



Corporate Affairs System

ADVANCED 2

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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Introduction

Welcome to CAS Advanced 2 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 two of the three **CAS** products, **CAS** and **CASLite Plus**.

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** and **CAS Advanced 1 Training Manual**. These can also 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.

Summary of CAS Advanced 1

This section outlines the topics covered in **CAS Advanced 1**.

Lesson 1 - Electronic Company Registration (ECR)

To teach you how to incorporate a company by inputting relevant information in to **CAS** and preparing the 201.

Lesson 2 - Dividend Statements

To teach you how to prepare documents to declare and pay a dividend.

Lesson 3 - Commence as Special Purpose Company

To teach you how to prepare the documents to notify ASIC that the company is a special purpose company.

Lesson 4 - Company Name Change

This section will teach you how to apply to change the name of a company, and how to record the new name once it has been approved by ASIC.

Lesson 5 - Partly Paid Shares

To teach you how to input an allotment of partly paid shares and record a call on shares.

Lesson 6 - Issuing Options

To teach you how to issue options.

Lesson 7 - Trusts

To teach you how to set up a trust, allot and transfer units in a trust.

Lesson 8 - Ultimate Holding Companies

To teach you how to record changes to the ultimate holding company.

Lesson 9 - Company Deregistration

To teach you how to process a deregistration of a company and prepare the Form 6010 - Voluntary Deregistration of a Company.

Lesson 10 - Business Names

To teach you how to:

- register a business name
- change a business name
- cease a business name

Lesson 11 - Reporting

To teach you how to generate people and company reports.

Lesson 12 - Document Management

To teach you how to add an entry to Document Management and prepare a Document Management report.

Lesson 13 - Advanced Editing and Freeform Documents

To teach you how to change text in **CAS**.

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 troubleshooting.

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**:

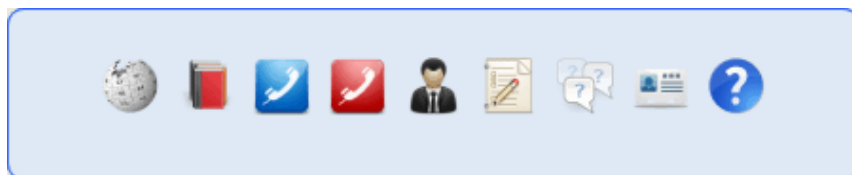
- It includes a reminder system for tasks and ability to drag and drop documents into your BGL application.
- It provides update notifications, access to the BGL Wiki and help resources.
- It allows you to log and track support calls.
- It gives you direct and easy access to the BGL Client Centre.
- 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.



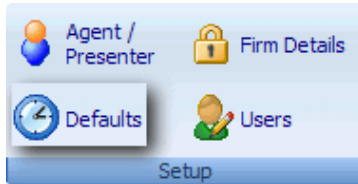
To ensure you have the latest version of **CAS**, compare the software version and date with those shown on the BGL Client Centre

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:** 


[PRODUCTS](#)
[SERVICES](#)
[ABOUT US](#)
[CLIENT CENTRE](#)

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'.

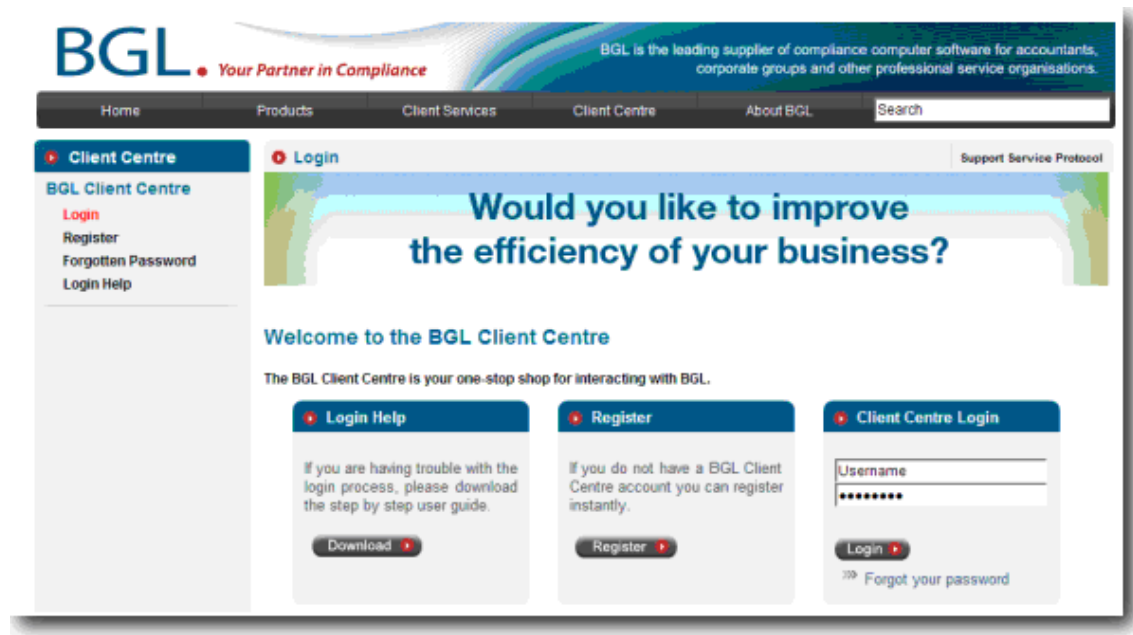
REGISTER ACCOUNT

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@bglcorp.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.bglcorp.com.au> by entering your **Username** and **Password**.



Summary of CAS Advanced 1

CAS Advanced 1 is designed for all users of **CAS** and covers the following topics:

Administration and Setup

This section went through Administration settings in **CAS**, and should help you to select the best options to suit your office. Advanced 1 also showed you how to set up ASIC lodging agent details, and index your **CAS** database files.

Updating Company Data from an Electronic Data Download

This section went through how to prepare a comparison report using the Electronic Data Download file. It also demonstrates how to update the changes in the **CAS** database as well as information in Document Tracking.

Combine Changes to Officers, Members and Company Addresses

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

Multi Company Documents

This section went through how to process details that have changed for multiple companies.

Reprinting Documents

This section went through how to reprint documents previously prepared with **CAS**, and showed you how to reprepare documents with amendments.

Corrections to Previously Lodged Documents

This section taught you how to prepare a Supplementary Document Form 902 or a 492 to correct minor errors with ASIC.

Share Restructures

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

Preparing ASIC Agent Forms

This section went through the purpose of and how to prepare ASIC Registered Agent (RA) forms.

Report Editor

This section went through how to personalise existing reports in **CAS**.

Consolidating Duplicate Address

This section went through how to delete duplicate address from the **CAS** Address List.

All Documents and Forms

This section thought you how to track and manage documents prepared through **CAS** using the All Documents and Forms Screen.

Task Management

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

If you are unsure about any of the above topics please seek assistance from your trainer.

Proceed to **Lesson 1**.

Lesson 1 - Electronic Company Registration (ECR)

Objective

In this lesson you will learn how to electronically incorporate a company in **CAS**.

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

- create the company details addresses, holding company, officers and members on the company's incorporation date
- prepare the relevant pre incorporation documents
- apply for a digital signature password from Symantec
- identify when a digital signature password must be used
- lodge a RA53 to authorise a digital signature password with ASIC
- lodge a Form 201 to incorporate a company with ASIC
- preview a certificate of registration that will be received from ASIC
- prepare post incorporation documents and various company registers

Overview

Electronic Company Registrations (ECR) is a feature you can use to register new companies electronically. You simply input the new company details into **CAS**, generate incorporation documents, lodge the Form 201 with ASIC electronically, and receive a registration certificate electronically. The registration fee is automatically deducted from a specified account. This function not only makes registering companies extremely fast, but gives you and your clients greater flexibility when setting up new companies. You input your clients proposed company name, officeholders, members and addresses, print and sign the forms, and lodge the Form 201 electronically. Within minutes your client can walk out the door with their new certificate of company registration.

ECR requires you to already be set up for ASIC's electronic lodgement. To access ECR documents you must have full **CAS**.

To set up ECR in **CAS**, you must first complete the following before registering a new company:

1. Register as an ASIC lodging agent and receive your ASIC Agent Number
2. Register with ASIC for Electronic Lodgement
3. Apply for a Digital Certificate and PIN
4. Set up a trading account to debit lodgement fees.
5. Lodge the Agent Form RA53 to authorise your Digital Certificate

Learning Tasks

Task 1.1 - Adding Company Details

Step 1 - Create company name in Company Selection

Company Name	BGL Training Company PTY LTD
Jurisdiction	Australia
ACN	Leave this blank

Registration Date Today's date

Step 2 - Add Company Details in Details section

Company Name BGL Training Company PTY LTD
 A.C.N Leave this blank
 Registration Date Today's date
 Type Small Proprietary
 Class Limited by Shares
 Type Date Today's date
 Jurisdiction/State Victoria
 Annual Review Date One year from the Registration Date

ACTIVITIES

Activity Investment company
 Activity Date Today's Date

Task 1.2 - Adding Company Addresses

Registered Office Suite 2
 606-608 Hawthorn Road
 Brighton East Vic 3187
 Telephone: (03) 9530 6077
 Fax: (03) 9530 6964
 Date of Change Today's Date
 Business Office Address as above
 Postal Address PO Box 8063, East Brighton Vic 3187
 Date of Change Today's Date

Task 1.3 - Adding Ultimate Holding Company

Ultimate Holding Co. ABC Holding Company Limited
 ACN 054 355 243
 Country Australia
 Date Today's Date

Task 1.4 - Adding Company Officers

Director 1

Name Mr. John Jones

Address	Suite 2, 606-608 Hawthorn Road Brighton East Vic 3187
Date of Birth	15/08/1958
Place of Birth	Melbourne
State of Birth	Victoria
Mobile/ Cell No	0412 666 777
Email	johnjones@cas.com.au
Date of Appointment	Today's Date
Signatory	Signatory
Print Flag	Do not print documents

Director 2

Name	Mrs. Mary Jones
Address	Suite 2, 606-608 Hawthorn Road Brighton East Vic 3187
Date of Birth	02/07/1958
Place of Birth	London
State of Birth	Foreign
Country of Birth	United Kingdom
Mobile/Cell No	0412 666 778
Email	maryjones@cas.com.au
Date Appointed	Today's Date
Signatory	Attendee
Print Flag	Do not print documents

Secretary

Name	Mr. John Jones (Details as above)
Date of Appointment	Today's Date
Signatory	Attendee
Print Flag	Do not print documents

Task 1.5 - Adding Company Members**Member 1**

Name	Mr. John Jones (Details as above)
Date Allotted	Today's Date

Share Type	\$1.00 Ordinary Shares
No of Shares	100
Certificate Type	Transaction
Certificate No	1
Certificate Kept	Company Binder
Signatory	Signatory
Print Flag	Do not print documents

Member 2

Name	Mrs. Mary Jones (Details as above)
Date Allotted	Today's Date
Share Type	\$1.00 Ordinary Shares
No of Shares	100
Certificate Type	Transaction
Certificate No	2
Certificate Kept	Company Binder
Signatory	Attendee
Print Flag	Do not print documents

Task 1.6 - Adding Client Data

Client	John Jones
Department	Harry Lang
Client Number	BGLTRAIN123
Reference	BGLTRAIN123
Current Client	Yes
Validate Authorised/Issued Capital	No
Text Set	Master Set 0
Officers Quorum	2
Members Quorum	2
Letter Addressee	Signatory
Invoice Addressee	Signatory
URL	www.bglcorp.com.au
Email	info@bglcorp.com.au

Task 1.7 - Preparing Incorporation Documents

Prepare the 201

Legal Elements	Do not select any legal elements.
Applicant	John Jones
Signatory	John Jones
Signatory's Capacity	Director

Task 1.8 - Digital Signature Password

Obtain a Digital Signature Password

Task 1.9 - Lodgement

Lodge the 201 through Electronic Lodgement

Task 1.1 - Adding Company Details

Objective

To teach you how to add company details for a new company to be incorporated.

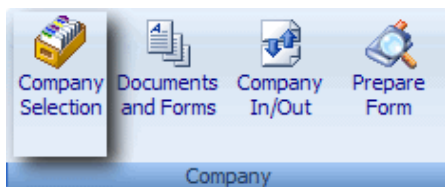
By the end of this task, you will be able to:

- input a new company name into **CAS**
- input the registration date
- select the company type and class

Instructions

From the **Ribbon Toolbar**:

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



Click	 New
Jurisdiction	This will automatically default to Australia
Company Name	Input BGL TRAINING COMPANY PTY LTD
ACN	Leave Blank. ACN does not need to be entered in now as it will only be received when certificate of incorporation is received.
Registration Date	Input Today's Date .
Portal Client?	Tick this checkbox ☒

Note: Portal is a web based client collaboration tool that is fully integrated with your **CAS**. Portal automatically delivers forms and documents direct to your client via the web, reminds your client to process the form and document, informs you when your client has processed the form and document and automatically updates your **CAS** software document tracking and management systems for all stages of document processing.

Jurisdiction: Australia

Company Name: BGL TRAINING COMPANY PTY LTD

Chinese Company Name:

ACN or ARBN: [Red X]

Registration Date: 10/12/2015

Portal Client ? ☒

Client: [Icon]

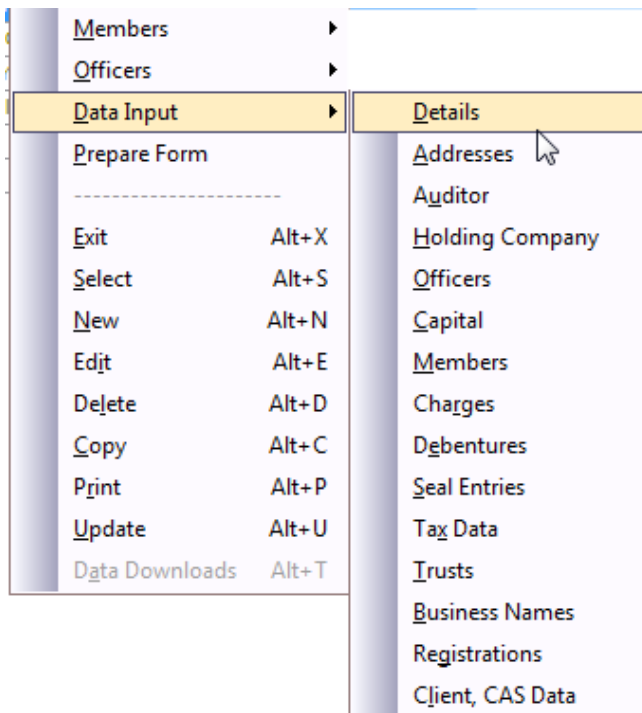
Department: [Icon]

Buttons: Check Name Availability, Check Existing Names

Click **Save**

The **BGL TRAINING COMPANY PTY LTD** will now appear on the Company Selection list.

Right click the company, highlight **Data Input** and select **Details**.



CAS will display the **Company Add/Edit** screen.

Corporate Key	Leave Blank This number is provided by ASIC and it will appear on the Annual Company Statement. It will be required to print on documents that are lodged on paper.
Company Type	CAS will default " Small Proprietary ". Your selection here is dependent upon the type of company being loaded onto CAS . Alternatively, press the Tab key 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 the Tab key 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 after you have incorporated the company.
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 " VICTORIA ". 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:	This field will automatically populate a date that is 1 year from incorporation.

