



Corporate Affairs System

ADVANCED 1

TRAINING MANUAL

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Copyright and Disclaimer



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BGL operates a call back support service during the below hours:

Monday to Thursday 7.30am to 7.30pm (AEST)

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This Training Manual has been prepared by BGL Corporate Solutions Pty Ltd for users of **CAS**. Every effort has been made to ensure the accuracy and completeness of this Manual. However, the software author or supplier cannot be held liable for any errors or omissions, and this Manual should not be relied upon as a detailed specification of the system. In addition, the software author and supplier reserve the right to issue revisions, enhancements and improvements to the software at any time without notice.

This Manual forms part of the computer software, which is subject to a Software Subscription Agreement with an authorised user. It therefore remains the property of the software author and supplier and is subject to copyright and trade secrets protection. It must not be copied, disposed of, distributed or otherwise be made available to any person, other than employees of the authorised **CAS** for Windows client, without the prior consent of the software author and supplier.

Introduction

Welcome to the CAS Advanced 1 Training Manual.

This training manual will help you to gain the greatest benefit from the installation of CAS in your business. It is designed as a half day training session, and covers functions in all three **CAS** products; **CAS**, **CASLite Plus** and **CASLite**.

This Manual assumes:

- **CAS** has been set up on your computer
- You have some knowledge of Microsoft Windows
- You have some understanding of the Corporations Act 2001 requirements for companies
- You can complete the tasks in the **CAS Basics Training Manual**. This can be accessed from the **Help** screen. 

This manual is divided into the following sections:

Training Manual Conventions

This section provides an overview of **CAS** and will explain terms, concepts, definitions and functions that are used throughout your **CAS** software and documentation.

Lesson 1 - Updating Company Data from an Electronic Data Download

This section will teach you how to lodge the electronic data download form and generate a comparison report in **CAS** to compare data with ASIC.

Lesson 2 - Combine Changes to Officers, Members and Company Addresses

This section will teach you how to process a change to the officers, members and company address, and print a combined directors meeting minute for all three changes.

Lesson 3 - Multi Company Documents

This section will teach you how to process details that have changed for multiple companies.

Lesson 4 - Reprinting Documents

This section will teach you how to reprint documents previously prepared with **CAS**, and show you how to reprepare documents with amendments.

Lesson 5 - Corrections to Previously lodged documents

This section will teach you how to prepare a Supplementary Document Form 902.

Lesson 6 - Document Tracking

In this Section you will learn how to track documents prepared through CAS.

Lesson 7 - Share Restructures

This section will teach you how to record share subdivisions, consolidations and buy-backs.

Lesson 8 - Preparing ASIC Agent Forms

This section will teach you the purpose of and how to prepare ASIC Registered Agent (RA) forms.

Lesson 9 - Report Editor

This section will teach you how to personalise existing reports in **CAS**

Lesson 10 - Consolidating Duplicate Records

This sections teaches you how to consolidate duplicate people, addresses, shares, departments, clients and document tracking status level.

Lesson 11 - All Documents and Forms

This section introduces a function in **CAS**. It teaches you how to track and manage documents prepared through **CAS** using the All Documents and Forms **screen**.

Lesson 12 - Task Management

This section will teach you how to use the task manager and prepare task management reports.

Training Manual Conventions

CAS Conventions

One of the main objectives of **CAS** is to enable company data to be entered as quickly as possible. The following design features are just some of the ways **CAS** speeds up the data entry process:

CAS has a number of concepts and functions that are used consistently throughout the software and documentation. Understanding these concepts is a pre requisite to the efficient and effective operation of **CAS**.

1. Within all transaction screens you are able to skip to the next field, using the **Tab** key if you do not wish to enter data.
2. Alternatively you can use the **Enter** key.
3. Clicking on  **Print** or  export to **PDF, Word, Excel** validates and prepares all documents and forms in **CAS** for electronic lodgement.
4. You can use the standard windows shortcut keys Cut (Ctrl + X), Copy (Ctrl + C) and Paste (Ctrl + V) to move data amongst fields.

CAS has its own shortcut keys should you prefer to use the keyboard rather than the mouse. Some common shortcut keys used throughout CAS are as follows:

- **Alt + N** - creates a new record.
- **Alt + E** - edits the current record.
- **Alt + S** - posts (saves) the current data.
- **Alt + X** - exits the current screen without saving.

Training Manual Conventions

- When **"click"** is used the user is required to move the mouse pointer to the field or button and press the left mouse button.
- When the word **"highlight"** is used the user is required to move the mouse pointer to the data and press the left mouse button.
- When the manual requests you to click on , for training purposes, you will be required to click on  instead.
- Buttons to be clicked are shown on the screen in bold italics e.g.  **Search**
- Keys to be pressed on the keyboard are shown in bold Italics e.g. **Tab**
- Data required to be input by you will be displayed in **BOLD, ITALICS AND UPPERCASE**.

Symbols



TIPS AND TRICKS



CAUTION



LINKS ON BGL WIKI

CAS Help and Training Resources

Overview of Help

CAS, like many computer software packages, requires data to be input in certain ways and will not give you the correct result if data is not input correctly.

BGL has designed many sources of help information for **CAS** users. All Help resources can be access from the **Quick Access Toolbar** on the top left hand corner of **CAS**.



1. **Help**

Context sensitive screen by screen **Help**.

There are four main topics: *Overview, Forms prepared by CAS, New Features in this Release and How Do I...that should be read by all new users before entering data into CAS.*

2. **Training Manuals**

Training Manuals are included as part of Help. These include:

CAS Basics

This takes you through the most common tasks, from setting up a company, making most common officers, members and address change and generating reports.

CAS Advanced 1

Building on the knowledge gained in the Basics Training, this covers more complex **CAS** Administrative tasks.

CAS Advanced 2

Building on the knowledge gained in the Basics Training and Advanced 1, this covers more complex company changes in **CAS**.

All Training Manuals can also be downloaded in PDF format from the Client Centre via **Your Support | Training Manuals**

3. **BGL Wiki**

From the BGL Wiki, current subscribers can access over 300 articles on your BGL software, from installations, instructions and trouble-shooting.

BGL Connect

BGL Connect is a program installed as part of your **Simple Fund** program. It connects and automates a number of BGL services, products, tasks, schedules and messaging in a single proactive software application.

Main Features of **BGL Connect**:

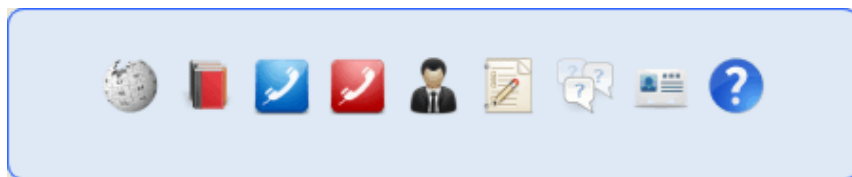
- It includes a reminder system for tasks and ability to drag and drop documents into your BGL application.
- It provides update notifications, access to the BGL Wiki and help resources.
- It allows you to log and track support calls.
- It gives you direct and easy access to the BGL Client Centre.
- It integrates with Portal by BGL and enables documents to be delivered to your clients, signed and received back into your BGL software automatically.

Once you have successfully installed **BGL Connect**, the **BGL Connect** icon will appear on the Windows Taskbar.



All features of **BGL Connect** can be accessed from the **BGL Connect Panel**.

Click on the **BGL Connect** icon  on the **Windows Taskbar** to access the panel.



This panel provides you access to the following BGL resources and services:

- BGL Wiki
- Training Manuals
- Your Support Calls
- Log a Support Call
- Client Services
- Feedback
- Wishlist
- Contact BGL

Clicking on any of the links will provide you access to that particular function.

Refer to the BGL Connect Help File for more information.

BGL SmartDoc

BGL SmartDoc is a feature integrated into the **BGL Connect** program that allows users to drag and drop documents using the drop zone. These documents get saved in Document Management in the software in **Simple Fund** and are also pushed to **Portal by BGL**.



Using the **BGL SmartDoc** drop zone icon, , you can drag and drop documents from any location on your computer to save into **CAS** or **Portal by BGL**.

Refer to the BGL Connect Help File for more information.

Part 1 - Checking Your Version

Objective

In this task you will learn how to check what version of **CAS** you are currently using.

By the end of this task, you will be able determine when you are required to download and install an update of **CAS**.

Instructions

From the **Quick Access Toolbar**, click  **About**.



CAS will display the Release and Release Date of the **CAS** program you are using.



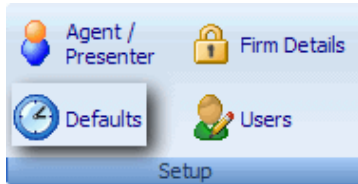
To ensure you have the latest version of **CAS**, compare the software version and date with those shown on the BGL Client Centre

Automatic software update notifications

CAS can automatically prompt you when a new release is available on BGL's internet site. **CAS** will check your version at startup and prompt you to update if there is a newer release.

From the **Ribbon Toolbar**:

On the **Administration** tab, in the **Setup** group, click **Defaults**.



Click the **Tasks/Help** tab

Click ☒ **Only notify supervisors of updates.** **CAS** will only check your version when you log in with a user name that has Supervisor access. This is set up in **Administration | User Maintenance**.

Click ☒ **Software update notifications**

Defaults




 Search



[Data Input](#)
[Integration/Jurisdiction](#)
[Documents/Letters](#)
[Annual Review](#)
[Document Tracking](#)
[Tasks/Help](#)
[Debtors Export](#)

Task Management Defaults

Use the Task Management ☒

No of future days tasks to show

Help Defaults

Show bubble help hints ☒

CAS System Options

Only notify supervisors of updates ☒

Software update notifications ☒

Enable BGL Direct Messages ☐

BGL Direct check interval  minutes

Connect using a proxy server ☒

Proxy Server ☒ Autodetect

Proxy Username

Proxy Password

Use Adobe Reader when previewing ☐

BGL Connect

Launch automatically at start up of CAS ☒

Do not install for CAS / uninstall if previously installed ☐

Click



Part 2 - Client Centre

Objective

In this task you will learn:

- what the BGL Client Centre is
- the benefits of the BGL Client Centre
- how to set up your BGL Client Centre account

By the end of this task , you will be able to log into the BGL Client Centre and utilise all the available functions.

What is the BGL Client Centre?

The BGL Client Centre provides you with a direct connection to BGL. At the Client Centre you can:

- view your details
- log a support call
- monitor the status of current support calls and mark them as resolved
- modify the problem of logged calls
- view the problem and resolution details of your past calls
- view the consultant allocated to solving your problem
- view BGL announcements
- view and pay subscription invoices
- register for training courses, user groups and update seminars
- register for BGL functions
- book a call-back time for your support calls
- access BGL Wiki
- access BGL Forum
- download PDF copies of Training Manuals
- provide feedback to BGL
- add or vote for enhancements to the software using the Wishlist system

What are some of the benefits?

- Easier and quicker to log calls
- Ability to provide more information about your problem
- Faster response to your support queries
- Ability to see the status of your support call with BGL at any time

How do I set up my account?

It will take you a few minutes to set up your account. Each BGL client can only have one account so the account you set up will be used by everyone in your organisation.

1. Open up your web browser (e.g. Internet Explorer, Mozilla Firefox)
2. Input <http://clients.bglcorp.com.au/> in the address line of your browser.
3. Click Register for the Client Centre on the left menu
4. Input the following details to set up your account:

- Admin Contact Email:** Input your admin contact email address. This is the email address to which BGL currently sends newsletters, invoices and subscription renewals
- Product ID:** Input the Product ID for one of your BGL products. The Product ID can be found in your BGL software. From the **Ribbon Toolbar**, select the **Administration** tab, in the **Help** group, or click **About**.
- Username:** Input a username that your organisation will use to access the BGL Client Centre (at least 4 characters)
- Password /Confirm Password:** Input a password for your organisation to use to access the BGL Client Centre (at least 5 characters)
- Security Word:** The word in the image must be typed into the box
- Click:** 

Client Centre

Login
Register
Forgotten Password
Login Help
Remote Support

Registration Welcome, Guest
Support Service Protocol

Please complete the following form to set up your account for the BGL Client Centre.

A star (*) indicates the required fields that must be completed in order to set up your account.

Verify your BGL Account

Your Admin Contact Email*
The primary correspondence address that BGL emails general updates.

Provide at least one Product ID

CAS Product ID
Simple Fund Product ID
Simple Invest Product ID
Simple Ledger Product ID
Simple Fund 360 Product ID

Client Centre Details

Select a username and password for logging into the BGL Client Centre.

Username*
Your username must be at least four characters.

Password*
Your password must be at least five characters.

Confirm Password*

Security Code

Security Word*
For security purposes type the word on the image above into the form field. This field is not case sensitive.

You will need to re-enter this each time the page reloads.

Complete your Registration

Please ensure you check all the information that you have provided before pressing 'Register Account'.

REGISTER ACCOUNT

Your Client Centre account will now be activated. Make sure you record your Username and Password in a safe place. You will also need to pass the username and password detail to other people in your organisation who need to access the BGL Client Centre. Your login details will also be emailed to your admin contact email.

If you have any problems setting up your account, please email admin@bgllcorp.com.au or call BGL on 1300 654 401.

Logging in to the Client Centre

You can now log in to the BGL Client Centre at <http://clients.bgllcorp.com.au> by entering your **Username** and **Password**.

 **BGL.**

PRODUCTS

SERVICES

ABOUT US

CLIENT CENTRE

Client Centre
[Login](#)
[Register](#)
[Forgotten Password](#)
[Login Help](#)
[Remote Support](#)

Welcome to the BGL Client Centre

Welcome, Guest.

Support Service Protocol

The BGL Client Centre is the one stop shop for accessing your account details, product support, purchases, user groups and much more.

Register an Account

If you are a BGL client and do not already have a Client Centre account you can register instantly.

REGISTER

Login to the BGL Client Centre

Username

BGLUser

Password

Go to:

Dashboard

LOGIN

[I have forgotten my password](#)

[I need assistance with the BGL Client Centre \(PDF Help Document\)](#)

Lesson 1 - Updating Company Data from an Electronic Data Download

Objective

In this lesson you will learn how to lodge the electronic data download form and generate a comparison report in **CAS** to compare company data with ASIC.

By the end of this lesson, you will be able to:

- prepare and lodge an RA 71 Request for Electronic Data Download
- identify discrepancies between the **CAS** database and the ASIC database from a comparison report generated in **CAS**
- update the **CAS** database to reflect the changes in the ASIC database
- allot shares to a new company
- allot shares to an existing company in your company selection screen
- update Document Tracking to reflect that documents have been lodged manually

Learning Tasks

You are the ASIC Agent for BGL CAS Pty Ltd. The members of the company have lodged a change in shareholdings in the company to ASIC manually, without notifying you. You recently received notification from the directors and would like to update your **CAS** database and prepare the relevant documentation and forms for document tracking.

For this task, you need to complete the following steps.

Step 1

Prepare and lodge the Form RA71 Request for Electronic Data Download. This form may also be lodged to request a reissue of the annual company statement within 28 days of the company's annual review date.

Step 2

Compare the data received on the Electronic Data Download with the data in your **CAS** database. You will not be required to load the data as you do not wish to lose any historical information for BGL CAS Pty Ltd. Please refer to **Task 1.7** of the **CAS Basics Manual** for more information on the RA 71 - Electronic Data Download.

Step 3

Update the following changes you have reviewed on the company report onto your **CAS** database. You will be also required to prepare the relevant documentation and forms for document tracking.

Change 1

Allot the following shares :

Share Type	\$1 Ordinary Shares
------------	---------------------

Allottee	Green Family Pty Ltd
Number	100
Certificate location	Company Binder

Change 2

Transfer the following shares :

Share Type	\$1 Ordinary Shares
Member	Margaret Anne Brown
New Members	Jebediah Springfield Pty Ltd
Beneficial Owner	ABC Family Trust
Number	50
Certificate location	Company Binder

Step 4

Change the status level of the Form 484C prepared for BGL CAS Pty Ltd from ***Sent to Client*** to ***Lodged***. Please refer to **Task 7.1** of the **CAS Basics Manual** for more information on Document Tracking.

Instructions

Step 1 - Prepare and lodge form RA 71

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Electronic Lodgement** group, click on the drop down arrow besides **Agent Forms**.



Select **Request for Electronic Data Download Form RA71** from the list.

Form Signatory	Click Search . Input the surname of the person from your organisation who would normally be the ASIC agent, into the search bar. If this person is not a person on CAS , click New to add the person to the CAS People list. Highlight the person and click Select .
----------------	---

Position	Leave this as Agent .
----------	------------------------------

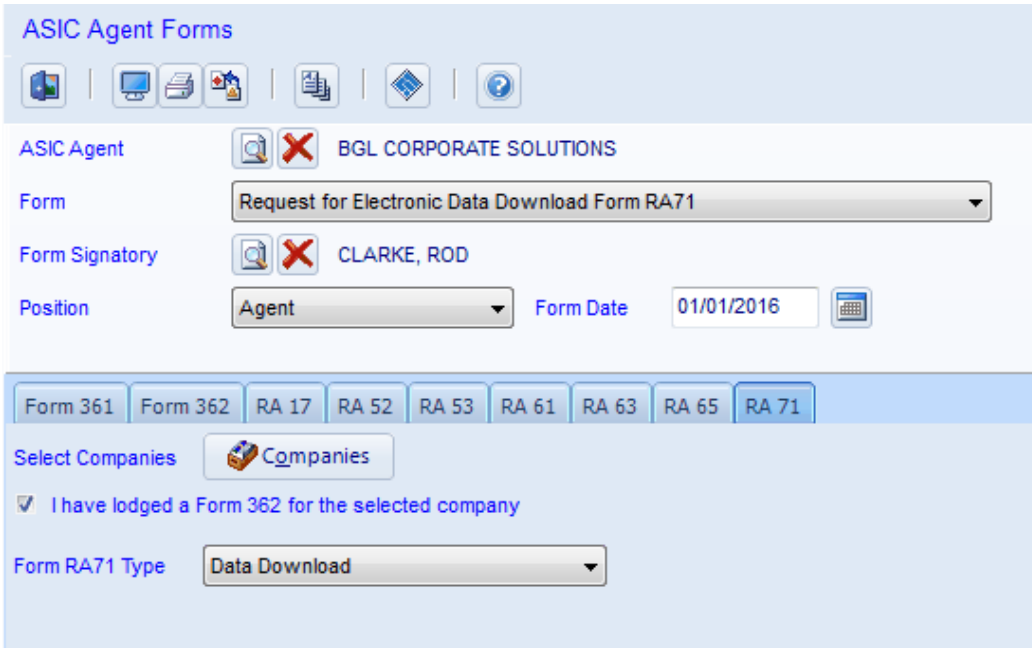
Form Date	Leave this as Today's Date .
-----------	-------------------------------------

Select Companies	Click Companies to list Companies . Tick the checkbox next to BGL CAS Pty Ltd and click Select .
------------------	---

Note: Multiple companies can be selected from this list. **CAS** will then prepare a Form RA71 for each company. You can then proceed to the Select documents for lodgement screen and lodge multiple Form RA71s.

Click  *I have lodged a Form 361 or Form 362 for this company.*

Form RA71 Type Leave this as **Data Download**.



Click  **Preview**. Click  to **close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your windows printer. Alternatively click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS Document Tracking**.

CAS will validate the form for electronic lodgement. If successful, a Form RA71 will print. This form must be signed and retained by the ASIC agent.

Click  **Exit**

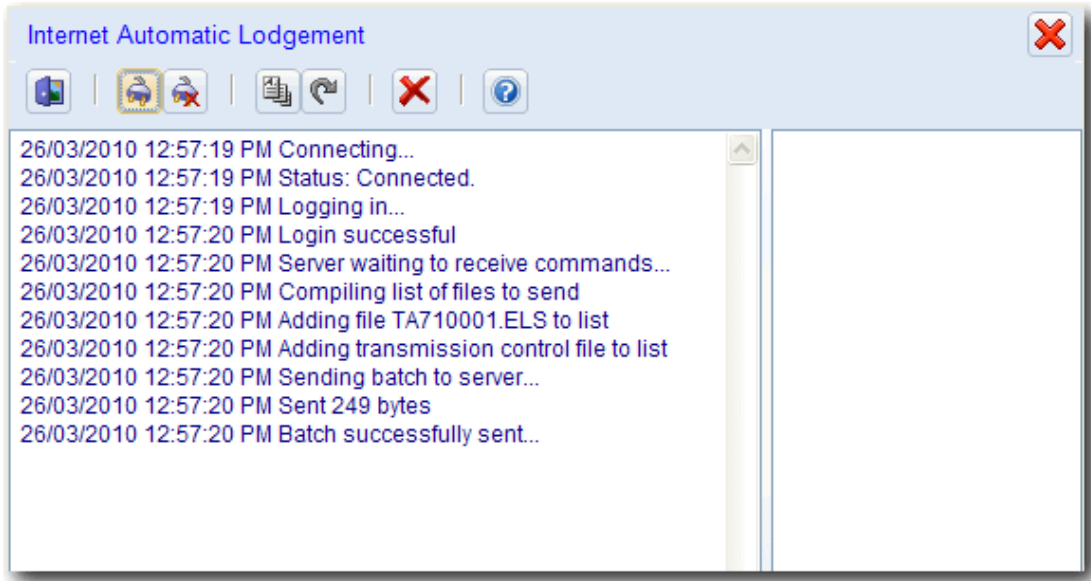
Transmit documents to ASIC? Click **Yes**.

Agent **CAS** will display the ASIC agent. If this is not correct, click  **Search**. Highlight the correct ASIC agent and click  **Select**.

Click **Lodge ASIC Documents**

Click  **Dial**

CAS will now proceed to lodge the RA71 and retrieve reports received from the ASIC.



After the transmission is complete, **CAS** will list the reports received from the ASIC.

Report	File Name	Date	Accepted	Rejected
ASIC Transmission Report	TRAN_001.517	28/03/2008		
ASIC Validation Report	VALD_001.517	28/03/2008	1	0
CAS Transmission Log	TRANS.LOG	28/03/2008		
Electronic Data Download	DATA_001.531	28/03/2008		

The electronic company data download is not always received during the first transmission due to processing delays. If this is the case, you will need to wait a few minutes and connect to ASIC again, but this time no documents need to be lodged.

Click **Print All**.

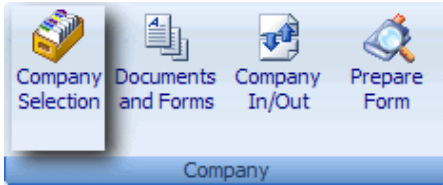
CAS will print the reports received excluding the **CAS** Transmission Log. The Electronic Data Download must now be added into **CAS**.

Click **Exit**

Step 2 - Prepare a comparison report

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Company Selection**.



Right click **BGL CAS Pty Ltd** and select **Data Downloads**.

Note: Companies that have a data download will appear in the colour **Olive** in the Company Selection screen. This will help in identifying companies that have a data download.

Click  to preview a comparison report.

BGL CAS PTY LTD CAS DATABASE COMPARISON REPORT		
	CAS Database	ASIC Database
Members		
Name	BROWN, JOHN DAVID	BROWN, JOHN DAVID
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Number (Beneficially)	100	100
Name	BROWN, MARGARET ANNE	BROWN, MARGARET ANNE
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Number (Beneficially)	100	50
Name	Details not in CAS database	GREEN FAMILY PTY LTD
Address		165 HIGH STREET, KEW, VIC, 3101
Share Class		ORD
Share Type		ORDINARY SHARES
Number (Beneficially)		100
Name	Details not in CAS database	JEBEDIAH SPRINGFIELD PTY LTD
Address		SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Share Class		ORD
Share Type		ORDINARY SHARES
Number (Non Beneficially)		50
Total Issued Shares		
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Total Number Issued	200	300

This report will display data from the **CAS** database and data from the **ASIC** Database. Any discrepancies

between the two databases will be highlighted in **BOLD**.

Click  to preview the data download report prepared by **CAS**. Click  to **close** the preview screen.

Please refer to **Appendix A** for a copy of the data download report and the comparison report. Once you have previewed the comparison report, you will need to update **CAS** to reflect the changes in the ASIC database.



ELECTRONIC DATA DOWNLOAD ONLY LOADS CURRENT COMPANY INFORMATION. NO HISTORICAL DATA WILL BE LOADED

Step 3 - Updating CAS

Update the following changes you have reviewed on the comparison report above onto your **CAS** database.

Change 1

Allot 100 \$1 ORD Shares to Green Family Pty Ltd.



IF A COMPANY IS A MEMBER, IT MUST BE CREATED IN THE PEOPLE LIST IN CAS

Click on the **Company Quick Search** icon 

Find Input **BGL CAS Pty Ltd**

Right click the company, highlight **Members** and select **Allotment**.

CAS will display the **Add Share Allotment** screen.

Transaction Date Input **31/07/2009**.

Share Type Click the third  **Search** to list the **Issued Shares**. Highlight **\$1 Ordinary Shares fully paid** and click  **Select**.

Allottee Click the first  **Search** to list **People**.

Click  **New** to add a new entity.

Type Select Company/Other Entity

Surname/Entity Input **GREEN FAMILY PTY LTD**

People Details Add/Edit

Type
☐ Individual ☒ Company / Other Entity ☐ Joint Member

Company Name

Trust Name

Surname/Entity Name

First Name

Title

Chinese Name

Chinese Alias

Casual Name

Prev Surname

Prev First Name

Date of Change

Sex ☐ Male ☐ Female

Click the **Address** Tab.

Address Click **Search** to list **Addresses** and highlight **165 High Street, Kew VIC 3101**

Click the **Other Details** Tab.

ACN/ABRN Input 002 549 322

Click **Save**. **CAS** will highlight **Green Family Pty Ltd** on the **People** list. Click **Select**.

Beneficial Owner Leave this blank as these shares are not held in trust.

Number of Shares Input 100 .

Certificate Type Leave this as **Transaction**.

Certificate Number **CAS** will input **1** as the next share certificate number.

Certificate Location Input **COMPANY BINDER**.

Consideration Leave this as **Cash**.

Premium per share/paid per share Leave blank. Premiums and discounts no longer apply to Australian companies.

Signatory Leave this as **Attendee**.

Print Flag

CAS will select **Print documents** as this allotment must be notified to ASIC.

Add Share Allotments - BGL CAS PTY LTD

Authorised Unique No's Issued Member - Beneficially 200 Member - Non Beneficially

Transaction Date 31/07/2009 ☐ Pending Transaction

Share Type ORDINARY SHARES FULLY PAID

Allottee GREEN FAMILY PTY LTD

Beneficial Owner

Number of Shares 100 _____

Unique No's _____

Certificate Type Transaction

Certificate No. 1 _____

Certificate Location COMPANY BINDER

Consideration Cash

Premium per share _____

Premium paid per share _____

Remarks _____

Signatory Attendee

Print flag ? ☒ Print documents ☐ Do not print documents

Click **Save**

Click **Exit.**

You will now need to update the second change onto the **CAS** database.

Change 2

Transfer 50 \$1 ORD Shares from Margaret Brown to Jebediah Springfield Pty Ltd as trustee for the ABC Family Trust.

Click **New**

Transaction Type Click **Transfers.**

Transaction Date Input 31/07/2009.

Share Type

Click the  **Search** to list the **Issued Shares**. Highlight **\$1 Ordinary Shares** and click  **Select**.

Member Click the  **Search** to list **Members**. Highlight **Margaret Anne Brown** and click  **Select**.

Number of Shares Input 50

Unique Share No's Leave this blank

Certificate Type: Leave this as **Balance** as Margaret will now be left with 50 shares.

Certificate Number Leave this as 2

Certificate Location Input **COMPANY BINDER**

New Member: Click the first  **Search** to list **People**.

Click  **New**

Type Select Company/Other Entity

Company Name Click on  to list **Company Search Screen**. Highlight **Jebediah Springfield Pty Ltd** and click on  **Select**.

CAS will prefill the name, address and the ACN for this company

Click  **Save**

Highlight **Jebediah Springfield Pty Ltd**

Click  **Select**.

Beneficial Owner Click on  to access the **People** list. Highlight ABC Family Trust and click on  **Select**.

Paid Per Share Leave this as **\$1**. However this amount is commonly different to the original amount paid on the share, and must be recorded correctly as some states apply stamp duty on share transfers

Certificate Type Leave this as **Transaction**.

Certificate Number Leave this as **3**.

Certificate Location Input **COMPANY BINDER**.

Signatory Leave this as **Attendee**.

Print Flag Leave this as **Print documents** as this transfer must print on the Form 484 and supporting documents.

Add Share Transfer - BGL CAS PTY LTD

Authorised Unique No's	Issued Member - Beneficially	200 100	Member - Non Beneficially Member - This Ben Owner	0
------------------------	------------------------------	------------	--	---

Transaction Date: 31/07/2009 Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Member: BROWN, MARGARET ANNE

Beneficial Owner

Number of Shares: 50

Unique No's:

Certificate Type: Balance

Certificate No.: 2

Certificate Location: COMPANY BINDER

Remarks:

New Member: JEBEDIAH SPRINGFIELD PTY LTD

Beneficial Owner: ABC FAMILY TRUST

Paid per share: 1.0000

Unique No's:

Certificate Type: Transaction

Certificate No.: 3

Certificate Location: COMPANY BINDER

Remarks:

Signatory: Attendee

Print flag ? ☒ Print documents ☐ Do not print documents

Click to save the changes and prepare documents.

CAS will automatically select the Allotment and Transfer Print Flags. You will now need to print the documentation and forms for these transactions for Document Tracking.

CAS will automatically select the documents required for the share allotment and the share transfer.

Member/Shareholder Changes - BGL CAS PTY LTD

1 Registers: ☒ Members ☒ All ☒ One member per page
☒ Optionholders ☐ Current
☒ Officers ☒ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
1 Directors Meeting Minute or Resolution
0 Notice of Members Meeting
0 Members Meeting Minute or Resolution
0 Members Consent to Short Notice
1 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
☒ Share Certificate ☐ Member Holding Statement ☐ Select members
☒ Print certificate no ☐ Statutory Declaration

Signatory 1 BROWN, JOHN DAVID
Signatory 2 BROWN, MARGARET ANNE

1 Application for Shares/Membership
1 Share Transfer
0 Redemption/Buy Back/Capital Return Letter
1 Notices of Beneficial Ownership
1 Declaration of Trust
1 Letter
1 Invoice
1 Disbursement Invoice

ASIC Forms
Member Doc Options
Document Options
Officer Sign Select
Member Sign Select
Document Tracking

Date Documents? ☒ Yes ☐ No
Date 31/07/2009

Previous

Date Input 31/07/2009 as the date of the documents. This is located on the bottom right corner.

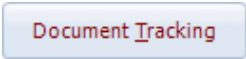
Click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

NOTE:

The electronic files of these forms may be deleted from the Document Selection screen as they will not be lodged.

Step 4 - Updating Document Tracking

From the Members/Shareholder Changes screen :

Click	
Document/Year	Click the second  Search to list Documents Prepared for this company. Highlight 484C Resolution: Change to Company Details - Members with status level Sent to Client . Note: Electronic documents that have been prepared to be lodged will appear in purple .
Status	Click  Search to list Status Levels . Highlight Lodged . Click  Select CAS will automatically update document tracking for ASIC forms lodged electronically. The status level will be updated from a pre lodged status such as Sent to Client to a post lodged status such as Lodged .
Click	 Select .
Status Level Date	Leave this as 31/07/2009 . This is the date the document was lodged by your client to ASIC.
Note	Input LODGED IN PERSON AT ASIC BUSINESS OFFICE .
ASIC DOCIMAGE Number	CAS will automatically insert this number when documents are lodged electronically. This number is extracted from the ASIC validation report. You may input this number manually for forms lodged on paper.
ASIC Lodgement Fee	CAS will automatically calculate the lodgement fee, including late lodgement penalties where the form was lodged late.
ASIC Account balance	If you know the total amount of fees outstanding to ASIC, you may input this amount here.
Attached documents	Click  to Preview a copy of the Form 484C in Adobe Acrobat reader. ASIC forms are saved in the caswin/syspdf directory when you print
Additional Documents	Click  if you have any additional files you wish to attach to document tracking.

Document Status Add/Edit

Company: BGL CAS PTY LTD

Document/Year: 484C CHANGE TO COMPANY DETAILS - MEMBERS

Document Details | Payment Details | Lodgement Details

Document Date: 31/07/2009

Status Level: LODGED

Status Level Date: 31/07/2009

Note: LODGED IN PERSON AT ASIC BUSINESS OFFICE

ASIC DOCIMAGE No:

ASIC Lodgement Fee: 270.00

ASIC Account Balance: 0.00

Attached Documents:

1. T1100406104314.PDF
- 2.
- 3.
- 4.
- 5.
- 6.

Additional Document:

User: T1

End of Lesson 1. Proceed to **Lesson 2**.

Lesson 2 - Combining Changes to Officers, Members and Company Addresses

Objective

In this lesson you will learn how to prepare combined minutes.

By the end of this lesson you will be able to:

- change officers' details
- change members' details
- change company addresses
- push the form and other supporting documents to **Portal**
- print a combined meeting minute that includes all the above changes

Learning Tasks

CAS provides a process to change officers, members and company addresses followed by a combined meeting minute/resolution to reflect all changes.

Task 2.1 - Preparing a Combined Document

Prepare a combined meeting minute that includes the following changes to the BGL CAS Pty Ltd

Officers Resignations

	Person 1	Person 2
Name	John David Brown	Margaret Anne Brown
Position	Director	Director
Status	Resigned	Resigned
Date Ceased	Today's Date	Today's Date
Signatory	Attendee	Attendee
Print Flag	Print Documents	Print Documents

Officers Appointments

	Person 1	Person 2
Surname	Flinstone	Flinstone
First Names	Frederick James	Wilma Maree
Title	Mr	Mrs
Address	99 Bedrock Road Rockbank, Vic 3335	as for Frederick

Date of Birth	14/06/1965	25/02/1965
Place of Birth	Sydney, NSW	Melbourne, VIC
Mobile/Cell No	0412 555 666	0412 555 667
Email	fred@cas.com.au	wilma@cas.com.au
Position	Director and Secretary	Director
Status	Appointed	Appointed
Date Appointed	Today's Date	Today's Date
Signatory	Signatory	Attendee
Print Flag	Print Documents	Print Documents

Members Share Transfers

Transfer 1

Date	Today's Date
Share Type	Ordinary \$1.00 Shares
Member	John David Brown
Number of Shares	100
New Member	Frederick James Flinstone
Certificate Type	Transaction
Certificate Number	3
Certificate Kept	Company Binder
Signatory	Attendee
Print Flag	Print Documents

Transfer 2

Date	Today's Date
Share Type	Ordinary \$1.00 Shares
Member	Margaret Anne Brown
Number of Shares	50
New Member	Wilma Maree Flinstone
Certificate Type	Transaction
Certificate Number	4
Certificate Kept	Company Binder
Signatory	Attendee
Print Flag	Print Documents

Company Addresses

Registered Address, Business Address and Meeting Address

New Address 99 Bedrock Road, Rockbank, Vic 3335

Date of Change Today's Date

Task 2.1 - Preparing a Combined Document

Objective

In this task you will learn how to change officers, members and company addresses and prepare a combined meeting minute/resolution.

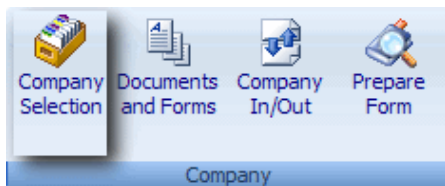
By the end of this task, you will be able to:

- resign officers and appoint new officers and prepare the form 484
- transfer shares to new members prepare the form 484
- change the company's registered and business address and prepare the form 484
- push the form and other supporting documents to **Portal**
- prepare a combined minute that includes all the above changes

Instructions

From the **Ribbon Toolbar**:

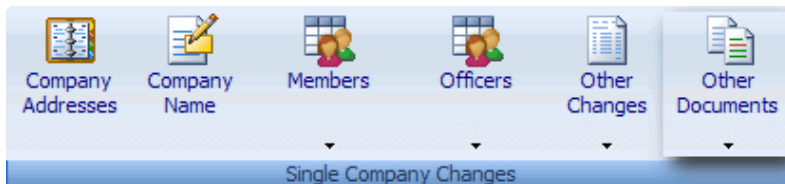
On the **Home** tab, in the **Company** group, click **Company Selection**.



Highlight **BGL CAS PTY LTD** and click  **Select**.

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Single Company Changes** group, click on the drop down arrow below **Other Documents**



Select **Combined Minute/Resolution** from the list.

Step 1 - Officers Changes

Click  **Officers**

Officers Search Highlight **John David Brown** as **Director** and click  **Edit**

Position **CAS** will display **Director**. This is correct.

Status Click the **Status** list and select **Resigned**.

- Ceased Date Click the  **Calendar** to select **Today's Date**.
- Signatory Select **Attendee** as a resigning officer cannot sign documents.
- Print Flag **CAS** will select **Print documents**. This is correct.

Officer Details Add/Edit - BGL CAS PTY LTD

   |  

Officer Details Appointment History

Officer's Name BROWN, JOHN DAVID  

Officer's Address ☐ Use business address

Position Director  ☐ Pending transaction

Alternate for: 

Terms of Appointment

Status Resigned  ☐ Re appoint officer

Replacement for: 

Date Appointed 23/07/2009 

Date Ceased 11/12/2015 

Details

Signatory Attendee 

Print Flag ☒ Print documents ☐ Do not print documents

Click  **Save**

Now repeat this step to resign Margaret Anne Brown as Director. Next, appoint Frederick Flinstone and Wilma Flinstone as the new officers. Their details are:

Surname	Flinstone	Flinstone
First Name	Frederick James	Wilma Maree
Address	99 Bedrock Road Rockbank, Vic, 3335	99 Bedrock Road Rockbank, Vic, 3335
Date of Birth	14/06/1965	25/02/1966
Place of Birth	Sydney, New South Wales	Melbourne, Victoria
Mobile/Cell No	0412 555 666	0412 555 667
Email	fred@cas.com.au	wilma@cas.com.au
Position	Director and Secretary	Director

Status	Appointed	Appointed
Date Appointed	Today's Date	Today's Date
Signatory	Signatory	Attendee
Print Flag	Print Documents	Print Documents

Officers Search - BGL CAS PTY LTD

Show All Officers Find

Officers Summary:

Directors and Alternates	2
Secretaries	1

Info	Name	Position	Status	Appointed	Ceased	Meeting	Print	Add	Nam
	BROWN, JOHN DAVID	DIRECTOR	Resigned	23/07/2009	11/12/2015	Attendee	☒	☐	☐
	BROWN, MARGARET ANNE	DIRECTOR	Resigned	23/07/2009	11/12/2015	Attendee	☒	☐	☐
	FLINSTONE, FREDERICK JAMES	DIRECTOR	Appointed	11/12/2015		Signatory	☒	☐	☐
	FLINSTONE, FREDERICK JAMES	SECRETARY	Appointed	11/12/2015		Attendee	☒	☐	☐
	FLINSTONE, WILMA MAREE	DIRECTOR	Appointed	11/12/2015		Attendee	☒	☐	☐

Click [Next](#)

NOTE:

Alternatively, click on after completing Wilma Maree Flinstone's appointment to access the Officer Changes screen.

