. Tracker Management

- **Age Tracker** 
  - Automated age tracking for directors.
  - Alerts for compliance with age-based regulations.
- **Vacation Tracker**
  - Maintain records of director resignations.
  - Generate reports.
- **IEPF Tracker**
  - Manage unclaimed dividends and shares.
  - Generate IEPF reports.

#### 5. Reporting and MIS

- **Preparation of MIS**
  - Automated generation of:
    - MIS for board meetings.
    - MIS for committees and general meetings.
    - MIS for ID meetings.
- **Finalisation of Reports**
  - Generate compliance reports (Board Report, MDA, BRR, Corporate Governance).
  - Generate detailed RPT and ESOP reports.

#### 6. User Management and Permissions

- Role-based access control (Admin, Auditor, Compliance Officer).
- Audit logs for all user actions.

## 7. Notifications and Alerts

- Automated email and in-app notifications for:



- Upcoming meetings.
- Compliance deadlines.
- Document submission reminders.

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## Technology Stack



- **Backend:** NestJS (Node.js Framework).
- **Frontend:** Next.js (React Framework).
- **Database:** MariaDB SQL for structured data storage.
- **Authentication:** JWT-based secure authentication.
- **Deployment:** Microservices, hosted on AWS.

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## Implementation Plan



### 1. Requirement Gathering

- Conduct workshops with CACS to finalise detailed workflows for each module.

### 2. Development Phases

- Phase 1: Master Data and Meetings Management.