Company Add/Edit - BGL TRAINING COMPANY PTY LTD

Details Activities Status

ACN or ARBN Corporate Key

Registration Date 10/12/2015

Type Small Proprietary

Class Limited by Shares

Sub Class None

Type Date 10/12/2015

Jurisdiction/State Victoria

Foreign Registration Place Date

Currency \$

Annual Review Date 10/12/2016 Add Task

Current Year AGM Date Add Task

Previous Year AGM Date

Super Fund trustee ? ☐

Registered with ACNC ? ☐

Click the **Activities** tab

Activities Input **INVESTMENT COMPANY**.

Activity Code Activity codes do not apply to Australia

Activity Date Leave this as **Today's Date** the registration date. If the principal activity of the company has changed since incorporation, input the date it last changed.

Company Add/Edit - BGL TRAINING COMPANY PTY LTD

Details Activities Status

Activities INVESTMENT COMPANY

Activity Code(s)

Activity Date 10/12/2015

Click  **Save**

End of Task 1.1. Proceed to **Task 1.2**.

Task 1.2 - Adding Company Addresses

Objective

In this task you will learn 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.

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

- create addresses in the address search screen
- add addresses to the registered office, business address, postal address, meeting address and ASIC Service address in **CAS**.

Instructions

If you have a registered address in **Defaults | Data Input**, the addresses for **BGL Training Company PTY LTD** will default to the addresses in defaults.

Click on the **Company Quick Search** icon 

Find Input **BGL Training Company**

Right click the company, highlight **Data Input** and select **Addresses**.

CAS will display the **Addresses Add/Edit** screen.

Check that Registered address and business address match your default settings.

If the addresses are different, input the following addresses:

Registered and Business address:

Suite 2, 606-608 HAWTHORN ROAD

Brighton East,

VIC 3187.

Postal address:

P.O. Box 8063,

Brighton East,

VIC 3187.

Addresses Add/Edit - BGL TRAINING COMPANY PTY LTD

Company Addresses | Register Addresses

Current Registered Office	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Date of change	10/12/2015 Apply address to...
Previous Registered Office	
Current Business Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Date of change	10/12/2015 Apply address to...
Previous Business Address	
Current Postal Address	PO BOX 8063, BRIGHTON EAST, VIC, 3187
Date of change	10/12/2015
Previous Postal Address	
Meeting Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Letter Address	
Letter Addressee	
ASIC Service Address	

Click **Save**

End of Task 1.2. Proceed to **Task 1.3**.

Task 1.3 - Adding Ultimate Holding Company

Objective

In this task you will learn how to add an ultimate holding company.

By the end of this task, you will be able to create a new company in the ultimate holding company list and select the company in **CAS**.

Instructions

Click on the **Company Quick Search** icon 

Find Input **BGL Training Company**

Right click the company, highlight **Data Input** and select **Holding Company**.

CAS will display the **Holding Company Add/Edit** screen.

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**



Company Name	ABC HOLDING COMPANY LIMITED	
Place of Incorporation	 AUSTRALIA	
ACN	054 355 243	

Click  **Save**

Highlight **ABC Holding Company Limited** and click  **Select**.

Date Input **Today's Date** or **Incorporation Date**.

Holding Company Add/Edit - BGL TRAINING COMPANY PTY LTD





Ultimate Holding Company Details

Ultimate Holding Company   ABC HOLDING COMPANY LIMITED

Date 

Previous Ultimate Holding Company  

BGL Corporate Tree Data

The Ultimate Holding Company is the head entity, that ultimately holds ownership in the company.
The Holding company is the company that directly holds the shares in this specific company.

Holding Company  

Percentage Held

Class Order Details

Text Paragraph  

Number

Date 

Click  **Save.**

End of Task 1.3. Proceed to **Task 1.4.**

Task 1.4 - Adding Company Officers

Objective

In this task you will learn how to load company officers onto **CAS**.

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

- create an individual in the people list
- add directors and secretaries to a company on the registration date
- select a director as a signatory, attendee or non attendee

Instructions

Click on the **Company Quick Search** icon 

Find Input **BGL Training Company**

Right click the company, highlight **Data Input** and select **Officers**.

CAS will display the **Officers Search** screen.

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 **JONES** as the surname for this person.

First Name Input **JOHN**

Title Input **MR**

Casual Name Input **JOHN**

Click the **Address** Tab.

Address Click  **Search** to list **Addresses** and 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 EAST** 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.

Click  **Save** and click  **Select**.

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**.

Click the **Other Details** Tab.

Mobile/Cell No Input **0412 666 777**.

Email Input **john.jones@cas.com.au**.

The mobile number and email address is required to enable digital signing of forms and documents in **Portal**.

Click  **Save**. CAS will highlight **Jones, John** on the **People** list. Click  **Select**.

Position Leave this as **Director**.

Status Leave this as **Appointed**.

Date Appointed Input **Today's Date**.

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.



**THE OFFICERS APPOINTMENT DATE MUST BE THE COMPANY'S
REGISTRATION/INCORPORATION DATE**

Officer Details Add/Edit - BGL TRAINING COMPANY PTY LTD





Officer Details Appointment History

Officer's Name JONES, JOHN  

Officer's Address ☐ Use business address

Position Director ☐ Pending transaction

Alternate for:

Terms of Appointment

Status Appointed ☐ Re appoint officer

Replacement for:

Date Appointed 10/12/2015 

Date Ceased 

Details

Signatory Attendee

Print Flag ☐ Print documents ☒ Do not print documents

Click  **Save**

Now repeat these steps to appoint **John Jones** as Secretary:

Date of Appointment Today's Date
 Signatory Attendee
 Print Flag Do not print documents

You are also required to appoint a second director as follows:

Surname	Jones
Title	Mrs
First Names	Mary
Address	Suite 2, 606-608 Hawthorn Road, VIC 3187
Date of Birth	02/07/1958
Place of Birth	London
State of Birth	Foreign
Country of Birth	United Kingdom
Mobile/Cell No	0412 666 778
Email	maryjones@cas.com.au

Position Director
 Status Appointed
 Date Appointment Today's Date
 Signatory Attendee
 Print Flag Do not print documents

Officers Search - BGL TRAINING COMPANY PTY LTD

Show Current Officers Find

Officers Summary:

Directors and Alternates	2
Secretaries	1

Info	Name	Position	Status	Appointed	Ceased	Meeting	Print	Add	Nam
	JONES, JOHN	DIRECTOR	Appointed	10/12/2015		Attendee			
	JONES, JOHN	SECRETARY	Appointed	10/12/2015		Attendee			
	JONES, MARY	DIRECTOR	Appointed	10/12/2015		Attendee			

Click twice to proceed to **Adding Company Members**.

End of Task 1.4. Proceed to **Task 1.5**.

Task 1.5 - Adding Company Members

Objective

In this task you will learn how to load company members.

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

- identify the different share transaction types
- add share subscriptions to a newly incorporated company on its registration date

Instructions

Click on the **Company Quick Search** icon 

Find Input **BGL Training Company**

Right click the company, highlight **Data Input** and select **Members**.

CAS will display the **Member/Shareholders Search** screen.

Click  **New**

Transaction Type Click **Subscriptions**.

Transaction Date Input **Today's Date**.



THE MEMBERS SHARE SUBSCRIPTION DATE MUST BE THE COMPANY'S REGISTRATION/INCORPORATION DATE

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 **Jones, John** 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** 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.

Edit Share Subscription - BGL TRAINING COMPANY PTY LTD

Authorised Unique No's	Issued Member - Beneficially	100	Member - Non Beneficially
------------------------	------------------------------	-----	---------------------------

Transaction Date: 10/12/2015 ☐ Pending Transaction

Share Type: ORDINARY SHARES FULLY PAID

Allottee: JONES, JOHN

Beneficial Owner:

Number of Shares: 100

Unique No's:

Certificate Type: Transaction

Certificate No.: 1

Certificate Location: COMPANY BINDER

Consideration: Cash

Premium per share: 0

Premium paid per share: 0

Remarks:

Signatory: Signatory

Print flag ? ☐ Print documents ☒ Do not print documents

Click **Save**

Now repeat these steps to allot the following transaction:

Transaction Date **Today's Date**
 Share Type \$1.00 Ordinary shares
 Allottee Mary Jones
 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 - BGL TRAINING COMPANY PTY LTD											
          											
Show	Current Members			Find							
	Info	Date	Member Name	Class	Type	Number	Cert No	Print	Add	Name	Notify
▶		10/12/2015	JONES, JOHN	ORD	Subscription	100.0000	1				No Change
		10/12/2015	JONES, MARY	ORD	Subscription	100.0000	2				No Change

End of Task 1.5. Proceed to **Task 1.6**.

Task 1.6 - Adding Client Data

Objective

In this task you will learn how to load a client and additional company details onto **CAS**.

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

- input client details and department or partner's details for a company to assist in reporting
- input the members and officer quorum - the number of people required for a meeting of directors or members
- input the location and code of the company seal
- ensure the company status in the **Company Selection screen** is not incomplete

Instructions

Click on the **Company Quick Search** icon 

Find

Right click the company, highlight **Data Input** and select **Client,CAS Data**.

CAS will display the **Client,CAS Data** screen.

Select **Client, CAS Data** from the list.

Click  **tab**

Client Name Click  **Search** to list **Clients**

Clients provide groupings for companies. In an accounting practice, the client would be the billing client. In a public company group, clients can be used to prepare listings by company group.

Click  **New** to add a new client. Click  **Search** to list **People**. Highlight **John Jones** 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.



ENSURE YOU SELECT A CLIENT AND DEPARTMENT WHEN SETTING UP A COMPANY IN CAS. THIS ENSURES THE COMPANY STATUS UPDATES TO TRADING. IT ALSO ALLOWS FOR MORE COMPLETE REPORTING

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	JONES, JOHN
Department	HARRY LANG

This accountant (department) is now linked to this client (John Jones) for the purposes of signing letters to the client and for **CAS** reporting.

Click **Save**

Highlight **Jones, John** from your **Clients** list and click **Select**.

- | | |
|-------------------------|--|
| Client Number | Input BGL123 . This would usually be an internal filing code. |
| Reference | Input BGL123 . 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 . Change this is to 2
Members Quorum	CAS will default 1 . Change this is to 2
Letter Addressee	Select Signatory Name .
Invoice Addressee	Select Signatory Name .
URL	Input www.bglcorp.com.au

Client, CAS Data - BGL TRAINING COMPANY PTY LTD

Client/Company Data Corporate Tree Company Seal

Client JONES, JOHN

Department HARRY LANG

Client Number BGL123 Billing Date

Reference BGL123

Current Client ? ☒

Client transferred from Date

Client transferred to Date

Prepare Company Forms ? ☒

Validate authorised / issued capital ? ☐

Do shares have a par value ? ☐

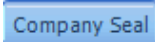
Text Set Master Set 0

Quorum: Officers 2 Members 2

Addressee: Letters Signatory Name Invoices Signatory Name

URL www.bglcorp.com.au Email

Company Seal Details

Click  **tab**

Office Seal Code Input C01

Location Input **SEAL RACK**.

Location Date Input **Today's Date**.



Client, CAS Data - BGL TRAINING COMPANY PTY LTD

Client/Company Data Corporate Tree **Company Seal** Checklists

Office Seal Code C01

Location SEAL RACK

Date 10/12/2015  

Click  **Save**



REFER TO ARTICLE 494 IF YOUR COMPANY STATUS DISPLAYS AS INCOMPLETE

End of Task 1.6. Proceed to **Task 1.7**.

Task 1.7 - Preparing Incorporation Documents

Objective

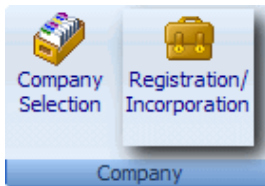
In this task you will learn how to prepare the **Registration of a Company Form 201**. This form can be lodged electronically.

By the end of this task, you will be able to prepare the relevant pre incorporation documents and push these documents to **Portal**.

Instructions

From the **Ribbon Toolbar**:

On the **Company Data** tab, in the **Company** group, click **Registration Incorporation**.



Name: Reservation No Leave **Blank** as we have not reserved a name for the company

If the company name has previously been reserved, the reservation number will need to be inputted here.

Legal Elements Leave **Blank**.



THE COMPANY WILL BE INCORPORATED USING THE A.C.N AS THE COMPANY NAME IF THE LEGAL ELEMENTS CHECKBOXES ARE SELECTED

Constitution Select **Own Constitution**

Applicant Click  **Search** and select John Jones.

Signatory Click  **Search** and select John Jones .

Signatory's capacity Select **Director**

Company Incorporations - BGL TRAINING COMPANY PTY LTD

All Companies

Name: Reservation No ☐ Ministerial Consent

Use ACN as company name? ☐

Legal Elements ☐ Pty ☐ Ltd ☐ Proprietary ☐ Limited ☐ No liability ☐ NL

Constitution

Constitution Text CONSTITUTION - STANDARD (Master Set 0)

Occupier of Office

Applicant JONES, JOHN

Signatory JONES, JOHN

Signatory's Capacity

Public Companies

Guarantee Amount

Registerable Bodies

Legislation

Foreign Companies

Foreign Registration No

Incorp Options
 Document Options
 Officer Sign Select
 Document Tracking

Date documents? ☒ Yes ☐ No

Date

Pre Incorp Docs Post Incorp Docs Company Registers



IF YOUR COMPANY IS A SUPER TRUSTEE, TICK THE SUPER FUND TRUSTEE CHECKBOX IN DATA INPUT & OTHER DOCUMENTS | DETAILS

Company Add/Edit - BGL TRAINING COMPANY PTY LTD

Details Activities Status

ACN or ARBN Corporate Key

Registration Date 07/04/2010

Type Small Proprietary

Class Limited by Shares

Sub Class None

Type Date 07/04/2010

Jurisdiction/State Victoria

Foreign Registration Place Date

Currency \$

Annual Review Date 07/04/2011

Current Year AGM Date

Previous Year AGM Date

Super Fund trustee ? ☒

Note: If the proposed Company name is identical to a registered business name please select **Incorp Options** and input the existing Australian Business Number and Registration details.

Business Name Registration Numbers Manual Review Form RA50/RA51

Is the proposed name identical to a registered business name ? ☒

ABN

States	Registration No	Registration No
ACT		SA
NSW		WA
VIC		TAS
QLD		NT

Click

Pre Incorp Docs

Click

OK to the following information

Information

 ASIC Electronic Company Registrations Declaration:

I apply for the registration of a company on the basis of the information in this Form 201 and any attachments. I have the necessary written consents and agreements referred to in this application concerning the members and officeholders and I shall give the consents and agreements to the company after the company becomes registered. The information provided in this application and in any annexures is true and correct at the time of signing.

If the company is a special purpose company:

I DECLARE that this company is a special purpose company as defined under Regulation 3 of the Corporations (Fees) Regulations 2003.

Pre Incorporation Documents that will be prepared are:

- Registration of a Company Form
- Officers Consents to Act
- Share Applications
- Occupiers Address Consent

Pre Incorporation Documents

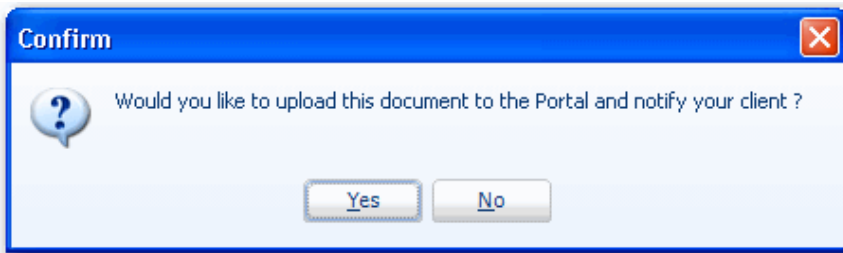
	1	Registration of a Company Form 201	☒ Electronic
	0	Registration as a Registrable Australian Body Form 401	
	0	Registration as a Foreign Company Form 402	
	0	Not required	
	0	Not required	
	1	Officer Consents to Act	
	1	Share Applications	
	1	Occupiers Address Consent	
	0	Constitution / Adoption of Replaceable Rules	

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 Training Company is a **Portal** client. Therefore, you will receive the following message:



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

Click



To view the status of the documents and forms, click on **Home | Documents and Forms**. Click on the BGL Training Company.