CAS will automatically select the documents required:

- Change to Company Details Form 484 Section B
- Consent to Act, Resignation or Letter

Document Date Leave this as **Today's date**

Click **Preview** to the left of each document to preview to screen before printing. Click to **close** the preview screen.

Click **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.



TO PRINT ONLY THE FORMS, CLICK ON TO CLEAR THE DOCUMENTS SELECTED, THEN SELECT ☒ Electronic

Click **Exit**.

To view the status of the documents and forms, click on **Home | Documents and Forms**. Click on the BGL CAS Pty Ltd.

From here you will be able to see whether a document was successfully sent from **CAS** to **Portal** or whether your client has viewed the document.

Documents and Forms

|
 |

Department All
 Company Status All
 Document Status All

Find

Company Name	Jurisdiction	Department	ACN	Status
ABC HOLDING COMPANY LIMITED	Australia	HARRY LANG	054 355 243	Incomplete
BGL CAS PTY LTD	Australia	HARRY LANG	551 433 802	Trading
BGL NOMINEES TRAINING PTY LTD	Australia	CAS TRAINING	550 593 336	Trading
BGL TRAINING COMPANY PTY LTD	Australia	HARRY LANG	551 388 946	Super Trustee
DWARF OF NOTTINGHAM PTY LTD	Australia	HARRY LANG	550 512 402	Trading
FRANK MATCH PTY LTD	Australia		000 454 919	Incomplete
JEBEDIAH SPRINGFIELD PTY LTD	Australia		550 637 173	Incomplete
TEST NON PROFIT PTY. LTD.	Australia	CAS TRAINING	600 088 613	Trading
ZIPPY PTY LTD	Australia		050 000 434	Incomplete

|
 |

Show All

Date	Form	Year	Description	Status	Status Date	Trace
11/12/2015	484A		CHANGE TO COMPANY DETAILS - ADDRESSES	SENT TO PORT	11/12/2015	49
11/12/2015	484C		CHANGE TO COMPANY DETAILS - MEMBERS	SENT TO PORT	11/12/2015	50
11/12/2015	484B		CHANGE TO COMPANY DETAILS - OFFICERS	SENT TO PORT	11/12/2015	48
11/12/2015	STRA		SHARE TRANSFER	SENT TO PORT	11/12/2015	50

Click

**Exit**

Step 2 - Members Share Transfers

Click

**Members**

Click

**New**

Click

Transfers

Transaction
DateLeave this as **Today's Date**.

Share Type

Click the **Search** to list the **Issued Shares** of this class. Highlight **\$1.00 Ordinary Shares** and click **Select**

Member

Click **Search** to list the **Members** of this company with the above Ordinary Shares. Highlight **John David Brown** and click **Select**Number of
Shares

Input 100.

CAS will automatically calculate the type of share certificate required and the certificate number (in this case as all shares are being transferred, **CAS** will display **none**).

New Member

Click the first **Search** to list **People**. Highlight **Frederick Flinstone** and click **Select**

Paid Per Share **CAS** will default **\$1.00** being the net value of the shares. This is correct.

Certificate Type **CAS** will default **Transaction**. This is correct.

Certificate Number **CAS** will default **3**. This is correct.

Certificate Location Input **COMPANY BINDER**.

Signatory Select **Signatory**.

Print Documents **CAS** will select **Print Documents**. This is correct.

Add Share Transfer - BGL CAS PTY LTD

Authorised Unique No's	Issued Member - Beneficially	300	Member - Non Beneficially	0
		100	Member - This Ben Owner	

Transaction Date: 11/12/2015 ☐ Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Member: BROWN, JOHN DAVID

Beneficial Owner:

Number of Shares: 100 _____

Unique No's: _____

Certificate Type: None

Certificate No.: _____

Certificate Location: _____

Remarks: _____

New Member: FLINSTONE, FREDERICK JAMES

Beneficial Owner: _____

Paid per share: _____ 1. _____

Unique No's: _____

Certificate Type: Transaction

Certificate No.: 3 _____

Certificate Location: COMPANY BINDER

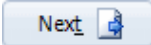
Remarks: _____

Signatory: Signatory

Print flag ? ☒ Print documents ☐ Do not print documents

Click  **Save**

Repeat these steps to transfer the shares from Margaret Anne Brown to Wilma Maree Flinstone.

Click 

NOTE:

Alternatively, click on  after completing Wilma Maree Flinstone's appointment to access the Member Changes screen.

CAS will automatically select the documents required:

- Register of Members
- Transfer Journal
- ASIC Forms - Change to Company Details Form 484 Section C (electronic)
- Share Certificates
- Share Transfer Form

Share Certificate Signatories

Signatory 1 Leave this as ***Frederick Flinstone***.

Signatory 2
(optional) Click the second  **Search** to list ***Officers***. Highlight ***Wilma Flinstone*** and click  **Select**.

Document Date Leave this as ***Today's Date***.

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

1 Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
0 Directors Meeting Minute or Resolution ☐ Display consideration
0 Notice of Members Meeting
0 Members Meeting Minute or Resolution
0 Members Consent to Short Notice
0 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
1 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1 FLINSTONE, FREDERICK JAMES
Signatory 2 FLINSTONE, WILMA MAREE

0 Application for Shares/Membership
1 Share Transfer
0 Redemption/Buy Back/Capital Return Letter
0 Notices of Beneficial Ownership
0 Declaration of Trust
0 Letter
0 Invoice
0 Disbursement Invoice

ASIC Forms
Member Doc Options
Document Options
Officer Sign Select
Member Sign Select
Document Tracking

Date Documents?
☒ Yes ☐ No
Date 11/12/2015

Click **Preview** to the left of each document to preview to screen before printing. Click to **close** the preview screen.

Click **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS Document Tracking**.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click **Exit**

Step 3 - Company Address Changes

Click  **Company Addresses**

Registered Address: Click  to list **Addresses**.

- New Address Highlight **99 Bedrock Road, Rockbank** and click Select

- Date of Change Leave this as **Today's date**.

Business Address Click  **Search** to list **Addresses**.

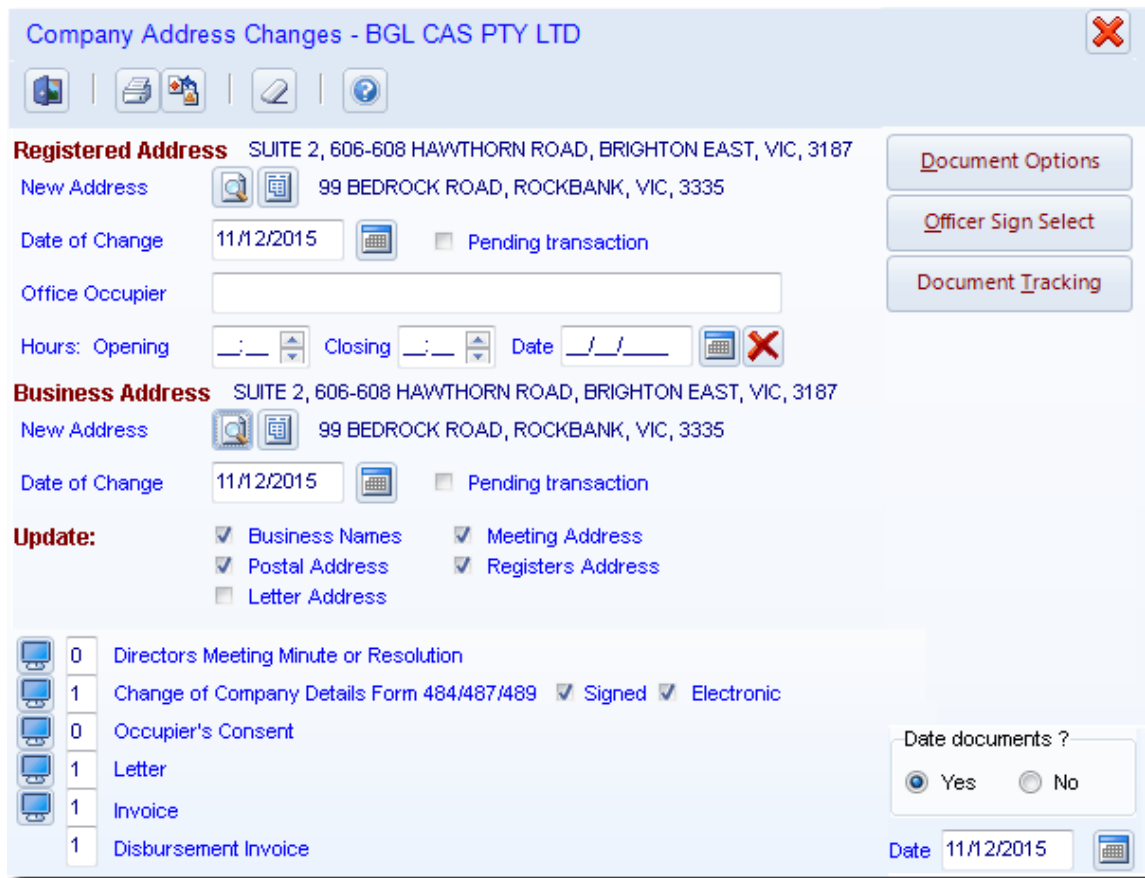
- New Address Highlight **99 Bedrock Road, Rockbank** and click  **Select**

- Date of Change Leave this as **Today's date**.

CAS will automatically select the documents required:

- Change to Company Details Form 484 Section A (electronic)

Document Date Leave this as **Today's date**.



Company Address Changes - BGL CAS PTY LTD

Registered Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address   99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015  ☐ Pending transaction

Office Occupier

Hours: Opening **Closing** **Date**  

Business Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address   99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015  ☐ Pending transaction

Update:

☒ Business Names ☒ Meeting Address

☒ Postal Address ☒ Registers Address

☐ Letter Address

Documents:

	0	Directors Meeting Minute or Resolution
	1	Change of Company Details Form 484/487/489 ☒ Signed ☒ Electronic
	0	Occupier's Consent
	1	Letter
	1	Invoice
	1	Disbursement Invoice

Date documents ?

☒ Yes ☐ No

Date 11/12/2015 

Click  **Preview** to the left of each document to preview before printing.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

Step 4 - Combined Meeting Minute or Resolution

Document Date Leave this as **Today's Date**. This field is located at the bottom right hand corner of the screen.

Combined Meeting Minute/Resolution - BGL CAS PTY LTD

Prepare documents:

- ☐ Company Registrations
- ☐ Officers
- ☐ Members
- ☐ Company Addresses
- ☐ Public Officer
- ☐ Company Registers

Include in meeting minute/resolution:

- ☒ Change to Officers
- ☒ Change to Members
- ☒ Change to Registered Office
- ☒ Change to Business Office
- ☐ Change to Office Hours
- ☐ Change to Public Officer

Click **Preview** to view the document before printing. Click to **close** the preview screen.

Click **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Click **Exit**

Note: To push the combined minute to **Portal**, you must add the document to **Document Management**, then push it manually.

End of Lesson 2. Proceed to **Lesson 3**.

Lesson 3 - Multi Company Documents

Objective

In this lesson you will learn how to create multi company documents.

Multi Company Documents will allow you to apply multiple changes to your companies. By the end of this lesson you will be able to prepare the following multiple company documents:

- address/name Change
- annual review
- annual return
- auditor change
- business/postal/service address change
- letters/invoices
- minutes/resolutions
- officers details change
- public officer change
- registered address change
- push multi company document changes to **Portal**

Learning Tasks

Task 3.1 - Officer Change for Multiple Companies

Appoint Andy Duran as Officer of BGL CAS Pty Ltd and Dwarf of Nottingham Pty Ltd.

Task 3.2 - Registered Office Address Change for Multiple Companies

Update all companies that have the Registered Address :

Suite 2. 606-608 Hawthorn Road, Brighton East, VIC, 3187

to

99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Task 3.3 - Two Address Changes on One Form

Change the address of Frederick James Flinstone and Wilma Maree Flinstone from :

99 Bedrock Road, Rockbank, VIC, 3335

to

1 YARRA STREET, TOORAK, VIC, 3142

Task 3.1 - Officer Change for Multiple Companies

Objective

In this task you will learn how to prepare an officer change for multiple companies.

By the end of this task , you will be able to appoint an officer in multiple companies and push the forms and documents to **Portal**.

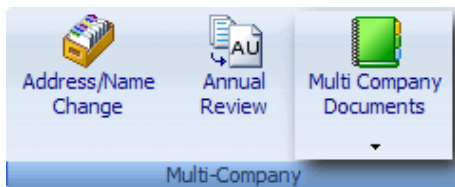
Details

Appoint Andy Duran as Officer of BGL CAS Pty Ltd and Dwarf of Nottingham Pty Ltd.

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** group, in the **Multi Company** group, click on the drop down arrow below **Multi Company Documents**



Select **Officer Details Change** from the list.

Click  **New**

Officer's Name Click  **Search** to list the **People** search

Highlight **Andy Duran** and click  **Select**

Position Select **Director**

New Status Select **Appointed**

New Status Date Leave this as **Today's date**

Click  **Select Companies** and select **BGL CAS Pty Ltd** and **Dwarf of Nottingham** and click  **Select**

Officer's Name: DURAN, ANDY

Position: Director ☐ Pending Transaction

Alternate for:

Terms of Appointment:

New Status: Appointed

New Status Date: 11/12/2015

Signatory: Attendee

Companies: Selected: 2

Click **Save**

Officer Details Change - Multiple Companies

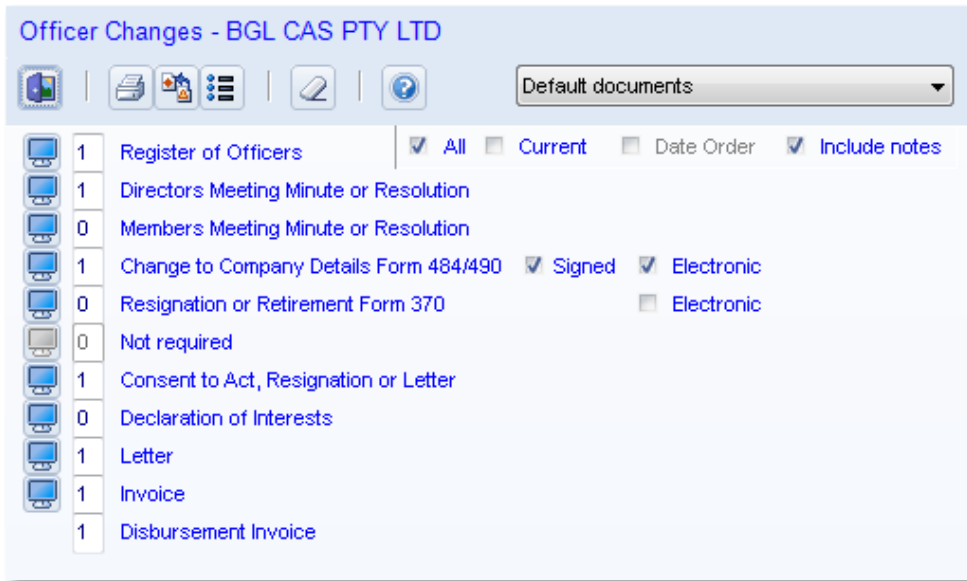
Find

Company	Name	Position	Status	Date
BGL CAS PTY LTD	DURAN, ANDY	DIRECTOR	Appointed	11/12/2015
DWARF OF NOTTINGHAM PTY LTD	DURAN, ANDY	DIRECTOR	Appointed	11/12/2015

Click **Print**

The print screens for BGL CAS Pty Ltd will now appear.

CAS will automatically select the document required.



Click  **Preview** to the left of each document to preview to screen before printing. Click  to **close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

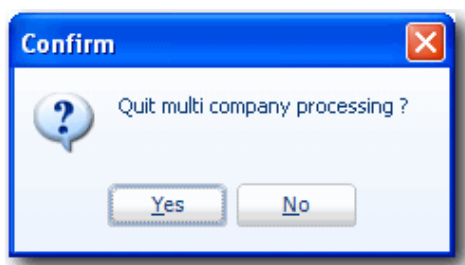
Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

Click **No** to the message below



The print screens for Dwarf of Nottingham Pty Ltd will now appear:

Officer Changes - DWARF OF NOTTINGHAM PTY LTD

Default documents

		☒ All	☐ Current	☐ Date Order	☒ Include notes
	1	Register of Officers			
	1	Directors Meeting Minute or Resolution			
	0	Members Meeting Minute or Resolution			
	1	Change to Company Details Form 484/490	☒ Signed	☒ Electronic	
	0	Resignation or Retirement Form 370		☐ Electronic	
	0	Not required			
	1	Consent to Act, Resignation or Letter			
	0	Declaration of Interests			
	1	Letter			
	1	Invoice			
	1	Disbursement Invoice			

Click  **Preview** to the left of each document to preview to screen before printing. Click  to **close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: Dwarf of Nottingham is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

End of Task 3.1. Proceed to **Task 3.2**.

Task 3.2 - Registered Office Address Change for Multiple Companies

Objective

In this task you will learn how to prepare an address change for multiple companies.

By the end of this task, you will be able to prepare a registered office address, business, postal and service address and officer hours of multiple companies and push the form and other supporting documents to **Portal**.

Details

Update all companies that have the Registered Address :

Suite 2, 606-608 Hawthorn Road, Brighton East, VIC, 3187

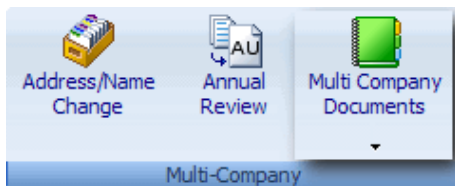
to

99 Bedrock Road, Rockbank, VIC, 3335

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** group, in the **Multi Company** group, click on the drop down arrow below **Multi Company Documents**



Select **Registered Address Change** from the list.

- | | |
|----------------------------|--|
| Type of Change | Place a tick next to ☒ Registered Address |
| Current Registered Address | Click Search to list the Address search
Highlight Suite 2, 606-608 Hawthorn Road, Brighton East, VIC, 3187 and click Select |
| Select | Registered Office tab |
| New Registered Address | Click Search to list the Address search |
| | Highlight 99 Bedrock Road, Rockbank, VIC, 3335 and click Select |
| Date Of Change | Leave this as Today's date |

Office Occupier

Leave Blank

CAS will display all the companies and it will show the number of companies that have the selected Registered Address.

If you wish to keep the registered address the same for certain companies then simply un-tick the box beside that company

Registered/Business Address Change - Multiple Companies

Type of Change ☒ Registered Address ☐ Office Hours ☐ Business, Postal, Service Address

Current Registered Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Registered Address 99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015 ☐ Pending transaction

Office Occupier

Select Companies Selected **1**

Find

Department
 Jurisdiction
 Company Status

Company Name ▲	ACN/ABN
☐ ABC HOLDING COMPANY LIMITED	054 355 243
☐ BGL CAS PTY LTD	551 433 802
☐ BGL NOMINEES TRAINING PTY LTD	550 593 336
☐ BGL TRAINING COMPANY PTY LTD	551 388 946
☐ DWARF OF NOTTINGHAM PTY LTD	550 512 402
☐ FRANK MATCH PTY LTD	000 454 919
☒ JEBEDIAH SPRINGFIELD PTY LTD	093 439 760
☐ TEST NON PROFIT PTY. LTD.	600 088 613
☐ ZIPPY PTY LTD	050 000 434

Click  **Print**, the print screens for the first company will now appear.

Company Address Changes - JEBEDIAH SPRINGFIELD PTY LTD







Registered Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address   99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015  ☐ Pending transaction

Office Occupier

Hours: Opening **Closing** **Date**  

Business Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address  

Date of Change  ☐ Pending transaction

Update:

☐ Business Names
 ☐ Meeting Address
☐ Postal Address
 ☐ Registers Address
☐ Letter Address

	1	Directors Meeting Minute or Resolution
	1	Change of Company Details Form 484/487/489 ☒ Signed ☒ Electronic
	0	Occupier's Consent
	1	Letter
	1	Invoice

Click  **Preview** to the left of each document to preview to screen before printing. Click  to **close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: If the company is a **Portal** client, click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

The Print Screen for the remaining companies will appear after you exit the current screen.

End of Task 3.2. Proceed to **Task 4.3**.

Task 3.3 - Two Address Changes on One Form

Objective

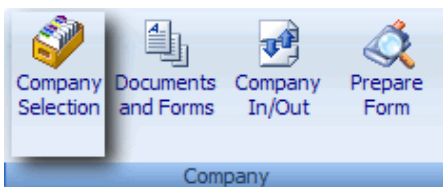
In this task you will learn how to how to process a change for two members from the same company on the same Form 484.

By the end of this task, you will be able to process a change of address or name for multiple officers or members of the same company on the same Form 484 and push these documents to **Portal**.

Instructions

From the **Ribbon Toolbar**:

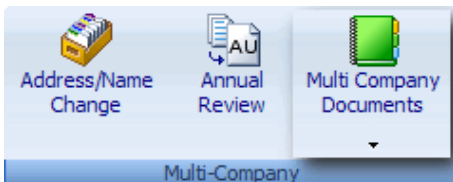
On the **Home** tab, in the **Company** group, click **Company Selection**.



Company Name Highlight **BGL CAS Pty Ltd** and click **Select**.

From the **Ribbon Toolbar**:

On the **Changes & Documents** group, in the **Multi Company** group, click on the drop down arrow below **Multi Company Documents**



Select **Address/Name Change** from the list.

Click **New** to display changes screen

Person's Name Click the first **Search** to list **People**. Highlight **Flinstone, Frederick James** and click **Select**.

New Address Click **Search** to list **Addresses** and click **New** to add a new address.

Input 1 **YARRA STREET** on the first line. Click **Search** at the second address line to list **Suburbs and Postcodes**. Input **TOORAK** into the search bar. The highlight bar will move to **TOORAK VIC**. Click **Select**. The address will now contain this suburb, state and postcode.

Click **Save**. **CAS** will highlight the new address. Click **Select**.

- Update person's business address? ☒ Leave this box checked. If you have recorded a separate business address for this person, **CAS** will update this to the new address as well.
- Update person's postal address? ☒ Leave this box checked. If you have recorded a separate postal address for this person, **CAS** will update this to the new address as well.

Also apply address change to:

- Company Registered Office Address? ☐ Do not click this check box as for the purpose of this exercise, you are not required to update the company registered office address to the new address.
- Company Business Address? ☐ Do not click this check box as for the purpose of this exercise, you are not required to update the company business address to the new address.
- Company Meeting Address? ☐ Do not click this check box as for the purpose of this exercise, you are not required to update the company meeting address to the new address.

If you choose to update all or any the above addresses to the new address as well, **CAS** will prepare the relevant 484A form for this change.

Date of Change Leave this as **Today's date**.

The screenshot shows a software window with the following fields and options:

- Person's Name:** FLINSTONE, FREDERICK JAMES
- Address:** 99 BEDROCK ROAD, ROCKBANK, VIC, 3335
- Notify for:** ☒ Officerholdings ☒ Shareholdings
- Address Change**
 - New Address:** 1 YARRA STREET, TOORAK, VIC, 3142
 - Date of Change:** 11/12/2015 ☐ Pending transaction
 - Update persons business address ?** ☒
 - Update persons postal address ?** ☒
- Also apply address change to:**
 - Company Registered Office Address ? ☐ Selected: 1 Companies ☐
 - Company Business Address ? ☐ Selected: 1 Companies ☐
 - Company Meeting Address ? ☐ Selected: 1 Companies ☐
- Match Person's Address** (header for the right column of the above section)
- Name Change**
 - New Surname/Entity Name:** [Empty text box]
 - New First Name:** [Empty text box]
 - Date of Change:** [Empty date field]

Click **Save**

Click **New** to display changes screen .

Now repeat the steps to change **Wilma Maree Flinstone's** address :

New Address 1 Yarra Street, Toorak , VIC, 3142

Date of Change Today's Date

Person's Name FLINSTONE, WILMA MAREE

Address 99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Notify for: ☒ Officerholdings ☒ Shareholdings

Address Change

New Address 1 YARRA STREET, TOORAK, VIC, 3142

Date of Change 11/12/2015 ☐ Pending transaction

Update persons business address ? ☒

Update persons postal address ? ☒

Also apply address change to:

Company Registered Office Address ? ☐ Selected: 1 Companies ☐ Match Person's Address

Company Business Address ? ☐ Selected: 1 Companies ☐

Company Meeting Address ? ☐ Selected: 1 Companies ☐

Name Change

New Surname/Entity Name

New First Name

Date of Change

CAS will display a list of companies where the person is an officer or member. This list will also contain multiple people whom you wish to update details for.

Officer/Member Address and Name Change - Multiple Companies

Find

	Company Name ▲	Persons Name	Address	Name	Officer	Member	Per Bus	Per Post	Com Reg	Com Bus	Com Meet
	BGL CAS PTY LTD	FLINSTONE, FREDERICK JAMES	Yes	No	Yes	Yes	Yes	Yes	No	No	No
	BGL CAS PTY LTD	FLINSTONE, WILMA MAREE	Yes	No	Yes	Yes	Yes	Yes	No	No	No

Click **Print**

CAS will display a list of companies where this person is an officer or member. Click the ☒ checkbox to select or deselect the companies for which you wish to prepare forms.



Company Name	Officers	Members	Reg Add	Bus Add	Meet
☒ BGL CAS PTY LTD	☒	☒	☐	☐	☐

Click  **Print**

CAS will then display the Officer Changes screen if the person was an officer only. **CAS** will display the Members Changes screen if the person was a shareholder as well as an officer. The form 484A will contain an ?check? against the appropriate changes that are selected to be notified.

CAS will automatically select the documents required:

- ASIC Forms - Change to Company Details Form 484A. Both Frederick and Wilma's address change will display on one form 484A.

Date Leave this as **Today's date**.

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

1 Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
1 Directors Meeting Minute or Resolution ☐ Display consideration
0 Notice of Members Meeting
0 Members Meeting Minute or Resolution
0 Members Consent to Short Notice
0 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
0 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1 FLINSTONE, FREDERICK JAMES
Signatory 2 FLINSTONE, WILMA MAREE

0 Application for Shares/Membership
0 Share Transfer
0 Redemption/Buy Back/Capital Return Letter
0 Notices of Beneficial Ownership
0 Declaration of Trust
1 Letter
1 Invoice
1 Disbursement Invoice

Click **Preview** to the left of each document. Click to **Close** the preview screen.

Click **Print** and click **OK** to confirm the selection of your windows printer.

Click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click **Exit**.

End of Lesson 3. Proceed to **Lesson 4**.

Lesson 4 - Reprinting Documents

Objective

In this lesson you will learn how to reprint documents previously prepared by **CAS**.

By the end of this lesson, you will be able to:

- reprint documents from Document Tracking
- reprint a change to officers and members using the Reprint Document function
- reprint registered address changes using the Reprint Document function
- reprint officer and members changes by reversing the transaction and processing the change again

Overview

CAS can reprint documents in two ways:

- Using the Adobe Acrobat Reader PDF file stored in Document Tracking,
- Using the *Reprint Documents* function in **CAS**.

The **CAS** Reprint Documents function is generally used when the original document has not been lodged and requires an ammendment.

The **CAS** Reprint Documents function works in two ways:

- Transaction print flags are set to Print Documents
- Previous changes are **reversed** so the change can be processed again

The following changes are reprinted by changing Print Flags from *Do Not Print Documents* to *Print Documents*.

- Officers Changes
- Members Changes
- Unitholders Changes

The above changes can be reprinted by

- selecting individual transactions or by
- selecting all transactions by a specific date.

The following changes are reprinted by reversing the transaction and processing the change again.

- | | |
|---------------------------------|--|
| • Annual Reviews | • Officers Address Change |
| • Officers Name Change | • Company Name Change |
| • Registered Office Change | • De-registration/Dissolution |
| • Public Officer Change | • Auditor Change |
| • Members Voluntary Liquidation | • Location of Registers Change |
| | • Business Address Change |
| | • Registered and Business Address Change |

- Foreign Agent Change
- Ultimate Holding Company

Learning Tasks

Task 4.1 - Reprint an ASIC form through Document Tracking

Using the Adobe Acrobat Reader PDF file saved in your Document Tracking, reprint a previously prepared Form 484.

Task 4.2 - Reprint a Change to Officers

Reprint the documents for the following changes:

Officer	Position	Status
John David Brown	Director	Resigned
Margaret Anne Brown	Director	Resigned
Frederick James Flinstone	Director	Appointed
Frederick James Flinstone	Secretary	Appointed
Wilma Maree Flinstone	Director	Appointed

Task 4.3 - Reprint a Change to a Registered and Business Office Address

Current Address: 99 Bedrock Road, Rockbank, Vic, 3335

Previous Address: Suite 2, 606-608 Hawthorn Road, Brighton East, Vic, 3187

Task 4.4 - Changing and Reprinting Officers Transactions

Change the appointment date for Wilma Maree Flinstone as a Director from Today's Date to Yesterday's Date.

Task 4.5 - Changing and Reprinting Members Share Transactions

Change the transaction date of the share transfer from Margaret Anne Brown to Wilma Maree Flinstone from Today's Date to Yesterday's Date.

Task 4.1 - Reprint an ASIC form through Document Tracking

Objective

In this task you will learn how to reprint ASIC forms prepared through **CAS**.

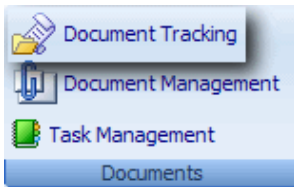
By the end of this task, you will be able to reprint a PDF copy of forms and documentation prepared through **CAS**.

Instructions

This feature requires that you have Adobe Acrobat Reader installed on your PC and that you have selected "*Create PDF file for company forms*" through your **CAS** defaults.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Document Tracking**.



Company

Click  **Search** to select **BGL CAS Pty Ltd** from the Company Selection.

Document

Click the second  **Search** to list **Documents Prepared** for this company. Highlight a **Form 484 B** and click  **Select**.

Document Status Add/Edit

Company: BGL CAS PTY LTD

Document/Year: 484B CHANGE TO COMPANY DETAILS - OFFICERS

Document Date: 11/12/2015

Status Level: SENT TO CLIENT

Status Level Date: 11/12/2015

ASIC Lodgement Fee: 0.00

ASIC DOCUMENT No:

Note:

ASIC Account Balance: 0.00

Attached Documents:

1. T1151211095251162.PDF
- 2.
- 3.
- 4.
- 5.
- 6.

Additional Documents:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

User: T1

Document PDF Files Click **Preview** to view the PDF copy of this form through the Adobe Acrobat Reader. From here you can reprint the document.

Close Adobe Acrobat Reader and click **Exit**.

If PDF files have not been attached to your documents in Document Tracking, then you must switch on the setting "Create PDF file for company forms" through your CAS defaults as follows.

From the **Ribbon Toolbar**:

On the **Administration** tab, in the **Setup** group, click **Defaults**



Click The **Documents/Letters** tab

Click

 **Create PDF file for company forms**

Defaults

Data Input | Integration/Jurisdiction | **Documents/Letters** | Annual Review | Document Tracking | Tasks/Help | Debtors Export

Document Options 1 | Document Options 2 | Letter/Invoice Options | Invoice Options

☒ Prepare electronic documents	☒ Include Company No on minutes/resolutions
☐ Prepare electronic M&A.A. for UK Incorporations	☒ Prepare attendance list for members meetings
☒ Print company reference on registers	☒ Date Meeting Notice meeting date
☒ Print date and place of incorporation on registers	☒ Ignore Seal Entries date
☒ Print separate officers register for each position	☒ Create PDF file for company forms
☒ Print officers register in date order	☒ Print attendee details on reports
☒ Print one member/unit holder register per page	☒ Company record update warning
☒ Include Register of Officers for member transactions	☐ Display document email screen
☒ Print journals with members documents	☐ Print company report with documents
☒ Exclude pending transactions from registers/journals	☒ Print text in proper case
☒ Print Officers Consent to Act	☒ Include commas in addresses
☒ Print share certificates	☐ Show par value for shares
☐ Print unit certificates	☐ Show par value for units
☐ Print members statements	☒ Print "Agent/presenter details" on forms
☐ Print "Beneficial Owner" on share transfer	☐ Default "Local Agent" as form signatory
☒ Print trace numbers on certificates/transfers	☐ Print reference on Dividend Statements
☒ Print incorporation date on certificates	☐ Print document summary for Singapore forms
☐ Override member/unit holder zero balance	☒ Save Div/Dist Statements in Document Management
☒ Include "Chairperson Appointment" in minutes	☒ Save Freeform Documents in Document Management
☒ Include "Meeting Attendee" in minutes	☐ Save XBRL Accounts in Document Management
☒ Include "Previous Meeting" in minutes	☒ Save Company Reports in Document Management
☒ Include "Beneficial Owner" in minutes/resolutions	☒ Save Company Registers in Document Management
☒ Date documents in document processes	☒ Display option screen when exporting reports to Word
☒ Print page numbers on minutes/resolutions	☒ Display warning message when leaving a Wizard screen
☒ Print signing lines on minutes	☒ Only allow supervisors to clear User Log
☒ Round number of shares on form preview	☒ Print embedded code text in proper case
☐ Use Chinese text on minutes/resolutions	☐ Print Optionholder register

Click

 **Save .**End of Task 4.1. Proceed to **Task 4.2.**

Task 4.2 - Reprint a change to Officers

Objective

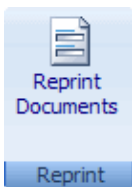
In this task you will learn how reprint an officer change.

By the end of this task, you will be able to use the Reprint Documents screen to reprint officer or member changes.

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Reprint** group, click on **Reprint Documents**



Document Type

Select **Officers Change**

Reprint by:

Select

Transaction

CAS will display the list of officeholders. Click the ☒ checkbox to the left of each transaction to be reprinted on the Form 484 (in this case, all transactions).

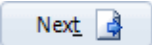
Reprint Officers Transactions Selection - BGL CAS PTY LTD

Find

Reprint	Name ▲	Position	Status	Date
☒	ANDY DURAN	DIRECTOR	Appointed	11/12/2015
☒	FREDERICK JAMES FLINSTONE	SECRETARY	Appointed	11/12/2015
☒	FREDERICK JAMES FLINSTONE	DIRECTOR	Appointed	11/12/2015
☒	JOHN DAVID BROWN	DIRECTOR	Resigned	11/12/2015
☒	MARGARET ANNE BROWN	DIRECTOR	Resigned	11/12/2015
☒	WILMA MAREE FLINSTONE	DIRECTOR	Appointed	11/12/2015

Click  **Accept**

Click  **Reprint**

CAS will then mark the transactions for reprinting and display the Officers Search screen. Click  to proceed to the Document Preparation screen. The following documents will be selected for printing:

- Directors Meeting Minute or Resolution
- Change to Company Details Form 484 Section B
- Consent to Act, Resignation or Letter

Document Date Leave this as **Today's Date**.

Officer Changes - BGL CAS PTY LTD

Default documents

☒ All ☐ Current ☐ Date Order ☒ Include notes

	1	Register of Officers		
	1	Directors Meeting Minute or Resolution		
	0	Members Meeting Minute or Resolution		
	1	Change to Company Details Form 484/490	☒ Signed	☒ Electronic
	0	Resignation or Retirement Form 370		☐ Electronic
	0	Not required		
	1	Consent to Act, Resignation or Letter		
	0	Declaration of Interests		
	1	Letter		
	1	Invoice		
	1	Disbursement Invoice		

Click  **Preview** to the left of each document. Click  to **Close** the preview screen.

Click

 **Print.** Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: If the company is a **Portal** client, click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click

 **Exit**

End of Task 4.2. Proceed to **Task 4.3**.

Task 4.3 - Reprint a change to a Registered & Business office address

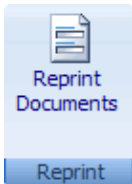
Objective

To teach you how to reprint documents for a change to the registered and business office address.

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Reprint** group, click on **Reprint Documents**



Document Type Select ***Registered and Business Address Change***

Last Date of Change Leave this as ***Today's Date***

 A screenshot of the 'Reprint Documents - BGL CAS PTY LTD' window. The window has a title bar and a toolbar with icons for file operations and help. The main area is divided into sections. The first section is 'Document Type' with a dropdown menu set to 'Registered and Business Address Change'. The second section is 'Unitholders Change' with a 'Trust Name' field and a search icon. The third section is 'Annual Review, Officers, Members or Unitholders change' with 'Reprint by:' buttons for 'Transaction', 'Document', and 'Date'. Below this are checkboxes for 'Specific Transaction Date ?' (Yes/No), a 'Transaction Date' field with a calendar icon, and a 'Document Print Flag' with 'Reprint' and 'Do not reprint' options. The fourth section is 'Officer/Member Name or Address change' with a 'Person's Name' field and a search icon. The fifth section is 'Addresses, Local Agent, Location of Registers, Public Officer or Ultimate Holding Company change' with a 'Last Date of Change' field set to '11/12/2015' and a calendar icon.

Click **Save**

CAS will then display the Company Address Change Document Preparation screen.

