

# **Sensys XBRL Steps to Filing XBRL Financial Statements**

## **1. Creation of XBRL instance document**

- a. Create Entity
- b. Create Instance Document
- c. Tagging Of Data
- d. Internal Validation
- e. Create Instance Document

## **2. Launch MCA XBRL validation tool**

## **3. Load the instance document**

## **4. Validate the instance document**

## **5. Pre-scrutiny of the instance document**

## **6. Convert to pdf and verify the contents of the instance document. (This step is essential to ensure that the textual information entered in the instance document is clearly viewable)**

## **7. Attach instance document to the Form 23AC-XBRL and Form 23ACA-XBRL**

## **8. Submitting the Form 23AC-XBRL and Form 23ACAXBRL on the MCA portal**