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		Incomplete
DWARF OF NOTTINGHAM PTY LTD	Australia	HARRY LANG	550 512 402	Trading
FRANK MATICH 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
▶ 10/12/2015	201		INCORPORATION - HAVING SHARE CAPITAL	SENT TO PORT	10/12/2015	42



A DIGITAL SIGNATURE PASSWORD WILL BE REQUIRED TO LODGE A FORM 201

End of Task 1.7. Proceed to **Task 1.8**.

Task 1.8 - Digital Signature Password

Objective

In this task you will learn how to obtain a digital signature password.

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

- identify the forms that require a digital signature password for lodgement
- identify the methods to obtain a digital signature password
- lodge a **Authorise X.509 Certificate From RA53** to authorise the digital signature password with ASIC

Overview

Digital signature Password are required by ASIC to lodge certain forms electronically.

Digital signature password is required for forms **lodged by the agent**, or for **Companies with no ACN** for example the 201 and 410. **Forms that require a Digital Signature Password:**

- 201 - Incorporating a company
- 410 - Company has no ACN and is reserving the name
- RA50, RA54 and RA58.

Forms that do not require Digital Signature Password: Anything that can be **lodged by the director** (i.e 205, 410b, 410f, 6010) are treated as a normal form 484 and do not require a digital signature password.

- 205A - changing the company name
- 410b - existing company that is reserving a name.
- 410f - existing company that wishes to extend its reservation of a name.

Important: Company Name Changes The Form 410 is only required if you do not wish to change a name, but simply wish to reserve the name to be applied at some time in the future. If you are actually wishing to change the name, you must lodge the Form 205.

Where do I get a Digital Signature Password from?

If you do not have a Digital Signature Password you can either:

1. Lodge the form on paper, or
2. Contact ASIC to set up for lodgement of Type A documents (Electronic Company Registrations). The application can be printed from the Agent Forms screen in **CAS**, and
3. Contact Symantec to apply for a digital certificate: Phone: +61 3 9914 5600 Email: gk_validation@symantec.com You are required get a GateKeeper certificate for lodgement with ASIC which is a x509 certificate.

What do I do after I have obtained my Digital Signature Password?

Once you have received the Digital Signature Password, you will need to lodge an RA 53 with ASIC, this agent form can be prepared in **CAS**.

To prepare an RA53 you will need to:

From the **Ribbon Toolbar**:

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



Select **Authorise X.509 Certificate Form RA53** from the list.

Details will need to be filled out as follows:

- Select Verisign/Symantec as the Certificate Type.
- Input the ASIC ECR Pin.
- Select the Digital certificate file that has been obtained from Symantec.

Note: The Transport Access Code and Check Digits are not required for Symantec.

- Input the password provided by Symantec.
- Create a password. Insert the password into the new password field.
- Retype the password.

Note: This password is required when transmitting registration documents to ASIC.

ASIC Agent Forms

ASIC Agent  BGL CORPORATE SOLUTIONS

Form

Form Signatory  CLARKE, ROD

Position Form Date

Form 361 Form 362 RA 17 RA 52 RA 53 RA 61 RA 63 RA 65 RA 71

Certificate Type

ASIC Pin

Digital Certificate 

Transport Access Code

Check Digits

Password

New Password Record this password. You will need it each time you transmit company registration documents to the ASIC

Retype New Password

Where do I enter the Digital Signature Password?

The Digital Signature Password will need to be entered in the lodgement screens before lodging your form.

The screenshot shows the 'Electronic Lodgement - Document Transmission' window. At the top, there is a title bar with a close button (X). Below the title bar, there are icons for file operations and a status bar showing 'Agent/Presenter' and 'BGL CORPORATE SOLUTIONS'. The main area contains a 'Select Documents' button. Below this, there are tabs for 'Australian Lodgement' and 'UK Lodgement'. Under the 'Australian Lodgement' tab, there is a 'Transmission Control:' section with a 'Number of documents' field set to '0' and a 'Test Transmission' dropdown menu set to 'No'. A yellow box highlights the 'Digital Signature Password' field, and a callout bubble points to it with the text 'Digital Signature Password will need to be entered here'. At the bottom, there are two buttons: 'Lodge ASIC Documents' and 'Lodge ESR Documents'.

Please refer to these articles on the Knowledge Base for more information :

Article 449

Article 448

End of Task 1.8. Proceed to **Task 1.9**.

Task 1.9 - Lodgement

Objective

In this task you will learn how to lodge a Registration of a Company Form 201.

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

- lodge a **Registration of a Company Form 201**
- preview the Company Certificate and Company Registration advice received from ASIC
- prepare post incorporation documents and the company registers

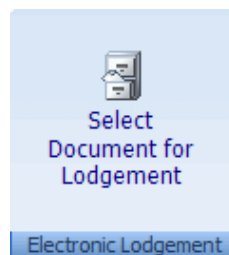
Overview

Lodging a 201 requires a digital certificate password. This password will need to be entered into the lodgement screen.

Once you have lodged the 201, ASIC will send a **Certificate of Registration**, which will contain the company **ACN**. The ACN number will be updated automatically in **CAS** upon receiving the certificate. Refer to **Appendix A** to view the certificate.

Instructions

From the **Customised Explorer**, click :



Click the ☒ checkbox to select the **201** with today's date and click ☒ **Accept**.

Electronic Document Selection

Find

	Company	Doc Date	Late Date	Form	Year	Doc Status	Lodge Status
☒	BGL TRAINING COMPANY PTY LTD	10/12/2015		201		SENT TO PORTAL	Not Lodged

Number of documents Will display **1**

Test Transmission Select **No** from the drop down

Input your digital signature password here.

Digital Signature
Password

NOTE: For training purposes leave this blank. There is no live connection to lodge with ASIC.

Electronic Lodgement - Document Transmission

Agent/Presenter BGL CORPORATE SOLUTIONS

Select Documents

Australian Lodgement UK Lodgement

Transmission Control:

Number of documents 1

Test Transmission No

Digital Signature Password *****

Lodge ASIC Documents

Lodge ESR Documents

Click **Lodge ASIC Documents**

Click **Dial**

The lodgement will begin.

Internet Automatic Lodgement

10/12/2015 10:14:02 AM Connecting...

10/12/2015 10:14:03 AM Status: Connected.

10/12/2015 10:14:03 AM Logging in...

10/12/2015 10:14:04 AM Login successful

10/12/2015 10:14:04 AM Server has queued reports

10/12/2015 10:14:04 AM Checking for reports on server...

10/12/2015 10:14:06 AM One file received from server

10/12/2015 10:14:06 AM Saving file: "OUT_TP.552"

10/12/2015 10:14:06 AM File saved successfully

10/12/2015 10:14:06 AM Checking for reports on server...

10/12/2015 10:14:06 AM No reports waiting on server

10/12/2015 10:14:06 AM Server waiting to receive commands...

10/12/2015 10:14:06 AM Compiling list of files to send

10/12/2015 10:14:06 AM Adding file TECR0001.ELS to list

10/12/2015 10:14:06 AM Sending batch to server...

10/12/2015 10:14:06 AM Sent 1453 bytes

10/12/2015 10:14:06 AM Batch successfully sent...

The following screen will appear:

Report	File Name	Date	Accepted	Rejected
▶ ASIC Transmission Report	TRAN_001.558	10/12/2015		
▶ ASIC Validation Report	VALD_001.558	10/12/2015	1	0
▶ Advice of ASIC Processing	RA56_001.556	10/12/2015		
CAS Transmission Log	TRANS.LOG	10/12/2015		

You will also receive the Company Certificate and Company Registration advice form ASIC. Refer to **Appendix A** to view the certificate.

The Company Certificate will contain the Company's ACN, this will be updated automatically in **CAS**.

For the purpose of this training please navigate back to the **Company Selection** screen and manually update the ACN for the **BGL Training Company Pty Ltd**.

Once you have received your certificate, you should prepare **Post Incorp** and **Company Register** documents that are available in **Other Documents | Registrations/Incorporations**.



TO REQUEST A REPLACEMENT INCORPORATION CERTIFICATE, CLICK ON OTHER DOCUMENTS | REGISTRATIONS/INCORPORATIONS | INCORP OPTIONS | RA 50/51

Post Incorp Documents:

Post Incorporation Documents	
1	First Directors Meeting Minute or Resolution
1	Share Certificates ☒ Print certificate no ☐ Print premium paid
	Signatory 1 JONES, JOHN Signatory 2 JONES, MARY
1	ATO Public Officer Notice
1	Public Officer Consent to Act
1	Bank Account Opening Meeting Minute or Resolution
1	Declaration that the company has not traded
0	Declaration of trust
1	Letter
1	Invoice
1	Disbursement Invoice

Company Registers:

Company Registers








Select Companies:  **Companies** Companies Selected: 0 Registers Date: 10/12/2015 

Company Name:

Company Registers

Options: ☒ All* ☐ Current* ☐ Save registers in Document Management ☒ Include notes on registers

☐ Exclude pending transactions ☐ Prepare separate reports per Company

☐ 1 Register of Officers* ☐ Date Order

☐ 1 Register of Other Positions*

☐ 1 Registers of Members* ☒ Members ☐ One member per page
☒ Option/Warrant holders ☐ Date Order

☐ 1 Register of Notices of Beneficial Ownership*

☐ 1 Register of Substantial Shareholders
 Order: ☒ Alphabetic ☐ Holding ☐ Top 20
 Percentage: ☐ Share classes ☒ Total shares ☐ Currency

☐ 1 Register of Directors Shareholdings*

☐ 1 Register of Charges*

☐ 1 Register of Debenture Holders*

☐ 1 Register of Prescribed Interests*

☐ 1 Register of Authorised Representatives*

☐ 0 Register of Responsible Officers and Key People*

☐ 1 Seal Register ☐ Include Address

☐ 1 Bank Accounts Register*

☐ 1 Register of Powers of Attorney

☐ 1 Register of Unitholders* ☒ Unitholders ☐ One unitholder per page
☐ Option/Warrant holders ☐ Date Order

Other Documents

☐ 1 Officer Consents to Act
☐ 0 Share Allotment Journal
☐ 1 Share Transfer Journal
☐ 1 Unit Allotment Journal
☐ 1 Unit Transfer Journal
☐ 1 Consent to Specification of Address

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

Lesson 2 - Dividend Statements

Objective

In this lesson you will learn how to prepare documents to declare and pay a dividend.

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

- identify the two types of dividends
- input dividend details into **CAS**
- select the relevant franking rate for the dividend
- prepare the dividend statement and various other supporting documents
- push the dividend statement and other supporting documents to **Portal**

Details

Shareholders receive their share of the profits of a company when the company pays them a dividend.

Directors of a company must consider the following issues before declaring and paying a dividend:

- A dividend may be paid out of profits of one year without making up losses of previous years.
- Profits arising from a bona fide revaluation of unrealised fixed assets.
- Dividends cannot be declared if the result would be that the company is unable to pay its debts.
- Dividends cannot be declared out of anticipated profits.

Most company Constitutions include qualifications on the shareholders to whom dividends may be paid.

Generally there are two types of dividend - an Interim Dividend paid during the year and a Final Dividend paid at year end. Directors can declare and pay dividends. The company constitution may set out procedures to be followed for payment of dividends, which may include rules such as the need for approval of the shareholder before a dividend can be paid.

The Directors of proprietary companies can declare and pay dividends to shareholders as they see fit. The Corporations Act requires each class of shares of a public company to have the same rights to dividends unless the company's Constitution provides for shares to have different dividend rights or different dividend rights are agreed by the shareholders by a special resolution.

Learning Tasks

Task 2.1 - Preparing Dividend Statements

This learning task requires you to declare the following dividend.

Date Declared	Today's Date
Type of Share	\$1 Ordinary Shares
Dividend Amount	\$50
Franked Amount	\$50
Dividend Type	Final Dividend
Dividend Payment	Dividend Paid in Cash
Proposed Payment Date	Today's Date + 2 weeks

Task 2.1 - Preparing a Dividend Statement

Objective

To teach you how to prepare documents to pay a dividend.

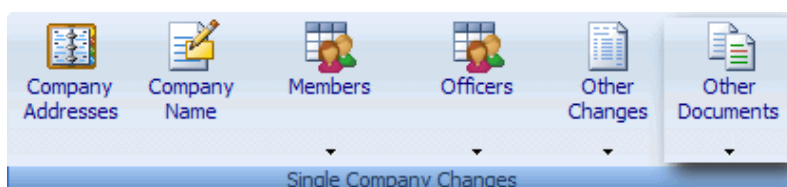
By the end of this task, you will be able to:

- declare a dividend
- prepare a dividend statement
- push the dividend statement and other supporting documents to **Portal**

Instructions

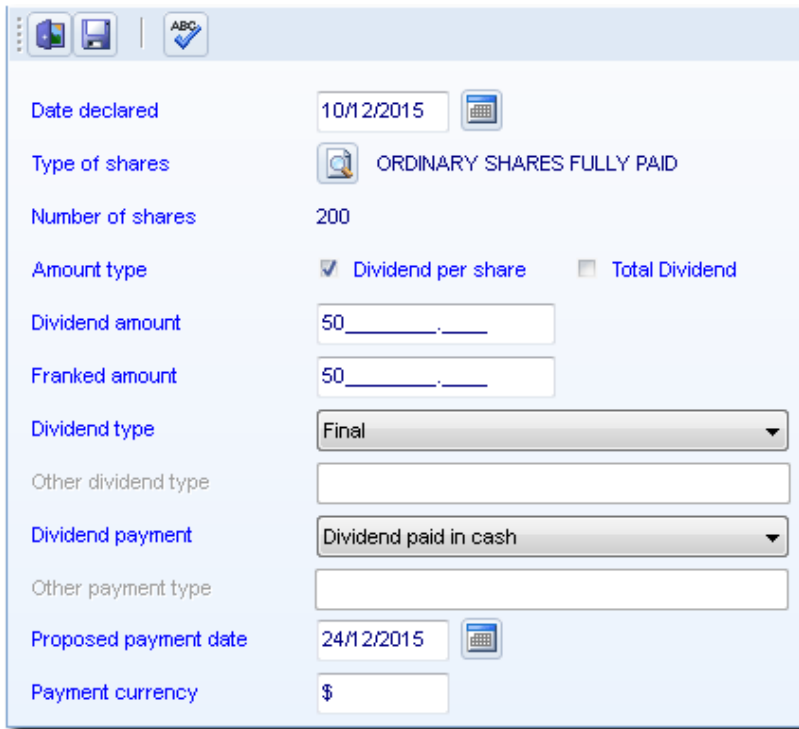
From the **Ribbon Toolbar**:

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



Select **Dividend Statements** from the list.

Click	 New.
Date declared	Leave this as Today's Date.
Type of Shares	Click  Search to list the Issued Shares for this company. Highlight \$1 ORDINARY SHARES and click  Select. CAS will display 200 as the number of issued shares of this type.
Amount Type	Click Dividend per Share
Dividend Amount	Input 50 as the amount of dividend per share
Franked Amount	Input 50 as the amount of dividend per share that is franked
Dividend Type	Select FINAL.
Dividend Payment	Select Dividend paid in cash
Proposed Payment Date	Click  Calendar to select 2 weeks from Today.