Registered Address

New Address

Click  **Search** to list **Addresses**. Highlight **99 Bedrock Road** and click  **Select**



USING THIS REPRINT OPTION WILL AUTOMATICALLY CHANGE THE ADDRESS TO THE OLD ADDRESS

Date of Change

Leave this as **Today's Date**

Business Address New
Address

Click  **Search** to list **Addresses**. Highlight **99 Bedrock Road** and click  **Select**

Date of Change

Leave this as **Today's Date**

CAS will automatically select the documents required for the change to the registered address and business address. These are:

- Directors Meeting Minute or Resolution
- Change to Company Details Form 484 Section A (electronic)

Document Date

Leave this as **Today's Date**

Company Address Changes - BGL CAS PTY LTD

Registered Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address   99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015  ☐ Pending transaction

Office Occupier

Hours: Opening Closing Date  

Business Address SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

New Address   99 BEDROCK ROAD, ROCKBANK, VIC, 3335

Date of Change 11/12/2015  ☐ Pending transaction

Update:

☒ Business Names ☒ Meeting Address

☒ Postal Address ☒ Registers Address

☐ Letter Address

 0 Directors Meeting Minute or Resolution

 1 Change of Company Details Form 484/487/489 ☒ Signed ☒ Electronic

 0 Occupier's Consent

 1 Letter

 1 Invoice

 1 Disbursement Invoice

Date documents ? ☒ Yes ☐ No

Date 11/12/2015 

Document Options

Officer Sign Select

Document Tracking

Click  **Preview** to the left of each document. Click  to **close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: If the company is a **Portal** client, click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

End of Task 4.3. Proceed to **Task 4.4**.

Task 4.4 - Changing and Reprinting Officers Transactions

Objective

To teach you how to change officers transactions and reprint documents.

Details

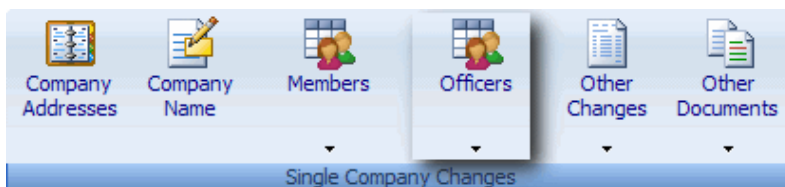
This example below shows you how to reprint a transaction for an officer where they are an officer in a single company. If your officer holds multiple positions across many companies and their appointment, resignation or address change requires reprinting only, with no changes, then the Reprint Documents. This is because ASIC require forms for each company that the person holds a position in.

The Reprint Documents function ensures that **CAS** takes you to each company one by one where this person is an officer, prompting you to reprint the documents. The method in this example can still be used where your officer holds multiple positions, but it requires you to go into each company one after the other, to reprint the change.

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Single Company Changes** group, click on the drop down below **Officers**



Select **Go to Officers** from the list

Officers Search - BGL CAS PTY LTD										
Show	Current Officers			Find						
Officers Summary:		Directors and Alternates		3						
		Secretaries		1						
Info	Name	Position	Status	Appointed	Ceased	Meeting	Print	Add	Nam	
☐	DURAN, ANDY	DIRECTOR	Appointed	11/12/2015		Attendee	☐	☐	☐	
☐	FLINSTONE, FREDERICK JAMES	DIRECTOR	Appointed	11/12/2015		Signatory	☐	☐	☐	
☐	FLINSTONE, FREDERICK JAMES	SECRETARY	Appointed	11/12/2015		Attendee	☐	☐	☐	
☒	FLINSTONE, WILMA MAREE	DIRECTOR	Appointed	11/12/2015		Attendee	☐	☐	☐	

- Officer's Search Highlight **Wilma Maree Flinstone** as **Director** and click  **Edit**
- Date Appointed Click the  **Calendar** to select **Yesterday's Date**.
- Print Flag Click **Print Documents**

Officer Details Add/Edit - BGL CAS PTY LTD



Officer Details Appointment History

Officer's Name  

Officer's Address ☐ Use business address

Position ☐ Pending transaction

Alternate for:

Terms of Appointment

Status ☐ Re appoint officer

Replacement for:

Date Appointed 

Date Ceased 

Details

Signatory

Print Flag ☒ Print documents ☐ Do not print documents

- Click  **Save**
- Show This will display *Current Officers*. Select **All Officers**.

To include the other transactions on the documents, click the ☒ checkbox in the **Print** column for each transaction.

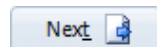
Officers Search - BGL CAS PTY LTD

Show All Officers Find

Officers Summary: Directors and Alternates 3
Secretaries 1

Info	Name	Position	Status	Appointed	Ceased	Meeting	Print	Add	Nam
	BROWN, JOHN DAVID	DIRECTOR	Resigned	23/07/2009	11/12/2015	Attendee			
	BROWN, MARGARET ANNE	DIRECTOR	Resigned	23/07/2009	11/12/2015	Attendee			
	DURAN, ANDY	DIRECTOR	Appointed	11/12/2015		Attendee			
	FLINSTONE, FREDERICK JAMES	DIRECTOR	Appointed	11/12/2015		Signatory			
	FLINSTONE, FREDERICK JAMES	SECRETARY	Appointed	11/12/2015		Attendee			
	FLINSTONE, WILMA MAREE	DIRECTOR	Appointed	10/12/2015		Attendee			

Click



CAS will automatically select the documents required:

- Directors Meeting Minute or Resolution
- Change to Company Details Form 484 Section B
- Consent to Act, Resignation or Letter

Documents Date Leave this as **Today's Date**.

Officer Changes - BGL CAS PTY LTD

Default documents

☒ All ☐ Current ☐ Date Order ☒ Include notes

1 Register of Officers
 0 Directors Meeting Minute or Resolution
 0 Members Meeting Minute or Resolution
 1 Change to Company Details Form 484/490 ☒ Signed ☒ Electronic
 0 Resignation or Retirement Form 370 ☐ Electronic
 0 Not required
 1 Consent to Act, Resignation or Letter
 0 Declaration of Interests
 1 Letter
 1 Invoice
 1 Disbursement Invoice

Document Options
 Officer Sign Select
 Member Sign Select
 Document Tracking

Date documents ?
☒ Yes ☐ No

Date 11/12/2015

Click

Preview to the left of each document. Click to **Close** the preview screen.

Click

Print. Click **OK** to confirm the selection of your Windows printer.

Click



Export to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: If the company is a **Portal** client, click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click



Exit

End of Task 4.4. Proceed to **Task 4.5**.

Task 4.5 - Changing and Reprinting Members Transactions

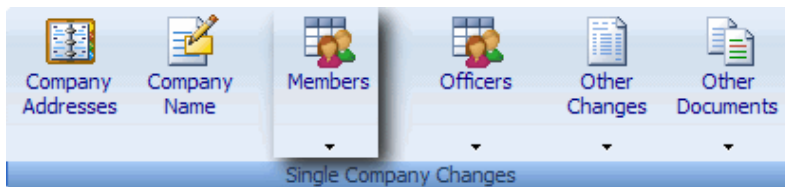
Objective

To teach you how to change members' transactions and reprint documents.

Instructions

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Single Company Changes** group, click on the drop down below **Members**



Select **Go to Members** from the list

CAS will display a list of *current members* for this company.

Show Change *Current Members* to **All Members**.

Members/Shareholders Search - BGL CAS PTY LTD

Show All Members Find

	Info	Date	Member Name	Class	Type	Number	Cert No	Print	Add	Name	Notify
▶	①	23/07/2009	BROWN, JOHN DAVID	ORD	Allotment	100.0000	0	☐	☐	☐	No Change
	①	23/07/2009	BROWN, MARGARET ANNE	ORD	Allotment	100.0000	1	☐	☐	☐	No Change
	①	31/07/2009	BROWN, MARGARET ANNE	ORD	Transfer Out	-50.0000	2	☐	☐	☐	No Change
	①	31/07/2009	GREEN FAMILY PTY LTD	ORD	Allotment	100.0000	1	☐	☐	☐	No Change
	①	31/07/2009	JEBEDIAH SPRINGFIELD PTY LTD (Non Beneficial Owner)	ORD	Transfer In	50.0000	3	☐	☐	☐	No Change
	①	11/12/2015	BROWN, JOHN DAVID	ORD	Transfer Out	-100.0000	0	☐	☐	☐	No Change
	①	11/12/2015	BROWN, MARGARET ANNE	ORD	Transfer Out	-50.0000	0	☐	☐	☐	No Change
	①	11/12/2015	FLINSTONE, FREDERICK JAMES	ORD	Transfer In	100.0000	3	☐	☐	☐	No Change
	①	11/12/2015	FLINSTONE, WILMA MAREE	ORD	Transfer In	50.0000	4	☐	☐	☐	No Change



TO DELETE ANY TRANSACTION, SIMPLY TICK THE ☐ NEXT TO THE TRANSACTION

Member Highlight **Margaret Anne Brown's Transfer Out** and click **Select**. CAS will display the transaction data. All details of the transaction can be changed.

Transaction Date Click the **Calendar** to select **Yesterday's Date**.

Edit Share Transfer - BGL CAS PTY LTD

Authorised Unique No's	Issued Member - Beneficially	300 50	Member - Non Beneficially Member - This Ben Owner	0
------------------------	------------------------------	-----------	--	---

Transaction Date: 10/12/2015 ☐ Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Member: BROWN, MARGARET ANNE

Beneficial Owner

Number of Shares:

Unique No's:

Certificate Type:

Certificate No.:

Certificate Location:

Remarks:

New Member:

Beneficial Owner:

Paid per share:

Unique No's:

Certificate Type:

Certificate No.:

Certificate Location:

Remarks:

Signatory:

Print flag ? ☐ Print documents ☒ Do not print documents

Click **Save. CAS** will automatically change the date on the transfer in transaction for **Wilma Maree Flinstone**.

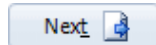
To reprint this share transfer, click the ☒ checkbox in the **Print** column.

Members/Shareholders Search - BGL CAS PTY LTD

Show All Members Find

	Info	Date	Member Name	Class	Type	Number	Cert No	Print	Add	Name	Notify
		23/07/2009	BROWN, JOHN DAVID	ORD	Allotment	100.0000	0				No Change
		23/07/2009	BROWN, MARGARET ANNE	ORD	Allotment	100.0000	1				No Change
		31/07/2009	BROWN, MARGARET ANNE	ORD	Transfer Out	-50.0000	2				No Change
		31/07/2009	GREEN FAMILY PTY LTD	ORD	Allotment	100.0000	1				No Change
		31/07/2009	JEBEDIAH SPRINGFIELD PTY LTD (Non Beneficial Owner)	ORD	Transfer In	50.0000	3				No Change
		10/12/2015	BROWN, MARGARET ANNE	ORD	Transfer Out	-50.0000	0				Transaction
		10/12/2015	FLINSTONE, WILMA MAREE	ORD	Transfer In	50.0000	4				Transaction
		11/12/2015	BROWN, JOHN DAVID	ORD	Transfer Out	-100.0000	0				No Change
		11/12/2015	FLINSTONE, FREDERICK JAMES	ORD	Transfer In	100.0000	3				No Change

Click



CAS will automatically select the documents required:

- Register of Members
- Transfer Journal
- Directors Meeting Minute/Resolution
- ASIC Forms - Change to Company Details Form 484 Section C (electronic)
- Share Certificates
- Share Transfers

Documents Date Leave this as **Today's Date**.

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

1 Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
1 Directors Meeting Minute or Resolution ☐ Display consideration
0 Notice of Members Meeting
0 Members Meeting Minute or Resolution
0 Members Consent to Short Notice
0 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
1 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1   FLINSTONE, FREDERICK JAMES
Signatory 2   FLINSTONE, WILMA MAREE

0 Application for Shares/Membership
1 Share Transfer
0 Redemption/Buy Back/Capital Return Letter
0 Notices of Beneficial Ownership
0 Declaration of Trust
1 Letter
1 Invoice
1 Disbursement Invoice

Click  **Preview** to the left of each document. Click  to **Close** the preview screen.

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note: If the company is a **Portal** client, click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

End of Lesson 4. Proceed to **Lesson 5**.

Lesson 5 - Corrections to Previously lodged documents

Objective

In this lesson you will learn how to prepare supplementary documents to advise ASIC of corrections to previously lodged documents.

By the end of this lesson, you will be able to prepare a:

- **Supplementary Document Form 902** to advise of corrections upon request of ASIC
- **Request of Corrections Form 492** to advise corrections to ASIC when no requisition has been received from ASIC

Overview

A Form 902 is used to notify ASIC of an error in a previously lodged document. This form is only lodged upon request from ASIC. The Form 902 must be signed by a Director or Secretary of the company.

A company may advise corrections to previously lodged documents where no requisition has been received from ASIC. Such notification would be advised on the *Form 492 Request of Corrections*. This form is prepared in the same way as the Form 902.

A Form 902 and 492 can be lodged electronically if the original document was lodged electronically.

These forms cannot be lodged electronically in response to a **Application for registration as an Australian Company Form 201**.

There is no lodgement period or lodgement fee on this document. However late lodgement penalties may apply to the original document as a result of changes shown on this form.

Task

Task 5.1 - Prepare a Supplementary Document

Prepare a Supplementary Document Form 902 for a Form 484 that was lodged with incorrect details.

Company	Zippy Pty Ltd
ASIC Form	484B - Officers Change
Response to ASIC requisition>	Yes
DOCIMAGE Number	0E9041339
Date of Lodgement	15/11/2006

Task 5.1 - Preparing a Supplementary Document

Objective

In this task you will learn how to prepare a *Supplementary Information Form 902*, commonly referred to as the Supplementary Document.

By the end of this task you will be able to:

- notify ASIC of any minor corrections to previously lodged documents
- identify the differences between a Form 902 and a Form 492

Task

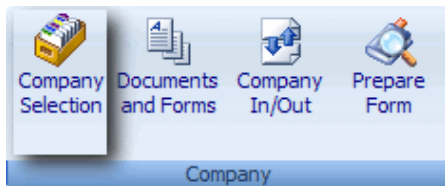
In addition to updating our records we need to inform ASIC that the Form 484B contained an error with regard to the Date of Birth of Andy Duran when he was appointed director of the company.

Refer to **Appendix B** for a sample request for supplementary information from ASIC.

Instructions

From the **Ribbon Toolbar**:

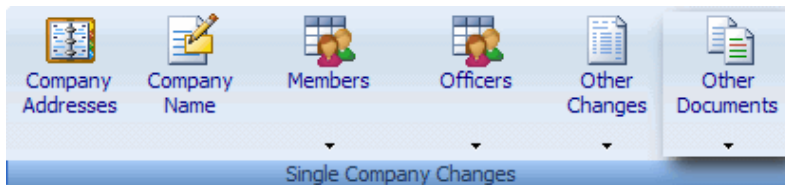
On the **Home** tab, in the **Company** group, click **Company Selection**.



Highlight **Zippy Pty Ltd** and click  **Select**.

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Single Company Changes** group, click on the drop down arrow below **Other Documents**.



Select **Supplementary Document** from the list.

ASIC Form

Click the second  **Search** to select the **Forms Prepared** for this company.
Highlight the **484B** and click  **Select**.

If the form is not listed here, click the first  **Search** to list **CAS Documents**.
Highlight the **484B** and click  **Select**.

Is this form in response to an ASIC requisition?

 **Click** this box as this form is in response to a letter from ASIC. Clicking this box will prepare a Form 902 rather than a Form 492.

If you are advising ASIC of a correction, but ASIC have not requisitioned this, *do not* click this box. The Form 492 will be prepared instead. This form is commonly used to notify ASIC of mistakes on the Annual Company Statement caused by ASIC processing errors.

DOCIMAGE Number

0E9041339 will automatically display as the ASIC's DOCIMAGE number for this document. If this number does not appear, you must key this in.

Note - This number always begins with the number zero, not the letter 'O'. This number can be found on ASIC's internet site under the National Names Index.

Date of Lodgement

CAS will automatically input this date where the form was prepared through **CAS**. Otherwise input 15/11/2006.

Text

Input **The date of birth of Andy Duran was printed as 04/04/1970. The correct date of birth is 04/04/1972.**

Date

Leave this as **Today's Date**.

Supplementary Document Form 492/902 - ZIPPY PTY LTD

 |  |  | 

ASIC Form    CHANGE TO COMPANY DETAILS - OFFICERS

Is this form in response to an ASIC requisition ? 

DOCIMAGE Number

Date of Lodgement 

[Click here to import supplementary document details from client text](#) 

The date of birth of Andy Duran was printed as 04/04/1970.
The correct date of birth is 04/04/1972.

Click

[Print Documents](#)

CAS will 'automatically' select the following documents:

- Directors Meeting Minute or Resolution
- Supplementary Document Form 902 (electronic)



YOU MUST MANUALLY CHANGE THE DETAILS IN THE CAS DATABASE TO REFLECT THE AMENDMENT

Click



Preview to the left of each document. Click  to **Close** the preview screen.

Click



Export to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking..

Note: CAS Training Company is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click



Exit.



REFER TO ARTICLE 477 FOR MORE INFORMATION ON PREPARING A SUPPLEMENTARY DOCUMENT

End of Lesson 5. Proceed to **Lesson 6**.

Lesson 6 - Document Tracking

Objective

In this lesson you will learn how to track documents prepared through **CAS**.

By the end of this lesson you will be able to:

- change the status level of the form prepared in **CAS** but lodged manually
- attach additional documents to Document Tracking
- prepare various reports that will keep track of your documents due to be lodged and keep track of the company annual review processing

Overview

The Document Tracking System controls the flow of all documents, forms and the annual review from printing to lodgement.

The document tracking records:

- date of preparation,
- date of lodgement,
- document status (eg. lodged, sent to client),
- date fees are due,
- ASIC invoice number,
- ASIC lodgement fee,
- ASIC fee payment details,
- Adobe Acrobat .PDF file name, and
- document trace number.

Only companies with the status set to '*prepare company forms*' will be included in your Document Tracking reports. This setting is in your Client Data screen.

Tasks

Task 6.1 - Updating Document Tracking

Change the status level of the Form 902 prepared for **ZIPPY PTY LTD** from **Sent to Client** to **Lodged**.

Task 6.2 - Attaching additional documents to Document tracking

The client has sent a letter to be attached to **ZIPPY PTY LTD** in regards to the amended requisition.

Task 6.3 - Document Tracking Reporting

Ensure documents are lodged on time by preparing reports to keep track of your documents due to be lodged, and prepare reports to keep track of the company annual review processing.

Task 6.1 - Updating Document Tracking

Objective

In this task you will learn how to manually update your Document Tracking System. Document Tracking records the flow of documents from preparation through to lodgement with ASIC.

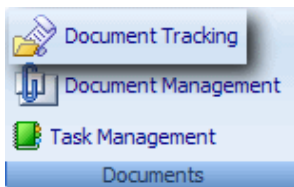
By the end of this task, you will be able to select the appropriate document status level for any for prepared in **CAS** but lodged on paper. **CAS** will automatically update document tracking for documents that are lodged electronically.

Note: The status of forms lodged electronically in **CAS** will be updated to **Lodged** automatically in **Document Tracking**.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Document Tracking**.



Company Name	Click Search to list the Companies . Highlight ZIPPY PTY LTD and click Select .
Document/Year	Click the second Search to list Documents Prepared for this company. Highlight 902:AMENDMENT TO LODGED DOCUMENT with status level Sent to Client . Note: Electronic documents that have been prepared to be lodged will appear in purple.
Click	Select .
Status	Click Search to list Status Levels . Highlight Lodged . Click Select CAS will automatically update document tracking for ASIC forms lodged electronically. The status level will be updated from a pre lodged status such as Sent to Client to a post lodged status such as Lodged .
Status Level Date	Leave this as Today's Date . This is the date the document was manually lodged with ASIC.
Note	Input LODGED IN PERSON AT ASIC's BUSINESS OFFICE .
ASIC DOCIMAGE Number	CAS will automatically insert this number when documents are lodged electronically. This number is extracted from the ASIC validation report. You may input this number manually for forms lodged on paper.
ASIC Lodgement Fee	CAS will automatically calculate the lodgement fee, including late lodgement penalties where the form was lodged late.

ASIC Account
balance

If you know the total amount of fees outstanding to ASIC, you may input this amount here.

Attached
documents

Click  to **Preview** a copy of the Form 902 in Adobe Acrobat reader. ASIC forms are saved in the caswin/syspdf directory when you print.

Additional
Documents

Click  if you have any additional files you wish to attach to document tracking.

Document Status Add/Edit

Company  ZIPPY PTY LTD

Document/Year   902 AMENDMENT TO LODGED DOCUMENT - REQUISITIONED

Document Details | **Payment Details** | **Lodgement Details**

Document Date 11/12/2015 

Status Level  LODGED

Status Level Date 11/12/2015 

ASIC Lodgement Fee 0.00

ASIC DOCIMAGE No

Note LODGED IN PERSON AT ASIC'S BUSINESS OFFICE.

ASIC Account Balance 0.00

Attached Documents

-  T1151211112945411.PDF
- 
- 
- 
- 
- 

Additional Documents

-   
-   
-   
-   
-   
-   

User T1


DRAG FILES HERE
 to attach as
 additional documents

Payment Details

The *Payment Details* tab allows you to record details of any cheques sent or payments made to ASIC.

Lodgement Details

The *Lodgement Details* tab allows you to access a **Transmission report**, **Validation report** and **ASIC Invoice** where the form was lodged electronically. All documents prepared by **CAS** are allocated a **trace number**. This trace number is a document identification number. The trace number is displayed on the bottom of company forms and at the foot of the document tracking screen. You can view what changes were on a particular company form by selecting the document and clicking the view button beside the trace number.

Click  **Save**

Click  **Exit.**

End of Task 6.1. Proceed to **Task 6.2**.

Task 6.2 - Attaching additional documents to Document Tracking

Objective

In this task you will learn how to attach any additional documents manually to update your Document Tracking System.

By the end of this task, you will be able to attach any signed forms or any documents corresponding to electronically created documents and forms.

Details

You will be attaching a supporting document to a 902 that has been prepared in **CAS**.

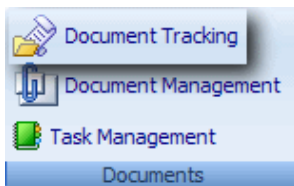
The client has sent a letter in relation to the amendment which you want to attach to document tracking. This letter will be saved in location which can be accessed by all users.

A folder has been created in **CAS**, which can be used to save external documents, additional documents can be saved in `?:/caswin/syspdf/clidocs`. It is not compulsory to save additional documents in this location, it is only a recommendation.

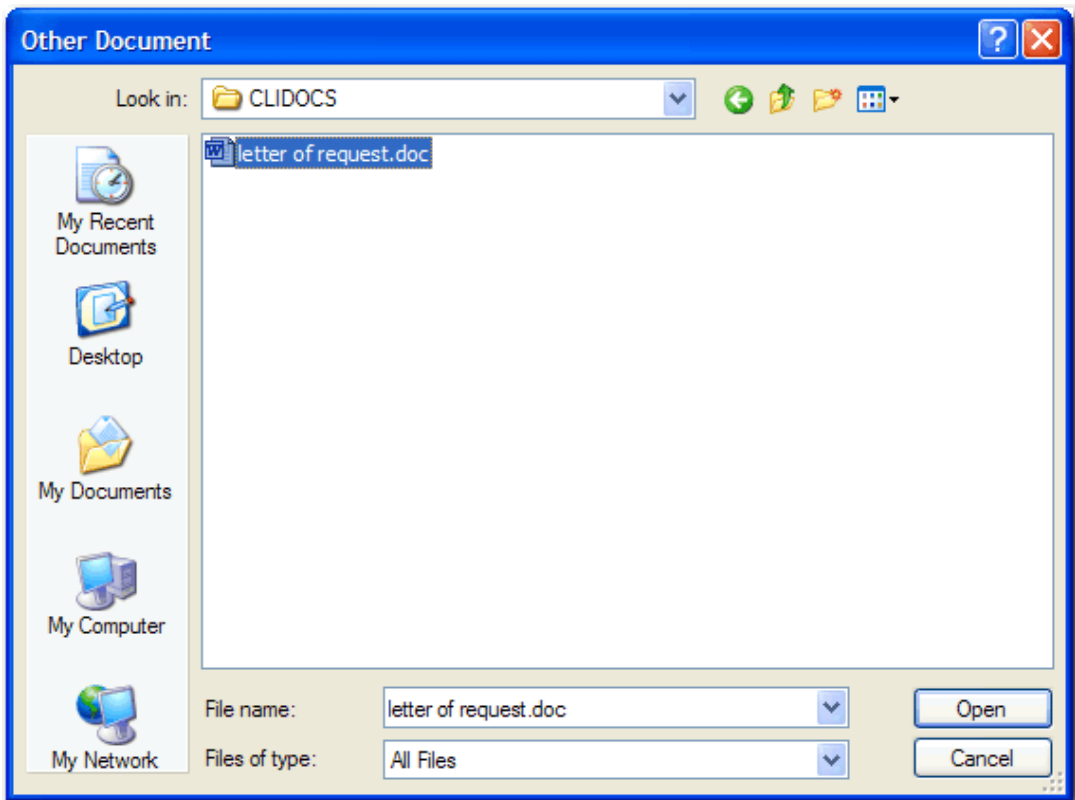
Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Document Tracking**.



- | | |
|---------------------|---|
| Company Name | Click <i>Search</i> to list the Companies. Highlight ZIPPY PTY LTD and click Select . |
| Document/Year | Click the second select the Form 902 AMENDMENT TO LODGED DOCUMENT . |
| Click | Select . |
| Additional Document | Click to attach the additional document. |
| Browse to | C:/caswin/syspdf/clidocs/Letter of request.doc |



Click **Open**

Document Status Add/Edit

Company: ZIPPY PTY LTD

Document/Year: 902 AMENDMENT TO LODGED DOCUMENT - REQUISITIONED

Document Details | Payment Details | Lodgement Details

Document Date: 11/12/2015

Status Level: LODGED

Status Level Date: 11/12/2015

ASIC Lodgement Fee: 0.00

ASIC DOCIMAGE No:

Note: LODGED IN PERSON AT ASIC'S BUSINESS OFFICE.

ASIC Account Balance: 0.00

Attached Documents

1. T1151211112945411.PDF
- 2.
- 3.
- 4.
- 5.
- 6.

Additional Documents

1. letter of request.doc
- 2.
- 3.
- 4.
- 5.
- 6.

User: T1

DRAG FILES HERE
to attach as additional documents

Click

**Save**

Alternatively you will be able to drag the document to the drag and drop area in CAS. This will automatically attach the file as an additional document.

Click

**Exit.**

Note: You can click on Push  to push this form to **Portal**.

End of Task 6.2. Proceed to **Task 6.3**.

Task 6.3 - Document Tracking Reporting

Objective

In this task you will learn how to prepare various documents and reports from the Document Tracking Reports screen.

By the end of this task, you will be able to:

- identify all reports available in the Document Tracking Reports screen
- prepare a document status report
- prepare an annual reviews received report
- prepare a documents due in next XX days report

Overview

Document Tracking provides the following standard reports:

Report Name	Description
Annual Return Listing	Lists all returns recorded in your document tracking.
Annual Return Lodgement Progress Report	Displays the status of returns by status such as 'doc received' or 'doc processed'
Annual Return Status Report	Lists all returns in your document tracking by status level.
Annual Return Reports	Lists returns lodged, not lodged, prepared, not prepared, prepared but not lodged, returns to be prepared.
Annual Review Reports	You can select reports from: • Annual Reviews Listing • Annual Reviews Completed • Annual Reviews Received • Annual Reviews Received but not processed
CAS/ASIC Company List Comparison	Compares your companies on CAS with the list of companies attached to an Agent as provided on the ASIC RA16.
CAS/ASIC Annual Review Date Comparison	Compares your companies Annual Review dates on CAS with the list of companies attached to an Agent as provided on the ASIC RA62 list.
Document Listing	Lists documents used by the document tracking system. This listing shows the number of days to lodge the forms and applicable lodging fees.
Document Status Report	Displays information relating to the progress of documents.
Documents due for lodgement in next xx days	Display documents that need to be lodged within the number of days specified.
Outstanding lodgement fees report	Lists documents that incur a lodgement fee or late lodgement penalty that have not been paid.
Requisitions report	Lists requisitions received from ASIC.

Status level listing Lists the document tracking status levels such as 'sent to client', 'doc prepared', 'lodged', etc.

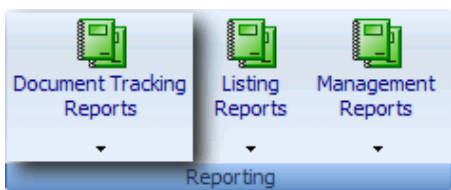
Only companies with the status set to '*prepare company forms*' will be included in your Document Tracking reports. This setting is in your Client Data screen.

Instructions

Prepare a Document Status Report.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Reporting** group, click on the drop down arrow below **Document Tracking Reports**.



Select **Document Status Report** from the list.

Status Level	Select <i>Sent to Client</i>
User	Leave this as <i>All</i>
Agent/Presenter	Leave this as <i>All</i>
Select Companies	Leave all companies selected

Document Tracking Reports

Report Details

Report: Document Status Report

Document: All

Status Level: Sent to Client

User: ALL

Agent/Presenter: All

Status by date ? ☐

Date Range

From:

To:

Select Companies Selected: 5

Find:

Department: All

Jurisdiction: All

Company Status: All

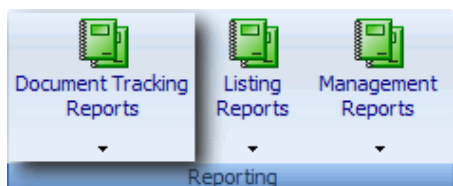
Company Name	ACN/ARBN	Reference
☒ ABC NOMINEES PTY LTD	111 111 114	CASTRAIN123
☒ DWARF OF NOTTINGHAM PTY LTD	550 512 402	
☒ FRANK MATICH PTY LTD	000 454 919	
☒ JEBEDIAH SPRINGFIELD PTY LTD	093 439 760	
☒ ZIPPY PTY. LTD.	050 000 434	

Click **Preview**. Click to **Close** the preview screen.

Prepare an Annual Review Reports

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Reporting** group, click on the drop down arrow below **Document Tracking Reports**.



Select **Annual Reviews Reports** from the list.

Report Type Select **Annual Reviews Listing**

Annual Review Year Input 2015



IF CAS IS SHOWING AN EARLIER YEAR, GO TO ADMINISTRATION\DEFAULTS\ANNUAL REVIEWS TO UPDATE THE ANNUAL REVIEW YEAR FOR ALL COMPANIES TO THE CURRENT YEAR

Click

 **Preview**. Click  to **Close** the preview screen.

Document Tracking Reports

Report Details

Report: Annual Review Reports

Report Type: Annual Reviews Listing

Annual Review Date: 2015 Report Order: Company Name

User: ALL

Agent/Presenter: All

One department per page? ☐

Print company total per department ☐

Date Range: From 01/01/2015 To 31/12/2015

Select Companies

Find: Jurisdiction: All

Department: All Company Status: All

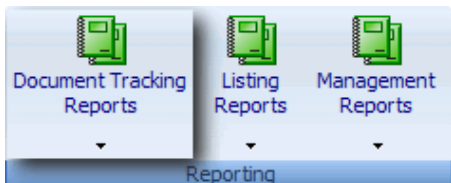
Selected: 9

	Company Name	ACN/ARBN	Reference	Department
☒	ABC HOLDING COMPANY LIMITED	054 355 243		HL
☒	BGL CAS PTY LTD	551 433 802		HL
☒	BGL NOMINEES TRAINING PTY LTD	550 593 336		CT
☒	BGL TRAINING COMPANY PTY LTD	551 388 946	BGL123	HL
☒	DWARF OF NOTTINGHAM PTY LTD	550 512 402		HL
☒	FRANK MATICH PTY LTD	000 454 919		PC
☒	JEBEDIAH SPRINGFIELD PTY LTD	093 439 760		RA72
☒	TEST NON PROFIT PTY. LTD.	600 088 613		CT
☒	ZIPPY PTY LTD	050 000 434		PC

Prepare a Documents Due in next XX Days report.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Reporting** group, click on the drop down arrow below **Document Tracking Reports**.



Select **Documents Due in next XX Days report** from the list.

Report: Select **Documents due for lodgement in next XX days**

No of days: Input 28

Report Order: Change this from **Due Date** to **Company Name**.

Click

 **Preview**. Click  to **Close** the preview screen.

Document Tracking Reports

Report Details

Report: Documents Due for Lodgement in next XX days Rep

No of Days: 28

Report Order: Company Name Date Range ? ☐

Include Regulator forms only ? ☐

Date Range: From To

Select Companies Selected: 9

Find: Jurisdiction: All

Department: All Company Status: All

	Company Name	ACN/ARBN	Reference	Department
☒	ABC HOLDING COMPANY LIMITED	054 355 243		HL
☒	BGL CAS PTY LTD	551 433 802		HL
☒	BGL NOMINEES TRAINING PTY LTD	550 593 336		CT
☒	BGL TRAINING COMPANY PTY LTD	551 388 946	BGL123	HL
☒	DWARF OF NOTTINGHAM PTY LTD	550 512 402		HL
☒	FRANK MATICH PTY LTD	000 454 919		PC
☒	JEBEDIAH SPRINGFIELD PTY LTD	093 439 760		RA72
☒	TEST NON PROFIT PTY. LTD.	600 088 613		CT
☒	ZIPPY PTY LTD	050 000 434		PC

End of Lesson 6. Proceed to **Lesson 7**.

Lesson 7 - Share Restructures

Objective

In this lesson, you will learn how to perform additional member transactions in **CAS**.

By the end of this lesson, you will be able to:

- subdivide shares and prepare all relevant forms
- convert shares to a new class and prepare all relevant forms
- buy back shares and prepare all relevant forms
- identify the relevant forms that can be lodged electronically and those that must be lodged on paper
- push the electronic forms and documents to **Portal**

Details

CAS prepares documents for the following share reconstructions:

- Buy-backs
- Cancellations
- Consolidations
- Conversion to a new class
- Redemptions
- Subdivisions

Type	Details
Share buy back	The company buys back shares from members at an agreed value.
Share cancellation	Shares previously issued to members are cancelled.
Share consolidation	The value of shares is increased and the number of shares is decreased The class of shares and total value of shares issued remain unchanged. E.g. Issued shares change from 1,000 \$1.00 ordinary shares to 500 \$2.00 ordinary shares.
Share conversion	The class of share is changed, but the total value of shares issued remain unchanged. E.g. 1,000 \$1.00 ordinary shares convert to 500 \$1.00 A class shares and 500 \$1.00 B class shares.
Share redemption	The company buys back shares at their issue price.
Share subdivision	The value of each share is decreased and the number of shares is increased, but the class and total value of shares issued remains unchanged. E.g. 500 \$2.00 ordinary shares subdivide to 1,000 \$1.00 ordinary shares.

Learning Tasks

Task 7.1 - Subdivision of Shares

Subdivide 150 \$1.00 Ordinary Shares into 300 \$0.50 Ordinary Shares. The total capital issued will remain \$150 and the share class will remain Ordinary Shares.

Task 7.2 - Conversion of share class

Convert the current Ordinary Shares in the company to A Class Shares.

Task 7.3 - Share Buybacks

Buyback Date	Today's Date + 21 days
Number of shares	20 shares each from Fred and Wilma
Buyback type	Equal access within 10/12 limit

Task 7.1 - Subdivision of Shares

Objective

In this task you will learn how to subdivide shares.

By the end of this task, you will be able to:

- increase the share number of the share, decrease the value of the share but keep the total value of the shares unchanged
- prepare the **Resolution regarding shares Form 2205**
- push the forms and documents to **Portal**

Instructions

BGL CAS Pty Ltd has 150 \$1.00 ordinary shares issued, 100 to Fred Flinstone, and 50 to Wilma Flinstone. Subdivide these shares into 300 \$0.50 shares.

From the **Ribbon Toolbar**:

Click on the **Company Quick Search** icon 

Find Input **BGL CAS Pty Ltd**

Right click the company, highlight **Members** and select **Subdivisions**.

CAS will display the **Add Share Subdivisions** screen.

Transaction Date Leave this as **Today's Date**.

Share Type Click  **Search** to list Issued Shares. Highlight **Ordinary Shares** and click  **Select**.

Member Click  **Search** to list Members. **Highlight Flinstone, Frederick James** and click  **Select**.

Number of shares Input **100**.

New Share Type Click the first  **Search** to list Share Types. **Highlight \$0.50 Ordinary Shares fully paid** and click  **Select**. If this share does not exist on the list, click  **New** to add this share to your list.

To add a new share:

Click  **New**

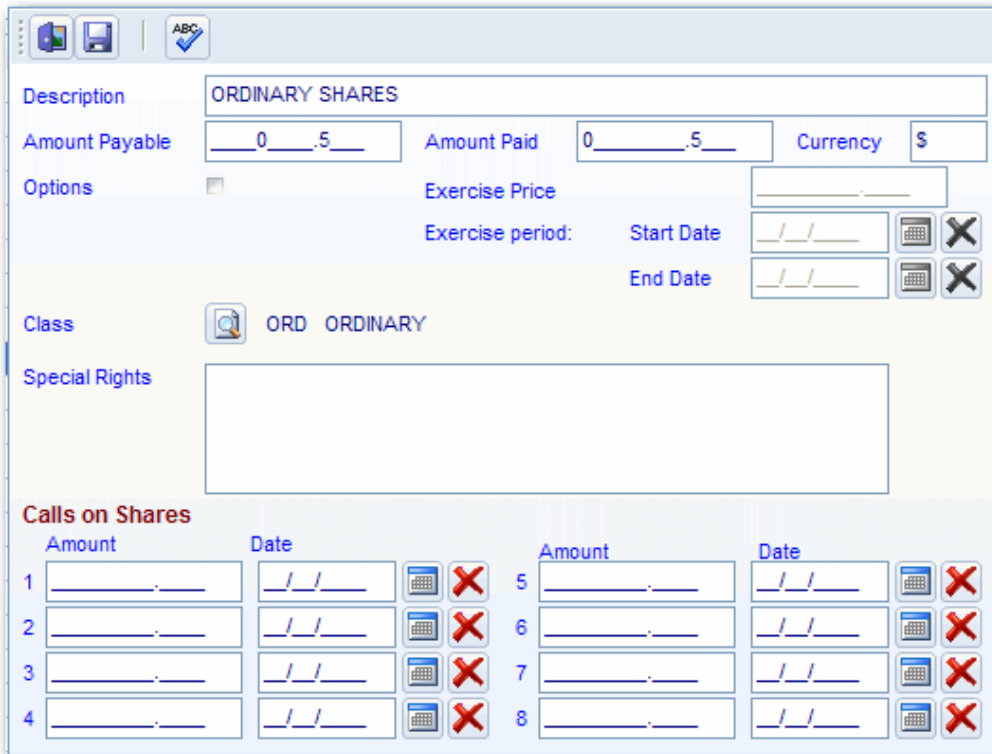
Description Input **Ordinary Shares**

Amount Payable Input **0.5**

Amount Paid Input 0 . 5 (If this is a partly paid share, insert the relevant amount paid)

Class Click  **Search**

Highlight **ORD** and click  **Select**



Description ORDINARY SHARES

Amount Payable 0 . 5 **Amount Paid** 0 . 5 **Currency** \$

Options ☐ **Exercise Price** _____

Exercise period: **Start Date** ____/____/____   **End Date** ____/____/____  

Class  ORD ORDINARY

Special Rights _____

Calls on Shares

	Amount	Date			Amount	Date			
1	_____	____/____/____			5	_____	____/____/____		
2	_____	____/____/____			6	_____	____/____/____		
3	_____	____/____/____			7	_____	____/____/____		
4	_____	____/____/____			8	_____	____/____/____		

Click  **Save** and click  to **Select** the share.