Date declared: 10/12/2015
 Type of shares: ORDINARY SHARES FULLY PAID
 Number of shares: 200
 Amount type: ☒ Dividend per share ☐ Total Dividend
 Dividend amount: 50
 Franked amount: 50
 Dividend type: Final
 Other dividend type:
 Dividend payment: Dividend paid in cash
 Other payment type:
 Proposed payment date: 24/12/2015
 Payment currency: \$

Click  **Save**

Highlight the dividend on the **Dividends** list and click

 **Next**

Franking Rate Leave this as **30%**. This refers to the company tax that applied to the profits of the company that are being issued as dividends.

All TFN's provided? Tick this option if all tax file numbers have been provided but may not have been recorded in **CAS**.

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
- Dividend Statements
- Dividend Report

Dividend Statements - BGL TRAINING COMPANY PTY LTD

Dividend Details

Dividend	ORDINARY SHARES FULLY PAID
Number of shares	200.00
Date declared	10/12/2015
Dividend amount per share	50.00
Franked amount per share	50.00
Franking rate (%)	30
Payment currency	\$
Payment method	PAID IN CASH
Dividend type	Final
Proposed payment date	24/12/2015
Round amount per share ?	☐
All TFN's provided ?	☒

Select Members

Members Selected: 2

	1	Directors Meeting Minute or Resolution
	1	Notice of Members Meeting
	1	Members Meeting Minute or Resolution
	1	Members Consent to Short Notice
	0	Members Meeting Proxies
	1	Dividend Statements
	1	Dividend Report

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 Training Company is a **Portal** client. Therefore, you will receive the following message:

Confirm

Would you like to upload this document to the Portal and notify your client ?

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

Click **Exit**

To view the status of the documents and forms, click on **Home | Documents and Forms**. Click on the BGL Training Company.

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		Incomplete
DWARF OF NOTTINGHAM PTY LTD	Australia	HARRY LANG	550 512 402	Trading
FRANK MATICH 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

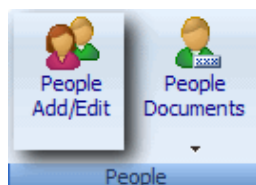
Date	Form	Year	Description	Status	Status Date	Trace
10/12/2015	201		INCORPORATION - HAVING SHARE CAPITAL	SENT TO PORT	10/12/2015	42
10/12/2015			DIVIDEND STATEMENTS AND OTHER DOCUMENTS	SENT TO PORT	10/12/2015	43

Tax File Numbers

It is necessary for Tax File Numbers (TFN's) to be recorded for shareholders that are being allotted a dividend. To record the TFN for John Jones, follow the instructions below.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **People** group, click **People Add/Edit**.



Highlight **John Jones** and click  **Edit**.

Click **Other Details**

TFN Input 999 999 99 and click  **Save**

People Details Add/Edit







Type
☒ Individual ☐ Company / Other Entity ☐ Joint Member

Company Name  

Trust Name  

Name	Address	Birth Details	Other Details
TFN	99999999_		
ABN	_____		
ACN/ARBN	_____		
Foreign Co. No.	_____		
Passport No	_____		
Issued by	_____		
Issued On	__/__/__		
Expires On	__/__/__		
Tel 1	_____		
Tel 2	_____		
Mobile/Cell No	_____		

Click  **Exit**.

You may wish to review the Dividend Statements now that a *Tax File Number has been received and recorded*.

Dividend Statements can now be saved in document management, if the option to save dividend statements in defaults has been ticked. Refer to **Task 11.2** of the **CAS Advanced 1 Training Manual** for more information.

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

Lesson 3 - Commence as Special Purpose Company

Objective

In this lesson you will learn how to prepare the documents to notify ASIC that the company is a special purpose company.

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

- prepare and lodge the **Change to Company Details Form 484B**
- use the **CAS** Resolution screen to prepare various other changes for a company
- ensure the company status has updated to Super Fund trustee

This function is only available in **Full CAS** and is not available in **CASLite** or **CASLite Plus**.

Overview

The **CAS** Resolutions screen can also be used where you wish to notify:

Changes to company structure

- Change from public to proprietary, or from proprietary to public
- Change from no-liability to limited by shares, or limited to no-liability.
- Change from limited to unlimited, or unlimited to limited
- Change from limited by guarantee to limited by shares
- Change from limited by shares and guarantee to limited by shares
- Change from limited by shares and guarantee to limited by guarantee

Alter the constitution of a public company

Winding up

- Voluntary winding up by creditors
- Company resolved to be wound up by court
- Assignment of office of director in public company
- Powers and duties of liquidator
- Company's arrangements with liquidator
- Binding arrangements on a company/creditors

Special purpose companies

- Commence as home unit, superannuation trustee or for charitable purpose
- Cease status of special purpose company designation

Details

Special purpose companies include superannuation trustee companies, non-profit companies and home unit companies. The company annual review fee is reduced from \$236 to \$44 for special purpose companies.

Learning Tasks

Task 3.1 - Commence as a superannuation fund trustee

Prepare a Form 484 - Change to Company Details to notify ASIC that the sole purpose of this company is to act as a superannuation trustee.

Task 3.1 - Commence as Superannuation Fund Trustee

Objective

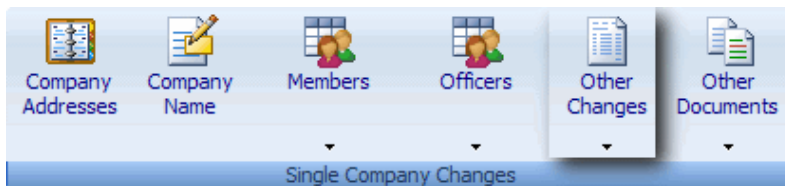
In this task you will learn how to prepare the required documents to notify ASIC that the sole purpose of the company is to act as the trustee of a superannuation fund.

By the end of this task, you will be able to prepare and lodge the **Change to Company Details Form 484B**.

Instructions

From the **Ribbon Toolbar**:

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



Select **Resolutions** from the list.

Resolution Type Select ***Commence superannuation trustee company***

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

CAS will automatically select the following documents:

- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Meeting Minute
- Members Consent to Short Notice
- Change to company details Form 484 (electronic)

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

Resolutions - BGL TRAINING COMPANY PTY LTD

Resolution Type: Commence superannuation trustee company

Resolution Subject:

Section Number: Date of Change: 10/12/2015

Resolution Type: ☒ Ordinary ☐ Special

Text Paragraph:

Resolution Date: 10/12/2015

- 1 Directors Meeting Minute or Resolution
- 1 Notice of Members Meeting
- 1 Members Meeting Minute
- 1 Members Consent to Short Notice
- 0 Members Meeting Proxies
- 0 Notification of Resolution Form 205
- 0 Change of Company Status Form 206
- 0 Change of Foreign Company Details Form 409
- 1 Change to Company Details Form 484 ☒ Signed ☒ Electronic

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.

Click **OK** to the following message.

Information

The following declaration is made to support that this company is a special purpose company as defined in paragraph (e) of the definition of special purpose company in Regulation 2A of the Corporations (Fees) Regulations 2001.

(i) The constitution of this company prohibits distribution of the company's income or property to its members; and
 (ii) The sole purpose of the company is to act as the trustee of a regulation superannuation fund within the meaning of section 19 of the Superannuation Industry (Supervision) Act 1993.

OK

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

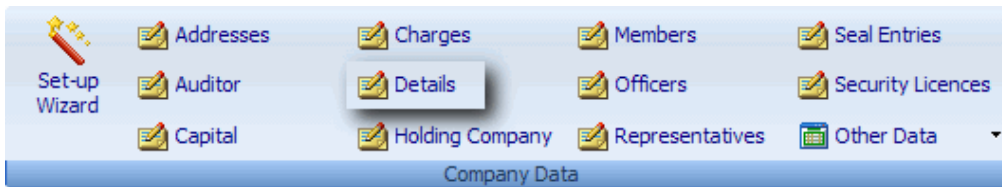
Click **Yes** to push all documents you have printed or exported to PDF to **Portal**.

Click  **Exit**

CAS has now recorded in Company Details that this company is a superannuation fund trustee.

From the **Ribbon Toolbar**:

On the **Company Data** tab, in the **Company Data** group, click on **Details**.



CAS will display the Company Add/Edit screen.

Company Add/Edit - BGL TRAINING COMPANY PTY LTD

Details Activities Status

ACN or ARBN: 551 388 946 ☒ Corporate Key

Registration Date: 10/12/2015

Type: Small Proprietary

Class: Limited by Shares

Sub Class: None **Super Fund trustee ?** ☒

Type Date: 10/12/2015

Jurisdiction/State: Victoria

Foreign Registration: Place: _____ Date: ____/____/____

Currency: \$

Annual Review Date: 10/12/2016 ☒ Add Task

Current Year AGM Date: ____/____/____ ☒ Add Task

Previous Year AGM Date: ____/____/____ ☒

Registered with ACNC ? ☐



THE COMPANY STATUS FOR A SUPERFUND TRUSTEE COMPANY WILL DISPLAY AS SUPER TRUSTEE IN COMPANY SELECTION

The status of the company will also display as **Super Trustee** in the **Company Selection** screen.

Company Selection

Show All Find Companies: 6

Name	Number	Status	Jurisdiction	Department	Reference
☐ ABC NOMINEES PTY LTD	111 111 114	Trustee	Australia	HL	CASTRAIN123
☐ BGL TRAINING COMPANY PTY LTD	551 388 946	Super Trustee	Australia	HL	BGL123
☐ DWARF OF NOTTINGHAM PTY LTD	550 512 402	Incomplete	Australia		

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

Lesson 4 - Company Name Change

Objective

In this lesson you will learn how to change a company name.

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

- identify the difference between a **Notification of Resolution Form 205** and **Reservation of Name Form 410**
- Check the Company name availability or if an existing name already is in use through CAS
- prepare the **Notification of Resolution Form 205** to change the name in **CAS**
- update the company name in **CAS** once the forms have been lodged and approved by ASIC
- view a list of all previous names of the company

Overview

Australian companies may apply to ASIC to change their company name. This application is made on the Notification of Resolution Form 205A.

A Form 410 can be lodged to reserve a company name to apply at some time in the future. This name will be reserved for 2 months. A reservation is not required prior to changing a name.

CAS users can check the availability of a Company Name from the **Company Name Change** screen. Enter the proposed Company Name into the New Name field, and click **Check Name Availability**.

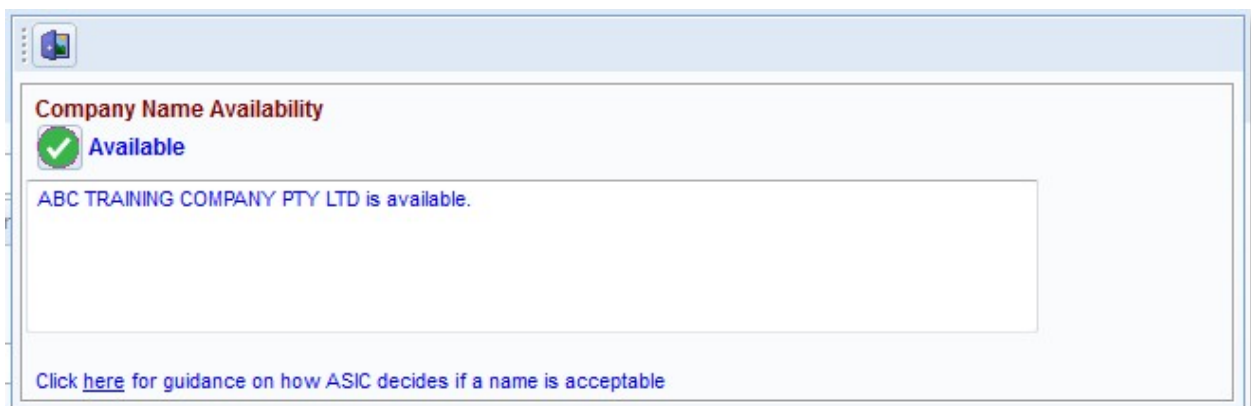


Company Name Change - 5 WAYS TRADING PTY LTD

New Name: ABC TRAINING COMPANY PTY LTD

Buttons: Check Name Availability, Check Existing Names

CAS will check the ASIC company database, and return results advising the availability of the proposed Company Name.



Company Name Availability

Available

ABC TRAINING COMPANY PTY LTD is available.

Click [here](#) for guidance on how ASIC decides if a name is acceptable

CAS users can check existing Company Names on the Company Name Change screen. Enter the proposed Company Name into the New Name field, and click Check Existing Names.

Company Name Change - 5 WAYS TRADING PTY LTD

New Name: ABC TRAINING COMPANY PTY LTD

Buttons: Check Name Availability, Check Existing Names

CAS will check the ASIC company database and return results showing similar Company Names. CAS users also have the ability to filter the results to include only active companies or to include active and inactive companies.

Company Names	Date Reg	ACN	Status
ABC TRAINING AND BUSINESS SERVICES PTY LTD	16/07/2004	110 072 092	
ABC TRAINING AND RECRUITMENT PTY LTD	19/08/2002	101 745 902	
ABC TRAINING PTY. LTD.	05/12/2006	123 002 764	Yes
ABC TRAINING SERVICES PTY LTD	23/08/2007	127 207 032	No

Filter dropdown: Show All Companies, Only Show Registered Companies, Only Show Deregistered Companies

Tasks

Task 4.1 - Changing Company Name

New Name	ABC Nominees Pty Ltd
Applicant	John Jones
Signatory	John Jones
Signatory Capacity	Director
Document Date	Today's Date
Confirmed Date	Today's Date

Task 4.1 - Changing a Company Name

Objective

In this task you will learn how to change a name of a company.

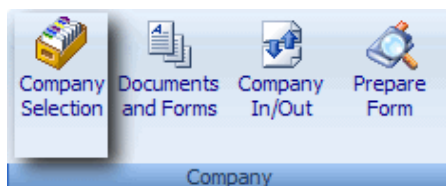
By the end of this task you will be able to:

- prepare a **Notification of Resolution Form 205** to change the name in **CAS**
- update the company name in **CAS**
- preview previous names for a company

Instructions

From the **Ribbon Toolbar**:

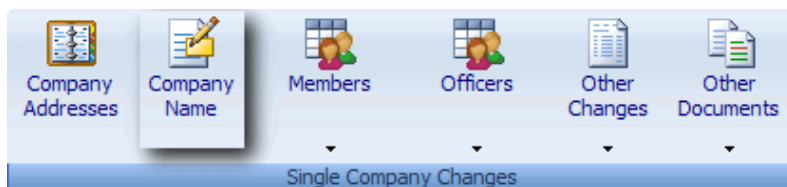
On the **Home** tab, in the **Company** group, click **Company Selection**.



Highlight **BGL Training Company** and click **Select**.

From the **Ribbon Toolbar**:

On the **Changes & Documents** tab, in the **Single Company Changes** group, click **Company Name**.



New Name Input **ABC Nominees Pty Ltd.**



CLICK ON TO ACCESS ASIC'S NAME INDEX

Reservation
Number

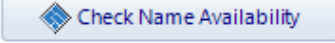
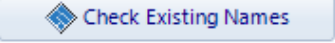
For the purpose of this exercise, do not enter a reservation number. Company names can be reserved for a period of 2 months.

Extension	This is not an application to extend a name reservation, so leave this blank. CAS will prepare a 410 if it is for an existing company that wants to extend its reservation of a name. For existing companies the director of the company will have to sign the 410
Applicant	Leave this as John Jones .
Signatory	Leave this as John Jones .
Signatory Capacity	Leave this as Director .
Date	Leave this as Today's Date .

Company Name Change - BGL NOMINEES TRAINING PTY LTD

New Name

Use ACN as new company name ? ☐

Legal Elements ☐ Pty ☐ Ltd ☐ Proprietary ☐ Limited ☐ No liability ☐ NL

Reservation Extension

Number 

Expiry Date  

Reason

Is the proposed name identical to a registered business name ? ☐

ABN 

Registration No Registration No

States ACT SA

NSW WA

VIC TAS

QLD NT

Applicant   JONES, JOHN

Signatory   JONES, JOHN

Signatory's Capacity 

Click

[Print Documents](#)

CAS will automatically select the documents required:

- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Meeting Minute
- Members Consent to Short Notice (*optional*)
- Members Meeting Proxies (*optional*)
- Notification of Resolution Form 205
- Reservation of Name Form 410 (*optional*)

Reservation or Change of Company Name

Please select

Change this to **Change Company Name**. CAS will automatically place a **1** beside form 205. Selecting **Reserve Company Name** will instead place a **1** beside Form 410. The Form 410 can only be lodged electronically by Agents registered for Electronic Company Registration (ECR)

CAS will prepare a 410b if the reservation of name is for an existing company.

For existing companies the director is to sign the 410

For companies with no ACN (Companies being incorporated) , the agent is able to sign. A digital signature password is required. Please refer to **Article 449** for further information.

Digital signature password is required for forms **lodged by the agent**, or for **Companies with no ACN** for example the 201 and 410.



REFER TO ARTICLE 449 FOR MORE INFORMATION ON FORM 410 AND THE DIGITAL SIGNATURE PASSWORD

Quantity	Form Name	Electronic
1	Directors Meeting Minute or Resolution	
1	Notice of Members Meeting	
1	Members Meeting Minute or Resolution	
0	Members Consent to Short Notice	
0	Members Meeting Proxies	
1	Notification of Resolution Form 205	☒ Electronic
0	Reservation of Name Form 410	☐ Electronic
0	Change of Foreign Company Details Form 409	
0	Not required	
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 Training Company is a **Portal** client.

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

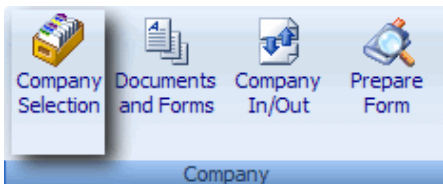
Click  **Exit**.

Updating the Company Name

Once the relevant forms have been lodged to ASIC and have been approved, you can then update the company name in **CAS** (the company name in Company selection will appear in **RED** until this step is completed).

From the **Ribbon Toolbar**:

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

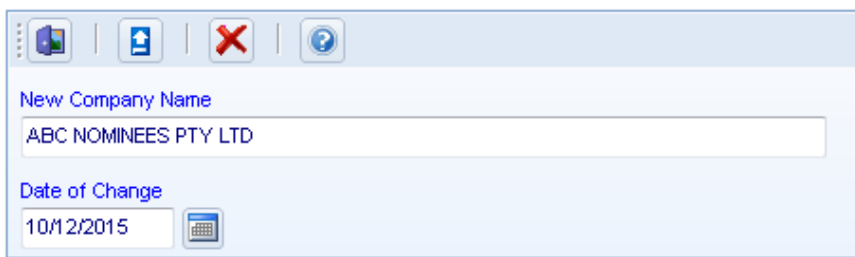


Highlight **BGL Training Company**.

Click  **Update Name Change**

New Company Name **ABC Nominees** will be displayed on the screen.

Date of Change Leave this as **Today's Date**. The date input here is the date ASIC approved the name change.



Click  **Update**. **CAS** will update the company name to the new name and retain the previous name in the previous names record.

Click  **Exit**.

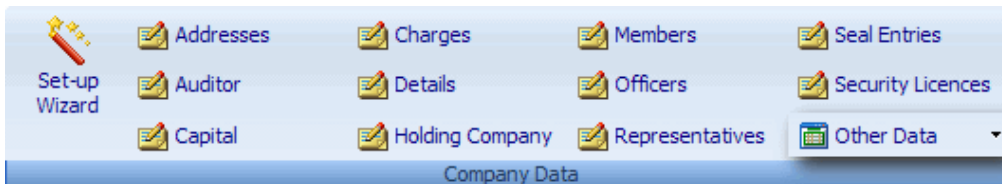


*IF YOU NO LONGER ARE REQUIRED TO CHANGE THE COMPANY NAME
CLICK ON  THEN *

To check that the Previous Name has been recorded

From the **Ribbon Toolbar**:

On the **Company Data** tab, in the **Company Data** group, click the drop down arrow besides **Other Data**.



Select **Previous Names** from the list.

Previous Company Names Add/Edit - ABC NOMINEES PTY LTD

Previous Names

Previous Names	Date	
BGL TRAINING COMPANY PTY LTD	10/12/2015	 
	__/__/__	 
	__/__/__	 

Click  **Exit**.

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

Lesson 5 - Partly Paid Shares

Objective

In this lesson you will learn how to input an allotment of partly paid shares.

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

- create a partly paid share in **CAS**
- record a call on shares
- prepare documents to change the amount paid on shares
- push the form and other supporting documents to **Portal**

Details

If shares in a company are partly-paid, the shareholder is liable to pay calls on the shares in accordance with the terms on which the shares are on issue.

This lesson will require you to:

1. record the allotment of the partly paid shares; and
2. record a call on shares and prepare the documents to change the amount paid on shares.

Learning Task

Task 5.1 - Partly Paid Shares

Step 1 - Allot the following partly paid shares.

Date	Today's Date
Share Type	\$1.00 Ordinary Shares paid to \$0.20.
Allottee	John Jones
Number of Shares	50

Step 2 - Record a call on these shares and notify a change to amount paid.

Date of Call	Today's Date + 1 week
Amount of Call	\$0.80
New Amount Paid	\$1.00

Task 5.1 - Partly Paid Shares

Objective

In this task, you will learn how to allot partly paid shares.

By the end of this task, you will be able to record an allotment for partly paid shares and prepare the documents to change the amount paid on shares.

Details

This may occur when calls are made on partly paid shares. Any changes to the amounts paid on shares must be notified within 28 days of the change on the *Form 484 Change to Company Details*.

Public companies only notify changes to amounts paid on shares, top 20 shareholders or beneficial owner in response to the Annual Review.

Step 1 - Allot the following partly paid shares

Date	Today's Date
Share Type	\$1.00 Ordinary Shares paid to \$0.20.
Allottee	John Jones
Number of Shares	50

Step 2 - Record a call on these shares and notify a change to amount paid

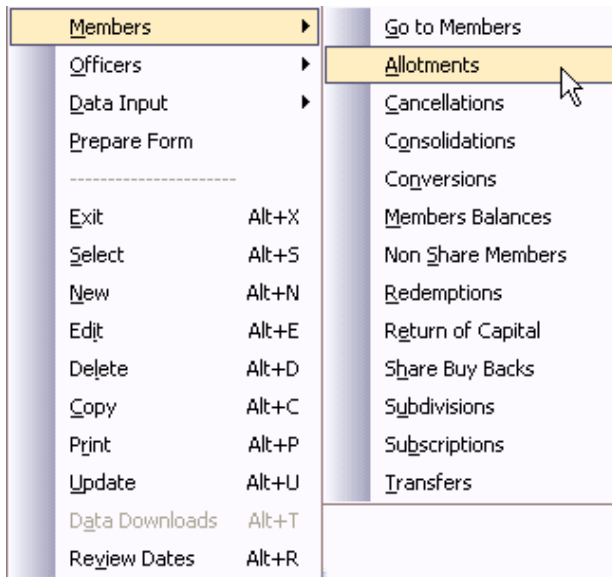
Date of Call	1 week from Today's Date
Amount of Call	\$0.80
New Amount Paid	\$1.00

Instructions

Click on the **Company Quick Search** icon 

Find Input **ABC Nominess**

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



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

Step 1 - Allot partly paid shares.

Transaction Date Input **Today's Date**.

Share Type Click the first  **Search** to list the **Shares**.

Create a Partly Paid Share

Click  **New**

Description Input **ORDINARY SHARES**

Amount Payable Input **1.00**

Amount Paid Input **0.20**

Class Click  **Search** to list the **Share/Unit Classes**. Highlight **ORD - Ordinary Shares** and click  **Select**.

Description ORDINARY SHARES

Amount Payable 1____ **Amount Paid** 0____.20__ **Currency** \$

Options ☐ **Exercise Price** _____

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

Class ORD ORDINARY SHARES

Special Rights _____

Calls on Shares

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

Click **Save**. Highlight this new share and click **Select**.

Allottee Click the first **Search** to list **People**. Highlight **John Jones** and click **Select**.

Beneficial Owner Leave this blank.

Number of Shares Input 50 .

Certificate Type Leave this as **Transaction**.

Certificate Number Leave this as **3**.

Certificate Kept Input **COMPANY BINDER**.

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

Add Share Allotments - ABC NOMINEES PTY LTD

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

Transaction Date: 10/12/2015 ☐ Pending Transaction

Share Type: ORDINARY SHARES PARTLY PAID

Allottee: JONES, JOHN

Beneficial Owner:

Number of Shares: 50 _____

Unique No's: _____

Certificate Type: Transaction ▼

Certificate No.: 3 _____

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 to save the changes and prepare documents.

CAS will automatically select the documents required for the share allotment:

- Register of Members/Option Holders (optional)
- Register of Notices of Beneficial Ownership (optional)
- Allotment Journal (optional)
- Transfer Journal (optional)
- Directors Meeting Minute or Resolution
- ASIC Form - Change to Company Details Form 484 Section C
- Share Certificates

The screenshot displays the ABC Nominees software interface. On the left, a list of documents is shown with checkboxes and counts:

- 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
- 0 Transferor/Transferee Directors Meeting Minute / Resolution
- 1 ASIC Forms
- 1 ☒ Share Certificate, ☐ Member Holding Statement, ☐ Select members
- ☒ Print certificate no, ☐ Statutory Declaration
- 1 Application for Shares/Membership
- 0 Share Transfer
- 0 Redemption/Buy Back/Capital Return Letter

 On the right, there are buttons for:

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

 At the bottom, there is a section for Signatory 1 (JONES, JOHN) and Signatory 2 (JONES, MARY), each with a red 'X' icon.

Date Input **Today's Date** as the date of the documents. This is located on the bottom right corner.

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

Note: ABC Nominees is a **Portal** client.

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

Click **Exit**

Step 2 - Record a Call on Shares

Click on the **Company Quick Search** icon

Find Input **ABC Nominees**

Right click the company, highlight **Members** and select **Go To Members**.

CAS will display the **Members/Shareholders Search** screen.

Edit Share Transactions

Click **Edit**.

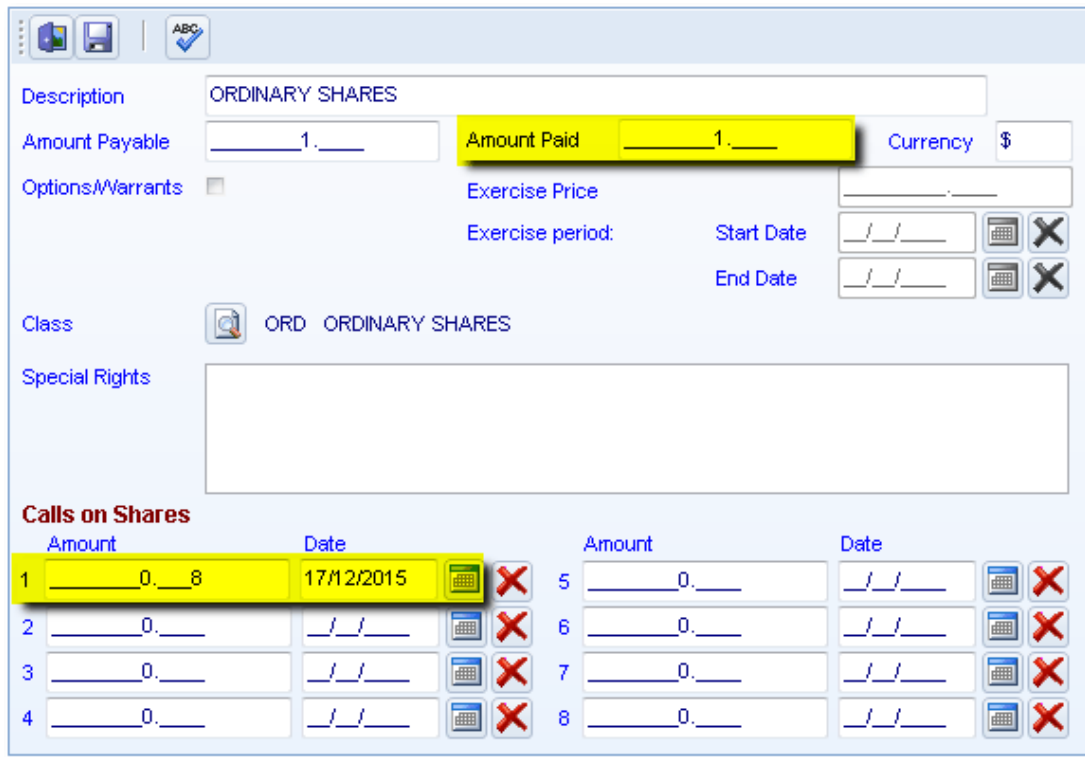
Share Type Click the first  **Search** to list the **Issued Shares**. Highlight the **\$1.00 Ordinary Share** paid to \$0.20 and click  **Edit**.

Amount Paid Input 1 . 00 as the new amount paid.

Calls on
Shares

Amount Input 0 . 80 the amount paid as part of a call on shares.

Date Input **Today's Date + 1 week** as the date of the call.



ORDINARY SHARES

Amount Payable Amount Paid Currency \$

Options/Warrants ☐ Exercise Price Exercise period: Start Date End Date

Class  ORD ORDINARY SHARES

Special Rights

Calls on Shares

Amount	Date	Amount	Date
1 0.8	17/12/2015	5 0.00	
2 0.00		6 0.00	
3 0.00		7 0.00	
4 0.00		8 0.00	

Click  **Save**.

Click  **Select**.

The share will now display as **\$1.00 Ordinary Shares Fully Paid**.

Alternatively, you could have simply selected the Share Type from the third  **Search** for **Issued Shares**, and selected the **\$1.00 Ordinary Shares Fully Paid**. This would not provide a history of the calls made on the partly paid share, however this information is not required on the members register.

Print Documents Select **Do not print documents** as this original share allotment has already been notified.

Click  **Save** to return to the **Member/Shareholder Search** screen.

Right click **John Jones's** share **Allotment** and select **Notify Amount Paid**

Exit	Alt+X
New	Alt+N
Edit	Alt+E
Delete	Alt+D
Notes	Alt+O
Reissue	Alt+R
Reset Pendings	Alt+C
Delete Pendings	Alt+Y

Change Bal -> Allot	Alt+L

No Change	Alt+H
Notify Amount Paid	Alt+M
Notify Beneficial Owner	Alt+B
Notify Add Top 20	Alt+P
Notify Remove Top 20	Alt+R

The notify column will now display **Amount Paid** indicating that the amount paid of the share has been altered.

Show

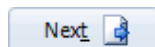
Current Members

Find

	Info	Date	Member Name	Class	Type	Number	Cert No	Print	Add	Name	Notify
		10/12/2015	JONES, JOHN	ORD	Subscription	100.0000	1				No Change
		10/12/2015	JONES, JOHN	ORD	Allotment	50.0000	3				Amount Paid
		10/12/2015	JONES, MARY	ORD	Subscription	100.0000	2				No Change

NOTE: To remove the Amount Paid, right click on the member and select **No Change**.