Print Flag Leave this as **Print Documents** for **CAS** to generate the documents for this subdivision.

Add Share Subdivisions - BGL CAS PTY LTD

Authorised Unique No's	Issued Member - Beneficially	300 100	Member - Non Beneficially Member - This Ben Owner	0
------------------------	------------------------------	------------	--	---

Transaction Date: 11/12/2015 ☐ Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Member: FLINSTONE, FREDERICK JAMES

Beneficial Owner

Number of Shares: 100 _____

Unique No's: _____

Certificate Type: None ▼

Certificate No.: _____

Certificate Location: _____

New Share Type: ORDINARY SHARES FULLY PAID

Unique No's: _____

Certificate Type: Transaction ▼

Certificate No.: 6 _____

Certificate Location: _____

Remarks: _____

Print flag ? ☒ Print documents ☐ Do not print documents

Click **Save**

Repeat these steps to subdivide Wilma Maree Flinstone's 50 shares into 100 \$0.50 shares.

Click on to save all changes and prepare documents.

CAS will automatically select the following documents:

- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Meeting Minute or Resolution
- Members Consent to Short Notice
- ASIC Forms - Resolution regarding shares Form 2205 (including Annexure)

NOTE : FORM 2205 cannot be lodged electronically and must be lodged on paper.

- Share Certificates

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

1 Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
1 Directors Meeting Minute or Resolution ☐ Display consideration
1 Notice of Members Meeting
1 Members Meeting Minute or Resolution
1 Members Consent to Short Notice
0 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
1 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1 FLINSTONE, FREDERICK JAMES
Signatory 2 FLINSTONE, WILMA MAREE

0 Application for Shares/Membership
1 Share Transfer
0 Redemption/Buy Back/Capital Return Letter
0 Notices of Beneficial Ownership
0 Declaration of Trust
1 Letter
1 Invoice
1 Disbursement Invoice

Click **Preview** to the left of each document. Click to **Close** the preview screen.

Click **Print** or click **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click



***SUBDIVISION INCREASES THE SHARES ON HAND WHEREAS A
CONSOLIDATION DECREASES THE SHARES ON HAND***

End of Task 7.1. Proceed to **Task 7.2**.

Task 7.2 - Conversion of Share Class

Objective

In this task you will learn how to convert shares into a different share class.

By the end of this task, you will be able to change the class of the share, but keep the total value of shares issued unchanged. You will also be able to prepare **Division or conversion of classes of shares Form 211**

Instructions

BGL CAS Pty Ltd has issued 300 \$0.50 Ordinary shares to Fred Flinstone and Wilma Flinstone. Convert these shares into 300 \$0.50 A class shares. This requires you to convert 200 shares for Fred Flinstone, and 100 shares for Wilma Flinstone.

Click on the **Company Quick Search** icon 

Find

Right click the company, highlight **Members** and select **Conversions**.

CAS will display the **Add Share Conversion** screen.

Transaction Date Leave this as **Today's Date**.

Share Type Click  **Search** to list Issued Shares. Highlight **\$0.50 Ordinary Shares** and click  **Select**.

Member Click  **Search** to list Members. Highlight **Flinstone, Frederick James** and click  **Select**.

Number of shares Input 200.

New Share Type Click the first  **Search** to list Share Types.

Click  **New** to add a new share.

Description Input **A Class Shares**.

Amount Payable Input 0.50.

Amount Paid Input 0.50

Class Click **Search** to list Share Classes. Highlight **A Class Ordinary Shares** and click **OK**.

  	
Description	A CLASS SHARES
Amount Payable	0____.5____
Amount Paid	0____.5____
Currency	\$
Options	☐ Exercise Price _____
	Exercise period: Start Date ____/____/____ End Date ____/____/____
Class	 A A CLASS ORDINARY SHARES
Special Rights	

Calls on Shares	
Amount	Date
1 _____	____/____/____
2 _____	____/____/____
3 _____	____/____/____
4 _____	____/____/____
5 _____	____/____/____
6 _____	____/____/____
7 _____	____/____/____
8 _____	____/____/____

Click  Save

Highlight \$0.50 A Class Shares and click  **Select.**



THE SHARE CLASS MUST CHANGE WHEN PROCESSING A CONVERSION IN CAS

Print Flag Leave this as ***Print Documents*** for **CAS** to generate the documents for this conversion.

Add Share Conversions - BGL CAS PTY LTD

Authorised Unique No's	Issued Member - Beneficially	300	Member - Non Beneficially	0
Transaction Date: 11/12/2015 ☐ Pending Transaction				
Share Type: ORDINARY SHARES FULLY PAID				
Member: FLINSTONE, FREDERICK JAMES				
Beneficial Owner:				
Number of Shares: 200				
Unique No's:				
Certificate Type: None				
Certificate No.:				
Certificate Location:				
New Share Type: A CLASS SHARES FULLY PAID				
Unique No's:				
Certificate Type: Transaction				
Certificate No.: 10				
Certificate Location:				
Remarks:				
Print flag ? ☒ Print documents ☐ Do not print documents				

Click **Save**

Repeat these steps to convert Wilma Maree Flinstone's 100 shares into 100 A Class shares.

Click to save all the changes and prepare documents.

CAS will automatically select the following documents:

- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Meeting Minute or Resolution
- Members Consent to Short Notice
- ASIC Forms - Division or conversion of classes of shares Form 211

NOTE: Form 211 cannot be lodged electronically and must be lodged on paper.

- Share Certificates

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

1 Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership

0 Allotment Journal

0 Transfer Journal

1 Directors Meeting Minute or Resolution ☐ Display consideration

1 Notice of Members Meeting

1 Members Meeting Minute or Resolution

1 Members Consent to Short Notice

0 Transferor/Transferee Directors Meeting Minute / Resolution

1 ASIC Forms

1 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1   FLINSTONE, FREDERICK JAMES

Signatory 2   FLINSTONE, WILMA MAREE

0 Application for Shares/Membership

1 Share Transfer

0 Redemption/Buy Back/Capital Return Letter

0 Notices of Beneficial Ownership

0 Declaration of Trust

1 Letter

1 Invoice

1 Disbursement Invoice

Click  **Preview** to the left of each document. Click  to **Close** the preview screen.

Click  **Print** or click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS** Document Tracking.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

End of Task 7.2. Proceed to **Task 7.3**.

Task 7.3 - Share Buybacks

Objective

In this task you will learn how to record a share buyback.

By the end of this task, you will be able to :

- record a buyback of shares by the company from members at an agreed value.
- prepare **Reduction in share capital details Form 2560**
- prepare a **Notification of share buy-back details Form 280**
- prepare a **Notice of intention to carry out a share buy-back Form 281** only if the members have been given less than 14 days notice of the meeting to approve the buy-back
- prepare **Change to company details Form 484** to notify ASIC of the cancellation of shares
- identify the forms that must be lodged and paper and the forms that can be lodged electronically

Details

Share Buy-backs

Share buy-backs are subject to many different rules and requirements under the Corporations Act. Therefore it is recommended that you seek legal assistance before completing any share buy-backs. Below is an overview of the share buy-back provisions.

There are five basic types of share buy-backs:

1. equal access
2. selective buy-backs
3. employee share scheme
4. on-market buybacks
5. minimum holding (previously called "odd lot").

Within those types, different rules also apply between share buy-backs involving 10% or less of the total shares to be purchased within a twelve-month period, and share buy-backs involving over 10%. This is sometimes called the 10/12 limit, and is laid down in subsections 257B(4) and 257B(5) of the Corporations Act 2001 (the Act). The requirements for share buy-backs within the 10/12 limits are less onerous than those over that limit.

1. Equal access buy-backs

The most straightforward form of share buy-back is an equal access buy-back. All ordinary shareholders are offered a reasonable opportunity to consider the offer, which is to buy back the same percentage of their ordinary shares. An equal access scheme can include only marginal differences between offers, relating to, for example, differing accrued dividend entitlements or the calculation of odd lots.

If a proposed share buy-back is over the 10/12 limit, then it can only take place following passage of an ordinary resolution (passed with a simple majority vote of shareholders). A proposed share buy-back within the 10/12 limit does not require a resolution.

An equal access buy-back allows companies to devise their own timetable to suit their particular circumstances (within limits), if no shareholders are unfairly disadvantaged. The limits include: a minimum of 14 days notice to shareholders and creditors must be given by lodging the buy-back documents with ASIC; shareholders must receive a reasonable time to consider the buy-back offer; and the buy-back must be commenced and completed within a reasonable time of the notice being lodged with ASIC (otherwise the notice would not serve a real purpose).

It is also important to note, when preparing a buy-back timetable, that the notice period for company meetings is - 21 days for unlisted (section 249H), and 28 days for listed companies (section 249HA). This may extend the time for lodgement of documents which must be lodged with ASIC before a meeting (e.g. sub-section 257C(3)), but it does not affect other time periods, such as the notice period under sub-section 257F(1) which gives a minimum time period of 14 days for notice. Clearly lodging documents under sub-section 257C(3) 28 or 21 days before a meeting would still satisfy the requirement of sub-section 257F(1).

2. Selective buy-backs

In broad terms, a selective buy-back is one in which identical offers are not made to every shareholder, for example, if offers are made to only some of the shareholders in the company. The scheme must first be approved by all shareholders, or by a special resolution (requiring a 75% majority) of the members in which no vote is cast by selling shareholders or their associates. Selling shareholders may not vote in favour of a special resolution to approve a selective buy-back. The 10/12 limit does not apply to this type of buy-back.

The notice to shareholders convening the meeting to vote on a selective buy-back must include a statement setting out all material information that is relevant to the proposal, although it is not necessary for the company to provide information already disclosed to the shareholders, if that would be unreasonable.

3. Other types of buy-backs

A company may also buy back shares held by or for employees or salaried directors of the company or a related company. This type of buy-back, is referred to as an **employee share scheme buy-back**, which requires an ordinary resolution if over the 10/12 limit.

A listed company may also buy back its shares in **on-market** trading on the stock exchange, following the passing of an ordinary resolution if over the 10/12 limit. The stock exchange's rules apply to on-market buy-backs.

A listed company may also buy unmarketable parcels of shares from shareholders (called a **minimum holding** buy-back). This does not require a resolution but the purchased shares must still be cancelled.

Forms and lodgement requirements

Wherever shareholder approval of the buy-back is required, copies of the notices and related material must be lodged with ASIC for inclusion on its public register, prior to being sent to shareholders. This allows creditors adequate information on buy-backs which may affect the creditworthiness of the company. It is important to ensure that the forms are fully completed.

Form 280 Notification of share buy-back details

This form is used to cover each document which a company is required to lodge relating to a buy-back, including meeting notices, information provided to shareholders, and other documents. The Form 280 must be lodged with ASIC **before** the notice of meeting and associated documentation is sent to shareholders. If it is sent at least 14 days before the buy-back agreement is entered into (or, if it is conditional on shareholder approval, at least 14 days before that approval is given) then no other form need be lodged.

Form 281 Notice of intention to carry out a share buy-back

If, for any reason, the company wants to have less than 14 days between lodging its meeting documentation and entering into a conditional buy-back agreement, or getting the shareholder approval (for instance by agreeing to short notice for holding the meeting), then it lodges a **Form 281** at least 14 days before entering into that agreement, or getting that approval (whichever is the later), as well as lodging **Form 280**. It is

important to note that there is no way of shortening the minimum notice period of 14 days. The **Form 281** is also to be lodged with ASIC at least 14 days before the buy-back in the case of a buy-back (other than a **minimum holding** buy-back) which does not require lodgement of the buy-back documents, for example, an **employee share buy-back** or an **on market buy-back** either of which is under the 10/12 limit.

It is necessary to notify ASIC of the cancellation of the shares in respect to all types of share buy-backs on the **Form 484 Change to company details**.

Solvency

It is the responsibility of the director/s to ensure that a share buy-back does not cause the company to become insolvent. If it does, the director/s may be personally liable for the loss. Further, if a share buy-back causes the company to become insolvent, the liquidator may be able to recover compensation from the selling shareholders.

Below is a table that specifies the forms that apply to different type of buy-back procedure.

Procedure	Minimum Holding	Employee share scheme buy-back		On-market buy-back		Equal access scheme buy-back		Selective buy-back
		Within 10/12 limit	Over 10/12 limit	Within 10/12 limit	Over 10/12 limit	Within 10/12 limit	Over 10/12 limit	
Special/unanimous resolution								YES
Lodge offer document with ASIC						YES	YES	YES
Notify cancellation to ASIC on Form 484	YES	YES	YES	YES	YES	YES	YES	YES
Lodge Form 280 with ASIC	NO	NO	YES	NO	YES	YES	YES	YES
Lodge Form 281 with ASIC	NO	YES	See note 1	YES	See note 1	See note 1 &2	See note 1 &2	See note 1&2

Note 1: The company should lodge a Form 281 if it intends to give less than 14 days notice of a meeting to approve the buy-back and lodge the notice of meeting (with a form 280).

Note 2: The company should lodge a Form 281 if it lodges the offer documents (Form 2560) less than 14 days before the relevant date.

Instructions

BGL CAS Pty Ltd currently has 300 A class shares. It has approved a buy-back of no more than 10% of the shares. Record the following buy-back:

Date Today's Date + 21 days
Member Fred Flinstone and Wilma Flinstone

Number of shares	20 shares each
Buy-back amount	\$0.80 per share
Buy-back type	Equal access scheme within 10/12 limit

The company must:

- Lodge **Form 2560 Reduction in share capital details**
- Lodge **Form 280 Notification of share buy-back details**
- Lodge **Form 281 Notice of intention to carry out a share buy-back** only if the members have been given less than 14 days notice of the meeting to approve the buy-back

NOTE : Form 2560, 280 and 281 cannot be lodged electronically and must be lodged on paper.

- Lodge **Form 484 Change to company details** to notify ASIC of the shares cancelled.

Sequence of lodgement of forms: **Form 2560 Reduction in share capital details** - lodge prior to the Form 484.

Form 280 and 281 - lodge at least 14 days prior to the Form 484.

Form 484 Change to company details - final form to be lodged

Click on the **Company Quick Search** icon 

Find Input **BGL CAS Pty Ltd**

Right click the company, highlight **Members** and select **Share Buy Backs**.

CAS will display the **Add Share Buy Back** screen.

Transaction Date Input **Today's Date + 21 days**

Share Type Click  **Search** to list Issued Shares. Highlight **\$0.50 A Class Shares** and click  **Select**.

Member Click  **Search** to list Members. Highlight **Flinstone, Frederick James** and click  **Select**.

Number of shares Input **20** .

Certificate Type Leave this as **Balance**. A share certificate will print which shows the remaining balance of Fred's shares after the buy back.

Buy back amount Input **0 . 80**

Add Share Buy Back - BGL CAS PTY LTD

Authorised	Issued	300	Member - Non Beneficially
Unique No's	Member - Beneficially	200	Member - This Ben Owner
			0

Transaction Date: 01/01/2016 ☐ Pending Transaction

Share Type: A CLASS SHARES FULLY PAID

Member: FLINSTONE, FREDERICK JAMES

Beneficial Owner

Number of Shares: 20 Unique No's:

Certificate Type: Balance

Certificate No.: 13 Kept:

Buy back amount per share: .8

Remarks:

Signatory: Signatory

Print flag ? ☒ Print documents ☐ Do not print documents

Click Save

Repeat these steps to buy back 20 shares from Wilma Maree Flinstone's 100 shares.

Click to save all the changes and prepare documents.

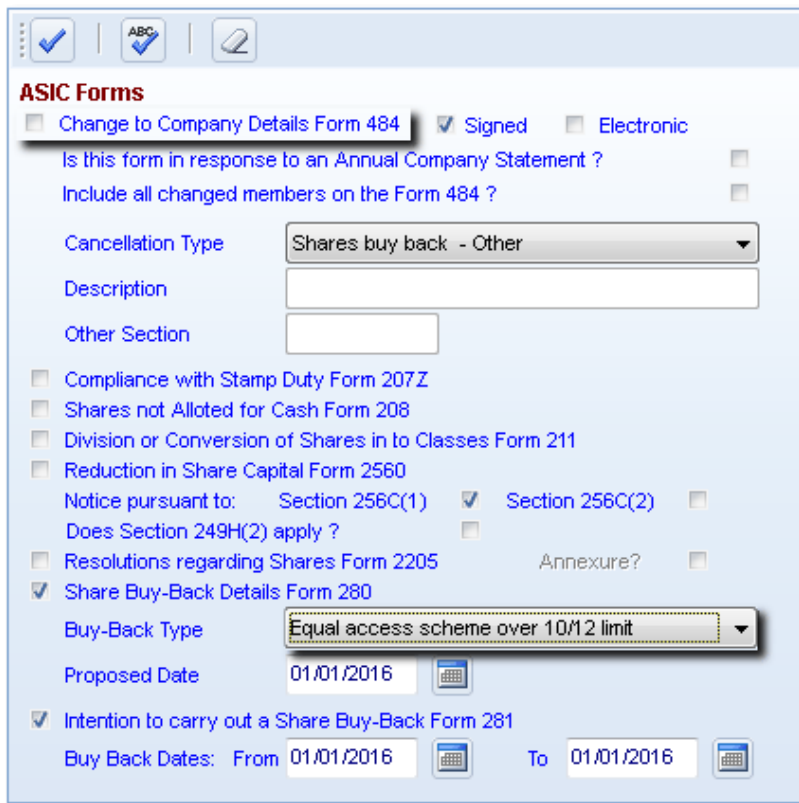
CAS will automatically select the following documents:

- Register of Members/Option Holders
- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Meeting Minute or Resolution
- Members Consent to Short Notice
- ASIC Forms
- Change to Company Details Form 484
- Reduction in Share Capital Form 2560
- Share Buy Back details Form 280
- Intention to carry out a Share Buy Back Form 281
- Share Certificates

Click

Uncheck ☐ **Change to Company Details Form 484.** This must be lodged after the other ASIC Forms.

Buy back type Select **Equal access scheme within 10/12 limit**



ASIC Forms

☐ Change to Company Details Form 484 ☒ Signed ☐ Electronic

Is this form in response to an Annual Company Statement ? ☐

Include all changed members on the Form 484 ? ☐

Cancellation Type: Shares buy back - Other

Description:

Other Section:

☐ Compliance with Stamp Duty Form 207Z

☐ Shares not Allotted for Cash Form 208

☐ Division or Conversion of Shares in to Classes Form 211

☐ Reduction in Share Capital Form 2560

Notice pursuant to: ☐ Section 256C(1) ☒ Section 256C(2) ☐

Does Section 249H(2) apply ? ☐

☐ Resolutions regarding Shares Form 2205 Annexure? ☐

☒ Share Buy-Back Details Form 280

Buy-Back Type: Equal access scheme over 10/12 limit

Proposed Date: 01/01/2016

☒ Intention to carry out a Share Buy-Back Form 281

Buy Back Dates: From 01/01/2016 To 01/01/2016

Click

 **Accept**

Share Certificates

Change the copies from **1** to **0**. Share Certificates printed *Today's Date* will not reflect the future dated buy back.

Document Date

Leave this as ***Today's Date***.

Click  **Preview** to the left of each document. Click  to **Close** the preview screen.

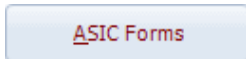
Click  **Print** or click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS Document Tracking**.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Now prepare the Change to Company Details Form 484. Date this document the same date as the buy back (Today's date + 21 days).

Click  **Clear** to clear the documents selected.

Click 

Check ☒ Change to Company Details Form 484

Cancellation type Leave this as Share buy back - Other

- Uncheck ☐ Reduction in share capital Form 2560
- Uncheck ☐ Resolution Regarding Shares Form 2205
- Uncheck ☐ Share Buy back details Form 280
- Uncheck ☐ Intention to carry out a share buy back Form 281

ASIC Forms

☒ Change to Company Details Form 484 ☒ Signed ☒ Electronic

Is this form in response to an Annual Company Statement ? ☐

Include all changed members on the Form 484 ? ☐

Cancellation Type: Shares buy back - Other

Description:

Other Section:

☐ Compliance with Stamp Duty Form 207Z

☐ Shares not Alloted for Cash Form 208

☐ Division or Conversion of Shares in to Classes Form 211

☐ Reduction in Share Capital Form 2560

Notice pursuant to: ☐ Section 256C(1) ☒ Section 256C(2) ☐

Does Section 249H(2) apply ? ☐

☐ Resolutions regarding Shares Form 2205 ☐ Annexure?

☐ Share Buy-Back Details Form 280

Buy-Back Type: Equal access scheme over 10/12 limit

Proposed Date: 01/01/2016

☐ Intention to carry out a Share Buy-Back Form 281

Buy Back Dates: From 01/01/2016 To 01/01/2016

Click  **Accept**

ASIC Forms Change the number of copies from **0** to **1**.

Share Certificates Change the number of copies from **0** to **1**.

Document date Select **Today's Date + 21 days** (the date of the buy back)

Member/Shareholder Changes - BGL CAS PTY LTD

Default documents

Registers: ☒ Members ☒ All ☐ One member per page ☐ Date Order
☒ Option/Warrant holders ☐ Current ☒ Include notes
☐ Officers ☐ Date Order

1 Register of Notices of Beneficial Ownership
0 Allotment Journal
0 Transfer Journal
1 Directors Meeting Minute or Resolution ☐ Display consideration
1 Notice of Members Meeting
1 Members Meeting Minute or Resolution
1 Members Consent to Short Notice
0 Transferor/Transferee Directors Meeting Minute / Resolution
1 ASIC Forms
0 ☒ Share Certificate ☒ Print certificate no ☐ Statutory Declaration
☐ Member Holding Statement ☐ Select members ☐ Member Transaction Statement

Signatory 1 FLINSTONE, FREDERICK JAMES
Signatory 2 FLINSTONE, WILMA MAREE

0 Application for Shares/Membership
0 Share Transfer
1 Redemption/Buy Back/Capital Return Letter
0 Notices of Beneficial Ownership
0 Declaration of Trust
1 Letter
1 Invoice
1 Disbursement Invoice

ASIC Forms
Member Doc Options
Document Options
Officer Sign Select
Member Sign Select
Document Tracking

Date Documents?
☒ Yes ☐ No
Date 01/01/2016

Click **Preview** to the left of ASIC Forms. Click to **Close** the preview screen.

Click **Print** or click **Export** to save the Form 484 in electronic PDF, MS Word or MS Excel format, and link the electronic document to **CAS** Document Tracking.

Note:: BGL CAS Pty Ltd is a **Portal** client.

Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click **Exit**

End of Lesson 7. Proceed to **Lesson 8**.

Lesson 8 - Preparing ASIC Agent Forms

Objective

In this lesson you will learn how to prepare various Registered Agent Forms and their specific purpose.

By the end of this lesson , you will be able to:

- prepare a **Request Documents Lodged Report Form RA65**
- prepare a **Registered Agent Ceasing to Act Form 361**
- prepare a **Request Company Debt Report Form RA67**

Instructions

ASIC lodging agents are able to lodge a host of Registered Agent (RA) forms. These include:

Form 361 - Registered Agent Ceasing to Act

This form is prepared when a Registered Agent wishes to remove a company from their ASIC Agent Lodgement list.

Form 362 - Registered Agent Appointment & Cessation

This form is prepared when a company nominates a new ASIC Agent or wishes to Cease the current ASIC Agent. This form must be signed by an officer of the company.

Form RA71 - Request for Electronic Data Download.

This form has four purposes.

1. To request an electronic data download of company details to load into **CAS**
2. To request a reissue of the Annual Statement
3. To request a Company Statement
4. To request a reissue of the Return of Particulars

ASIC Agent must have previously been appointed on a Form 362 prior to lodging a Form RA71.

Form RA61 - Request Review Date Report

Agents can request ASIC to electronically send a report that lists all their companies review dates within a certain date range. The report received from ASIC is called the RA62. Review dates are usually the anniversary of the company registration date. An Annual Statement (Form 480) and Invoice is sent out to Agents within 14 days of the review date. Any corrections to the Annual Statement must be notified to ASIC within 28 days of the review date on a Form 484. The annual fee must be lodged with ASIC within 60 days of this review date.

Form RA63 - Request Debtors Ledger Report for a Specified Company

This form is prepared to request a listing of any outstanding debts a company has with ASIC. The report received from ASIC is called the RA64.

Form RA65 - Request Documents Lodged Report

This form is prepared to request a listing of documents lodged by a company since a particular date. The report received from ASIC is called the RA66.

Form RA67 - Request Debtors Ledger Report

This form is prepared to request a listing of any outstanding debts with ASIC for companies linked to you as the agent. The report received from ASIC is called the RA68.

Learning Tasks

Task 8.1 - Form RA65 - Request Documents Lodged Report

Prepare a Form RA65 to request a listing of documents lodged for Jebediah Springfield Pty Ltd since 01/01/2004.

Task 8.2 - Form 361 - Registered Agent Ceasing to Act

Prepare a Form 361 to notify ASIC that your firm no longer acts as an agent for Jebediah Springfield

Task 8.3 - Form RA67 - Request Company Debt Report

Prepare Form RA67 and view a Company Debtors Listing Report.

Task 8.1 - Form RA65 - Request Documents Lodged Report

Objective

In this task you will learn how to prepare and lodge a **Form RA65 - Request Documents Lodged Report**.

By the end of this task, you will be able to:

- prepare and lodge the RA65 that will list the documents lodged for a company from a particular date
- view a list of all electronic files received from ASIC

Instructions

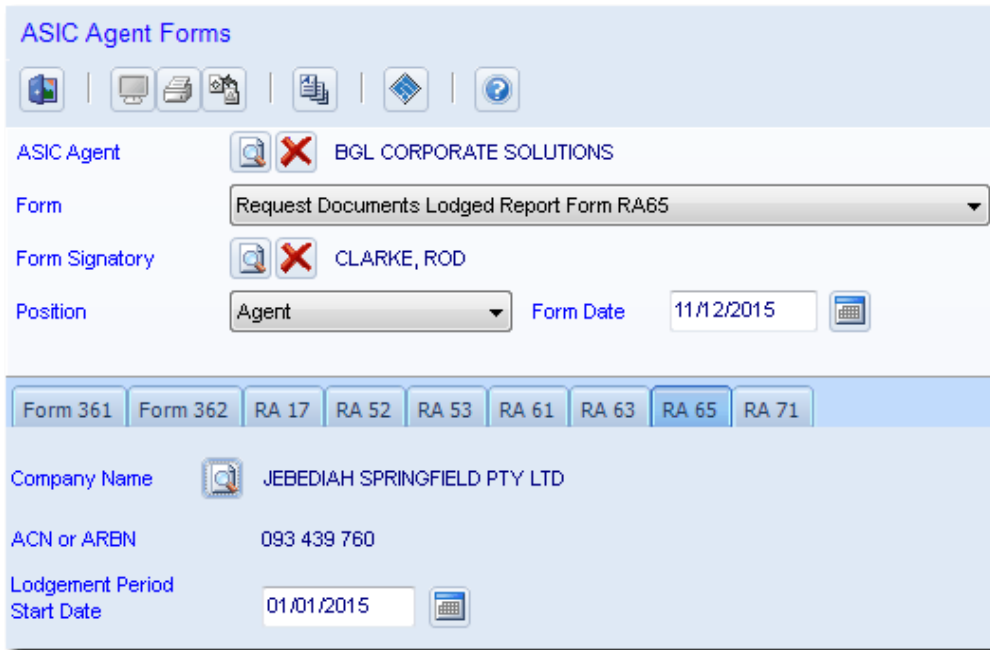
From the **Ribbon Toolbar**:

On the **Home** tab, in the **Electronic Lodgement** group, click on the drop down arrow besides **Agent forms**.



Select **Request Documents Lodged Report Form RA65** from the list.

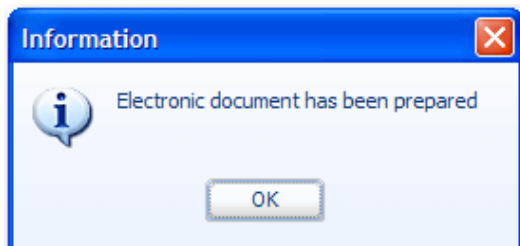
Form Signatory	Click Search . Input the surname of the person from your organisation who signs ASIC forms in the Search bar. If this person is not listed, click New to add the person to the CAS People list. Highlight the person and click Select .
Position	Leave this as Agent .
Form Date	Leave this as Today's Date .
Company Name	Click Search to select Jebediah Springfield Pty Ltd .
Lodgement Period Start Date:	Input 01/01/2015 .



Click  **Prepare Form**

CAS will prepare an electronic form for lodgement. There is no paper RA65 form.

Click **OK** to the following message.

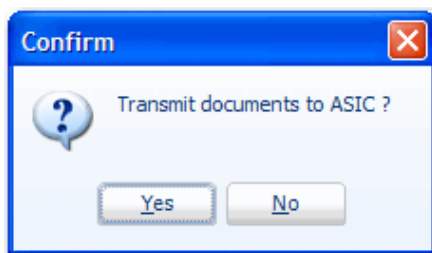


Click

 **Exit**

Transmit documents to ASIC?

Click **Yes** as this form is now ready for lodgement.



Electronic lodgement screen will appear

ASIC Agent **CAS** will display the ASIC agent linked to this **CAS** username. If this is not correct, click  **Search** to select an alternate ASIC electronic agent.

Click **Select Documents**. Click the ☒ checkbox to select the **RA65** with today's date and click  **Accept**.

Electronic Document Selection

Find

	Company	Doc Date	Late Date	Form	Year	Doc Status	Lodge Status	Trace
☒	BGL CORPORATE SOLUTIONS	11/12/2015		RA65			Not Lodged	56
☐	ZIPPY PTY LTD	11/12/2015		902		LODGED	Not Lodged	55

Click **Lodge ASIC Documents**

Click  **Dial**

Internet Automatic Lodgement

13/04/2010 10:33:27 AM Connecting...
 13/04/2010 10:33:27 AM Status: Connected.
 13/04/2010 10:33:27 AM Logging in...
 13/04/2010 10:33:28 AM Login successful
 13/04/2010 10:33:28 AM Server waiting to receive commands...
 13/04/2010 10:33:28 AM Compiling list of files to send
 13/04/2010 10:33:28 AM Adding file TA650001.ELS to list
 13/04/2010 10:33:28 AM Adding transmission control file to list
 13/04/2010 10:33:28 AM Sending batch to server...
 13/04/2010 10:33:28 AM Sent 263 bytes
 13/04/2010 10:33:28 AM Batch successfully sent...

CAS will now proceed to lodge the **Request Documents Lodged Report** and retrieve reports received from ASIC.

Report	File Name	Date	Accepted	Rejected
CAS Transmission Log	TRANS.LOG	13/04/2010		
Documents Lodged Report	RA66_001.558	13/04/2010		
ASIC Transmission Report	TRAN_001.565	13/04/2010		
ASIC Validation Report	VALD_001.565	13/04/2010	1	0

Click on  **Preview** to view your report.

Below is an example of a report that would be received.

BGL CORPORATE SOLUTIONS
EDGE DOCUMENTS LODGED REPORT (RA66) FOR THE PERIOD TO 11/12/2015
COMPANY: CAS TRAINING COMPANY PTY LTD

Form Date	Form	Description	DOCIMAGE	Effective Date
01/01/2015	201	APPLICATION FOR REGISTRAT	0E9000877	01/01/2015
28/02/2015	484	CHANGE TO COMPANY DETAILS	0E9000895	30/02/2015
28/04/2015	484	CHANGE TO COMPANY DETAILS	0E9000896	28/04/2015
14/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000878	14/07/2015
16/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000884	16/07/2015
16/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000932	16/07/2015
16/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000937	16/07/2015
16/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000938	16/07/2015
16/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000939	16/07/2015
17/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000886	17/07/2015
19/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000889	19/07/2015
21/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000890	21/07/2015
24/07/2015	484	CHANGE TO COMPANY DETAILS	0E9000892	24/07/2015
09/08/2015	484	CHANGE TO COMPANY DETAILS	0E9000897	09/08/2015
10/09/2015	484	CHANGE TO COMPANY DETAILS	0E9000929	10/09/2015

This report can also be previewed from [Home](#) | [Electronic Lodgement](#) | [Lodgement Reports](#)

NOTE : If you do not receive the Reports from ASIC as soon as you lodge, it is recommended that you wait for about 15 minutes and then process a blank lodgement. To process a blank lodgement, click on *"Lodge ASIC Documents"* without having any documents selected.

End of Task 8.1. Proceed to **Task 8.2**.

Task 8.2 - Form 361 - Registered Agent Ceasing to Act

Objective

In this task you will learn how to prepare and lodge a **Form 361 - Registered Agent Ceasing to Act** form.

By the end of this task, you will be able to prepare and lodge the Form 361 for multiple companies at one time.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Electronic Lodgement** group, click on the drop down arrow besides **Agent forms**.



Select **Registered Agent Ceasing to Act Form 361** from the list.

Form Signatory	Click Search . Input the surname of the person from your organisation who signs ASIC forms in the Search bar. If this person is not listed, click New to add the person to the CAS People list. Highlight the person and click Select .
Position	Leave this as Agent
Form Date	Leave this as Today's Date .
Click	Select Companies
Select Companies	Click the ☒ checkbox to the left of Jebediah Springfield Pty Ltd and click Accept .

Click **Print** or **Export to PDF**

CAS will prepare an electronic form for lodgement.

Click **Exit**

Transmit documents to
ASIC?

Click **Yes** as this form is now ready for lodgement.

ASIC Agent

CAS will display ASIC agent linked to this **CAS** username. If this is not correct, click **Search** to select an alternate ASIC electronic agent.

Click

Select Documents. Click the ☒ checkbox to select the **361** with today's date and click **Accept**.

Click

Lodge ASIC Documents

Click

Dial

CAS will now proceed to lodge the Agent Form and retrieve reports received from ASIC.



FORM 362 CAN ALSO BE USED TO LODGE A CESSATION OF A REGISTERED AGENT. IT HOWEVER MUST BE SIGNED BY THE DIRECTOR OF THE COMPANY

End of Task 8.2. Proceed to **Task 8.3**.

Task 8.3 - Form RA67 - Request Company Debt Report

Objective

In this task you will learn how to:

- prepare and lodge a **Form RA67 - Request Debtors Ledger Report**.
- view the Company Debtors Listing prepared by **CAS**.

By the end of this task, you will be able to:

- prepare and lodge an RA 67 that will advise of any outstanding ASIC fees for companies you are the registered agent for.
- view the debts of all companies on the ASIC list for a particular registered agent.

The company debt listing includes the ability to view all debt, current debt and future debt (less than 30 days, 30 - 60 days, 60 - 90 days, 90+ days) by company or department without the need to lodge an Form RA63 for each company.

The Company Debt Report provides clients an easy new way to track company debts and will hopefully make late fees a thing of the past. Most importantly, this report provides a concise accurate report to your clients of any outstanding ASIC debts for all their companies.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Electronic Lodgement** group, click on the drop down arrow besides **Agent forms**.



Select **Request Company Debt Report Form RA67** from the list.

Form Signatory	Click Search . Input the surname of the person from your organisation who signs ASIC forms in the Search bar. If this person is not listed, click New to add the person to the People list. Highlight the person and click Select .
Position	Leave this as Agent .
Form Date	Leave this as Today's Date .

ASIC Agent Forms

|
 |
 |
 |

ASIC Agent BGL CORPORATE SOLUTIONS

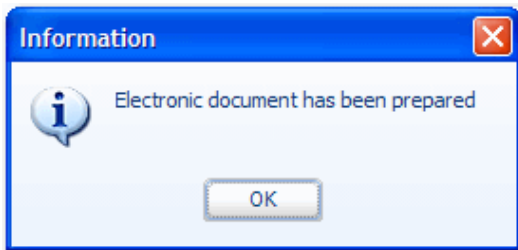
Form Request Company Debt Report Form RA67

Form Signatory CLARKE, ROD

Position Agent **Form Date** 10/12/2015

Click **Form. CAS** will prepare an electronic form for lodgement. There is no paper RA67 form.

Click **Ok** to the following message



Click **Exit**

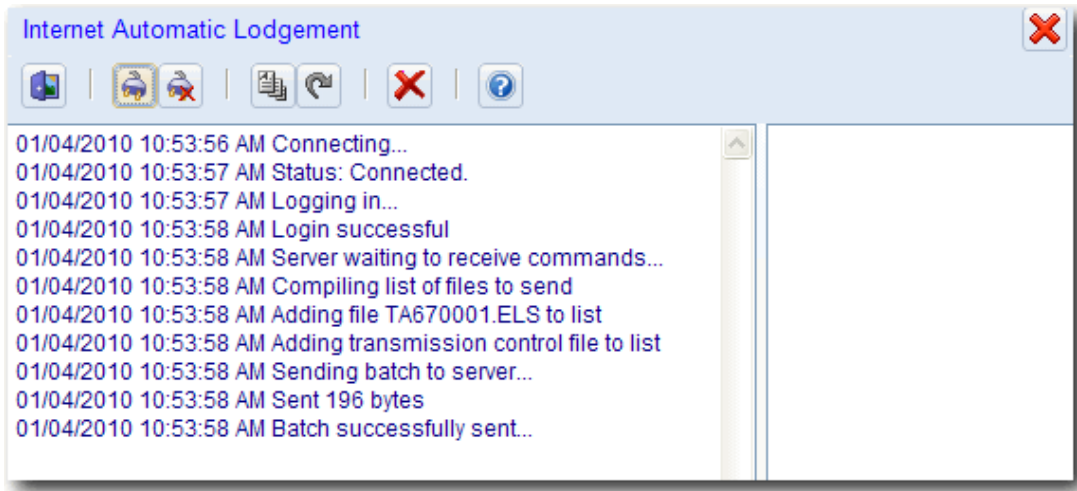
Transmit documents to ASIC? Click **Yes** as this form is now ready for lodgement.