Click



CAS will automatically select the documents required for the change to amount paid as follows:

- Register of Members/Option Holders (optional)
- Register of Notices of Beneficial Ownership (optional)
- Directors Meeting Minute or Resolution
- ASIC Form - Change to Company Details Form 484 Section C

The screenshot shows the ABC Nominees software interface. On the left, there is a list of documents with checkboxes and a 'Preview' icon (computer monitor). The documents listed are:

- 1 Register of: ☒ 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
- 0 Transferor/Transferee Directors Meeting Minute / Resolution
- 1 ASIC Forms
- 0 ☒ Share Certificate ☐ Member Holding Statement ☐ Select members
- ☒ Print certificate no ☐ Statutory Declaration

At the bottom, there are two signatory entries:

- Signatory 1 JONES, JOHN
- Signatory 2 JONES, MARY

On the right side, there are several buttons: **ASIC Forms**, **Member Doc Options**, **Document Options**, **Officer Sign Select**, **Member Sign Select**, and **Document Tracking**.

Date Input **Today's Date + 1 week** as the date of the documents. This is located on the bottom right corner.

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.

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: ABC Nominees is a **Portal** client.

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

Click **Exit**. The message **Print Company Report?** may appear. Click **No**.

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

Lesson 6 - Issuing Options

Objective

In this lesson you will learn how to issue options.

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

- record options in **CAS**
- identify the two types of options
- exercise options in **CAS**
- push forms and supporting documents to **Portal**

Details

There are two types of options traded on the ASX:

- call options; and
- put options.

Call options give the taker the right, but not the obligation, to buy the underlying shares, while **put options** give the taker the right, but not the obligation, to sell the underlying shares.

Learning Task

Task 6.1 - Issuing and Exercising Options

This task will require you to;

1. record a **call option** which gives the taker the right to buy 100 shares for \$2.00 each, on or before the expiry date of the option.
2. record the transaction to acquire the shares upon exercising the option.

Task 6.1 - Issuing and Exercising Options

Objective

In this task you will learn how to record the issue of an option and the exercise of the option to acquire shares.

By the end of this task, you will be able to allot options and complete the required steps if the member chooses to exercise the options.

Details

This task will require you to:

Step 1: Record an option

Record a **call option** that gives the taker the right to buy 100 shares for \$2.00 each, on or before the expiry date of the option.

Date	Today's Date
Share Type	Ordinary Option
Allottee	John Jones
Number of Shares	100

Step 2: Exercise an option

Record the transaction to acquire the shares upon exercising the option.

Date	Today's Date + 1 week
Share Type	\$2.00 Ordinary Shares Fully Paid
Allottee	John Jones
Number of Shares	100
Certificate Location	Company Binder

Instructions

Step 1: Record the issue of the option

Click on the **Company Quick Search** icon 

Find Input **ABC Nominees**

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

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

Transaction Date Input **Today's Date**

Share Type Click the first  **Search** button to list ALL existing shares.

Click  **New** to create a new share type.

Description Input **ORDINARY OPTION**

Amount Payable Input **0.01**. This is the amount payable for the option.

Amount Paid Input **0.01**. This is the amount paid for the option.

Options/Warrants ☒ Click this check box.

Exercise Price Input **2**.

Exercise Period

Start Date Input **Today's Date**

End Date Input **Today's Date + 6 months**

Class Click  **Search** and click  to select **ORDINARY SHARES**. This is the share class that will be received when the option is exercised.

Description: ORDINARY OPTION

Amount Payable: .01 Amount Paid: .01 Currency: \$

Options/Varrants: ☒ Exercise Price: 2

Exercise period: Start Date: 10/12/2015 End Date: 10/06/2016

Class: ORD ORDINARY SHARES

Special Rights:

Calls on Shares

	Amount	Date		Amount	Date	
1				5		
2				6		
3				7		
4				8		

Click **Save**.

Click **Select**.



IF THIS SHARE TYPE ALREADY EXISTS, RECORD A CANCELLATION OF THE OPTIONS AND ADD A NEW ALLOTMENT OF SHARES

Complete the member transaction:

Allotee Click the first **Search** button to select from list of ALL people records.

Highlight **John Jones** and click **Select**.

Number of Shares Input 100. This will be the number of shares acquired when the option is exercised.

Certificate Type Leave this as **Transaction**.

Certificate No. Leave this as **4**.

Print Flag? Click **Do not print documents**. No documents are required for this transaction.

Transaction Date	10/12/2015	 ☐ Pending Transaction
Share Type	   ORDINARY OPTION TO PURCHASE SHARES WITH AN EXERCISE PRICE OF \$ 2.00	
Allottee	JONES, JOHN	 
Beneficial Owner		  
Number of Shares	100	
Unique No's		
Certificate Type	Transaction	
Certificate No.	4	
Certificate Location		
Consideration	Cash	Non Cash
Premium per share		
Premium paid per share		
Remarks		
Signatory	Attendee	
Print flag ?	☐ Print documents ☒ Do not print documents	

Click  **Save.**

Click  **Exit.**

Step 2: Exercising the option

Click on the **Company Quick Search** icon 

Find Input **ABC Nominees**

Right click the company, highlight **Members** and select **Go To Members**.

CAS will display the Members/Shareholders Search screen.

Highlight **John Jones** and click  **Edit.**

Transaction Date Change this to **Today's Date + 1 week**. This is the date the option was exercised.

Share Type Click the first  **Search** button to list ALL existing shares.

Highlight **Ordinary Option** and click  **Edit.**

Description Change this to **ORDINARY SHARES**

Amount Payable Change this to **2**. This is the amount payable on the shares.

Amount Paid Change this to **2**. This is the amount paid for the shares.

Options ☐ Untick this check box.

Class Leave this as **ORD Ordinary Shares**.

The screenshot shows a software window with a toolbar at the top containing icons for file operations and a checkmark. The main form area has the following fields:

- Description:** ORDINARY OPTION
- Amount Payable:** 2
- Amount Paid:** 2
- Currency:** \$
- Options/Varrants:** ☐
- Exercise Price:** 2
- Exercise period:**
 - Start Date:** 10/12/2015
 - End Date:** 10/06/2016
- Class:** ORD ORDINARY SHARES
- Special Rights:** (Empty text box)

Below the main form is a section titled **Calls on Shares** with a table of 8 rows. Each row has two columns: **Amount** and **Date**. Each row also has a small icon of a document with a red X over it.

Amount	Date
1	
2	
3	
4	
5	
6	
7	
8	

Click **Save**.

Click **Select**.

Note: If this share type already exists, simply record a cancellation of the options and add a new allotment for the shares.

Complete the member share transaction:

Certificate Location Input **COMPANY BINDER**.

Print Flag? Click **Print documents**.

Transaction Date	17/12/2015	 Pending Transaction
Share Type	   ORDINARY OPTION FULLY PAID	
Allottee	JONES, JOHN  	
Beneficial Owner	  	
Number of Shares	_____100.____	
Unique No's	_____	
Certificate Type	Transaction ▼	
Certificate No.	4_____	
Certificate Location	COMPANY BINDER	
Consideration	Cash ▼	Non Cash
Premium per share	_____0.____	
Premium paid per share	_____0.____	
Remarks	_____	
Signatory	Attendee ▼	
Print flag ?	☒ Print documents ☐ Do not print documents	

Click  to save the changes and prepare documents.

CAS will automatically select the documents required for the share allotment:

- Registers - Members (optional)
- Register of Notices of Beneficial Ownership (optional)
- Allotment Journal (optional)
- Directors Meeting Minute or Resolution
- ASIC Form - Change to Company Details Form 484 Section C
- Share Certificates
- Application for shares

The screenshot displays the ABC Nominees software interface. On the left, a list of documents is shown with checkboxes and icons. The 'Registers' section is expanded, showing options for 'Members', 'Optionholders', and 'Officers'. Below this, there are checkboxes for 'All', 'Current', and 'Date Order'. A 'One member per page' checkbox is also present. The 'Register of Notices of Beneficial Ownership' is selected. Other documents listed include 'Allotment Journal', 'Transfer Journal', 'Directors Meeting Minute or Resolution', 'Notice of Members Meeting', 'Members Meeting Minute or Resolution', 'Members Consent to Short Notice', 'Transferor/Transferee Directors Meeting Minute / Resolution', 'ASIC Forms', 'Share Certificate', 'Member Holding Statement', 'Print certificate no', and 'Statutory Declaration'. On the right, there are buttons for 'ASIC Forms', 'Member Doc Options', 'Document Options', 'Officer Sign Select', 'Member Sign Select', and 'Document Tracking'. At the bottom, there are fields for 'Signatory 1' and 'Signatory 2' with red 'X' icons, and a 'Close' button.

Date Input **Today's Date + 1 week** as the date of the documents. This is located on the bottom right corner.

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. 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: ABC Nominees is a **Portal** client.

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

Click  **Exit**.

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

Lesson 7 - Trusts

Objective

In this lesson you will learn how to create trusts in **CAS**.

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

- set up a trust
- allot units in a trust
- prepare unit certificates and other supporting documents
- transfer units in a trust

Learning Tasks

Task 7.1 - Adding a Trust

This task will demonstrate how to create the following unit trust in **CAS**.

Trust Name	THE JONES UNIT TRUST
Trust Type	Unit Trust
Date Trust Formed	Today's Date
Date Trustee Appointed	Today's Date
Settler/Founder	Harry Lang

Task 7.2 - Allotting Units in a Trust

This task will show you how to allot units in the above trust and prepare unitholders certificates and supporting documents.

Person 1

Transaction Date	Today's Date
Unit Type	\$1 Ordinary Units
Allottee	John Jones
Number of Units	100
Certificate Type	Transaction
Certificate No.	1
Certificate Location	Company Binder
Signatory	Attendee
Print Flag	Print Documents

Person 2

Transaction Date	Today's Date
Unit Type	\$1 Ordinary Units
Allottee	Mary Jones
Number of Units	100
Certificate Type	Transaction
Certificate No.	2
Certificate Location	Company Binder
Signatory	Attendee
Print Flag	Print Documents

Task 7.3 - Transferring Units in a Trust

This task will demonstrate how you can transfer 50 units from Mary Jones to Jackson Jack.

Transaction Date	Today + 1 Day
Unit Type	\$1 Ordinary Units
Unitholder	Mary Jones
Number of Units	50
New Unitholder	Jackson Jack
Certificate Location	Company Binder
Signatory	Attendee
Print Flag	Print Documents

Task 7.1 - Adding a Trust

Objective

In this task you will learn how to set up a unit trust.

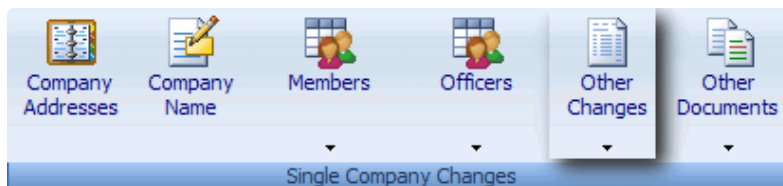
By the end of this task, you will be able to :

- create a unit trust
- identify the two types of trust

Instructions

From the **Ribbon Toolbar**:

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



Select **Unitholders** from the list.

CAS will display the **Trust Search** screen.

Click	 New to add a new unit trust
Trust Name	Input THE JONES UNIT TRUST
Trust Type	Select Unit Trust
Date Formed	Input Today's Date
Settler/Founder	Input HARRY LANG

Trust Name	THE JONES UNIT TRUST		
Previous Trust Name			
Trust Type	☐ Discretionary Trust	☒ Unit Trust	
Date Trust Formed	10/12/2015		
Date Trust Vested	__/__/__		
Date Trustee Appointed	10/12/2015		
Date Trustee Resigned	__/__/__		
Tax File Number			
ABN			
Settlor/Founder	HARRY LANG		

Click **Save.**

Click to move to **Unit Transactions Add/Edit** screen.

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

Task 7.2 - Allotting Units in a Trust

Objective

In this task you will learn how to allot units in a trust.



CHANGES IN UNITHOLDINGS IN TRUSTS DO NOT NEED TO BE NOTIFIED TO ASIC

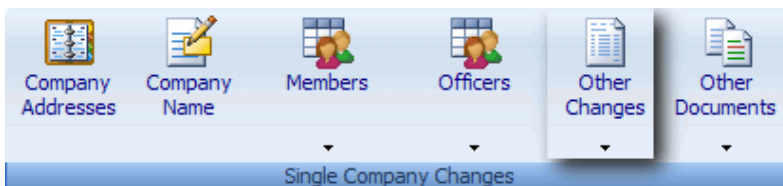
By the end of this task, you will be able to:

- allot units to a unitholder of the trust
- prepare unit certificates and supporting documents

Instructions

From the **Ribbon Toolbar**:

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

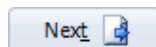


Select **Unitholders** from the list.

CAS will display the **Trust Search** screen.

Highlight ***THE JONES UNIT TRUST***

Click



Click



Click

Initial

Person 1

Transaction Date

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

Unit Type

Click the first to list **Share/Unit Types**. Highlight ***\$1 ORDINARY UNITS*** and click **Select**

Allottee

Click the first to list **People**. Highlight ***John Jones*** and click **Select**

Beneficial Owner

Leave this blank. This is only input where units are held in trust.

Number of units	Input 100
Unique Numbers	Leave this blank.
Certificate Type	CAS will default to Transaction . This is correct.
Certificate Number	CAS will default to '1'. This is correct
Premium/paid per unit	Leave this blank as there are no premiums or discounts on these units.
Signatory	Leave this as Attendee .
Print Flag	Leave this as Print Documents .

Add Initial Units - THE JONES UNIT TRUST

Issued Unitholder - Non Beneficially
 Unitholder - Beneficially

Transaction Date: 10/12/2015

Unit Type: ORDINARY UNITS FULLY PAID

Allotee: JONES, JOHN

Beneficial Owner:

Number of Units: 100

Unique No's:

Certificate Type: Transaction

Certificate No.: 1

Certificate Location:

Premium per unit:

Premium paid per unit:

Signatory: Attendee

Print flag ? ☒ Print documents ☐ Do not print documents

Click **Save**

Person 2

Now repeat these steps to issue units to Mary Jones as follows:

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

Unit Type \$1 Ordinary Units

Allottee Mary Jones

Number of units 100

Certificate Type Transaction

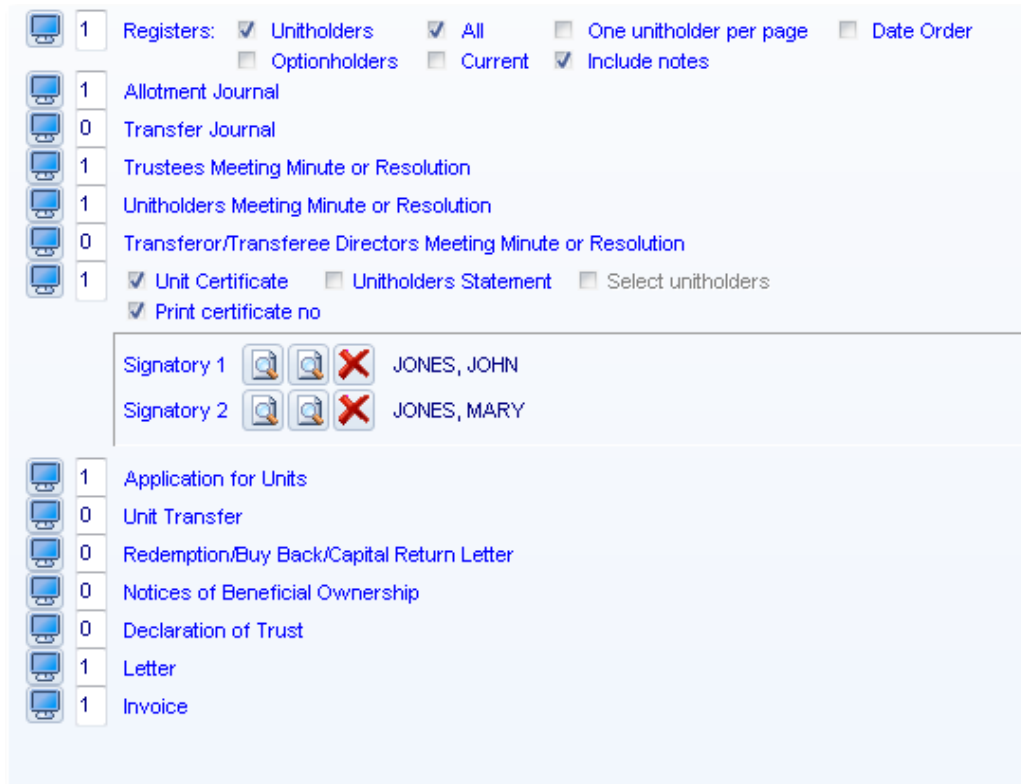
Certificate Number 2

Signatory Attendee

Click  to save the changes and prepare documents.

CAS will select the following documents to print:

- Register of Unitholders
- Allotment Journal
- Trustees Meeting Minute or Resolution
- Unitholders Meeting Minute or Resolution
- Unit Certificates
- Application for Units



1 Registers: ☒ Unitholders ☒ All ☐ One unitholder per page ☐ Date Order
☐ Optionholders ☐ Current ☒ Include notes

1 Allotment Journal

0 Transfer Journal

1 Trustees Meeting Minute or Resolution

1 Unitholders Meeting Minute or Resolution

0 Transferor/Transferee Directors Meeting Minute or Resolution

1 ☒ Unit Certificate ☐ Unitholders Statement ☐ Select unitholders
☒ Print certificate no

Signatory 1    JONES, JOHN

Signatory 2    JONES, MARY

1 Application for Units

0 Unit Transfer

0 Redemption/Buy Back/Capital Return Letter

0 Notices of Beneficial Ownership

0 Declaration of Trust

1 Letter

1 Invoice

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

Click  **Print** or alternatively click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format.

Note: To push this document to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.

Click



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

Task 7.3 - Transferring Units in a Trust

Objective

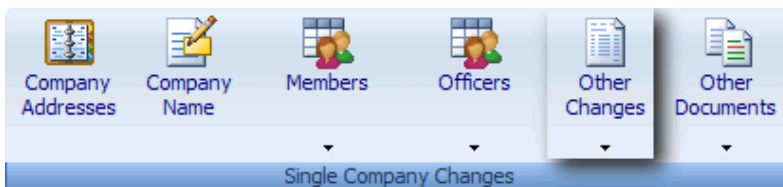
In this task you will learn how to transfer 50 units from Mary Jones to Jackson Jack.

By the end of this task, you will be able to transfer units and prepare relevant supporting documents.

Instructions

From the **Ribbon Toolbar**:

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

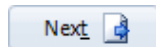


Select **Unitholders** from the list.

CAS will display the Trust Search screen.

Highlight **THE JONES UNIT TRUST**

Click



Click



Click

Transfers

Transaction Date

Today + 1 Day

Unit Type

Click  to list **Share/Unit Types**. Highlight **\$1 ORDINARY UNITS** and click  **Select**

Unitholder

Click  to list **People**. Highlight **Mary Jones** and click  **Select**

Number of units

Input 50

Unique Numbers

Leave this blank.

Certificate Type

CAS will default to **Balance**. This is correct.

Certificate Number

CAS will default to '**3**'. This is correct

New Unitholder

Click on the first  to list **People**. Highlight **Jack Jackson** and click  **Select**

Beneficial Owner

Leave this blank. This is only input where units are held in trust.

Paid per unit	Leave this as \$1
Unique Numbers	Leave this blank.
Certificate Type	CAS will default to Transaction . This is correct.
Certificate Number	CAS will default to '4'. This is correct
Signatory	Leave this as Attendee .
Print Flag	Leave this as Print Documents .

Issued	200	Unitholder - Non Beneficially	
Unitholder - Beneficially	100	Unitholder - This Ben Owner	0

Transaction Date	11/12/2015
Unit Type	ORDINARY UNITS FULLY PAID
Unitholder	JONES, MARY
Beneficial Owner	

Number of Units	50
Unique No's	
Certificate Type	Balance
Certificate No.	3
Certificate Location	

New Unitholder	JACKSON, JACK
Beneficial Owner	
Paid per unit	1.
Unique No's	
Certificate Type	Transaction
Certificate No.	4
Certificate Location	
Signatory	Attendee
Print flag ?	☒ Print documents ☐ Do not print documents

Click to save the changes and prepare documents.

CAS will select the following documents to print:

- Register of Unitholders
- Transfer Journal

- Trustees Meeting Minute or Resolution
- Unitholders Meeting Minute or Resolution
- Unit Certificates
- Unit Transfer

1 Registers: ☒ Unitholders ☒ All ☐ One unitholder per page ☐ Date Order
☐ Optionholders ☐ Current ☒ Include notes

0 Allotment Journal

1 Transfer Journal

1 Trustees Meeting Minute or Resolution

1 Unitholders Meeting Minute or Resolution

0 Transferor/Transferee Directors Meeting Minute or Resolution

1 ☒ Unit Certificate ☐ Unitholders Statement ☐ Select unitholders
☒ Print certificate no

Signatory 1 JONES, JOHN

Signatory 2 JONES, MARY

0 Application for Units

1 Unit Transfer

0 Redemption/Buy Back/Capital Return Letter

0 Notices of Beneficial Ownership

0 Declaration of Trust

1 Letter

1 Invoice

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

Click **Print** or alternatively click **Export** to save these documents in electronic PDF, MS Word or MS Excel format.

Note: To push this document to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.

Click **Exit**

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

Lesson 8 - Ultimate Holding Companies

Objective

In this lesson, you will learn how to record changes to the ultimate holding company.

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

- identify what an ultimate holding company is
- create a new ultimate holding company
- identify the circumstances that warrant a notification to ASIC when changes are made to the Ultimate Holding Company
- prepare the **Change of Company Details Form 484A**
- push forms and other supporting documents to **Portal**

Details

ASIC must be notified of the following changes to the Ultimate Holding Company:

- a new ultimate holding company;
- a cessation of an existing ultimate holding company;
- a change of name of an ultimate holding company

Any changes are notified on the **Change to Company Details Form 484, Section A**, within 28 days of the change.

Holding companies are companies who own a majority of the shares in another company. The company in which they own these shares is known as its subsidiary.

Learning Tasks

Task 8.1 - Change to name of Ultimate Holding Company

Record the name change for ABC Holding Company Limited to XYZ Ultimate Holding Company Limited.

Task 8.1 - Change to Name of Ultimate Holding Company

Objective

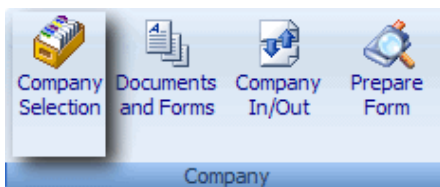
In this task you will learn how to process a change to ultimate holding company.

By the end of this task, you will be able to create a new holding company and prepare and push the relevant form and documentation to **Portal**.

Instructions

From the **Ribbon Toolbar**:

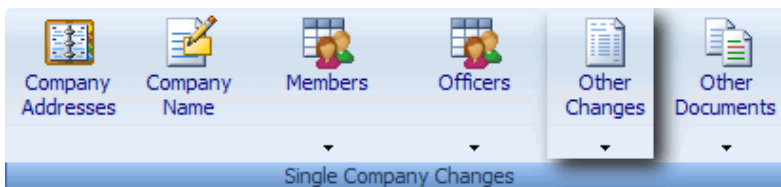
On the **Home** tab, in the **Company** group, click **Company Selection**.



Highlight **ABC Nominees** and click  **Select**.

From the **Ribbon Toolbar**:

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



Select **Holding Company** from the list .

Type of Change Select **Change of Name**.

New Ultimate Holding Company Click  **Search** to list **Holding/Public Companies**.

Add the Ultimate Holding Company again with the new name.

Click  **New**

Company Name Input **XYZ ULTIMATE HOLDING COMPANY LIMITED**.

Place of Incorporation Click  **Search** to list the **ISO3166 Country List**. This is a listing of 259 countries. This list must also be used when selecting officer's country of birth, overseas addresses and country of origin of a foreign company.

Highlight **Australia** and click  **Select**.

ACN Input 054 355 243.



Click  **Save**

Highlight **XYZ Ultimate Holding Company** and click  **Select**.

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

CAS will automatically select the documents required for the change to the ultimate holding company. These are:

- Directors Meeting Minute or Resolution
- Change of Company Details Form 484 (electronic)



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

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: ABC Nominees is a **Portal** client.

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

Click

 **Exit**

CAS will warn you ***"You have processed a change of Ultimate Holding Company. You may need to prepare member changes for this company"***.

Click **OK** to this warning.



ULTIMATE HOLDING COMPANIES ARE THE MAJOR SHAREHOLDERS OF A COMPANY. IF THE ULTIMATE HOLDING COMPANY IS CHANGING, REMEMBER TO ALSO LODGE A FORM 484C-CHANGE TO MEMBERS DETAILS

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

Lesson 9 - Company Deregistration

Objective

In this lesson you will learn how to process the deregistration of a company and prepare the **Voluntary Deregistration of a Company Form 6010**.

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

- identify the circumstances that warrant a deregistration of a company
- identify the lodgement fee required for a deregistration of a company
- charge the lodgement fee to your ASIC Debit Account
- withdraw an application for deregistration

Overview

Applying to Deregister a Company

You can apply to deregister a company if:

- all members of the company agree to deregister; and
- the company is not carrying on business; and
- the company's assets are worth less than \$1000; and
- the company has paid all fees and penalties payable under the Corporations Act 2001; and
- the company has no outstanding liabilities including charges; and
- the company is not a party to any legal proceedings.

The lodgement fee for the **Form 6010** must be lodged with the document before ASIC will process a deregistration. The fee is non-refundable in most circumstances.

Once approved, ASIC publish a notice about the proposed deregistration in the ASIC Gazette. Two months after the Gazette notice is published, ASIC deregister the company.

Withdrawal of Deregistration

If a company wishes to withdraw their application for deregistration, they may write to ASIC's Deregistration Team requesting cancellation of the deregistration application. The letter must be signed by the person who signed the Form 6010 and should contain

- i. reasons why the application is being withdrawn and
- ii. the statement that "All members agree not to deregister the company".

A creditor or aggrieved person may apply for deferral of deregistration by writing to the Deregistration Team with proof (copy of court order) that action is being taken to recover an outstanding debt. The deregistration will be deferred for a period specified, up to 6 months upon receipt of this proof.

Learning Tasks

Task 9.1 - Deregistration of a Company

Prepare the forms to apply to deregister ABC Nominees Pty Ltd.

Company	ABC NOMINEES PTY LTD
Applicant	John Jones
Applicant's Capacity	Director
Date	Today's Date

Task 9.1 - Deregistration of a Company

Objective

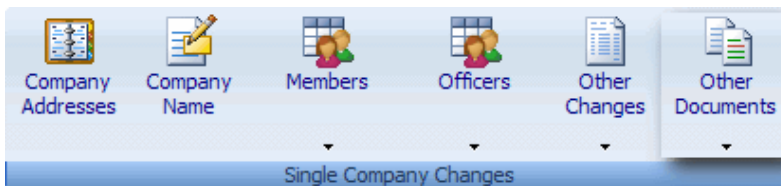
In this task you will learn how to prepare a **Form 6010 - Voluntary Deregistration of a Company**.

By the end of this task, you will be able to lodge Form 6010 electronically in **CAS**. If you have an ASIC Debit Account, you will be able to charge the fee to your firm's ASIC Debit Account.

Instructions

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 ***Deregistration/Dissolutions*** from the list.

Applicant	Leave this as <i>John Jones</i>
Applicant's Address	Leave this as <i>Suite 2,606-608 Hawthorn Road.</i>
Applicant's Capacity	Leave this as <i>Director.</i>

CAS will automatically select the following documents:

- Directors Meeting Minute or Resolution
- Voluntary Deregistration of a Company Form 6010
- Members' Letter of Consent

Date	Leave this as <i>Today's Date.</i>
------	---

Deregistration, Dissolution - ABC NOMINEES PTY LTD

Australian Companies

Applicant JONES, JOHN

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

Applicant's Capacity Director

Foreign Companies

Action

Effective Date

Liquidator

	1	Directors Meeting Minute or Resolution
	1	Voluntary Deregistration of a Company Form 6010 ☒ Electronic
	1	Members Letter of Consent
	0	Dissolution, Winding Up of Foreign Company Form 407
	0	Not required
	1	Letter
	1	Invoice
	1	Disbursement Invoice

Document Options

Officer Sign Select

Document Tracking

Date documents?
☒ Yes ☐ No

Date 10/12/2015

To charge the lodgement fee to your ASIC Debit Account.

Click

Document Options

Select

the **Other Document Options** tab

Tick

Charge ASIC account with lodgement fee ☒

Click **Select.**

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: ABC Nominees is a **Portal** client.

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

Click **Exit**

In the **Company Details** and the **Deregistration and Liquidation Add/Edit** screen, the company will display as **Pending** deregistration. Once ASIC have processed the deregistration, this must be updated to **Deregistered**.

Click on the **Company Quick Search** icon

Find Input **ABC Nominees**

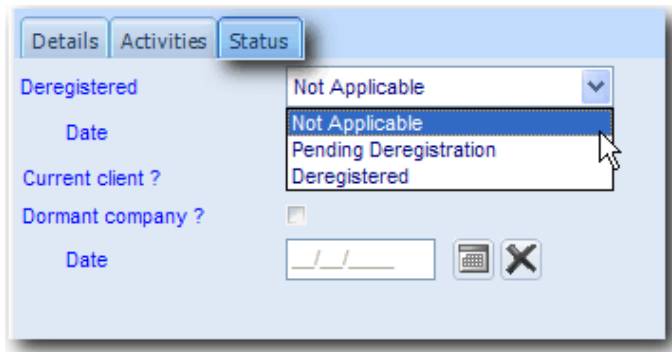
Right click the company, highlight **Data Input** and select **Details**.

CAS will display the **Company Add/Edit** screen.

Click **Status** tab

Select the appropriate Status from the list.

For Training purposes, we will not change the status of the company to deregistered. Change this from Pending Deregistration to Not applicable.



The screenshot shows the 'Status' tab of the 'Company Add/Edit' screen. The 'Status' dropdown menu is open, displaying three options: 'Not Applicable', 'Pending Deregistration', and 'Deregistered'. A mouse cursor is hovering over 'Not Applicable'. The 'Deregistered' status is currently selected in the background. Other fields visible include 'Date', 'Current client?', 'Dormant company?', and another 'Date' field with a calendar icon and a close button.

Click  **Save**



***IF YOU DO NOT RECEIVE THE DEREGISTRATION INVOICE ELECTRONICALLY,
THE ASIC DEBIT ACCOUNT CHECKBOX IS NOT TICKED. THE INVOICE WILL
BE SENT TO THE COMPANY'S REGISTERED ADDRESS***

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

Lesson 10 - Business Names

Objective

In this lesson you will learn how to :

- register with ASIC to lodge Business Name Applications
- register a business name

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

- register your agent details with ASIC to lodge Business Name Applications
- create a business name in **CAS** and prepare the **Business Name Application Form**
- record the Australian Registered Business Name (ARBN)
- record the ceased date in **CAS**
- push the forms and supporting documents to **Portal**

Details

On 28 May 2012 ASIC took over the registration of business names from the states and territories.