ASIC Agent **CAS** will display the ASIC agent linked to this **CAS** username. If this is not correct, click **Search** to select an alternate ASIC electronic agent.

Click **Select Documents**. Click the checkbox to select the **RA67** with today's date and click **Accept**.

Click **Lodge ASIC Documents**

Click **Dial**



CAS will now proceed to lodge the **Request Debtors Ledger Report** and retrieve reports received from ASIC.

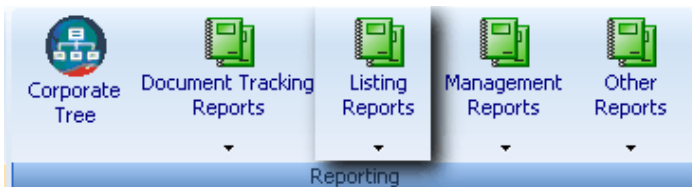
Company Debtors Listing Report

Proceed to view the Company Debtors Listings.

Instructions

From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Reporting** group, click on the drop down below **Listing Reports**



Select **Company Debtors Listing** from the list

This report options include the ability to view all debt, current debt and future debt (less than 30 days, 30 - 60 days, 60 - 90 days, 90+ days) by company or department.

Select ☒ **All**

Listings

Report Details

Report Company Debtors Listing

Show Values For:

All ☒ Current Due ☒ Future Debt ☒ 30-60 Days ☒ 60-90 Days ☒ 90+ Days ☒

Hide Companies Not Listed On RA68 ? ☐

Select Companies Selected 6

Find

Department All Company Status All

Company Name	ACN/ARBN	Reference
☒ ABC HOLDING COMPANY LIMITED	054 355 243	
☒ BGL CAS PTY LTD	551 433 802	
☒ DWARF OF NOTTINGHAM PTY LTD	550 512 402	
☒ FRANK MATICH PTY LTD	000 454 919	
☒ JEBEDIAH SPRINGFIELD PTY LTD	550 637 173	
☒ ZIPPY PTY LTD	050 000 434	

Select  **Preview.**

BGL CORPORATE SOLUTIONS
1234
COMPANY DEBTORS LISTING NOTIFIED ON RA68 AS AT 01/01/2016
FOR ALL AGEING PERIODS

Company Name	Incorp Date	ACN	Total	Total Due	Future Debt	Current	30 days	60 days	90+ days
JEBEDIAH SPRINGFIELD PTY LTD	22/06/2000	093 439 760	470.00	470.00			205.00	265.00	
ZIPPY PTY LTD	21/05/2003	050 000 434	620.00	620.00				205.00	415.00
Companies On ASIC List Not In CAS									
CAS TRAINING COMPANY PTY LTD		111 111 114	535.00	535.00			65.00	205.00	265.00
SOE PC LTD		000 000 359	-2.70	-2.70					-2.70

Click  **Exit** to close the preview screen.

Click  **Print** or click  **Export** to save the Company Debtors Listing in PDF, MS Word or MS Excel format.

Click  **Exit**

Note: To push these reports to **Portal**, you must add the document to **Document Management**, then push it manually.

End of Lesson 8. Proceed to **Lesson 9**.

Lesson 9 - Report Editor

Objective

In this lesson you will learn how edit and personalise existing reports in **CAS**.

By the end of this lesson you will be able to:

- identify the various reports that can be edited using the Report Editor function
- edit reports using the various edit options, images and fonts

Details

Report editor will allow users to edit reports and change the layout of a report in **CAS**. Existing reports can be customised by adding colors, logos and editing the layout of the columns. There are over 130 editable reports in **CAS**.

Text documents that previously had an edit option cannot be edited using the new Report Editor, ie documents such as letters and minutes etc. Text defaults for text documents are picked up from changes made in the text screens.

NOTE : Editing a report in **CAS** requires the template to be edited therefore, if a report has been selected you will be editing the template for that report and any changes made will apply to all companies using that particular template.

Standard Toolbar

Icon	Name	Description
	Exit	Exits out of the report designer
	Save report	Saves a report into the file
	Restore	Restores the template back to the default
	Zoom	Sets the zoom
	Cut	Cut the selected objects into the clipboard
	Copy	Copies the selected objects into the clipboard
	Paste	Pastes objects from clipboard
	Undo	Undo the last operation
	Redo	Redo the last operation
	Send element to back	Sends the selected field to the back
	Send element to front	Sends the selected field to the front

Fonts and Editing

Icon	Description
	Select the <i>type</i> of font to use.
	Select the <i>size</i> of the Font
	Select to apply <i>Bold, Italic or an Underline</i> to the font
	Select <i>colour</i> of font
	Select the <i>alignment</i> of the text

Objects Toolbar

The objects toolbar contains tools that can be used to create and add objects to the report

Icon	Name	Description
	Object Selecting	This cursor allows to select objects used as a standard mode of operation
	Text Object	Displays one or several text lines within the rectangular area;
	Picture Object	Ability to add a graphic images.
	System text	Enables the option to add system memo, includes variables, functions and expressions
	System Object	SYS object is able to display any object using OLE technology.
	Draw	Draw different geometrical figures (diagonal line, rectangle, rounded rectangle, ellipse, triangle, and diamond); into your report

Learning Tasks

Task 9.1 - Editing a Report Using Report Editor

Personalise the Companies Listing by adding a logo and change the colour of the font used for the headings.

Task 9.1 - Editing a Report Using Report Editor

Objective

In this task you will learn how to edit an existing report using Report Editor.

By the end of this task, you will be able to :

- input a logo and edit the font and text of a report in **CAS**.
- remove any changes that have been made and revert back to the **CAS** default settings

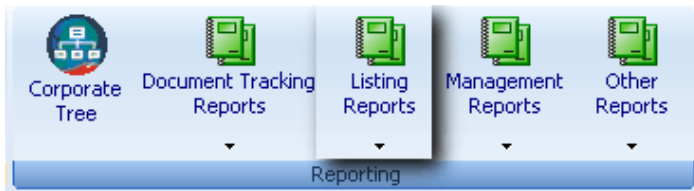
Details

Edit the Companies listing by adding a logo and changing the colour of the text.

Instructions

From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Reporting** group, click on the drop down below **Listing Reports**



Select ***Companies Listing*** from the list

Report Details

Report: Companies Listing

Order: Company Name Date Range ? ☐

Agent/Presenter: All

Client: All

Date Range: From To

Select Companies Selected **7**

Find: Jurisdiction: All

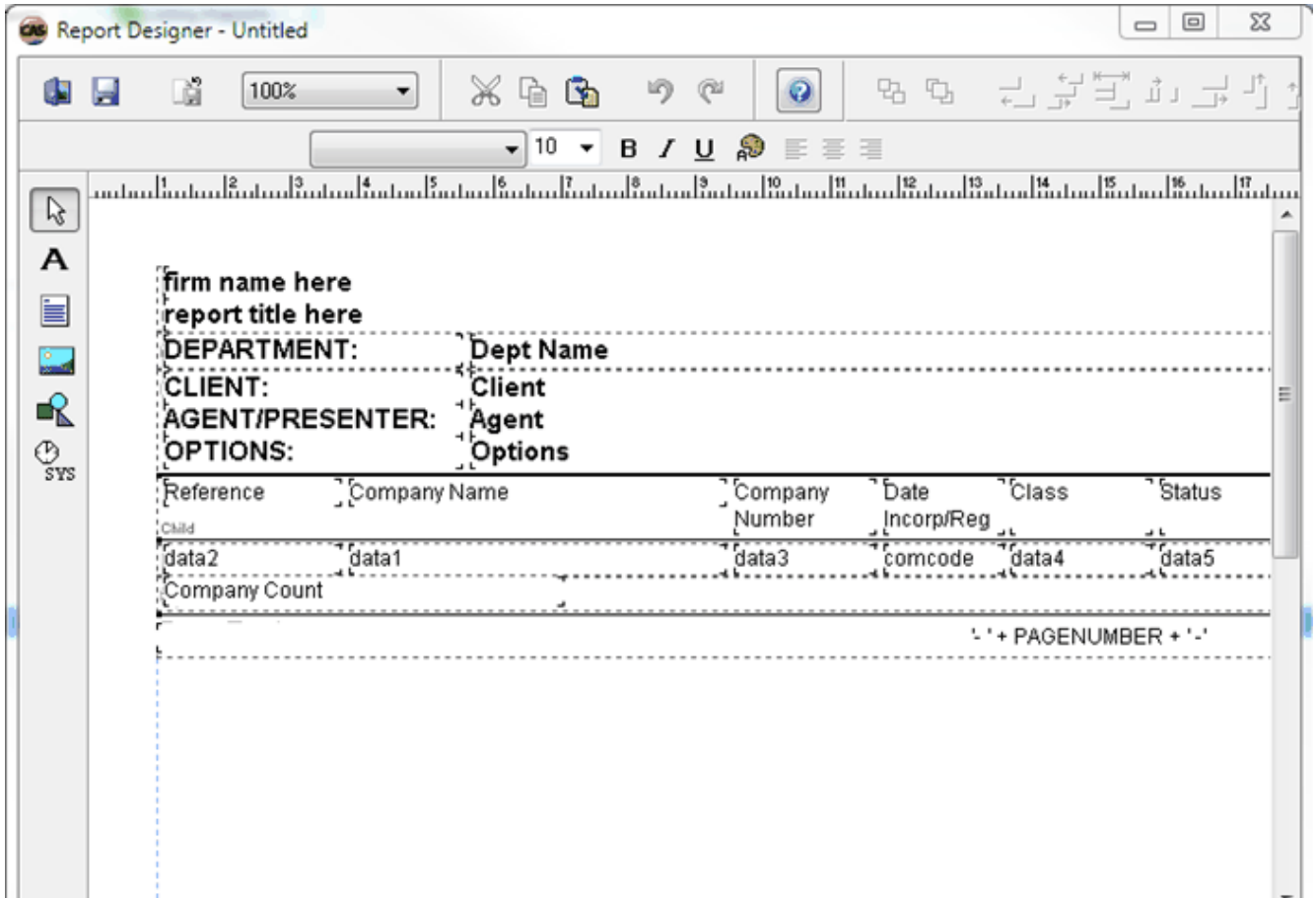
Department: All Company Status: All

	Company Name	ACN/ABN	Reference	Department
☒	ABC HOLDING COMPANY LIMITED	054 355 243		HL
☒	BGL CAS PTY LTD	551 433 802		HL
☒	BGL NOMINEES TRAINING PTY LTD	550 593 336		CT
☒	DWARF OF NOTTINGHAM PTY LTD	550 512 402		HL
☒	FRANK MATCH PTY LTD	000 454 919		PC
☒	JEBEDIAH SPRINGFIELD PTY LTD	550 637 173		
☒	ZIPPY PTY LTD	050 000 434		PC

Click **Preview** to display the preview of the selected listing

The report will appear in a preview screen.

Click **Edit** from the preview screen, this will open up the Companies Listing template that is used by all companies.

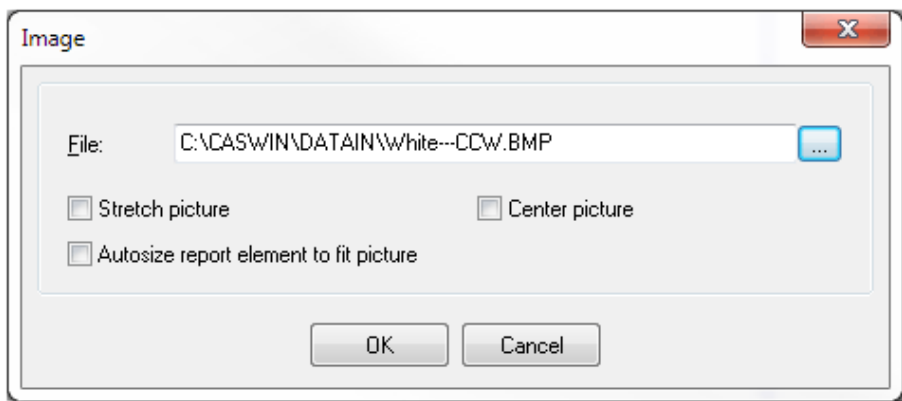


Adding a Logo to the report

Click  **Image** and point the cursor to where you would like to place the image

Click  to select an image from your ?:\CASWIN\DATA\IN

Select **WHITECCW.BMP**



Adjust the image to fit into the correct location.

Changing the colour of the heading *Firm Name* and *Report Title*

Use the cursor to select "**firm name here**".

Click

 **Font Colour** to edit the colour of the heading where the firm name appears.

Select a colour of your choice from the colour panel.

Use the cursor to select "**report title here**".

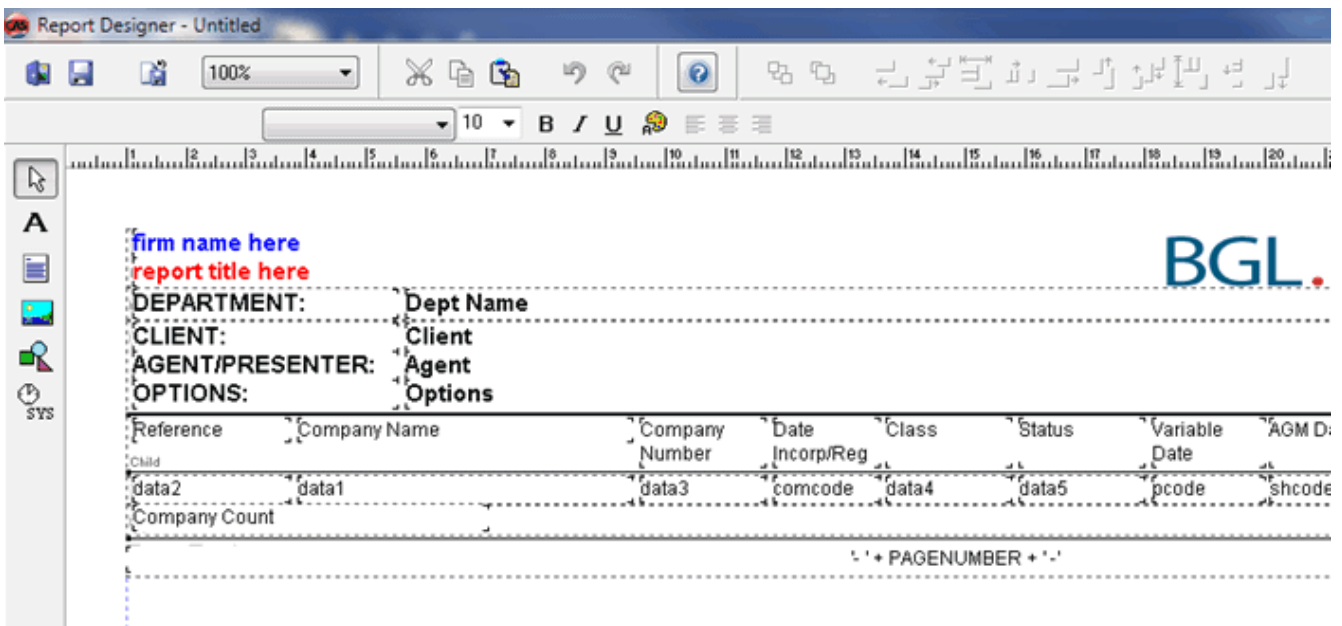
Click

 **Font Colour** to edit the colour of the heading where the report title appears.

Select a colour of your choice from the colour panel.

Click

 **Save** the template will display the changes that you have made.



Click

 **Exit** to return to the listings screen

Click

 **Preview** to preview the report with the changes you have made.

BGL CORPORATE SOLUTIONS
COMPANIES LISTING AT 11/12/2015



DEPARTMENT: ALL
 CLIENT: ALL
 AGENT/PRESENTER: ALL
 OPTIONS: COMPANY NAME ORDER

Reference	Company Name	Company Number	Date Incorp/Reg	Class	Status	Annual Review Date	AGM Date
BGL123	ABC HOLDING COMPANY LIMITED	054 355 243	01/01/1991	Public	Incomplete	01/01	
	BGL CAS PTY LTD	551 433 802	23/07/2009	Small Pty	Trading	23/07	
	BGL NOMINEES TRAINING PTY LTD	550 593 336	01/09/2006	Small Pty	Trading	01/09	
	BGL TRAINING COMPANY PTY LTD	551 388 946	10/12/2015	Small Pty	Super Trustee	10/12	
	DWARF OF NOTTINGHAM PTY LTD	550 512 402	16/06/2005	Small Pty	Trading	16/06	
	FRANK MATICH PTY LTD	000 454 919	15/11/2006	Small Pty	Incomplete	10/12	
	JEBEDIAH SPRINGFIELD PTY LTD	093 439 760	22/06/2000	Small Pty	No Longer Client	10/12	
	TEST NON PROFIT PTY. LTD.	600 088 613	14/05/2014	Small Pty	Trading	12/05	
	ZIPPY PTY LTD	050 000 434	21/05/2003	Small Pty	Incomplete	10/12	

NOTE: These changes will now appear in all Companies Listings for all companies on your list.

To revert back to the system defaults click  **Restore** within the report designer screen

Note: To push this report to **Portal**, you must add the document to **Document Management**, then push it manually.

End of Lesson 9. Proceed to **Lesson 10**.

Lesson 10 - Consolidating Duplicate Records

Objective

In this lesson you will learn how to consolidate duplicate people, addresses, shares, departments, clients and document tracking status levels.

When records are duplicated, particularly people and addresses, this can make it difficult for you to keep accurate and up to date records in your **CAS** software.

By the end of this lesson, you will be able to consolidate any duplicate entries in **CAS**.

Learning Tasks

Task 10.1 - Consolidating Duplicate Addressess

Consolidate duplicate entries of ***Level 1 250 Collins Street, Melbourne VIC 3000*** in the **CAS** Address List.

Task 10.1 - Consolidating Duplicate Addressess

Objective

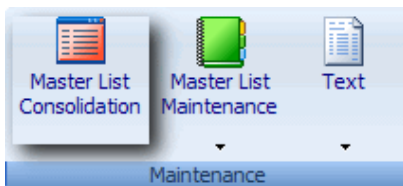
In this task you will learn how to consolidate duplicate addresses in **CAS**.

By the end of this task, you will be able to identify the entries to delete and the entries to keep in **CAS**.

Instructions

From the **Ribbon Toolbar**:

On the **Administration** tab, in the **Consolidation** group, click on **Master List Consolidation**



Select list entries to consolidate

Click

Addresses

Step 1 : Consolidate
From

Click  **Select** next to the records that you wish to consolidate from (remove from the list). You are able to select multiple entries.

Step 2 : Consolidate To

Click  **Select** to select the record to consolidate to (remain on the list)

Master List Consolidation

Select list entries to consolidate

☒ Addresses
 ☐ People
☐ Clients
 ☐ Share/Unit Descriptions
☐ Departments
 ☐ Status Levels
☐ Holding/Public Companies

IMPORTANT - If you are sharing databases with Simple Fund, please ensure all users have logged out of Simple Fund before performing any consolidations. You will need to sync Simple Fund with CAS after performing this operation. Please refer to the Simple Fund | Master List Maintenance | Help screen for further instructions.

Select the addresses to consolidate from and then select the address to consolidate to

Step 1: Consolidate From

Find

Address
☒ 1/250 COLLINS ST MELBOURNE VIC 3000
☐ 101 JONES STREET SMITHS GULLY VIC 3760
☐ 12 DARWIN STREET DARWIN NT 0800
☐ 12 DARWIN STREET DARWIN STREET DARWIN
☐ 165 HIGH STREET KEW VIC 3101
☐ 23 BRISBANE STREET BRISBANE QLD 4000
☐ 34 HOBART STREET HOBART TAS 7000
☐ 45 PLACE STREET ADELAIDE SA 5000
☐ 56 RUNDLE PLACE CANBERRA ACT 2600
☐ 85 LANE STREET SYDNEY NSW 1001
☐ 99 BEDROCK ROAD ROCKBANK VIC 3335
☐ 99 HAWTHORN ROAD BRIGHTON EAST VIC
☐ LEVEL 1 250 COLLINS STREET MELBOURNE
☒ LVL 1 250 COLLINS STREET MELBOURNE VIC
☐ SUITE 2 606 608 HAWTHORN ROAD BRIGHTON

Step 2: Consolidate To

Find

Address
☐ 1/250 COLLINS ST MELBOURNE VIC 3000
☐ 101 JONES STREET SMITHS GULLY VIC 3760
☐ 12 DARWIN STREET DARWIN NT 0800
☐ 12 DARWIN STREET DARWIN STREET DARWIN
☐ 165 HIGH STREET KEW VIC 3101
☐ 23 BRISBANE STREET BRISBANE QLD 4000
☐ 34 HOBART STREET HOBART TAS 7000
☐ 45 PLACE STREET ADELAIDE SA 5000
☐ 56 RUNDLE PLACE CANBERRA ACT 2600
☐ 85 LANE STREET SYDNEY NSW 1001
☐ 99 BEDROCK ROAD ROCKBANK VIC 3335
☐ 99 HAWTHORN ROAD BRIGHTON EAST VIC
☒ LEVEL 1 250 COLLINS STREET MELBOURNE
☐ LVL 1 250 COLLINS STREET MELBOURNE VIC
☐ SUITE 2 606 608 HAWTHORN ROAD BRIGHTON

Click  to consolidate the entries selected.

CAS will update the database and replace the first and the second item selected with the third item selected. The first and the second item will then be deleted from the list.

Master List Consolidation

Select list entries to consolidate

☒ Addresses
☐ Clients
☐ Departments
☐ Holding/Public Companies

☐ People
☐ Share/Unit Descriptions
☐ Status Levels

IMPORTANT - If you are sharing databases with Simple Fund, please ensure all users have logged out of Simple Fund before performing any consolidations. You will need to sync Simple Fund with CAS after performing this operation. Please refer to the Simple Fund | Master List Maintenance | Help screen for further instructions.

Select the addresses to consolidate from and then select the address to consolidate to

Step 1: Consolidate From

Find

Address
☒ 1 YARRA STREET TOORAK VIC 3142
☐ 101 JONES STREET SMITHS GULLY VIC 3760
☐ 12 DARWIN STREET DARWIN NT 0800
☐ 12 DARWIN STREET DARWIN STREET DARWIN NT
☐ 165 HIGH STREET KEW VIC 3101
☐ 23 BRISBANE STREET BRISBANE QLD 4000
☐ 34 HOBART STREET HOBART TAS 7000
☐ 45 PLACE STREET ADELAIDE SA 5000
☐ 56 RUNDLE PLACE CANBERRA ACT 2600
☐ 85 LANE STREET SYDNEY NSW 1001
☐ 99 BEDROCK ROAD ROCKBANK VIC 3335
☐ 99 HAWTHORN ROAD BRIGHTON EAST VIC 3187
☐ LEVEL 1 250 COLLINS STREET MELBOURNE VIC
☐ SUITE 2 606-608 HAWTHORN ROAD BRIGHTON

Step 2: Consolidate To

Find

Address
☒ 1 YARRA STREET TOORAK VIC 3142
☐ 101 JONES STREET SMITHS GULLY VIC 3760
☐ 12 DARWIN STREET DARWIN NT 0800
☐ 12 DARWIN STREET DARWIN STREET DARWIN NT
☐ 165 HIGH STREET KEW VIC 3101
☐ 23 BRISBANE STREET BRISBANE QLD 4000
☐ 34 HOBART STREET HOBART TAS 7000
☐ 45 PLACE STREET ADELAIDE SA 5000
☐ 56 RUNDLE PLACE CANBERRA ACT 2600
☐ 85 LANE STREET SYDNEY NSW 1001
☐ 99 BEDROCK ROAD ROCKBANK VIC 3335
☐ 99 HAWTHORN ROAD BRIGHTON EAST VIC 3187
☒ LEVEL 1 250 COLLINS STREET MELBOURNE VIC
☐ SUITE 2 606-608 HAWTHORN ROAD BRIGHTON



THE CONSOLIDATION PROCESS CANNOT BE REVERSED

End of Lesson 10. Proceed to **Lesson 11**.

Lesson 11 - All Documents and Forms

Objective

In this lesson you will learn how to track and manage documents prepared through **CAS** using the **All Documents and Forms Screen**.

By the end of this lesson, you will be able to:

- view all documents and forms prepared for your companies
- view all documents and forms received from ASIC
- add additional documents to **CAS**
- preview the additional documents added to **CAS** through the Document Management option

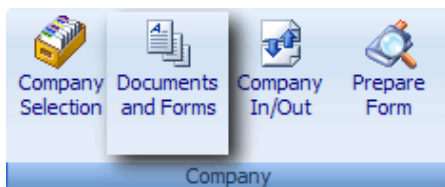
Overview

The **All Documents and Forms** screen allows users to view all saved documents, reports and forms for each company in one location. Users are able to view documents and forms created by **CAS**, attach externally sourced documents and documents sent by Portal and uploaded from an outside source such as Dividend Statements.

This screen will also let you edit the information attached to existing documents.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Documents and Forms**.



The **top part** of the screen lists all the companies on your **CAS** database.

You can then sort the funds by **Department** and **Find by Company** and **Portal Clients**

Department

You can filter the companies by selecting a department from the drop down list or you can select All.

Find by Company

You can type in the name of the company for which you want to view the documents.

Portal Client

Select the Portal Client ☒ check box to show the funds that are portal clients

The **bottom part** of the screen will show a list of the documents attached to the company selected in the top section.

NOTE: All the Document Tracking documents will show in blue while the Document Management documents will appear in black.

Show

Select the type of documents you wish to filter for:

- All
- Annual Returns/Reviews
- Forms
- Other Forms/Documents

Status

The status of forms will update automatically when lodging with ASIC.

Select the status you wish to filter for:

- Doc Processed
- Doc Received
- ASIC Received
- Sent for Sign
- Lodged
- Prepared

Learning tasks

In this final task, we will look at a validation report received from ASIC after a form 484B has been lodged electronically and how to edit the status of a dividend statement prepared by **CAS**.

Task 11.1 - Viewing Document Tracking

Preview the validation report received from ASIC for a lodgement of a form 484B for BGL CAS Pty Ltd.

Task 11.2 - Updating Document Management

This task requires you to update the status level for the dividend statement prepared by **CAS**.

Task 11.1 - Viewing Document Tracking

Objective

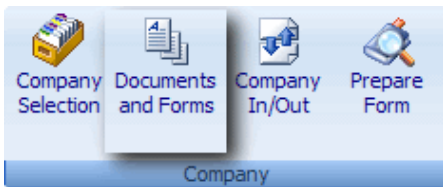
In this task you will learn how to preview the validation report received from ASIC for a lodgement of a form 484B for BGL CAS Pty Ltd.

By the end of this task, you will be able to preview reports and documents received from ASIC.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Documents and Forms**.



CAS will display a list of companies.

Highlight **Zippy Pty Ltd**

CAS will now display a list of all documents prepared by **CAS** and saved documents for this company.

Highlight **The Form 484B Change to Company Details-Officers**

Click  to access the Document Status Add/Edit screen.

The **Document Details** tab will display the PDF copy of the form that was lodged.

The Status Level will also display **LODGED** as the form was lodged electronically in **CAS**.



CAS AUTOMATICALLY UPDATES THE STATUS OF A FORM TO LODGED IF THE FORM IS LODGED ELECTRONICALLY THROUGH CAS

Document Status Add/Edit

Company ZIPPY PTY LTD

Document/Year 484B CHANGE TO COMPANY DETAILS - OFFICERS

Document Details | Payment Details | Lodgement Details

Document Date 28/07/2009

Status Level LODGED

Status Level Date 28/07/2009

Note

ASIC DOCIMAGE No

ASIC Lodgement Fee ASIC Account Balance

Attached Documents

1. T1090728165319.PDF	4.
2.	5.
3.	6.

Additional Document

User

Click **Lodgement Details** tab

This tab will display the validation report as well as the transmission report received from ASIC.

Click  to preview the validation report for for the form 484B.

Document Status Add/Edit

Company  ZIPPY PTY LTD

Document/Year   484B CHANGE TO COMPANY DETAILS - OFFICERS

Document Details Payment Details Lodgement Details

Transmission Report	TRAN_001.99	 
Validation Report	VALD_001.99	 
Invoice		 
CAS Trace No	21	 

Click  **Save** and then  **Exit**.

End of Task 11.1. Proceed to **Task 11.2**.

Task 11.2 - Updating Document Management

Objective

In this task you will learn how to update the status level for the dividend statement prepared by **CAS** from **Not Selected** to **Prepared for Client**.

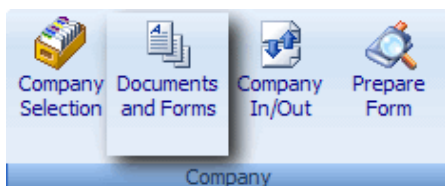
By the end of this task, you will be able to:

- preview additional documents attached to a company via Document Management
- update the status of documents and forms prepared in **CAS**

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Documents and Forms**.



CAS will display a list of companies.

Highlight **Dwarf of Nottingham Pty Ltd**

CAS will now display a list of all documents prepared by **CAS** and saved documents for this company.

Highlight The **Dividend Statements and Other Documents**

Click  to access the Document Management Add/Edit screen.

The screenshot shows a software window with a toolbar at the top containing icons for save, delete, undo, redo, and search. The main form has the following fields:

- Company/Person Name:** DWARF OF NOTTINGHAM PTY LTD
- Document Date:** 28/07/2009 (with a calendar icon)
- Key/Due Date:** 11/08/2009 (with a calendar icon)
- Document Name:** DIVIDEND STATEMENTS AND OTHER DOCUMENTS
- Status Level:** NOT SELECTED (with a magnifying glass icon)
- Status Level Date:** 07/04/2010 (with a calendar icon)
- Document Details:** Declaration of Final Dividend
- Document Filename:** C:\CASWIN\SYSPDF\T1090728171430.PDF (with folder, delete, and monitor icons)
- Completion Date:** 11/08/2009 (with a calendar icon and a red X icon)

Status Level Click  to access the **Status Level Search** screen

Click  to add a new status

Enter the following status :

Status Code	PC
Description	Prep for Client
Status Level	☒ Post Lodged
Click	 Save
Click	 Select
Key/Due Date	Input 2 weeks from Document Date
Document Details	Input Declaration of Final Dividend
Completion Date	Input 2 weeks from Document Date

The screenshot shows a software window with a toolbar at the top containing icons for document operations. The main area contains the following fields:

- Company/Person Name:** DWARF OF NOTTINGHAM PTY LTD
- Document Date:** 28/07/2009 (with a calendar icon)
- Key/Due Date:** 11/08/2009 (with a calendar icon)
- Document Name:** DIVIDEND STATEMENTS AND OTHER DOCUMENTS
- Status Level:** PREP FOR CLIENT (with a magnifying glass icon)
- Status Level Date:** 28/07/2009 (with a calendar icon)
- Document Details:** Declaration of Final Dividend
- Document Filename:** C:\CASWIN\SYSPDF\T1090728171430.PDF (with folder, delete, and monitor icons)
- Completion Date:** 11/08/2009 (with a calendar icon and a delete icon)

Click



The new status will now be added to the All Documents and Forms screen.

Documents and Forms

Department: All Company Status: All Companies: 6

Company Name	Jurisdiction	Department	ACN
ABC HOLDING COMPANY LIMITED	Australia		054 355 243
BGL CAS PTY LTD	Australia		551 433 802
DWARF OF NOTTINGHAM PTY LTD	Australia		550 512 402
FRANK MATICH PTY LTD	Australia		000 454 919
JEBEDIAH SPRINGFIELD PTY LTD	Australia		550 637 173
ZIPPY PTY LTD	Australia		050 000 434

Show: All Status: All Documents: 4

Date	Form	Year	Description	Status	Status Date	Trace
16/05/2007	484A		CHANGE TO COMPANY DETAILS	SENT TO CLIENT	16/05/2007	3
16/05/2007	484A		CHANGE TO COMPANY DETAILS	SENT TO CLIENT	16/05/2007	4
28/07/2009			DIVIDEND STATEMENTS AND OT	PREP FOR CLIENT	28/07/2009	
06/04/2010	484B		CHANGE TO COMPANY DETAILS	SENT TO CLIENT	06/04/2010	33

NOTE:

Dividend statements will only be saved in Document Management if the following options are selected in Defaults:

- ☒ Save Div/Dist Statements in Document Management
- ☒ Save Freeform Documents in Document Management

Defaults

☒ Prepare electronic documents	☒ Include Company No on minutes/resolutions
☐ Prepare electronic M&A for UK Incorporations	☒ Prepare attendance list for members meetings
☒ Print company reference on registers	☒ Date Meeting Notice meeting date
☒ Print date and place of incorporation on registers	☒ Ignore Seal Entries date
☒ Print separate officers register for each position	☒ Create PDF file for company forms
☒ Print officers register in date order	☒ Print attendee details on reports
☒ Print one member/unitholder register per page	☒ Company record update warning
☒ Include Register of Officers for member transactions	☐ Display document email screen
☒ Print journals with members documents	☐ Print company report with documents
☒ Exclude pending transactions from registers/journals	☒ Print text in proper case
☒ Print Officers Consent to Act	☒ Include commas in addresses
☒ Print share certificates	☐ Show par value for shares
☐ Print unit certificates	☐ Show par value for units
☐ Print members statements	☒ Print "Agent/presenter details" on forms
☐ Print "Beneficial Owner" on share transfer	☐ Default "Local Agent" as form signatory
☒ Print trace numbers on certificates/transfers	☐ Print reference on Dividend Statements
☒ Print incorporation date on certificates	☐ Print document summary for Singapore forms
☐ Override member/unitholder zero balance	☒ Save Div/Divt Statements in Document Management
☒ Include "Chairperson Appointment" in minutes	☒ Save Freeform Documents in Document Management
☒ Include "Meeting Attendee" in minutes	☐ Save XBRL Accounts in Document Management
☒ Include "Previous Meeting" in minutes	☒ Save Company Reports in Document Management
☒ Include "Beneficial Owner" in minutes/resolutions	☒ Save Company Registers in Document Management
☒ Date documents in document processes	☒ Display option screen when exporting reports to Word
☒ Print page numbers on minutes/resolutions	☒ Display warning message when leaving a Wizard screen
☒ Print signing lines on minutes	☒ Only allow supervisors to clear User Log
☒ Round number of shares on form preview	☒ Print embedded code text in proper case
☐ Use Chinese text on minutes/resolutions	☐ Print Optionholder register

End of Lesson 11. Proceed to Lesson 12.

Lesson 12 - Task Management

Objective

In this lesson you will learn how to use the **CAS** Task Manager.

By the end of this task, you will be able to:

- activate Task Management
- add a new Task
- generate tasks based on a key date
- prepare Task Management reports
- complete or delete a task

Overview

CAS provides a task manager so users can plan their work schedules. **CAS** will automatically record the preparation of most documents but it can also be used to record any other tasks. **CAS** can remind you of any tasks due within a specified number of days each time you start **CAS**.

This feature is only available in full **CAS**.

Tasks

Task 12.1 - Activating Task Management

Activate the Task Management to include documents prepared through **CAS** and to give a warning of tasks due at startup.

Task 12.2 - Adding a Task

Entry Date	Today's date
Entry Details	Annual Review Payment Due (Date - 28 Days from Today) Follow up with Client.
Due Date	28 days from Today
User	Supervisor

Task 12.3 - Generate Tasks Based on a Key Date

Generate entries in the Task Management based on the Annual Review date.

Task 12.4 - Preparing Task Management Reports

Prepare reports to display incomplete tasks

Task 12.5 - Completing or Deleting Tasks

Complete the Task added in **Task 12.2** by adding a *Completed Date*.

Task 12.1 - Activating Task Management

Objective

In this task you will learn how to activate the Task Management to include documents prepared through **CAS**.

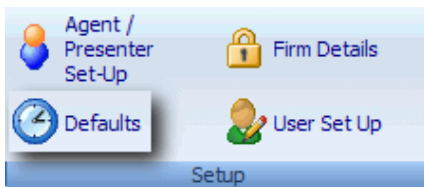
By the end of this task, you will be able to:

- activate task management from the Defaults screen
- set up a number of days warning prior to any due date of a task

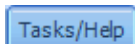
Instructions

From the **Ribbon Toolbar**:

On the **Administration** tab, in the **Setup** group, click **Defaults**.



Click



Use Task Management?

☒ Click this box to automatically add tasks when documents are prepared through **CAS**.

No of future days tasks to show

Input the default number of days warning prior to due date

Defaults









[Data Input](#)
[Integration/Jurisdiction](#)
[Documents/Letters](#)
[Annual Review](#)
[Document Tracking](#)
[Tasks/Help](#)
[Debtors Export](#)

Task Management Defaults

Use the Task Management ? ☒

No of future days tasks to show

Help Defaults

Show bubble help hints ? ☒

CAS System Options

Only notify supervisors of updates ? ☒

Software update notifications ? ☒

Enable BGL Direct Messages ? ☐

BGL Direct check interval   minutes

Connect using a proxy server ? ☐

Proxy Server ☐ Autodetect

Proxy Username

Proxy Password

Click  **Save**

End of Task 12.1. Proceed to **Task 12.2**.

Task 12.2 - Adding a Task

Objective

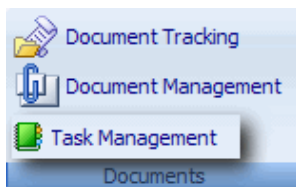
In this task you will learn how to add your own tasks.

By the end of this task, you will be able to add a new task with details of the task, due date and if necessary any supporting documents for the task.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Task Management**.



Click	 New
Company/Person	Click the first  Search to list Companies . Highlight BGL Nominees Training Pty Ltd and click  Select .
Task Date	Leave this as Today's Date .
Task Details	Input Annual Review Payment Due (Date - 28 Days from Today) Follow up with Client .
Due Date	Click the  Calendar to select a date 28 days from Today.
User	Leave this as the user you are logged in as.

Company/Person BGL NOMINEES TRAINING PTY LTD

Task Date 11/12/2015

Task Details Annual Review Payment Due (Date - 28 Days from Today) Follow up with Client.

Due Date 08/01/2016

For Users Selected: T1

Document Filename

Trace No

Date Completed

Click



TO VIEW TASK MANAGEMENT AT STARTUP, SELECT TASK MANAGEMENT WHEN LOGIN INTO CAS:

CAS Login

Select user

SUPERCAS
SUPERVISOR
T1
T10
T11
T12
T2
T3
T4

Password

☐ Connect to ASIC Mailbox

Start in...

Task Management

OK Exit

End of Task 12.2. Proceed to **Task 12.3.**

Task 12.3 - Generate Tasks Based on a Key Date

Objective

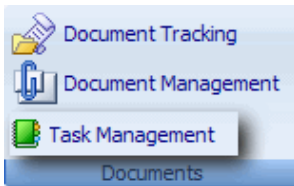
In this task you will learn how to generate entries in Task Management based on a particular key date.

By the end of this task, you will be able to generate tasks in Task Management based on the Annual Review dates of all your companies.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Task Management**.



Click



Generate Tasks

Task Type Leave this as **Companies**

Task Period : Input 01/01/2015
Start

Task Period : Input 31/12/2015
End

Task Date Leave this as **Today's Date**

Task Details Input **Annual Statement Fee and Solvency Declaration due**

User Leave this as your Username

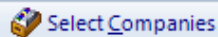
Key Date Type Select **Annual Review Date**. Other options are date of change of business, registered or postal address, person's date of birth, incorporation date or a fixed date.

Current Year? Leave this ☒

Days after Key Input -7
Date

CAS will display a reminder 7 days before the Annual Review Date.

Click



Company Selection

☒     

Company Status: Departments:  All
 Jurisdiction: Find:

	Company Name ▲	Number	Status	Jurisdiction	Department
	201 COMPANY PTY LTD		Trading	Australia	HL
	A B C HOLDINGS LIMITED	808227	Trading	New Zealand	NZCO
	ABC NOMINEES PTY LTD	111 111 114	Trading	Australia	HL
	BGL CAS PTY LTD	551 433 802	Trading	Australia	HL
	BGL NOMINEES TRAINING PTY LTD	550 593 336	Trading	Australia	CT
	BGL NOMINEES TRAINING PTY LTD	550 593 336	Trading	Australia	CT
	BGL TRAINING COMPANY PTY LTD	551 388 946	Super Trustee	Australia	CT
	CAS TRAINING COMPANY PTY LTD	111 111 114	Trustee	Australia	HL
	DWARF OF NOTTINGHAM PTY LTD	550 512 402	Trustee	Australia	HL
	FRANK MATICH PTY LTD	000 454 919	Incomplete	Australia	

Click

 to select ALL companies on your list.

Click

 **Select**

This option will generate tasks for companies or people based on a key date for the period selected.

Task Type: Companies ☒ People ☐

Task Period: Start  End 

Task Date: 

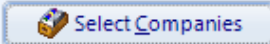
Task Details:

For Users:  Selected: T1

Key Date Type: Current Year? ☒

Key Date: 

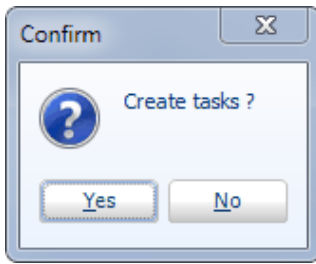
Days after Key Date:

Click



The following message will appear



Click

Yes.

CAS has now generated entries in the Task Management for each company selected, 7 days prior to the Annual Review Date for the current year. Annual Review dates are recorded in the Company Details screen.

To check these tasks have been generated, prepare a Task Management Report in **Task 12.4**.

End of Task 12.3. Proceed to **Task 12.4**.

Task 12.4 - Preparing a Task Management Report

Objective

In this task you will learn how to prepare task management reports.

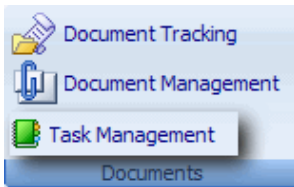
By the end of this task, you will be able to prepare reports showing incomplete tasks. tasks for a particular user and all pending tasks.

Instructions

To view incomplete tasks to screen:

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Task Management**.



- | | |
|-------|--|
| User | Select ALL |
| Click | ☒ Show all tasks for this user. |
| Click | ☒ Show incomplete tasks only. |

Task Management

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

User: **ALL**

Display next 28 days tasks for this user ? ☐
 Show all tasks for this user ? ☒
 Show incomplete tasks only ? ☒
 Show users who added each task ? ☐

Task Details

FORM STRA SHARE TRANSFER PREPARED

Find

Company/Person	For Users	Completed
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	
BGL CAS PTY LTD	T1	

To generate a report of incomplete tasks:

Click

**Print**

Report Order

Select **Task Date**.

Report Type

Select **Incomplete tasks**.

User name

Select **Your Username**.

Date Range

From

Input 01/01/2015.

End

Input 31/12/2015.

Other Reports

Report Details

Report: Task Management Report

Report Type: All tasks

Report Order: Task Date

For User: T1

Date Range: From 01/01/2015 To 31/12/2015

Select Companies/People

Find:

Department: All

	Company/Person	Department
☒	BGL CAS PTY LTD	HL
☒	BGL NOMINEES TRAINING PTY LTD	CT
☒	BGL TRAINING COMPANY PTY LTD	HL
☒	DWARF OF NOTTINGHAM PTY LTD	HL
☒	FRANK MATICH PTY LTD	PC
☒	JEBEDIAH SPRINGFIELD PTY LTD	RA72
☒	TEST NON PROFIT PTY. LTD.	CT
☒	ZIPPY PTY LTD	PC

Click  **Preview**. To close the preview, click  at the top of the preview screen.

Click  **Exit**

Note: Overdue tasks will display in Red in **Task Management screen**.

Tasks will appear in **RED** if **Key Date** or **Due Date** has passed and a **Date Completed** has not been entered.

Task Management

Find

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

User:

Display next 28 days tasks for this user ? ☐
 Show all tasks for this user ? ☒
 Show incomplete tasks only ? ☒
 Show users who added each task ? ☐

Task Details

FORM STRA SHARE TRANSFER PREPARED

Company/Person	For Users	Completed
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	
☐ BGL CAS PTY LTD	T1	

End of Task 12.4. Proceed to **Task 12.5**.

Task 12.5 - Completing a Task

Objective

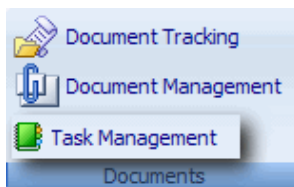
In this task you will learn how to complete a task.

By the end of this task, you will be able to complete the tasks by deleting it from the system or by adding a completed date.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Documents** group, click **Task Management**.



Note: Tasks for company forms and documents will automatically be recorded as completed when these documents are lodged electronically and the validation report has been received.

If you know the due date of the task to be completed.

Highlight the due date on the **Calendar**. Tasks due on this date will display under *Tasks*. **Double-click** the task for **BGL Nominees** with the details "**Annual Review Payment Due (Date - 28 Days from Today)** **Follow up with Client**".

Date Completed	Select a date 28 days from now.
----------------	---------------------------------

Company/Person BGL NOMINEES TRAINING PTY LTD

Task Date

Task Details

Annual Review Payment Due (Date - 28 Days from Today) Follow up with Client.

Due Date

For Users Selected: T1

Document Filename

Trace No

Date Completed

Click **Save**

If you do not know the due date of the task to be completed.

Click ☒ **Show all tasks for this user.**

Click ☒ **Show incomplete tasks only.**

All incomplete tasks for this user will display. **Double-click** the task for **BGL Nominees** with the details **"Annual Review Payment Due (Date - 28 Days from Today) Follow up with Client"**.

Date Completed Select **Today's Date.**

Click **Save**

End of **Lesson 12.**

Exercise - Quiz

Objective

Below are some scenarios that you may encounter in **CAS**. Explain what you would do in each situation.

Scenarios

1. You have printed/pdf a form 484 for member changes. However, when you go to review the pdf in **Document Tracking | Data Input** , the pdf file does not appear in **Attached Documents**. *Explain why this might happen.*

.....

.....

2. John has been created as a new user in **CAS** and he is trying to print/pdf a form however, he receives the error "An agent/presenter has not been selected".

- An agent/presenter has been set up in Electronic Lodgement.
- No other users are getting this error

Why might John be encountering this problem?

.....

.....

3. Explain the difference between the Form 361 and 362.

.....

.....

4. You have printed a 484 for ABC Company and sent it to the client to be signed however, the client has lost the form and they have requested a reprint of the same form with the same trace number. *How would you perform this request in **CAS**?*

.....

.....

5. How would you create a combined meeting minute/resolution for changes to officers, members and address?

.....

.....

Quiz Answers

1. **You have printed/pdf a form 484 for member changes. However, when you go to review the pdf in Document Tracking | Data Input, the pdf file does not appear in Attached Documents. Explain why this might happen.**

In **Defaults | Document/Letters | Document Options 1**, **Create PDF file for company forms** is left unticked.

The screenshot shows a list of 40 checkboxes arranged in two columns. The checkbox 'Create PDF file for company forms' in the second column is highlighted with a yellow box. All other checkboxes are either checked or unchecked, but not highlighted.

☒ Prepare electronic documents	☒ Include Company No on minutes/resolutions
☐ Prepare electronic M&A.A for UK Incorporations	☒ Prepare attendance list for members meetings
☒ Print company reference on registers	☒ Date Meeting Notice meeting date
☒ Print date and place of incorporation on registers	☒ Ignore Seal Entries date
☒ Print separate officers register for each position	☐ Create PDF file for company forms
☒ Print officers register in date order	☒ Print attendee details on reports
☒ Print one member/unitholder register per page	☐ Company record update warning
☒ Include Register of Officers for member transactions	☐ Display document email screen
☐ Print journals with members documents	☐ Print company report with documents
☒ Exclude pending transactions from registers/journals	☒ Print text in proper case
☒ Print Officers Consent to Act	☒ Include commas in addresses
☒ Print share certificates	☐ Show par value for shares
☒ Print unit certificates	☐ Show par value for units
☒ Print members statements	☒ Print "Agent/presenter details" on forms
☐ Print "Beneficial Owner" on share transfer	☒ Default "Local Agent" as form signatory
☒ Print trace numbers on certificates/transfers	☒ Print reference on Dividend Statements
☒ Print incorporation date on certificates	☐ Print document summary for Singapore forms
☐ Override member/unitholder zero balance	☐ Print signing lines on Singapore document summaries
☒ Include "Chairperson Appointment" in minutes	☒ Print amount per share on Singapore document summaries
☒ Include "Meeting Attendee" in minutes	☒ Save Div/Dist Statements in Document Management
☒ Include "Previous Meeting" in minutes	☒ Save Freeform Documents in Document Management
☒ Include "Beneficial Owner" in minutes/resolutions	☐ Save XBRL Accounts in Document Management
☒ Date documents in document processes	☒ Save Company Reports in Document Management
☒ Print page numbers on minutes/resolutions	☒ Save Company Registers in Document Management
☒ Print signing lines on minutes	☒ Display option screen when exporting reports to Word
☒ Round number of shares on form preview	☒ Display warning message when leaving a Wizard screen
☐ Use Chinese text on minutes/resolutions	☒ Only allow supervisors to clear User Log
☐ Print Optionholder register	☒ Print embedded code text in proper case
☒ Print footer on text documents	

This check box should be ticked for pdf files to be created for company forms.

2. **John has been created as a new user in CAS and he is trying to print/PDF a form however, he receives the error "An agent/presenter has not been selected".**

- **An agent/presenter has been set up in Electronic Lodgement.**
- **No other users are getting this error**

Why might John be encountering this problem?

The agent presenter needs to be linked in user set setup for John's user name.

User Details

User Name: JOHN

Password:

Retype Password:

Agent/Presenter: BGL CORPORATE SOLUTIONS PTY LTD [1234]

User Access

User Type: ☒ Supervisor ☐ Other user

CAS User Access Settings

If Agent presenter appears blank, then the above error will appear.

3. Explain the difference between the Form 361 and 362.

The 361 can be used to cease multiple companies that you act as agent for on the one form and this can be signed by the agent

The 362 can be used to cease and add a single company on one form. This form must be signed by a signatory.

4. You have printed a 484 for ABC Company and sent it to the client to be signed however, the client has lost the form and they have requested a reprint of the same form with the same trace number. How would you perform this request in CAS?

The form can be reprinted from Document Tracking | Data Input: *provided that you have select to create PDF files for company forms.*

5. How would you create a combined meeting minute/resolution for changes to officers, members and address?

Refer to **Lesson 3** for detailed instructions.

Appendix A - Electronic Data Download Documents

CAS Database Comparison Report

BGL CAS PTY LTD CAS DATABASE COMPARISON REPORT AT 27/07/2009

	CAS Database	ASIC Database
Company Details		
Company Name	BGL CAS PTY LTD	BGL CAS PTY LTD
ACN/ARBN	551 433 802	551 433 802
Type	PROPRIETARY	PROPRIETARY
Class	LIMITED BY SHARES	LIMITED BY SHARES
Super Fund Trustee	NO	NO
Non Profit	NO	NO
Home Unit	NO	NO
Listed	NO	NO
Sec 383 Licence	NO	NO
Incorp Date	23/07/2009	23/07/2009
Review Date	23/07/2010	23/07/2010
Corporate Key		
Addresses		
Registered Office	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Reg Off Date	23/07/2009	23/07/2009
Business Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Bus Off Date	23/07/2009	23/07/2009
Officers		
Name	BROWN, JOHN DAVID	BROWN, JOHN DAVID
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Birth Date	15/08/1950	15/08/1950
Birth Place	MELBOURNE, VIC	MELBOURNE, VIC
Position	DIRECTOR	DIRECTOR
Status	APPOINTED 23/07/2009	APPOINTED 23/07/2009

Name	BROWN, MARGARET ANNE	BROWN, MARGARET ANNE
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Birth Date	02/07/1958	02/07/1958
Birth Place	LONDON, UNITED KINGDOM	LONDON, UNITED KINGDOM
Position	DIRECTOR	DIRECTOR
Status	APPOINTED 23/07/2009	APPOINTED 23/07/2009
Members		
Name	BROWN, JOHN DAVID	BROWN, JOHN DAVID
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Number (Beneficially)	100	100
Name	BROWN, MARGARET ANNE	BROWN, MARGARET ANNE
Address	101 JONES STREET, SMITHS GULLY, VIC, 3760	101 JONES STREET, SMITHS GULLY, VIC, 3760
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Number (Beneficially)	100	50
Name	Details not in CAS database	GREEN FAMILY PTY LTD
Address		165 HIGH STREET, KEW, VIC, 3101
Share Class		ORD
Share Type		ORDINARY SHARES
Number (Beneficially)		100
Name	Details not in CAS database	JEBEDIAH SPRINGFIELD PTY LTD
Address		SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Share Class		ORD
Share Type		ORDINARY SHARES
Number (Non Beneficially)		50
Total Issued Shares		
Share Class	ORD	ORD
Share Type	ORDINARY SHARES	ORDINARY SHARES
Total Number Issued	200	300

Data Download Report

This file can be viewed from the **CAS** Explorer, under Lodgement\Reports.

BGL CORPORATE SOLUTIONS
AT 27/07/2009

EDGE Filename	C:\CASWIN\ELSWIN\DATA_001.339
Company Name	BGL CAS PTY LTD
ACN	551 433 802
Type	PROPRIETARY
Class	LIMITED BY SHARES
Sub Class	PROP
Review Date	23/07/2010
Prev Year End	
Status	REGISTERED
Incorp Date	23/07/2009
Incorp State	
Registered Office	SUITE 2 606-608 HAWTHORN ROAD BRIGHTON EAST VIC 3187
Date	23/07/2009
Business Office	SUITE 2 606-608 HAWTHORN ROAD BRIGHTON EAST VIC 3187
Date	23/07/2009
Officer	BROWN, JOHN DAVID
	101 JONES STREET SMITHS GULLY VIC 3760
	Born 15/08/1950 at MELBOURNE, VIC
	DIR App 23/07/2009
Officer	BROWN, MARGARET ANNE
	101 JONES STREET SMITHS GULLY VIC 3760
	Born 02/07/1958 at LONDON, UNITED KINGDOM
	DIR App 23/07/2009
Issued Capital	
Share Class	ORD
Share Description	ORDINARY SHARES
Number Issued	300
Amount payable per share	\$1.00
Amount paid per share	\$1.00
Issued Options	0
Member	100 ORD SHARES FULLY PAID

Issued Capital	
Share Class	ORD
Share Description	ORDINARY SHARES
Number Issued	300
Amount payable per share	\$1.00
Amount paid per share	\$1.00
Issued Options	0
Member	100 ORD SHARES FULLY PAID BROWN, JOHN DAVID 101 JONES STREET SMITHS GULLY VIC 3760
Member	100 ORD SHARES FULLY PAID GREEN FAMILY PTY LTD 002 549 322 165 HIGH STREET KEW VIC 3101
Member	50 ORD SHARES FULLY PAID BROWN, MARGARET ANNE 101 JONES STREET SMITHS GULLY VIC 3760
Member	50 ORD SHARES FULLY PAID - NON BENEFICIALLY OWNE JEBEDIAH SPRINGFIELD PTY LTD 550 637 173 SUITE 2 606-608 HAWTHORN ROAD BRIGHTON EAST VIC 3187
Documents	Form 201 APPLICATION FOR REGISTRAT Form Date 23/07/2009 Date Lodged 23/07/2009 DOCIMAGE No 0E9070905
Documents	Form 201 APPLICATION FOR REGISTRAT Form Date 23/07/2009 Date Lodged 23/07/2009 DOCIMAGE No 0E9070905
Invoice Details	A PROPRIETARY COMPANY

Amount	\$0.00
Documents	Form 484 CHANGE TO COMPANY DETAILS Form Date 23/07/2009 Date Lodged 23/07/2009 DOCIMAGE No 0E9070908
Invoice Details	CHANGES TO SHARE STRUCTURE
Amount	\$0.00
Invoice Details	NOTIFICATION OF SHARE ISSUE
Amount	\$0.00
Invoice Details	CHANGES TO (MEMBERS) SHARE HOLDINGS
Amount	\$0.00
Documents	Form 484 CHANGE TO COMPANY DETAILS Form Date 23/07/2009 Date Lodged 23/07/2009 DOCIMAGE No 0E9070913
Invoice Details	CHANGES TO SHARE STRUCTURE
Amount	\$0.00
Invoice Details	CHANGES TO (MEMBERS) SHARE HOLDINGS
Amount	\$0.00

Appendix B - Sample ASIC Requisition

Below is a sample request from ASIC to clarify information previously lodged by lodging a **Notification of Supplementary Information Form 902**. These can be received on paper, but are more commonly being received electronically during lodgements, and are received as a RC05 ASIC Requisition.

The Form 484B was lodged with ASIC, and ASIC found the date of birth of the Director Andy Duran did not match their records. The letter below has been sent to the lodging agent, requesting supplementary information to clarify the correct date of birth. These requisitions are commonly received electronically after connecting to EDGE.

14-22 Grey Street, Traralgon

PO Box 4000

Gippsland Mail Centre VIC 3841

Customer Enquiries (03) 5177 3988

Facsimile (03) 5177 3999

ASIC Homepage: www.asic.gov.au

BGL CORPORATE SOLUTIONS

SUITE 2

606-608 HAWTHORN ROAD

BRIGHTON EAST VIC 3187

16 December 2006

Dear Sir/Madam,

ZIPPY PTY LTD

ACN 050 000 434

FORM 484B - CHANGE TO COMPANY DETAILS - OFFICERS

Document number 0E9041339 was submitted electronically to the Australian Securities and Investments Commission (ASIC) by you on behalf of the above company on 15 November 2006. We have found that the following items are inconsistent with the company records held by ASIC.

The following discrepancies have been noted in the date of birth of a director.

ASIC : Director Andy Duran, born 04/04/1970 in MELBOURNE, VIC, address SUITE 2, 606-608
HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

EDGE : Director Andy Duran, born 04/04/1972 in MELBOURNE, VIC, address SUITE 2, 606-608
HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

If the advice given by the electronic document or a previously lodged document is to be amended, please lodge a Form 902 Notification of Corrections within 28 days. Your prompt action will help us to provide an accurate and up to date corporate data base.

If you believe that the electronic document is correct, or if you need any assistance to comply with this request, please do not hesitate to phone me on (03) 5177 3988.

Yours faithfully,

Joanne Bloggs

Customer Service Officer

Appendix C - BGL Corporate Tree

Objective

In this lesson you will learn how to create corporate trees using BGL Corporate Tree.

By the end of this lesson, you will be able to:

- record holding company details for companies in your **CAS** database
- generate a corporate tree in **CAS**
- modify a corporate tree in **CAS**

Learning Tasks

Corporate trees can be created ad-hoc or can be automatically generated from your existing **CAS** database where holding company information is recorded through Client Data. This lesson will use both methods.

Record Holding Company Details

Holding Company Name	ABC HOLDING COMPANY LIMITED.
ACN	054 355 243
Registration Date	01/01/1991

Subsidiary 1

Company Name	BGL CAS Pty Ltd
Percentage held	100%

Subsidiary 2

Company Name	Jebediah Springfield Pty Ltd
ACN	550 637 173
Registration Date	22/06/2000
Percentage held	51%

Requires you to generate a Corporate Tree from your CAS database

Generate a corporate tree by selecting the holding company ABC Holding Company Limited.

Requires you to modify a Corporate Tree

Modify the corporate tree to add colours, shapes. Add "Sister Company Pty Ltd" and "The BGL Discretionary Trust" as additional nodes in your corporate tree.

Recording Holding Company Details

Objective

In this task you will learn how to record holding company information used to generate a Corporate Tree.

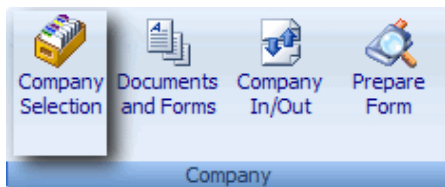
By the end of this task, you will be able to record holding company details into each company in your **CAS** database.

Instructions

Step 1 - Add the company information to be included in the tree to your CAS database.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Company Selection**.



Click  **New**

Company Name Input **ABC HOLDING COMPANY LIMITED.**

ACN Input **054 355 243**

Registration Date Input **01/01/1991**

Click  **Save**

Repeat the above steps to add the following company to your companies list.

Company Name	JEBEDIAH SPRINGFIELD PTY LTD
ACN	550 637 173
Registration Date	22/06/2000

The screenshot shows a software interface for adding a company. It has a light blue header with two icons. Below are several labeled fields: 'Jurisdiction' with a dropdown menu showing 'Australia'; 'Company Name' with a text box containing 'JEBEDIAH SPRINGFIELD PTY LTD'; 'Chinese Company Name' with an empty text box; 'ACN or ARBN' with a text box containing '550 637 173' and a red 'X' icon; 'Registration Date' with a text box containing '22/06/2000' and a calendar icon; and 'Portal Client ?' with an unchecked checkbox.

Step 2 - Record the holding company and the percentage held for BGL CAS Pty Ltd

Click on the **Company Quick Search** icon 

Find Input **BGL CAS Pty Ltd**

Right click the company, highlight **Data Input** and select **Client,CAS Data**.

CAS will display the **Client,CAS Data** screen.

Select Corporate Tree tab

Holding Company Click  **Search**. Highlight **ABC Holding Company Limited** and click  **Select**.

Percentage Held Input 100

Client, CAS Data - BGL CAS PTY LTD

Client/Company Data Corporate Tree Company Seal

Holding Company ABC HOLDING COMPANY LIMITED

Percentage Held 100.00

Click **Save**

Step 3 - Record the holding company and the percentage held for Jebediah Springfield Pty Ltd

Click on the **Company Quick Search** icon

Find Input **Jebediah Springfield Pty Ltd**

Right click the company, highlight **Data Input** and select **Client,CAS Data**.

CAS will display the **Client,CAS Data** screen.

Select **Corporate Tree** tab

Holding Company Click **Search**. Highlight **ABC Holding Company Limited** and click **Select**.

Percentage Held Input **51**

Client, CAS Data - JEBEDIAH SPRINGFIELD PTY LTD

Client/Company Data Corporate Tree Company Seal

Holding Company ABC HOLDING COMPANY LIMITED

Percentage Held 51.00

Click **Save**

Creating a Corporate Tree

Objective

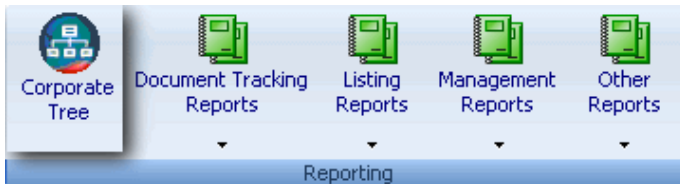
In this task you will learn how to generate a Corporate Tree using holding company information in your **CAS** database.

By the end of this task, you will be able to generate a corporate tree that will incorporate all details of the holding company, trusts, business names and superfund information for all linked companies.

Instructions

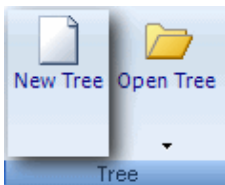
From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Reporting** group, click on **Corporate Tree**



From the **Ribbon Toolbar**:

In the **Tree** group, click on **New Tree**



Group Holding Company Click  **Search** to list your **CAS** companies. Highlight **ABC Holding Company Limited** and click  **Select**.

Corporate Tree Name Leave this is ***Abc Holding Company Limited***

Click ☒ Generate Corporate Tree

Click ☒ to select the appropriate ***Company and Entity Options***

Group Holding Company  A B C Holding Company Limited

Corporate Tree Name

Generate corporate tree ? ☒

Company Options

Select / deselect all ? ☒

Include company number ? ☒

Include jurisdiction ? ☒

Include percentage owned ? ☒

Entity Options

Select / deselect all ? ☒

Include discretionary trusts ? ☒

Include unit trusts ? ☒

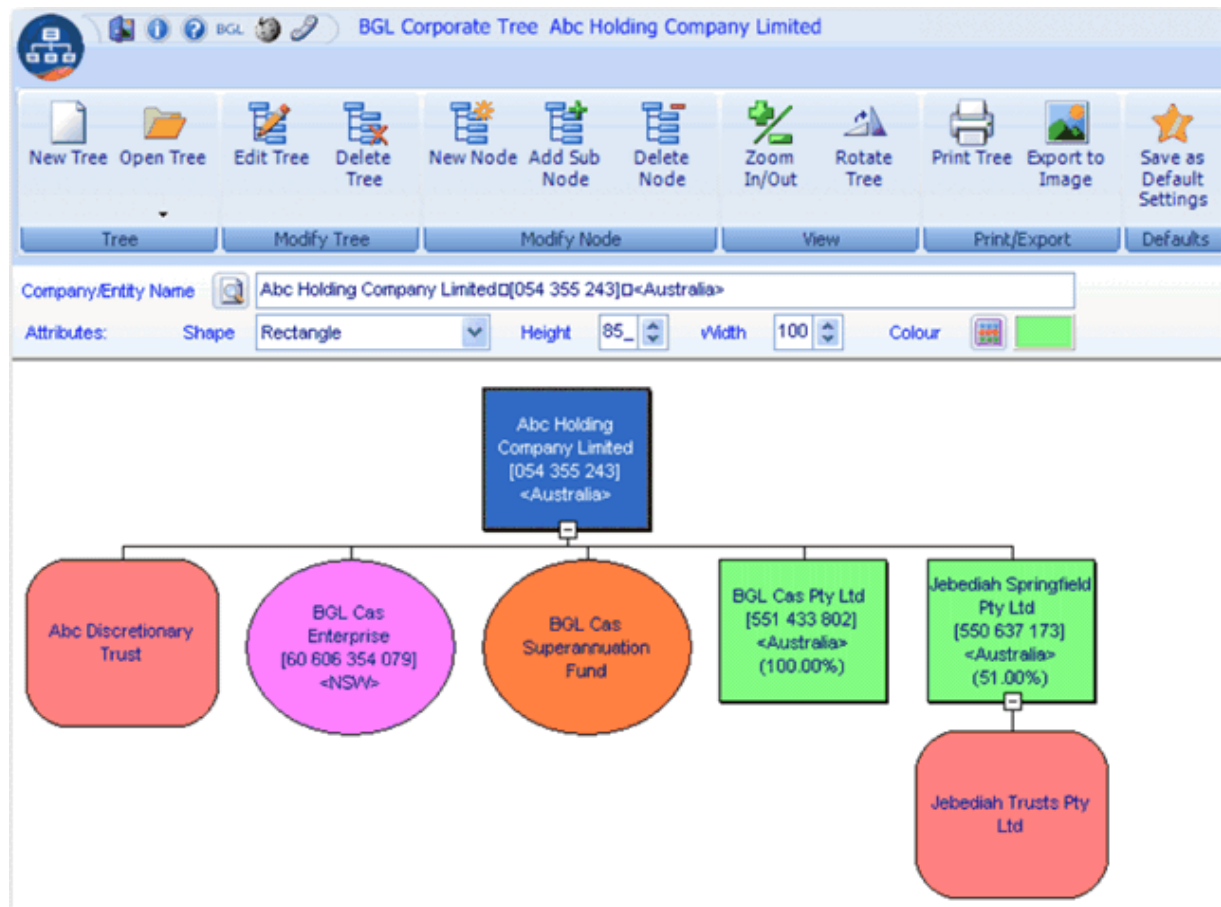
Include business names ? ☒

Include superannuation funds ☒

Include ABN ? ☒

Include business name states ☒

Click

 **Accept**Highlight **Abc Holding Company Limited** and click  **Select**.

THE MORE INFORMATION ADDED TO COMPANIES IN CAS, THE MORE COMPLETE THE CORPORATE TREE

Modifying a Corporate Tree

Objective

In this task, you will learn how to modify a corporate tree.

By the end of this task, you will be able to:

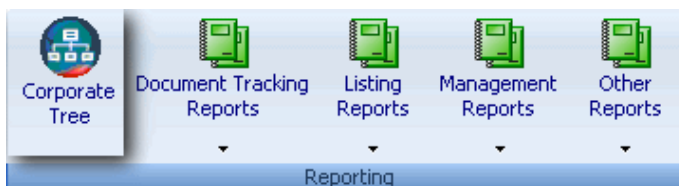
- modify the colours of a corporate tree
- sizes and shapes of a corporate tree
- add your own nodes.

Instructions

Modify the Shape and Colour of Corporate Tree

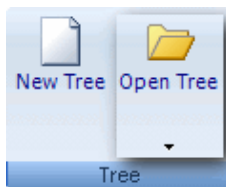
From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Reporting** group, click on **Corporate Tree**



From the **Ribbon Toolbar**:

In the **Tree** group, click on the drop down arrow besides **Open Tree**



Select **ABC Holding Company Limited** from the list.

CAS will now display the corporate tree created earlier.

Click the node **ABC Holding Company Limited**.

Shape Select **Ellipse** and press **Tab**.

Height Input **100** and press **Tab**.

Width Input **150** and press **Tab**.

Colour Click  **Colour** and highlight **Red** and click OK.

Click the node ***Jebediah Springfield Pty Ltd***.

Shape Select ***Round Rectangle*** press **Tab**.

Height Input **70** and press **Tab**.

Width Leave this as 100

Colour Click  **Colour** and highlight **Blue** and click OK.

Click the node ***BGL CAS Pty Ltd***

Shape Select ***Round Rectangle***

Height Leave this as 70.

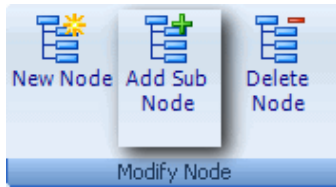
Width Leave this as 100.

Colour Click  **Colour** and highlight **Yellow** and click OK.

Add a new Subnode to the Corporate Tree

From the **Ribbon Toolbar**:

In the **Modify Node** group, click **Add Sub Node**.



Company/Entity Name Input **THE BGL DISCRETIONARY TRUST** and press Tab twice.

Height Input **70** and press **Tab**.

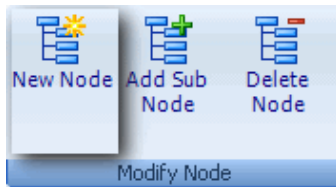
Width Input **85** and press **Tab**.

Add a New Node to the Corporate Tree

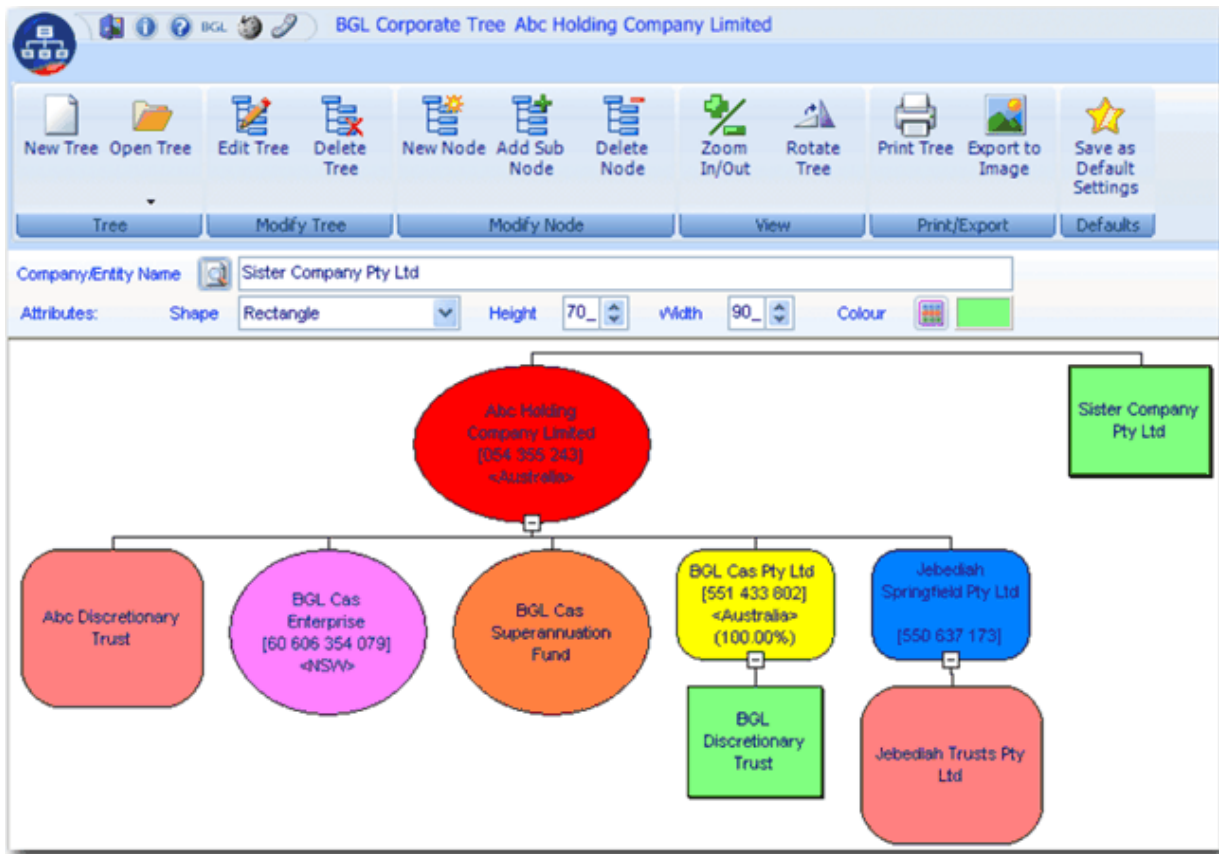
Highlight ***ABC Holding Company***

From the **Ribbon Toolbar**:

In the **Modify Node** group, click **Add New Node**.



Company/Entity Name Input **SISTER COMPANY PTY LTD** and press Tab.



Exporting the Corporate Tree

From the **Ribbon Toolbar**:

In the **Print/Export** group, click **Export to Image**.



The corporate tree can be saved as a bitmap (*.bmp file*) which can be included as an image in documents. Save this file to the *c:\mydocuments* folder.

Appendix D - BGL Query

Objective

BGL Query is a new module that has been designed to give clients the ability to query, filter and extract any data from your BGL Database. This data can be organised and presented to meet your individual needs. The cleverly designed point and click user interface allows users to generate complex queries, simply.

BGL Query includes a full featured report editor that allows query results to be exported to CSV, XML, or TXT or saved in PDF, Word or Excel formats.

BGL Query can be used to create almost any report, merge any database in **Simple Fund** and **CAS** to achieve your desired result.

Details

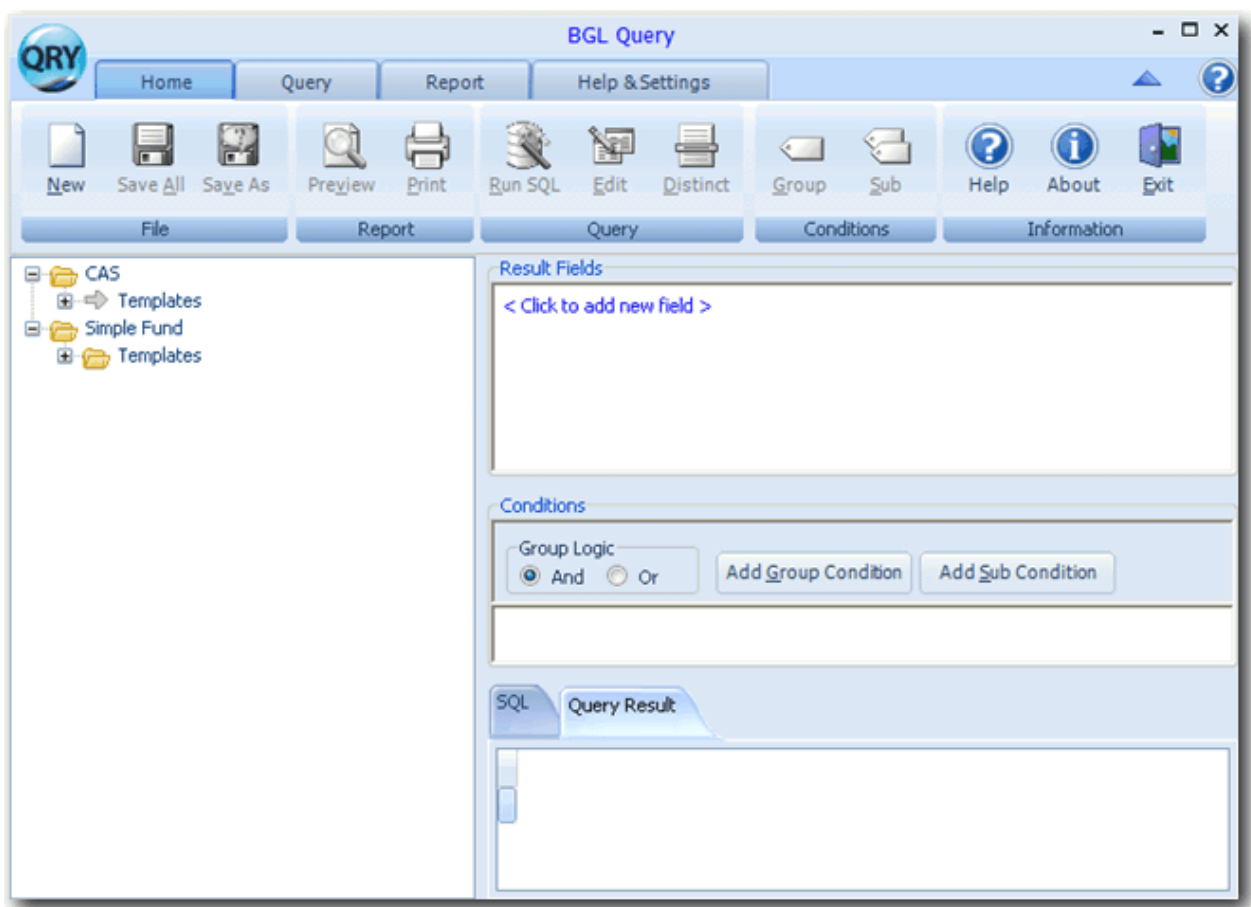
We will create a **CAS** document in BGL Query using the templates that are provided.

The document that will be demonstrated is the Company Annual Return Status.

Instructions

Step 1

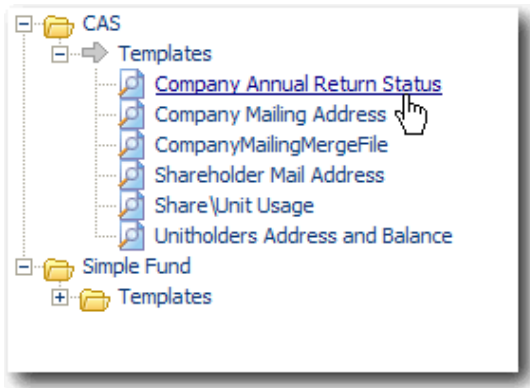
Open BGL Query to display the "BGL Query screen"



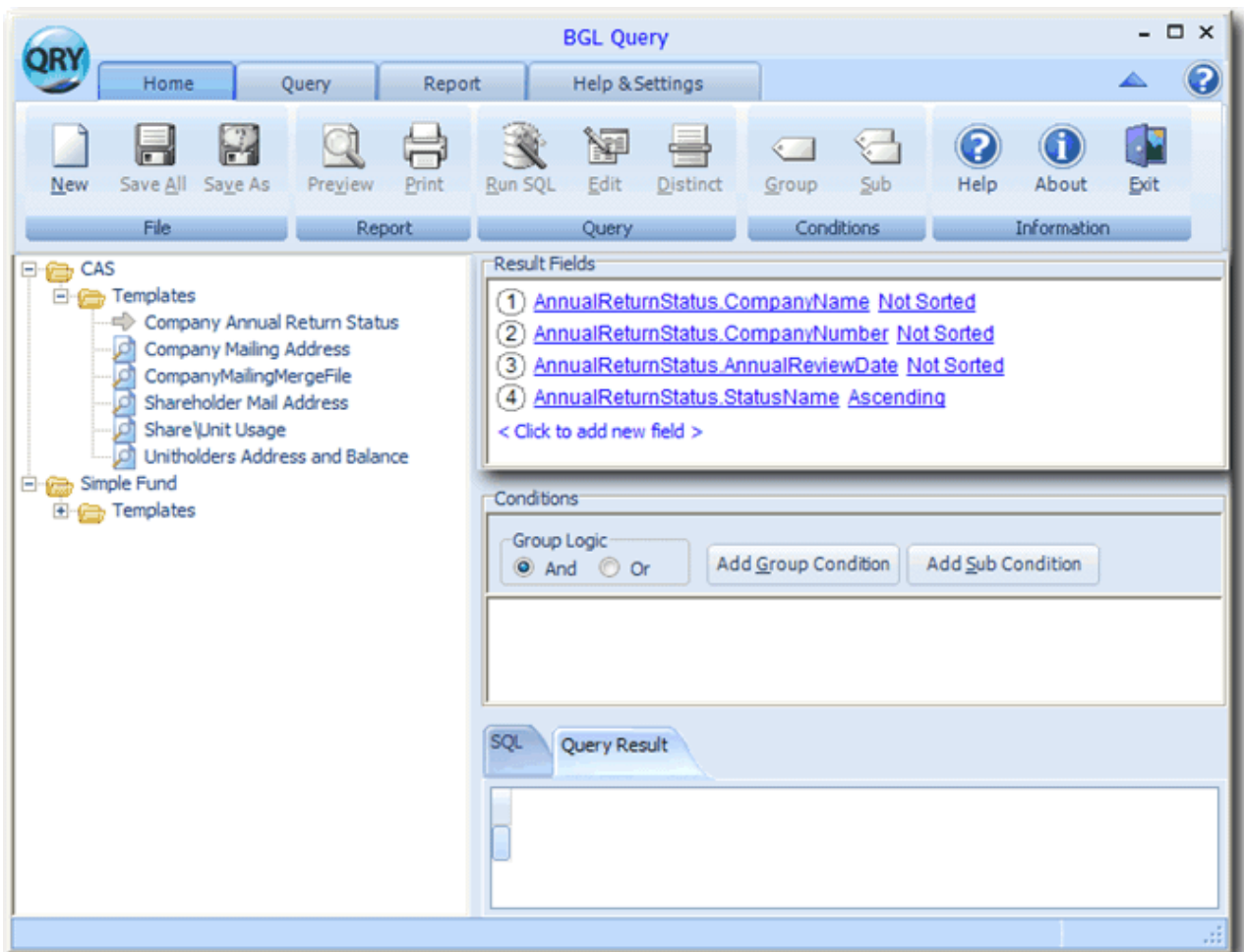
Step 2

Select the query database that is to be used. In this example we will be selecting **CAS** and **Templates**

Select Templates | Company Annual Return Status



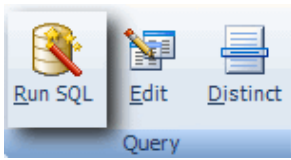
The BGL Query screens will display the fields that will be used to produce the ***Company Annual Return Status Report***



Step 3

From the **Ribbon Toolbar**

On the **Home** tab, in the **Query** group, click **Run SQL**



The query result will build the data that will be included in the report.

SQL		Query Result (11)		
CompanyName	CompanyNumber	AnnualReviewDate	StatusName	
JEBEDIAH SPRIN...	093 439 760	31/01/2009	DOC RECEIVED	
ZIPPY PTY LTD	050 000 434	31/10/2009	DOC RECEIVED	
FRANK MATICH ...	000 454 919	27/05/2009	DOC RECEIVED	
CAS TRAINING C...	111 111 114	01/01/2009	DOC RECEIVED	
ABC NOMINEES ...	199165036M	30/06/2009	SENT TO CLIENT	

Step 4

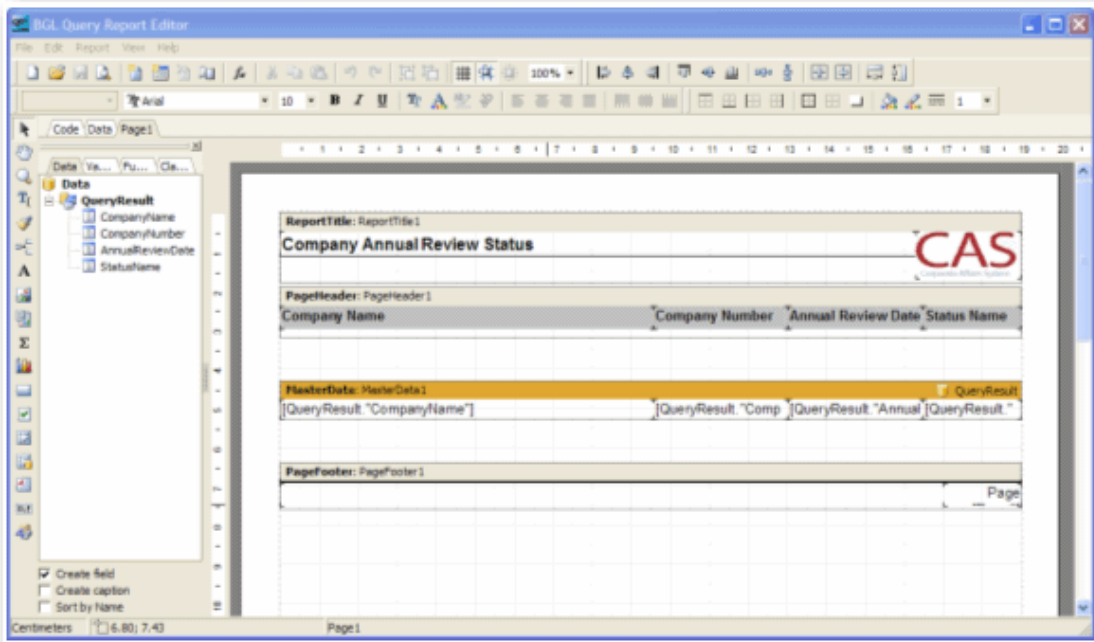
From the **Ribbon Toolbar**

On the **Report** tab, click **Edit**



This will now display the editor screen. The editor screen will allow you to make any changes to the layout of the report.

As we are using a template, we will not be making any changes to report. If you wish to make changes to the report, you would need to use the toolbars available in the **BGL Query Report Editor** screen.



Step 5

We can now view the finished report.

Click on  Preview from the **BGL Query Report Editor** toolbar

Preview

100% Close

Company Annual Review Status

CAS
Corporate Affairs System

Company Name	Company Number	Annual Review Date	Status Name
JEBEDIAH SPRINGFIELD PTY LTD	093 439 760	31/01/2007	DOC
JEBEDIAH SPRINGFIELD PTY LTD	093 439 760	31/01/2007	DOC
ZIPPY PTY LTD	050 000 434	31/10/2007	DOC
ZIPPY PTY LTD	050 000 434	31/10/2007	DOC
CAS TRAINING COMPANY PTY LTD	111 111 114	01/01/1992	DOC
CAS TRAINING COMPANY PTY LTD	111 111 114	01/01/1992	DOC
JEBEDIAH SPRINGFIELD PTY LTD	093 439 760	31/01/2007	DOC
ZIPPY PTY LTD	050 000 434	31/10/2007	DOC
FRANK MATICH PTY LTD	000 454 919	27/05/2007	DOC
CAS TRAINING COMPANY PTY LTD	111 111 114	01/01/1992	DOC

Page 1 of 1

Click  **Print**. Click **OK** to confirm the selection of your Windows printer

Alternatively, click  **Save** to save the report in your selected location

Appendix E - Adding Company Details

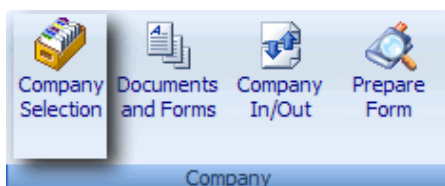
Objective

To teach you how to load the basic details of a company onto **CAS**.

Instructions

From the **Ribbon Toolbar**:

On the **Home** tab, in the **Company** group, click **Company Selection**.



Click



Jurisdiction

This will automatically default to **Australia**

Company Name

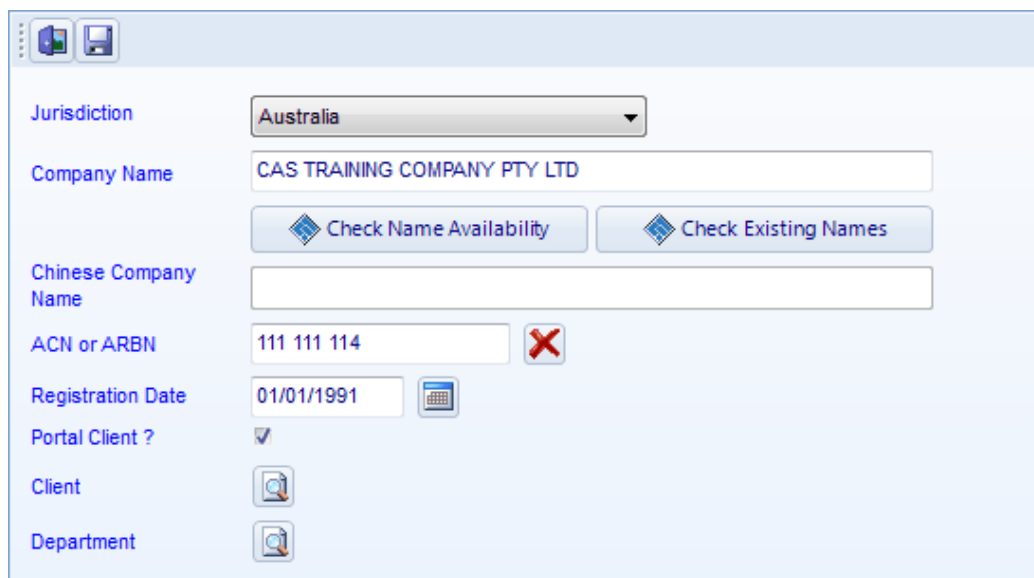
Input **CAS TRAINING COMPANY PTY LTD**.

ACN

Input **111 111 114**.

Registration Date

Input **01/01/1991**.



Click



The **CAS TRAINING COMPANY PTY LTD** will now appear on the Company Selection list.

Click



Click *Data Input, Details*

Corporate Key Input **12345678**.

This number is provided by ASIC and it will appear in the Annual Company Statement. It will be required to print on documents that are lodged on paper. If you are unsure of the corporate key, you can prepare and lodge the RA71, requesting a company statement. This is covered in **Task 1.12**.

Company Type **CAS** will default "**Small Proprietary**".

Your selection here is dependent upon the type of company being loaded onto **CAS**. Alternatively, press [**Tab**] or click the **Company Type** list to select a different type of company.

Company Class **CAS** will default "**Limited by Shares**". Your selection here is dependent upon the type of company being loaded into **CAS**. Alternatively, press [**Tab**] or click the **Company Class** list to select a different class of company.

Sub Class Leave this as **None**.

Super Fund Trustee For the purpose of this exercise, do not click this box. If this company acts solely as trustee of a super fund, you would click this box.

Type Date This is the date the company became a company "**Limited by Shares**". **CAS** will default the incorporation date. If the class of company has changed since incorporation, input the date it last changed.

Jurisdiction / State Select "**YOUR STATE**". This will default to the State of Incorporation selected in your Administration / Defaults / Data Input screen.

Foreign Registration This field cannot be accessed unless the company type is "**Foreign**".

Annual Review Date: Input **01/01/2007**

Company Add/Edit - CAS TRAINING COMPANY PTY LTD

Details Activities Status

ACN or ARBN 111 111 114  Corporate Key 12345678

Registration Date 01/01/1991 

Type Small Proprietary 

Class Unlimited 

Sub Class None 

Type Date 07/12/2015 

Jurisdiction/State Australian Capital Territory 

Foreign Registration Place 

Date  

Currency \$

Annual Review Date 01/01/2017   Add Task

Current Year AGM Date   Add Task

Previous Year AGM Date  

Super Fund trustee ? ☐

Registered with ACNC ? ☐

Click the **Activities** tab

- Activities

Activity Code

Activity Date
- Input **INVESTMENT COMPANY**.

Activity codes do not apply to Australian companies.

Leave this as **01/01/1991** being the registration date. If the principal activity of the company has changed since incorporation, input the date it last changed.

Company Add/Edit - CAS TRAINING COMPANY PTY LTD

ABC

DetailsActivitiesStatus

Activities

INVESTMENT COMPANY

Activity Code(s)

X

X

X

X

Activity Date

01/01/1991

Click

Next

 to proceed to **Adding Company Addresses**

Adding Company Addresses

Objective

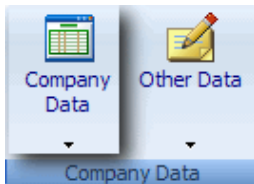
To teach you how to load company addresses onto **CAS**

Every company is required to have a registered office and a business office. The registered office and the business office must be an Australian street address - not a post office box.

Instructions

From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click on the drop down below **Company Data**.



Select **Addresses** from the list

Current Registered Office Click **Search** to list **Addresses**. Click **New** to add a new address.

Input **SUITE 2** on the first line.

Input **606-608 HAWTHORN ROAD** on the second line.

Click **Search** at the third address line to list **Suburbs and Postcodes**. Input **BRIGHTON E** at the search bar. The highlight bar will move to **BRIGHTON EAST, VIC**. Click **Select**. The address will now include the suburb, state and postcode.

Telephone Input **03 95306077**

Fax Input **03 95306964**

Hours: Input **09 00 to 17 30**

Note: Office open and close hours are only required to be entered for Public Companies.

Address Style: Australia

Address: SUITE 2
606-608 HAWTHORN ROAD
BRIGHTON EAST

State: Victoria Postcode: 3187

Country:
If Australia, leave blank

Telephone: 03 95306077 Facsimile: 03 95306964

Hours: Open 09:00 Close 17:30

- Click **Save.** CAS will highlight the new address on the Address list.
- Click **Select.**
- Click **Apply address to...**
- Click ☒ **Business Address,** ☒ **Meeting Address** and ☒ **ASIC Service Address.**

Apply Registered Office address to:

☐ All other office addresses ☐ All Register addresses

☒ Business Address ☐ Current Registers Address

☐ Postal Address ☐ Members Register

☒ Meeting Address ☐ Debenture Register

☒ ASIC Service Address ☐ Directors Shareholdings

- Click **Save**
- Date of Change Input **01/01/1991.** This date represents the last date of change to the registered office address of the company.
- Previous Registered Office Click **Clear** if this field contains a previous address.
- Business Address - Date of change Input **01/01/1991.** This date represents the last date of change to the business office address.
- Previous Business Office Click **Clear** if this field contains a previous address.
- Current Postal Address Click **Search** to list **Addresses.** Click **New** to add a new address.
Add **PO BOX 8063, BRIGHTON EAST, VICTORIA, 3187** to **Addresses..**

Address Style: Australia

Address: PO BOX 8063
BRIGHTON EAST

State: Victoria Postcode: 3187

Country:
If Australia, leave blank

Telephone: _____ Facsimile: _____

Hours: Open: _____ Close: _____

Click **Save**. Click **Select**.

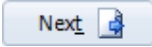
Date of Change Input 01/01/1991. This date represents the last date of change to the postal address.

Previous Postal Address Click **Clear** if the field contains a previous address.

Addresses Add/Edit - CAS TRAINING COMPANY PTY LTD

Company Addresses Register Addresses

Current Registered Office	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Date of change	01/01/1991
Previous Registered Office	
Current Business Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Date of change	01/01/1991
Previous Business Address	
Current Postal Address	P O BOX 8063, BRIGHTON EAST, VIC, 3187
Date of change	01/01/1991
Previous Postal Address	
Meeting Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Letter Address	
Letter Addressee	
ASIC Service Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Click  twice to proceed to **Adding Ultimate Holding Company**

Adding Ultimate Holding Company

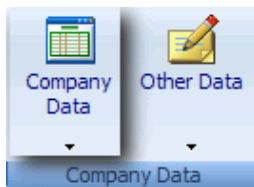
Objective

To teach you how to record an ultimate holding company.

Instructions

From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click on the drop down below **Company Data**



Select **Holding Company** from the list

Ultimate Holding Company Click **Search** to list **Holding/Public Companies**.

Click **New**

Company Name Input **ABC HOLDING COMPANY LIMITED**

Place of Incorporation Click **Search** to list **ISO Country List**. Highlight **Australia** and click **Select**.

ACN / Company Number Input **054 355 243**

Click **Save**

Highlight **ABC Holding Company Limited** and click **Select**.

Date Input **01/01/1991**

Holding Company Add/Edit - CAS TRAINING COMPANY PTY LTD

Ultimate Holding Company Details

Ultimate Holding Company   ABC HOLDING COMPANY LIMITED

Date 

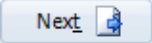
Previous Ultimate Holding Company  

Class Order Details

Text Paragraph  

Number

Date 

Click  to proceed to **Adding Company Officers**.

Adding Company Officers

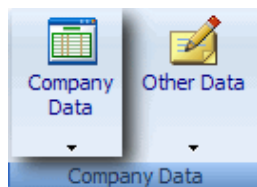
Objective

To teach you how to load company officers onto CAS

Instructions

From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click on the drop down below **Company Data**.



Select **Officers** from the list

Officers Search	Click  New
People Search	Click  New to add a new person.
Type	CAS will select Individual as the type of person. This is correct.
Surname/Entity	Input BROWN as the surname for this person.
First Name	Input JOHN DAVID
Title	Input MR
Casual Name	Input JOHN

People Details Add/Edit







Type
☒ Individual ☐ Company / Other Entity

Company Name  

Trust Name  

Name Address Birth Details Other Details

Surname/Entity Name BROWN

First Name JOHN DAVID

Title MR

Chinese Name

Chinese Alias

Casual Name JOHN

Prev Surname

Prev First Name

Date of Change  

Sex ☒ Male ☐ Female

Click the **Address** Tab.

Address

Click  **Search** to list **Addresses** and click  **New** to add a new address.

Input 101 **JONES STREET** on the first line. Click  **Search** at the second address line to list **Suburbs and Postcodes**. Input **SMITHS G** at the search bar.

The highlight bar will move to **SMITHS GULLY, VIC**. Click  **Select**. The address will now include the suburb, state and postcode.




Address Style Australia

Address 101 JONES STREET

SMITHS GULLY

State Victoria Postcode 3760

Country 

If Australia, leave blank

Telephone Facsimile

Hours: Open Close

Click  **Save** and click  **Select**.

People Details Add/Edit








Type
☒ Individual ☐ Company / Other Entity

Company Name  

Trust Name  

Name Address Birth Details Other Details

Address  101 JONES STREET, SMITHS GULLY, VIC, 3760

Previous  

Date of Change  

Business Address   

Previous  

Date of Change  

Postal Address   

Previous  

Date of Change  

Click the **Birth Details** Tab.

Date of Birth Input **15/08/1958** as the date of birth.

Place of Birth Input **MELBOURNE**.

State of Birth Select **Victoria**.

People Details Add/Edit







Type
☒ Individual ☐ Company / Other Entity

Company Name  

Trust Name  

Name Address Birth Details Other Details

Date of Birth 15/08/1958  

Date of Death  

Place of Birth MELBOURNE 

State of Birth Victoria 

Country of Birth  If AUSTRALIA, leave blank

Occupation

Nationality

Click  **Save**. CAS will highlight **Brown, John David** on the **People** list. Click  **Select**.

Position Leave this as **Director**.

Status Leave this as **Appointed**.

Date Appointed Input 01/01/1991.

Details This is a freeform text field. Information input into this field will be displayed on the Register of Officeholders.

Signatory CAS will default **Attendee**. Select **Signatory**. This officer will be the default ASIC form signatory and the Chairperson of directors meetings.

Print Flag CAS will default **Do not print documents**. This will ensure that no ASIC form is generated for this change, since it is historical information and not required to be notified to ASIC.

Officer Details Add/Edit - CAS TRAINING COMPANY PTY LTD






Officer Details Appointment History

Officer's Name  

Officer's Address ☐ Use business address

Position ☐ Pending transaction

Alternate for:

Terms of Appointment

Status ☐ Re appoint officer

Replacement for:

Date Appointed 

Date Ceased 

Details

Signatory

Print Flag ☐ Print documents ☒ Do not print documents

Click  **Save**

Now repeat these steps to appoint **John David Brown** as Secretary:

Date of Appointment	01/01/1991
Signatory	Attendee
Print Flag	Do not print documents

You are also required to appoint a second director as follows:

Surname	Brown
Title	Mrs
First Names	Margaret Anne
Address	101 Jones Street, Smiths Gully
Date of Birth	02/07/1958
Place of Birth	London
State of Birth	Foreign
Country of Birth	United Kingdom
Position	Director
Status	Appointed

Date Appointment 01/01/1991
 Signatory Attendee
 Print Flag Do not print documents

Officers Search - CAS TRAINING COMPANY PTY LTD









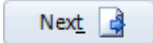





Show Current Officers Find

Officers Summary: Directors and Alternates 2
 Secretaries 1

Info	Name	Position	Status	Appointed	Ceas	Meeting	Print	Add	Nam
	BROWN, JOHN DAVID	SECRETARY	Appointed	01/01/1991		Attendee			
	BROWN, JOHN DAVID	DIRECTOR	Appointed	01/01/1991		Signatory			
	BROWN, MARGARET ANNE	DIRECTOR	Appointed	01/01/1991		Attendee			

Click  twice to proceed to **Adding Company Members**.

Adding Company Members

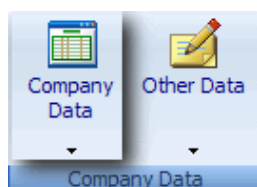
Objective

To teach you how to load company members

Instructions

From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click on the drop down below **Company Data**.



Select **Members** from the list

Click



New

Transaction Type

Click **Subscriptions**.

Transaction Date

Input 01/01/1991.

Share Type

Click the first **Search** to list the **Share/Unit List** for this company. Highlight **\$1.00 Ordinary Shares** and click **Select**

Allottee

Click first **Search** to list **People**. Highlight **Brown, John David** and click **Select**

Beneficial Owner

Leave blank. Shares can be held in trust by a person on behalf of another person. The person for whom the shares are held in trust is said to be the beneficial owner of the shares.

Number of Shares

Input 100. **CAS** will automatically calculate the type of share certificate and the next certificate number.

Unique Share No's

Leave blank. Shares do not commonly have unique numbers.

Certificate Type

Leave this as **Transaction** as the type of share certificate. This is correct.

Certificate Number

Leave **1** as the share certificate number. This is correct.

Certificate Location

Input **COMPANY BINDER** as the location where copies of Share Certificates are held.

Consideration	Leave Cash as the method of payment.
Premium per share	Leave blank. Premiums and discounts no longer apply to Australian companies.
Signatory	Select Signatory . This member will be the Chairperson of members' meetings.
Print Flag	CAS will select Do not print documents . This is correct as we do not require this transaction to print on a new Form 484 and generate new documents. When you enter a company into CAS , you would select Do not print documents since these transactions have already been notified to ASIC in the past.

Add Share Subscriptions - CAS TRAINING COMPANY PTY LTD

Authorised Unique No's	Issued Member - Beneficially	Member - Non Beneficially
	0	0

Transaction Date: 01/01/1991 ☐ Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Allottee: BROWN, JOHN DAVID

Beneficial Owner:

Number of Shares: 100

Unique No's:

Certificate Type: Transaction

Certificate No.: 1

Certificate Location: COMPANY BINDER

Consideration: Cash Non Cash

Premium per share:

Premium paid per share:

Remarks:

Signatory: Attendee

Print flag ? ☐ Print documents ☒ Do not print documents

Click **Save**

Now repeat these steps to allot the following transaction:

Transaction Date	01/01/1991
Share Type	\$1.00 Ordinary shares
Allottee	Margaret Anne Brown
Number of Shares	100
Certificate Type	Transaction

Certificate Number 2
Certificate Kept Company Binder
Signatory Attendee
Print Flag Do not print documents

Click  **Save**
Click  **Exit** to return to the *Members Search* screen.

Members/Shareholders Search - CAS TRAINING COMPANY PTY LTD

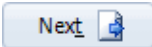


Show

Current Members

 Find

	Info	Date	Member Name	Clas...	Type	Number	Cert No	Print	Add	Name	Notify
		01/01/1991	BROWN, JOHN DAVID	ORD	Subscription	100.0000	1				No Change
		01/01/1991	BROWN, MARGARET ANNE	ORD	Subscription	100.0000	2				No Change

Click  to proceed to **Adding Company Charges**.

Adding a Trust

Objective

To teach you how to load a trust with a company as its trustee. Trusts are formed for taxation purposes and are not required to be notified as part of your company information.

Instructions

From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click the drop down arrow below **Other Data**.



Select **Trusts** from the list.

Click	 New
Trust Name	Input THE CAS DISCRETIONARY TRUST
Trust Type	CAS will automatically default Discretionary Trust . This is correct for this type of trust.
Date Formed	Input 01/01/1991 as the date the trust was formed.
Date Appointed	Input 01/01/1991 as the date the trustee was appointed.
Settlor/Founder	Input HARRY LANG .

Trusts Add/Edit - CAS TRAINING COMPANY PTY LTD

Trust Details | Trust Tax Details

Trust Name: THE CAS DISCRETIONARY TRUST

Previous Trust Name:

Trust Type: ☒ Discretionary Trust ☐ Unit Trust

Date Trust Formed: 01/01/1991

Date Trust Vested: / /

Date Trustee Appointed: 01/01/1991

Date Trustee Resigned: / /

Tax File Number:

ABN:

Settlor/Founder: HARRY LANG

Do units have a par value ? ☐

Previous Trustee:

Trust Deed:

Place of Incorporation (State):

Legal Ownership %:

Client Number:

Controlled Entity:

Trust ARSN:

Trust Description / Purpose:

Click  **Save**

Trust beneficiaries can also be entered by clicking the **B Beneficiaries** button on the *Trust Search Add/Edit* screen.

Once this trust has been input, the status of the company on the Company List will change from 'Trading' to 'Trustee'.

Note: Since Client Data have not been input at this point, the company status will still show as '?Incomplete?'.

Click  **Next** twice to proceed to **Adding Client Data**.

Adding Client Data

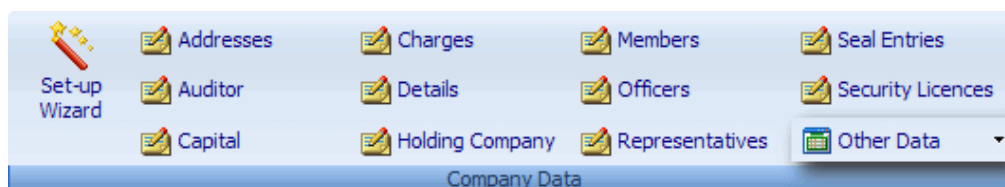
Objective

To teach you how to load a client and CAS data onto **CAS**.

Instructions

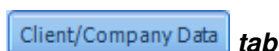
From the **Ribbon Toolbar**:

On the **Company Data & Documents** tab, in the **Company Data** group, click the drop down arrow below **Other Data**.



Select **Client, CAS Data** from the list.

Click



Client Name

Click **Search** to list **Clients**

Click

New to add a new client. Click **Search** to list **People**. Highlight **John David Brown** and click **Select**.

Department

A department represents a Partner, an Accountant or a Manager within your organisation. It allows you to group your companies for reporting purposes.

Click

Search to list **Departments**.

Click

New to add a new department.

Department Code

Input the initials of an accountant or company secretary from your office.

Department Name

Input the name of an accountant or company secretary from your office.

Department Code	HL
Department Name	HARRY LANG
Agent/Presenter	BGL CORPORATE SOLUTIONS [1234]
Letter Footer	 
Compilation Report Footer	 
Audit Report Footer	 

Click  **Save** then click  **Select**.

Client Name	BROWN, JOHN DAVID
Department	 HARRY LANG

This accountant (department) is now linked to this client (John Brown) for the purposes of signing letters to the client and for CAS reporting.

Click  **Save**

Highlight **Brown, John David** from your **Clients** list and click  **Select**.

Client Number	Input CASTRAIN123 . This would usually be an internal filing code.
Reference	Input CASTRAIN123 . This would usually be an internal invoicing or filing code. This reference is displayed on the bottom of ASIC forms.
Billing Date	Leave this blank. This field allows you to track when you last billed this client.
Client transferred from	Leave this blank. This field allows you to enter whom this client was transferred from.
Client transferred to	Leave this blank. This field allows you to enter who this client is transferred to.
Current Client	This box must be ticked as this company is a current client.
Prepare company forms	This box must be ticked to include this company on document tracking reports..
Validate Authorised/ Issued Capital ?	☐ Do not click this box. CAS will allow any share types to be issued, not just the shares that form part of its authorised capital.
Text Set	CAS will default Master Set 0. Leave this. Standard text paragraphs are used in meeting minutes, resolutions, reports, letters and documents prepared by CAS.
Officers Quorum	CAS will default 1 . This is correct.
Members Quorum	CAS will default 1 . This is correct.

Letter Addressee Select **Signatory Name**.

Invoice Addressee Select **Signatory Name**.

URL Input **www.bglcorp.com.au**

The screenshot shows the 'Client/Company Data' tab with the following fields and values:

- Client:** BROWN, JOHN DAVID
- Department:** HARRY LANG
- Client Number:** CASTRAIN12
- Reference:** CASTRAIN123
- Billing Date:** / /
- Current Client ?** ☒
- Client transferred from:**
- Client transferred to:**
- Date:** / /
- Date:** / /
- Prepare Company Forms ?** ☒
- Validate authorised / issued capital ?** ☐
- Do shares have a par value ?** ☐
- Allow alphabetic certificate numbers ?** ☐
- Number of decimal places for shares/units ?** 4
- Text Set:** Master Set 0
- Client Set:** Client Set 0
- Quorum: Officers:** 1
- Members:** 1
- Addressee: Letters:** Signatory Name
- Invoices:** Signatory Name
- URL:** www.bglcorp.com.au
- Email:**

Company Seal Details

Click **Company Seal** *tab*

Office Seal Code Input **c01**

Location Input **SEAL RACK**.

Location Date Input **01/01/1991**.

Client, CAS Data - CAS TRAINING COMPANY PTY LTD

Client/Company Data Corporate Tree Company Seal

Office Seal Code

Location

Date 

Click

 **Save**

Appendix F - Administration and Setup

Objective

In this lesson you will learn how to:

- change the **CAS** default Administration
- record ASIC lodging agent details
- add users to **CAS**

By the end of this lesson you will be able to select the default and user settings to best tailor **CAS** to your office requirements.

Learning Tasks

Task 1.1 - Review Administration Defaults

Review the default options available to allow you to best utilise **CAS**.

Task 1.2 - Review your ASIC Agent and User Settings

Review your ASIC Agent details and electronic lodgement settings in **CAS**.

Task 1.1 - Review Administration Defaults

Objective

In this task you will learn how to change your **CAS** default administration settings.

By the end of this task, you will be familiar with the following default screens:

- Data Input
- Integration/Jurisdiction
- Documents/Letters
- Annual Review
- Document Tracking
- Tasks/Help

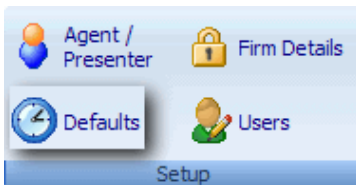
Instructions

CAS provides hundreds of options to allow you to best utilise **CAS** for how your office operates. These settings include options such as how many document copies you wish to print, whether you wish to lodge electronically and page margin sizes or fonts on letters.

Defaults | Data Input

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click

Data Input

State of Incorporation: Select the default state of Australia where most of your companies are incorporated. Leave this as *Foreign* for non-Australian versions of **CAS**.

Registered Office: Click  **Search** to list **Addresses**. Highlight your firm's business address and click  **Select**. This address will default as the Registered Office when adding new companies.

Repeat this address for the Registers and Business Address.

Maintain Address Log: ☐ Leave this unchecked. Click this if you require **CAS** to record any address changes so that an *Address Log* report can be prepared through **Enquiries & Reporting | Management Reports**.

Office Hours Input your office hours in 24 hour format eg. **09:00** and **17:00**. This will display as the Registered Office hours for your companies.

Address List Order	Leave this as Address Alphabetic Order.
Document Set	Leave this as Master Set 0. CAS includes a wide range of standard minutes, resolutions, reports, letters and invoices. The standard text provided with CAS is <i>Master Set 0</i>. Refer to the Lesson 12 in the CAS Advanced 2 Manual for further details. CAS will default this Text Set in Client Data, when adding a new company.
Use CAS Explorer?	☒ Leave this checked so the Customised Explorer displays.
Display data in proper case?	☒ Click this check box if you prefer data to print on minutes and documents in Proper Case rather than UPPERCASE.
Display company selection screen at startup?	☒ Click this check box if you would like the Company Selection screen to automatically open when starting CAS .
Automatically check data input spelling?	☒ Click this check box if you would like CAS to spell check text that you type in CAS forms or registers.
Display ASIC ECR declarations?	☒ Click this check box to display ASIC ECR declarations
Show all officers, members and unitholders ?	☒ Click this box if you would like all officers, members and unit holders to be shown in the respective search screens. If left un-ticked the screens will default to show current officers, members and unitholders.
Use Standard Answers?	☒ Click this box if you would like to use standard answers
Save Standard Answers?	☒ Click this box if you would like to save data input as standard answers.
Search company names in proper case?	☒ Click this box if you would like to search for company names in propercase.
Do you operate CAS on a Novell Netware Server?	☐ Each documents created in CAS will be given a unique name commonly used on a Novell Netware Server. Please refer to help for more information.
Hide colours in Company Selection Screen	☒ Click this box if you would like to hide the colour coding in the company selection screen.
Display "Late Date" on Lodgement Screen	☒ Click this box to display the last date a form can be lodged without late fees on the Electronic Lodgement Document Selection screen.
Include people details on lists	Select <i>Date of Birth/Place of Birth or ID/Passport Details</i> to display these options in the People Search screen
Show people not attached to departments?	☐ Untick this box to ensure people not attached to departments do not display on the People Search screen

- Include department on people lists? ☒ Click this box to display the departments on the People Search screen
- Display user interface without gradient colouring? ☒ Ticking this option will change the User Interface screen colouring to use flat colours.
- Display entire address in single column? ☐ Unticking this option will display Address Lines 1, 2 and 3 under three separate columns in the Address Search screen.
- Display people names in single column? ☐ Unticking this option will display a person's Surname and First Name under two separate columns in the People Add/Edit screen.
- Automatically add timestamp to notes? ☒ Tick this box to automatically append the username, date and time to any note.
- Spelling Options Click this button and ensure the ☒ English (Australian) dictionary has been checked.
- Reset all column sizes Column width settings are saved for each user in **CAS**. Only click this button if you wish to restore column sizes for ALL users in **CAS** to the standard settings.

State of Incorporation: Victoria

Registered Office: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Business Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Registers Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Postal Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Meeting Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Maintain Address Log ? ☐

Office Hours: Open 09:00 Close 17:00

Address List Order: Address Alphabetical Order

Document Set: Master Set 0

Use CAS Explorer ? ☒ Hide colours in Company Selection screen ? ☒

Display data in proper case ? ☒ Display "Late Date" on Lodgement screen ? ☒

Display Company Selection screen at startup ? ☒ Include people details on lists ? ☐

Automatically check data input spelling ? ☒ Show people not attached to departments ? ☐

Display ASIC ECR declarations ? ☒ Include department on people lists ? ☒

Show all officers, members and unitholders ? ☒ Display user interface without gradient colouring ? ☒

Use Standard Answers ? ☒ Display entire address in single column ? ☐

Save Standard Answers ? ☒ Display people names in single column ? ☐

Search company names in proper case ? ☒ Automatically add timestamp to notes ? ☒

Do you operate CAS on a Novell Network Server ? ☐

Date of Birth / Place of Birth:

Spelling Options: ☒ English (Australian)

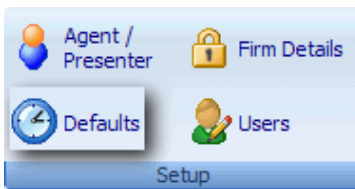
Reset All Column Sizes

Click **Save**

Defaults | Integration/Jurisdiction

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click

Integration/Jurisdiction

Data Integration

Supplier

CAS includes the ability to transfer data from a number of suppliers of tax return/practice management software. Select your supplier from:

- *APS*
- *Elite Practice Systems*
- *Handisoft*
- *MYOB Accountants Office*
- *MYOB Solution 6 (Asia)*
- *MYOB Xlon DOS*
- *MYOB Xlon Windows*
- *Other*

Type

☒ Click Clients to transfer a list of clients from your tax return/practice management system into **CAS**.

☒ Click People to transfer a list of people from your tax return/practice management system into **CAS**. **CAS** monitors the changes made to people in your tax return/practice management system. People can then be selected from *Data Integration* when adding a new person to **CAS** or when processing a change to an officer or members name or address.

☒ Click Companies to transfer a list of company names and company numbers from your tax return/practice management system.

Jurisdiction

Country

Leave this as **Australia**.

Interwoven Worksite Integration

Worksite Integration ☒ if you use Interwoven and would like to integrate the data with **CAS**.

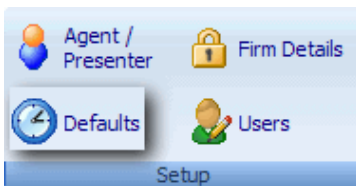
Document Control TXT output path Select the location of your Interwoven data

Click  **Save**

Defaults | Documents

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click **Documents/Letters**

From the **Document Options 1** tab

- | | |
|--|---|
| Prepare electronic documents | ☒ Click this box to prepare and lodge documents electronically. |
| Prepare electronic M&AA for UK Incorporations | ☐ Leave this box unticked as this option is not applicable to Australian companies. |
| Print company reference on registers | ☒ Click this box to print the company reference on registers. The reference is recorded in Client Data. |
| Print date and place of incorporation on registers | ☒ Click this box to print the date and place of incorporation on registers. |
| Print separate officers register for each position | ☒ Click this box to print separate officers register for each position |
| Print officers register in date order | ☒ Click this box to prepare the Officers Register with each position starting on a new page and the entries sorted by position date (instead of officer's name). You need to have the above option <i>Print separate officers register for each position</i> ticked to be able to use this feature. |
| Print one member/unitholder register per page | ☒ Click this box to print, if you would like to have one member/unitholder register per page. |
| Include Register of Officers for member transactions | ☒ Click this box to prepare a Register of Officers when member transactions are entered. This option is useful when multi company address change documents are prepared. |

Print Journals with Members documents	☐ Only click this box to set the number of copies of the Allotment and Transfer Journal to 1 in the Members Changes screen.
Exclude pending transactions from documents	☒ Click this box to exclude transactions marked as "pending" from documents such as registers, etc.
Print Officers Consent to Act	☒ Click this box to set the number of copies of Consent to Act to 1 in the Officer Changes screen.
Print Share Certificates	☒ Click this box to set the number of copies of the Share Certificates to 1 in the Members Changes screen.
Print member statements	☒ Click this box for CAS to automatically tick the Member Holding Statement in the Members Changes screen where the documents and forms can be printed.
Print "Beneficial Owner" on Share Transfer	☐ Untick this box to remove the beneficial owner from the Standard Transfer form.
Print trace numbers on certificates/transfers	☒ Click this box to print trace numbers on share and unit certificates and transfer forms.
Print incorporation date on certificates	☒ Tick this box to print the date of incorporation on share certificates.
Override Member/Unit Holder Zero Balance	☐ Only click this box if you would like to select previous members and unit holders as attendees at meetings.
Include "Chairperson Appointment" in Minutes	☒ Click this box to include the appointment of chairperson clause in meeting minutes. This setting can be temporarily changed through Document Options before printing.
Include "Meeting Attendee" In Minutes	☒ Click this box to print the meeting attendees on meeting minutes.
Include "Previous Meeting" in Minutes	☒ Click this box to include the clause "the minutes or the previous meeting were read and confirmed" in all meeting minutes.
Include "Beneficial Owner" in Minutes	☒ Click this box to include the name of the beneficial owner in minutes where shareholders own shares in trust.
Date documents in document processes	☒ Click this box to date documents. Non-dated documents cannot be lodged electronically.
Print page numbers on Minutes/Resolutions	☒ Click this box to number the pages on meeting minutes and resolutions.
Print signing line on minutes	☒ Click this box to print a line for each officer to sign on meeting minutes. Ordinarily only the chair of the meeting is required to sign minutes.
Round number of shares of form preview	☒ Click this box to round share transactions when forms are previewed.

Use Chinese text of minutes on form preview	☐ Untick this box for Australian jurisdiction companies. Click this checkbox for Hong Kong jurisdiction companies. CAS will display Chinese text which can be used for your documents like letters and minutes.
Print Optionholder register	☒ Click this box to automatically select the Optionholders register box when in the Member/Shareholder Changes screen for printing/exporting.
Print footer on text documents	☒ Click this box to print the footer on documents, e.g. on the Constitution when incorporating a company.
Include Company No on minutes/resolutions.	☒ Click this box to print the A.C.N on minutes or resolutions.
Prepare attendance list for members meetings	☒ Click this box to print a separate Attendance List for attendees to sign, when Members Minutes/Resolutions are printed.
Date Meeting Notice meeting date	☒ Click this box for CAS to automatically backdate the Meeting Notice dates to 21 days prior to today's date as a notice of 3 weeks is required for meetings.
Ignore Seal Entries date	☒ Click this box for CAS to ignore the date of seal entries.
Create PDF file for company forms	☒ Click this box to save an electronic Portable Document Format (PDF) copy of each ASIC form printed. This PDF copy can then be viewed and reprinted through Document Tracking at any time.
Print attendee details on Reports	☒ Click this box to print a person's status from meeting Attendee, Chairperson, Form Signatory, Signatory, Apology or Non attendees on the Company Report, People Group Report and Register of Officers'.
Company Record Update Warning	☐ Only click this box to receive a warning when previewing ASIC forms to screen "printing documents from a preview will not update your company record". Documents printed from a preview are not tracked by CAS and cannot be lodged electronically.
Display document email screen	☐ Only click this box to receive a prompt " <i>would you like to email this document file to a client of business associate</i> " after  Exporting to PDF, Word or Excel.
Print company report with documents	☐ Only click this box to automatically print a Company Report when printing documents for a change to a company.
Print text in proper case	☒ Click this box to print text paragraphs in documents in <i>Proper Case</i> rather than <i>UPPERCASE</i> .
Include commas in addresses	☐ Leave this box unticked as this applies to Singapore forms and companies only.
Show par value for shares	☐ This check box needs to be ticked if you want to show par values on registers.
Show par value for units	☐ This check box needs to be ticked if you want to show par values on registers.

Print Agent/Presenter details on form	☒ Click this box to include the ASIC agent address, phone number and DX number on company forms. Otherwise only the ASIC Agent number will print.
Default <i>Local Agent</i> as form signatory	☒ Click this box to select the Local Agent as form signatory rather than the Director for Foreign Companies.
Print reference on Dividend Statements	☒ Click this box to print the company reference on the footer of Dividend Statements.
Print document summary for Singapore forms	☐ Click this box to print a document summary listing the information lodged manually, to be kept for your own records. This relates to Singapore companies and forms only.
Save Div/Dist Statements in Document Management	☒ Click this box if you would like to save dividend and distribution statements in document management. These documents can then be pushed to Portal by BGL.
Save Freeform Documents in Document Management	☒ Click this box if you would like to save freeform documents in document management. These documents can then be pushed to Portal by BGL.
Save XBRL Accounts in Document Management	☐ Click this box to save XBRL accounts in document management. This relates to Singapore companies and forms only.
Save Company Reports in Document Management	☒ Click this box to keep track of all company reports created in CAS . This option is only available in full CAS . These documents can then be pushed to Portal by BGL.
Save Company Registers in Document Management	☒ Click this box to keep track of all company registers created in CA. This option is only available in full CAS . These documents can then be pushed to Portal by BGL.
Display option screen when exporting reports to Word	☒ Click this box to display options to export text only or include shapes, when exporting to MS Word/Rich Text.
Display warning message when leaving a Wizard screen	☐ Untick this box to ensure you do not receive a warning message when you exit a Wizard screen
Only allow supervisors to clear User Log	☒ Click this box to ensure only Supervisors are able to clear user history in the User Log
Print embedded code text in proper case	☒ Click this box to display information using embedded text codes, e.g. address on letters, in proper case. Embedded text codes are codes that automatically pull information from the database to appear on a document.

☒ Prepare electronic documents	☒ Include Company No on minutes/resolutions
☐ Prepare electronic M&AA for UK Incorporations	☒ Prepare attendance list for members meetings
☒ Print company reference on registers	☒ Date Meeting Notice meeting date
☒ Print date and place of incorporation on registers	☐ Ignore Seal Entries date
☒ Print separate officers register for each position	☒ Create PDF file for company forms
☒ Print officers register in date order	☒ Print attendee details on reports
☒ Print one member/unitholder register per page	☐ Company record update warning
☒ Include Register of Officers for member transactions	☐ Display document email screen
☒ Print journals with members documents	☐ Print company report with documents
☒ Exclude pending transactions from registers/journals	☒ Print text in proper case
☒ Print Officers Consent to Act	☒ Include commas in addresses
☒ Print share certificates	☐ Show par value for shares
☐ Print unit certificates	☐ Show par value for units
☐ Print members statements	☒ Print "Agent/presenter details" on forms
☐ Print "Beneficial Owner" on share transfer	☐ Default "Local Agent" as form signatory
☒ Print trace numbers on certificates/transfers	☒ Print reference on Dividend Statements
☒ Print incorporation date on certificates	☒ Print document summary for Singapore forms
☐ Override member/unitholder zero balance	☐ Print signing lines on Singapore document summaries
☒ Include "Chairperson Appointment" in minutes	☒ Print amount per share on Singapore document summaries
☒ Include "Meeting Attendee" in minutes	☒ Save Div/Dist Statements in Document Management
☒ Include "Previous Meeting" in minutes	☒ Save Freeform Documents in Document Management
☒ Include "Beneficial Owner" in minutes/resolutions	☒ Save XBRL Accounts in Document Management
☒ Date documents in document processes	☒ Save Company Reports in Document Management
☒ Print page numbers on minutes/resolutions	☒ Save Company Registers in Document Management
☒ Print signing lines on minutes	☐ Display option screen when exporting reports to Word
☒ Round number of shares on form preview	☐ Display warning message when leaving a Wizard screen
☐ Use Chinese text on minutes/resolutions	☒ Only allow supervisors to clear User Log
☒ Print Optionholder register	☒ Print embedded code text in proper case
☒ Print footer on text documents	☒ Print premium paid on share/unit certificate
☐ Display beneficial owner name on transaction screens	☒ Print consideration paid on share/unit certificate
☐ Print section C3 for all public companies	

Click the **Document Options 2** tab

Meeting
Minutes/Resolution
layout

Leave this as Two Column - Boxes. Other options are:

- Single Column - Boxes, Headings Centre Justified
- Single Column - No boxes, Headings Centre Justified
- Two Column - Boxes
- Two Column - No boxes - Headings Centre Justified
- Two Column - No boxes - Headings Left Justified

*Officers, Members and
Unitholders*

Select from Minute or Resolution.

Resolutions require all officers or members of the company to sign approving the change, rather than just the chair of a meeting signing that an agreement of the change was made at that meeting. This setting can be temporarily changed through **Document Options** before printing.

Resolution Date

Select Print date on each line to print the date beside the name of each person signing the resolution. Other options are:

- *Print ' / / ' on each line* (undated)
- *Print date before signatories*

Document Preview Edit
Options

Select None. **Text edit screens will not display whenever documents are previewed or printed.** Other options are:

Preview: Text that can be edited will display when you click to preview a document to screen.

Printing: Text that can be edited will display when you click to print a document

Preview & Printing: Text that can be edited will display when you click to preview to screen or print a document.

Text Font	Fonts that can be selected are: • <i>Arial</i> • <i>Comic Sans MS</i> • <i>Courier</i> • <i>Helvetica</i> • <i>Microsoft Sans Serif</i> • <i>Times New Roman (default)</i> • <i>Univers</i>
Minute/Resolution Side Heading Font	Select Bold and Underlined for the paragraph headings on Minutes or Resolutions: Other options are: • <i>Normal Text</i> • <i>Bold</i> • <i>Underlined</i> Changes made to documents during previewing or printing are not retained. This setting can be temporarily changed through Document Options before printing.
Name Layout	Select how names appear on Minutes or Resolutions from Firstname, Surname <i>or</i> Surname, Firstname.
Meeting Time	Input the meeting time to be displayed on Notices of Meetings. This setting can be temporarily changed through Document Options before printing.
Statutory Register copies	Leave 1 as the number of copies of registers to print, where the register is required to be kept by companies under the Corporations Act.
Other Register copies	Leave 1 as the number of copies of registers to print, where the register is required to be kept by companies under the Corporations Act.
Form Copies	Leave 1 as the number of ASIC forms set to print in document preparation screens.
Certificate Format	Select either Portrait or Landscape to print the Share Certificates in the selected format. Leave the Hide Border box ☐ unticked so that when printing certificates, these will be printed with a border.
Officers Register Format	Select either Portrait or Landscape to print the Officers Register in the selected format.
Allotment/Transfer Journal Format	Select either Portrait or Landscape to print the Share Allotment/ Transfer Journal in the selected format.

Meeting minutes/ resolutions:	Layout	Two Column - Boxes ▾	
	Type	Officers	Minute ▾
		Members	Minute ▾
		Unitholders	Minute ▾
Resolution Date	Print ' / / ' on each line ▾		Meeting time
Document Preview Edit options	Preview and Printing ▾		10:00AM
Text Font	A Arial		Statutory Register Copies
Minute/Resolution Side heading font	Bold ▾		1 ▴▾
Name Layout	Surname, Firstname ▾		Other Register Copies
			1 ▴▾
Hide fields when exporting to MS Word	☒		Form Copies
Show two signatories per line on a resolution	☐		1 ▴▾
Display minutes/resolutions title in upper case	☐		Certificate Format
Display user reference on documents	☒		Portrait ▾
Print text for document reference	PREPARED BY:		Portrait ▾
			Portrait ▾
			Portrait ▾
			Portrait ▾

☐ Hide border

✔ Display User name

Click the **Letter/Invoice Options** tab

Letter copies Input the number of copies of the client letter you wish to print with documents.

Letterhead Top Margin Leave this as 0. This can be changed to adjust for your firm's letterhead.

Letterhead Bottom Margin Leave this as 0. This can be changed to adjust for your firm's letterhead.

Letterhead Left Margin Leave this as 3. This can be changed to adjust for your firm's letterhead.

Letterhead Right Margin Leave this as 0. This can be changed to adjust for your firm's letterhead.

Letter/Invoice Preview Edit Options	Select None. Text edit screens will not display whenever letters or invoices are previewed or printed.
--	--

Other options are:

Preview: Text that can be edited will display when you click to preview a letter or invoice to screen.

Printing: Text that can be edited will display when you click to print.

Preview & Printing: Text that can be edited will display when you click to preview to screen or print a document.

Changes made to documents during previewing or printing are not retained. This setting can be temporarily changed through **Document Options** before printing.

Date Letters and Invoices Current Date? ☐ Only click this box to date letters, invoices and disbursement invoices today's date rather than the *Document Date*.

Letter Addressee Select to whom letters will be addressed from:

- *The Directors*
- *The Secretary*

- *Secretary Name*
- *Signatory Name*

This Letter Addressee will be the default in *Client Data* when adding a new company.

- Letter Addressing Select how letters/invoices are to be addressed from:
- *First name*: i.e. Dear John or if a casual name has been input, Dear Johnnie
 - *Title/Surname*: i.e. Dear Mr Jones
 - *Generic*: i.e. Dear Sir/Madam
- Print Page Numbers on Letters? ☒ Click this box to print page numbers on client letters.
- Save freeform letters in document management ☐ Leave this unchecked, selecting this option will save all freeform letters created to document management. These documents can then be pushed to Portal by BGL.
- Use letter address in company letters? ☒ Click this box to use the letter address selected under the **Addresses Add/Edit** screen in company letters prepared by **CAS**.

Letter Copies: 1

Letterhead Margins: Top: 0, Bottom: 0, Left: 3, Right: 0

Letter/Invoice Preview Edit options: Preview and Printing

Date letters and invoices current date?: ☒

Letter Addressee: Signatory Name

Letter Addressing: Firstname

Print page numbers on letters?: ☒

Save freeform letters in document management?: ☐

Use letter address in company letters?: ☐

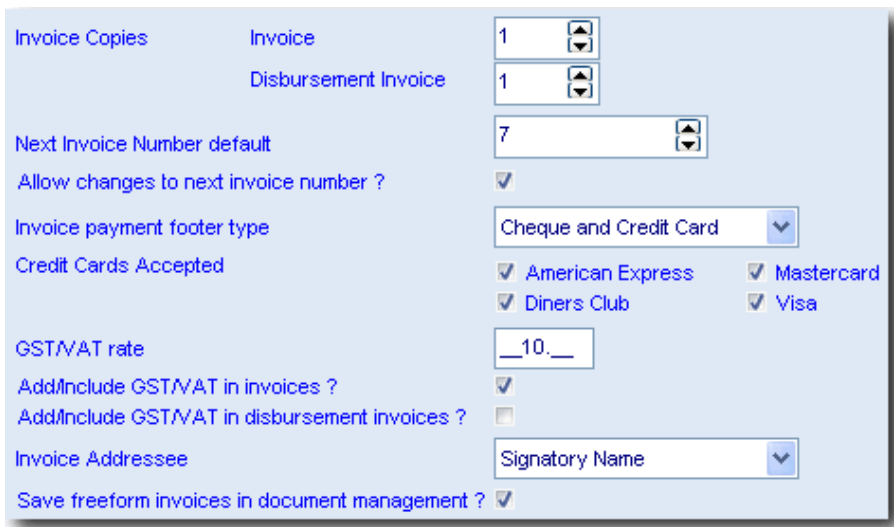
Underline Signatory on Consent to Act?: ☒

Click the **Invoice Options** tab

Invoice copies

- Invoice Input the number of copies of the client invoice you wish to print with documents.
 - Disbursement Invoice Input the number of copies of the ASIC disbursement invoice you wish to print with documents. A disbursement invoice only prints where **CAS** anticipates there will be an ASIC fee for this document lodgement.
- Next Invoice Number default Input the next invoice number for **CAS** generated invoices. **CAS** will sequentially number invoices from this number onwards in the Freeform Invoice process.

Allow changes to next invoice number?	☒ to be able to change invoice numbers through the Freeform Letter and Invoice screen
Invoice payment footer type	Select the type of remittance advice footer on invoices from: • None • Cheque • Cheque and Credit Card
Credit Cards Accepted	☒ Select the credit card payment method accepted.
GST/VAT Rate	Input 10 as the GST rate to apply to invoices.
Invoice Addressee	Select to whom the invoices will be addressed to from: • <i>The Directors</i> • <i>The Secretary</i> • <i>Secretary Name</i> • <i>Signatory Name</i> This Invoice Addressee will be the default in <i>Client Data</i> when adding a new company.
Save freeform invoices in document management	☒ Click this box if you would like to save all freeform invoices in document management. These documents can then be pushed to Portal by BGL.



Invoice Copies: 1

Disbursement Invoice: 1

Next Invoice Number default: 7

Allow changes to next invoice number ? ☒

Invoice payment footer type: Cheque and Credit Card

Credit Cards Accepted: ☒ American Express ☒ Mastercard ☒ Diners Club ☒ Visa

GST/VAT rate: 10

Add/Include GST/VAT in invoices ? ☒

Add/Include GST/VAT in disbursement invoices ? ☐

Invoice Addressee: Signatory Name

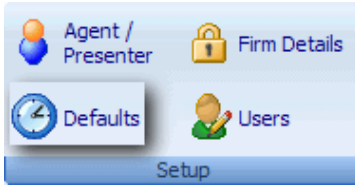
Save freeform invoices in document management ? ☒

Click  **Save**

Defaults | Annual Review

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click

Annual Review

Annual Review Year	Leave this as the current year.
Annual General Meeting Date	Input the Annual General Meeting (AGM) date for your companies who hold AGMs.
Financial Year End Date	Input the financial year end date for your companies who prepare annual documents.
Print signature on Annual Statement	☒ Click this box to print an optional signature section at the end of the CAS generated Annual Company Statement.
Include page numbers on Annual documents	☒ Click this box to print page numbers on annual documents.
Select companies on Annual Review screen	☐ Only click this box to automatically select ALL companies to print.
Create Annual Return letter first	☐ Only click this box for the Annual Return letter to appear first when printing annual return documents.
Add Solvency Resolution to Document Tracking	☒ Click this box to add an entry to Document Tracking when a Solvency Declaration (Directors Meeting Minute) is printed from <i>Annual Reviews</i> .
Add Annual Review Comparison Report to Document Tracking	☒ Click this box to add an entry to Document Tracking when the Annual Review Comparison Report is viewed.
Update Annual Review Dates	Click this button to update the Annual Review date in the Company Details screen to the current year.
ACRA XBRL Financial Statements to file	This field is not required for companies in the Australian jurisdiction.

Private Companies

Annual Review reminder days	Tasks can be set in Task Management for users when annual reviews are due. Users can select or enter the number days when to display the reminder. For example, selecting - 7 means that CAS will display a reminder 7 days before the Annual Review Date. Annual Review tasks can be added from the Company Add/Edit screen.
AGM reminder days	Tasks can be set in Task Management for users when AGM are due. Users can select or enter the number days when to display the reminder. For example, selecting - 60 means that CAS will display a reminder sixty days prior to the AGM date. AGM tasks can be added from the Company Add/Edit screen.

Public Companies

- Annual Review reminder days** Tasks can be set in Task Management for users when annual reviews are due. Users can select or enter the number days when to display the reminder. For example, selecting **- 7** means that **CAS** will display a reminder **7 days before** the Annual Review Date. Annual Review tasks can be added from the **Company Add/Edit** screen.
- AGM reminder days** Tasks can be set in Task Management for users when AGM are due. Users can select or enter the number days when to display the reminder. For example, selecting **- 60** means that **CAS** will display a reminder **sixty days prior** to the AGM date. AGM tasks can be added from the **Company Add/Edit** screen.

Annual Review Year: 2013

Annual General Meeting Date: 30/11/2013

Financial Year End Date: 30/06/2013

Print signature on Annual Statement: ☒

Include page numbers on Annual Documents: ☒

Create Annual Return letter first: ☒

Select companies on Annual Review screen: ☐

Add Solvency Resolution to Document Tracking: ☒

Add Annual Review Comparison Report to Document Tracking: ☒

ACRA XBRL Financial Statements to file: Option A - Full XBRL

Private Companies

Annual Review reminder days: -7

AGM Reminder days: -60

Public Companies

Annual Review reminder days: -7

AGM Reminder days: -60

New Zealand Companies

Display auditor tickbox in annual return screen: ☒

Click  **Save**

Defaults | Document Tracking

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click **Document Tracking**

Document Tracking Defaults

'Documents Prepared' Status Level	Select <i>Sent to Client</i> as the document tracking status of documents when they are printed.
'Document Management' Status Level	Select <i>Prepared</i> the status level whenever document management documents are created.

Update Document Tracking for:

- ☒ Click the **check box** for documents to be added automatically to the Document Tracking when printed from:
- *Company and Business Name Forms* (mandatory)
 - *Share Transfers*
 - *Share Declarations of Trust*
 - *Unit Allotments*
 - *Unit Transfers*
 - *Unit Declarations of Trust*
 - *Unit Redemptions*

Where documents are not lodged electronically, such as Share Transfer Forms, you must change the document tracking status level manually when these are lodged. Alternatively you may choose not to include these documents in Document Tracking.

Update Seal Register ☒ Click the check boxes to automatically add *Share Certificates* and *Unit Certificates* to the Seal Register when these documents are printed.

Document Tracking Defaults

'Documents Prepared' Status Level SENT TO CLIENT

'Document Management' Status Level PREPARED

Full page preview when hovering over document ☐

Update Document Tracking for:

Company and Business Name Forms ☒

Share Transfers ☒

Share Declarations of Trusts ☒

Unit Allotments ☒

Unit Transfers ☒

Unit Declarations of Trusts ☒

Unit Redemptions ☒

Update Seal Register for:

Share Certificate Issues ☒

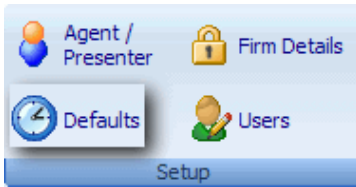
Unit Certificate Issues ☒

Click **Save**

Defaults | Tasks/Help

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Defaults**



Click

Tasks/Help

Note: Task Management is only available in full **CAS** and is not included in **CASLite** or **CASLite Plus**.

- | | |
|-------------------------------------|--|
| Use Task Management? | ☒ Click this box to automatically add document tracking entries to the Task Management when documents are printed. |
| Number of future days | Input the number of days warning to include on the Task Management screen. |
| Show bubble help hints? | ☒ Click this box to display bubble help data input hints. |
| Software Update Warning | ☒ Click this box to receive a prompt at startup when there is a more recent version of CAS available to download and install from BGLs internet site. |
| Only notify supervisors of updates? | ☒ Click this box to only display the above prompt for users with Supervisor access. |
| Enable BGL Direct Messages? | ☒ BGL Direct is a messaging system used by BGL to notify clients of urgent ASIC system failures or major software errors/events. |
| Enable Adobe Reader when previewing | ☒ Click this box to use Adobe Reader instead of Adobe Acrobat when previewing documents. |

Task Management Defaults	
Use the Task Management	☒
No of future days tasks to show	28
Help Defaults	
Show bubble help hints	☒
CAS System Options	
Only notify supervisors of updates	☒
Software update notifications	☒
Enable BGL Direct Messages	☐
BGL Direct check interval	30  minutes
Connect using a proxy server	☐
Proxy Server	☐ Autodetect
Proxy Username	
Proxy Password	
Use Adobe Reader when previewing	☐
BGL Connect	
Launch automatically at start up of CAS	☒
Do not prompt user to install BGL Connect	☐

Click  **Save**

End of Task 1.1. Proceed to **Task 1.2.**

Task 1.2 - Review ASIC Agent and User Settings

Objective

In this task you will learn how to review ASIC Agent and user settings.

By the end of this task, you will be able to change:

- ASIC Lodging Agent settings.
- **CAS** User settings
- Firm name and details

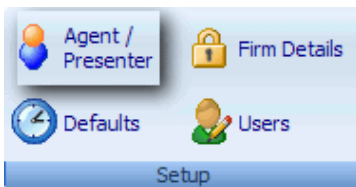
Instructions

As an ASIC lodging agent, your ASIC Agent details, including electronic lodgement settings (if applicable) must be recorded in **CAS**. Agent details print on ASIC forms generated by **CAS**. Multiple agents can be recorded in **CAS**, and users can then be linked to a particular agent.

ASIC Agent Settings

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Agent / Presenter**



Click	 New to add a new ASIC lodgement agent or  Edit to change the details of the highlighted ASIC lodgement agent
Number	Input the ASIC agent number
Name	Input the ASIC agent's name
Address	Click  Search to select an address CAS Address list. If the address does not exist on the list, click  New to add the address. Highlight the address on the list and click  Select
Email	Input the Agent's email address.
ABN	Input the agent's Australian Business Number.
Agent forms Signatory	Click  Search to select a signatory. This will be the default signatory whenever an Agent Form is prepared.

EDGE User ID	Input your EDGE user ID as advised by ASIC.
EDGE Password	Input your EDGE password as advised by ASIC.
Date	Input the date the password last changed.
EDGE Version	Leave this as 0500.
EDGE Machine	Select the ASIC's Primary Mailbox or Secondary Mailbox . This is the EDGE machine that will receive your documents. Both machines will send and receive documents in the same manner.
ASIC Debit Account	☒ Clients that have an existing ASIC account can click this option to credit their account for the lodgement fees. Clients who do not have this option should not click this option and ASIC will invoice the company for the lodgement fee.

Clients can open a debit account with ASIC if they wish.

The screenshot shows a web form with two main sections. The first section, 'Agent / Presenter Details', contains fields for Number (1234), Name (BGL CORPORATE SOLUTIONS PTY LTD), Address (SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 31), Email (info@bglcorp.com.au), ABN (11111117111), and Agent forms Signatory (JONES, JOHN). The second section, 'ASIC EDGE Login Details', contains fields for EDGE User ID (S00002), EDGE Password (J1234567), Date (19/01/2011), EDGE Version (0500), EDGE Machine (Primary Mailbox), and ASIC Debit Account ? (checked).

Click the **CAS Details** tab.

BGL's Registration No Leave this as **2002**.

CAS Release Leave this as is.

Test Transmission ☐ Only click this box to transmit documents as a TEST only. Documents transmitted in test mode are not accepted by ASIC.

Delete Reports After Printing ☐ Click this box to delete ASIC reports after printing. BGL recommends you DO NOT click this check box.

Clear Lodgement Selections ☒ Click this box to clear documents selected for transmission to ASIC but not yet lodged.



**REFER TO ARTICLE 548 FOR MORE INFORMATION ON SETTING UP
ASIC INTERNET LODGEMENT IN CAS**

CAS Details

BGL's Registration No

CAS Release

Test transmission ? ☐

Delete reports after printing ? ☐

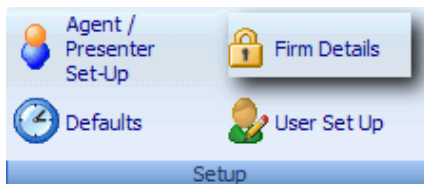
Clear lodgement selections ? ☒

Click **Save**

Firm Details

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Firm Details**

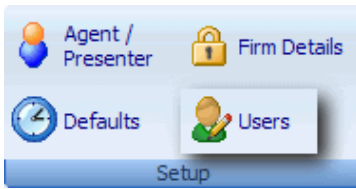


- | | |
|-----------------------|---|
| Firm Name | Input your firm's name. This name will appear on CAS reports. |
| Postal Address | Click Search to select an address CAS Address list. If the address does not exist on the list, click New to add the address. Highlight the address on the list and click Select |
| Office/Street Address | Click Search to select an address CAS Address list. If the address does not exist on the list, click New to add the address. Highlight the address on the list and click Select |
| DX No and Suburb | Input your DX details(if applicable). |
| NDC Details | If you are registered with National Data Centre to prepare company searches using the NDC internet site, Input your User Name and Password. |
| CAS Email | If you wish to email documents directly from CAS , input your email settings here. |

CAS User Settings

From the **Ribbon Toolbar**:

On the **Administration** tab , in the **Setup** group, click **Users**



Click  **New** to add a new user or  **Edit** to change the details of the highlighted user

User Details

User Name Input the name as you wish it to appear when logging in to **CAS**.

Password Input a password for this user (optional).

Agent/Presenter Select a default ASIC agent for this user.

User Access

User Type ☒ Select Supervisor or Other User.

Supervisor users have access to all functions. *Other Users* must set the functions required by clicking **CAS User Access Settings**.

CASNet access ☒ Click this box if you wish this user to log into **CAS** using the CASNet module, which allows users access to **CAS** company data and changes via an internet connection. CASNet is an additional module that can be purchased from BGL.

Set the level of access via CASNet by clicking **CASNet User Access Settings**.

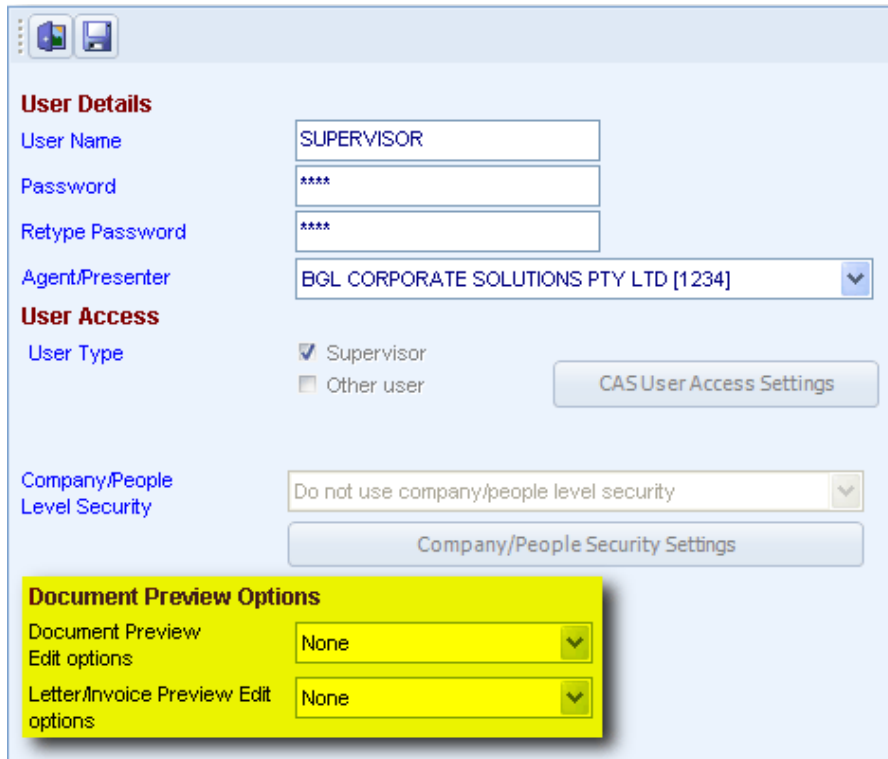
Company/People Level Security Company level security allows you to limit the access a user has to certain companies or people on your **CAS** database.

If you select **Company level security access control**, the user will be able to perform the tasks selected for the companies selected. If you select **Company level security non access control**, the user will NOT be able to perform the tasks selected for the companies selected.

Document Preview Options

Document Preview Edit Users have the ability to alter text documents on screen before printing. This setting overwrites the option selected in **CAS** Defaults.

Letter/Invoice Preview Edit Users have the ability to alter text documents on screen before printing. This setting overwrites the option selected in **CAS** Defaults.



The screenshot shows a 'User Settings' window with a light blue background. At the top left are two small icons: a folder and a document. The window is divided into sections. The 'User Details' section includes fields for 'User Name' (containing 'SUPERVISOR'), 'Password' (masked with '****'), and 'Retype Password' (masked with '****'). Below these is a dropdown for 'Agent/Presenter' showing 'BGL CORPORATE SOLUTIONS PTY LTD [1234]'. The 'User Access' section has a 'User Type' section with two radio buttons: 'Supervisor' (selected) and 'Other user'. To the right is a 'CAS User Access Settings' button. Below this is a dropdown for 'Company/People Level Security' showing 'Do not use company/people level security', with a 'Company/People Security Settings' button below it. A yellow box titled 'Document Preview Options' is overlaid on the bottom left, containing two dropdowns: 'Document Preview Edit options' and 'Letter/Invoice Preview Edit options', both set to 'None'.

User Details

User Name: SUPERVISOR

Password: ****

Retype Password: ****

Agent/Presenter: BGL CORPORATE SOLUTIONS PTY LTD [1234]

User Access

User Type: ☒ Supervisor ☐ Other user

CAS User Access Settings

Company/People Level Security: Do not use company/people level security

Company/People Security Settings

Document Preview Options

Document Preview Edit options: None

Letter/Invoice Preview Edit options: None

Click  **Save**

End of Lesson 1. Proceed to **Lesson 2**.

Conclusion and Summary

Thank you for investing your time to complete this **CAS Advanced 1 Training Manual**. Your efforts will be reflected in improved productivity and the efficient use of your **CAS** software.

You will now be able to:

- set up various default options to ensure efficient use of **CAS**
- set up an ASIC Agent
- setup a new user in **CAS**
- process a data download and prepare a comparison report
- prepare combined minutes for a member change, officer change and an address change
- prepare multi company documents
- prepare a share subdivision, conversion and a share buy back in **CAS**
- prepare various ASIC agent forms to view a list of documents lodged, to view a list of company debt and to cease yourself as an ASIC agent
- insert a logo into reports in **CAS** using **Report Editor**
- consolidate duplicate addresses
- prepare a corporate tree in **CAS**
- track and manage document using **All Documents and Forms Screen**