This launched the National Business Names system, replacing the existing state based system. Business Names registered after 28 May 2012 will be registered nationally. Businesses that operate in multiple states will no longer have to maintain business name registrations in multiple states.

If, on 28 May 2012, your business name was registered in a state or territory, you will not have to register it again. Your business name will be automatically transferred to the Business Names Register. The period of registration will also be transferred.

If you wish to register a Business Name after 28 May 2012, you must lodge the new National Business Name application form to ASIC.

One of the major changes as a result of the National Business Names system is the requirement of an Australian Business Number. From 28 May 2012 every Business Name registration must be linked to an ABN. The ABN replaces the old state based business name registration numbers.

ASIC Forms such as the 201, 205A, 410 and 410B have all been modified to include the ABN. If the Business Name registration does not have an ABN, the state registration number will still be accepted.

Agent Details

ASIC Registered Agents will need to register with ASIC in order to lodge Business Name Applications. This is an additional registration, and is different to the registration required for company compliance.

Registered Agents will be issued with an Agent username, agent password and Sender ID.

In order to obtain a username and password, you will need to email ASIC - please send an email to **webservices@asic.gov.au** advising that you wish to lodge business name applications through BGL's Corporate Affairs System.

Once a username password and sender ID has been issued agents are required to enter this into CAS.

Learning Tasks

Business Names can be held by Companies, Individuals and Organisations. In this learning task **CAS** will prepare a form to register a business name for a corporate proprietor.

Task 10.1 - Registering with ASIC

This task will show you how to register your agent details with ASIC to lodge Business Name Applications.

Task 10.2 - Application for registration of a Business Name

Register the following business name by lodging a **Business Name Application Form**.

Step 1 - Add the name

Business Name	JJ Enterprises
ABN	53 004 085 616
Date Registered	Today's date
Registered Address	Suite 2, 606-608 Hawthorn Road, Brighton East, VIC 3187
Business Address 1	Suite 2, 606-608 Hawthorn Road, Brighton East, VIC 3187

Step 2 - Prepare the Application Form

State	Your state
Print Agent Details on Form	Yes
Form Signatory	John Jones
Signatory Position	Director
City	Melbourne

Task 10.1 - Registering with ASIC

Objective

In this task you will learn how to register your agent details with ASIC.

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

- register your agent details with ASIC
- input these registration details into **CAS**

Registering with ASIC

Registered agents must register with ASIC to lodge Business Name Applications. This is an additional registration to your current registered agent details.

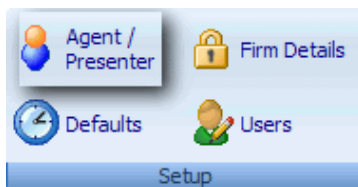
Registered Agents will be issued with an Agent username, Agent password and Sender ID. In order to obtain a username and password agents will need to send a request to ASIC using the following email address: webservices@asic.gov.au

Updating CAS

Once you have received your agent details from ASIC, you must input these details into **CAS**.

From the **Ribbon Toolbar**:

On the **Administration** tab, in the **Setup** group, click **Agent / Presenter**



Click  to edit your ASIC Agent details.

Click on the **ASIC Business Names** tab.

User Name	Input the user name provided to you by ASIC. This will be in the form of an email address.
Password	Input your password
Sender ID	Input the Sender ID provided to you by ASIC.
Email	Input your email address

Agent/Presenter Set Up CAS Details ASIC EDGE Internet Lodgement **ASIC Business Names**

ASIC Business Names

This username, password and sender ID are required to lodge business names electronically to ASIC.

In order to obtain a username and password you will need to email ASIC. Please send an email to webservices@asic.gov.au advising that you wish to lodge business name applications through BGL's Corporate Affairs System.

User Name	bgl
Password	bglpassword
Sender ID	123456789
Email	casteam@bglcorp.com.au

Click

End of Task 10.1. Proceed to **Task 10.2**.

Task 10.2 - Application to register a Business Name

Objective

In this task you will learn create and lodge the business name form to ASIC.

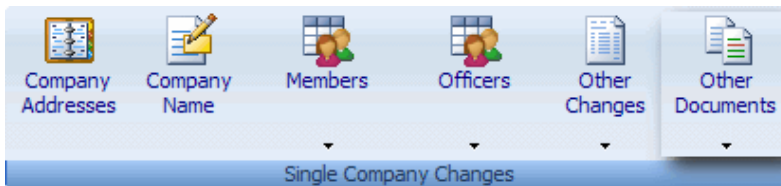
By the end of this task, you will be able to:

- Check if a Business Name is available
- Create and lodge the business name form electronically.

Instructions

Step 1 - Add the name

From the **Ribbon Toolbar** select the **Changes & Documents** tab, from the **Single Company Changes** group, click on the drop down besides **Other Documents** and select **Business Name Forms**.



CAS will display the **Business Name Search** screen.

- | | |
|--------------------|--|
| Click |  New to add a new business name |
| Business Name | Input JJ ENTERPRISES |
| Date Registered | Leave this as Today's Date . |
| Registered Address | Click  Search to list Addresses . Highlight Suite 2, 606-608 Hawthorn Road and click  Select |
| Business Address 1 | Click  Search to list Addresses . Highlight Suite 2, 606-608 Hawthorn Road and click  Select |
| ABN | Input 53 004 085 616 as your ABN |

Business Names Add/Edit - ABC NOMINEES PTY LTD

Business Name: JJ ENTERPRISES

Check Name Availability Check Existing Names

ABN: 53 004 085 616 Effective Date: __/__/__

ABN Reference Number: _____ (only required if ABN application is yet to be processed)

ASIC Key: _____

Date Registered: 10/12/2015

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

Business Address 1: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

Business Address 2:

Consent to Transfer Number: _____ (only required if the name is held for transfer from the current holder to a new holder)

State: _____

Registration Number: _____

Renewal Date: __/__/__

Activity: _____

Resident Agent:

Date Ceased: __/__/__

Click **Save** and then **Exit** back to return to the **Business Name Search** screen..

Note:

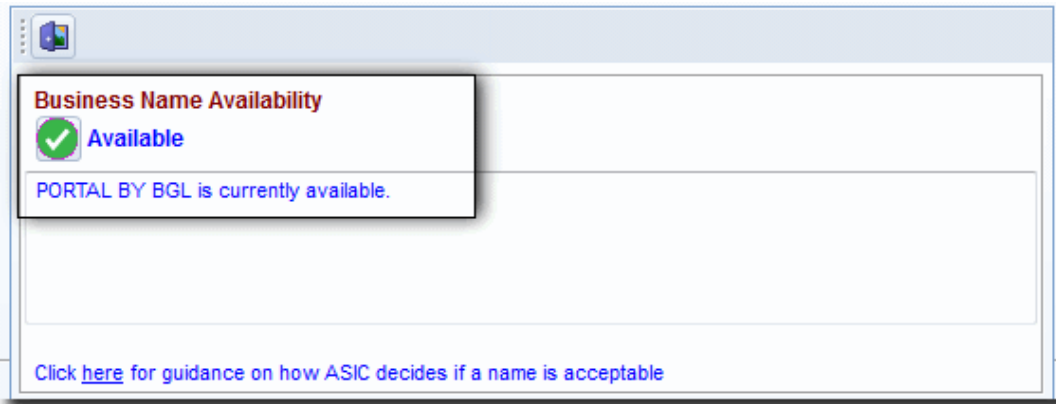
Click **Check Name Availability** **CAS** users are able to check the availability of the Business Names at the click of a button.

When entering in the Business Name, CAS users can simply type in the proposed business name, and click on Check Name Availability an immediate check is done on the ASIC servers, and a response is returned to the CAS user.

The response system used by CAS is a traffic light approach. Users will receive a green, amber or red light.

Green Light - Business Name is available

The Green Light indicates that the Business name is available. Also the green light indicates that the name application will be approved through electronic lodgement.



Amber light - Subject to determination

The Amber light indicates that the Business Name may be available, however this is subject to determination by ASIC.

Should users lodge the business name application it will be reviewed by ASIC before the business name is officially registered.

There are a number of reasons why a business name may require manual review however common responses will be:

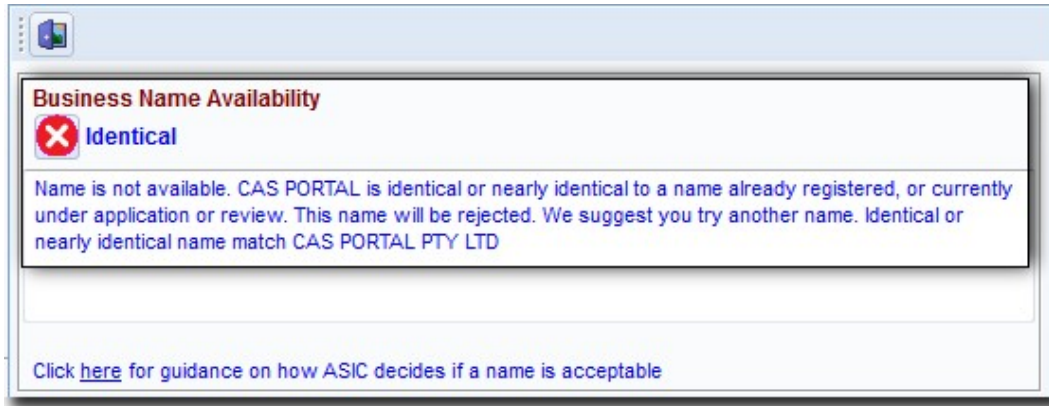
- Name does not use words in the Macquarie Dictionary
- Name is spelt similar to an existing name
- Name sounds similar to an existing name



Red Light - Business Name is not available

The red light indicates that this Business Name cannot be registered.

There are a number of reasons why a Business Name cannot be registered. For example the proposed name may be identical to an existing name.



Check Existing Names

CAS users have the ability to search all existing business names registered on the National Names Index at any time.

Once a user has entered a proposed business name, a quick National Names Index search can be run by clicking on  **Check Existing Names** button.

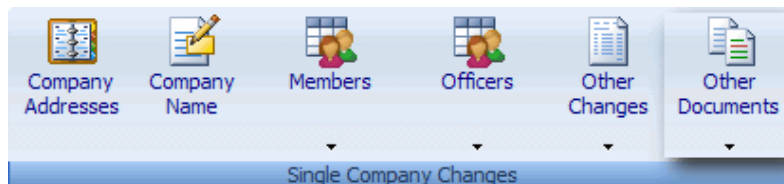
A list of existing business names that are similar to the name entered will be displayed. Users will be able to see the registered business names, the date it was registered, the registration number and the state of registration.



Step 2 - Prepare the Application Form

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 **Business Name Forms** from the list.

Highlight the business name and click  **Next**



THE ASTERISK (*) BESIDES THE STATE INDICATES A BUSINESS NAME HAS BEEN REGISTERED FOR THE SELECTED STATE

- Registration Period Select either 1 year or 3 years
- Business Name Holder Type Select **Company**
- Form Signatory Leave this as **John Jones**
- Signatory Position This will default to **Director**. This is correct.
- City Input **YOUR CAPITAL CITY** as the city where the form is to be signed.

CAS will automatically select the **Business Name Form 1** (Application).

Business Name JJ ENTERPRISES

Registration Period ☒ 1 year ☐ 3 years

Business Name Holder Type

☐ Individual ☐ Organisation (incorporated body, trust, super fund etc)

☒ **Company** ☐ Joint Venture with an ABN for each partner

☐ Partnership or Joint Venture ☐ Christmas Island or Cocos (Keeling) Islands entity

Other entity type

Form Details

Form Signatory JONES, JOHN

Signatory Position Director

City MELBOURNE

Business Addresses

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

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

Documents

	1	Business Name Application Form	☒ Electronic
	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.

As a result of ASIC's new electronic lodgement system, Business Names lodgements require address in a different structure. A screen will be displayed showing users the existing address and the newly formatted address, users will need to ensure that the address has been correctly formatted.

Please format Registered and Business Address

Note: ASIC requires a formatted address for Business Name forms. Please format the address.

Existing Address

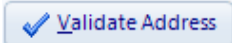
Address: SUITE 2
606-608 HAWTHORN ROAD
BRIGHTON EAST

State: VIC Postcode: 3187

Country: AUSTRALIA

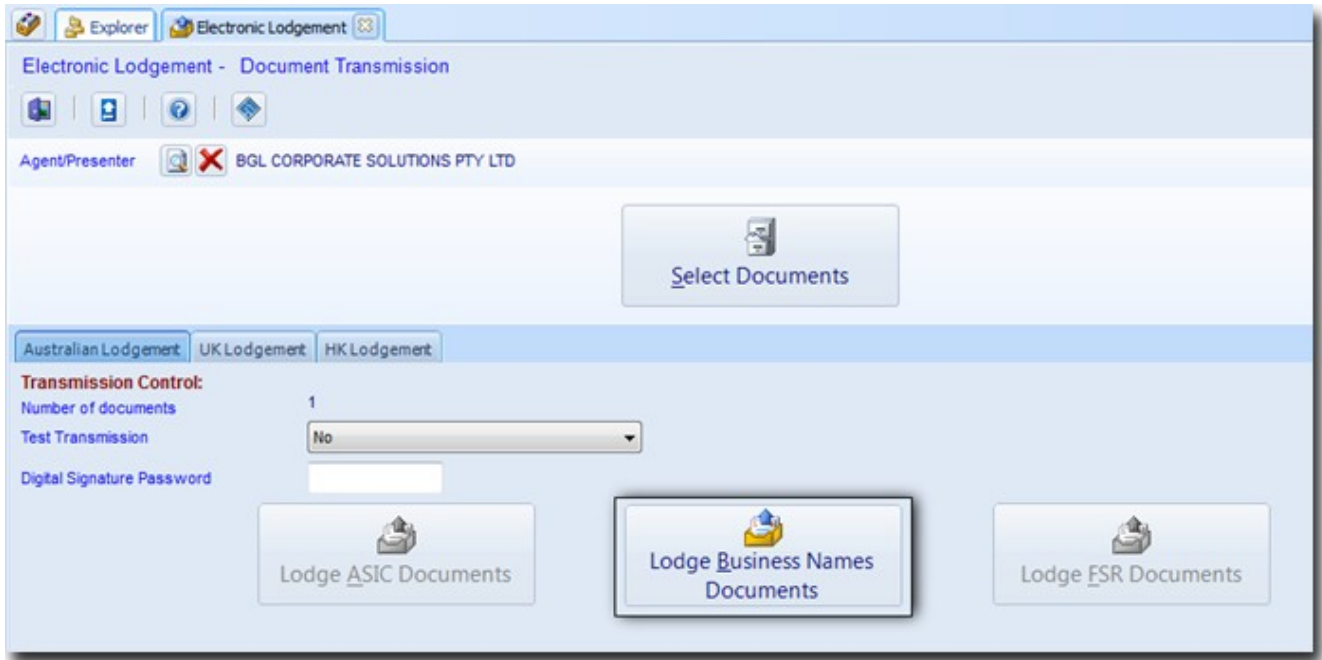
Formatted Address

Building Level:
Property Name:
Unit/Office Number: 2
Street Number: 606-608
Street Name: HAWTHORN
Street Type: ROAD
Suburb: BRIGHTON EAST
State: VIC Postcode: 3187
Country: AUSTRALIA

Once the address information has been changed to the new format, users can select . CAS will now connect to ASIC. Once the validation has been passed, a declaration will need to be confirmed and then the Business Name form will then be prepared.

The Form BN1 can only be lodged electronically. The electronic file will appear in the **Electronic Document Selection** screen.

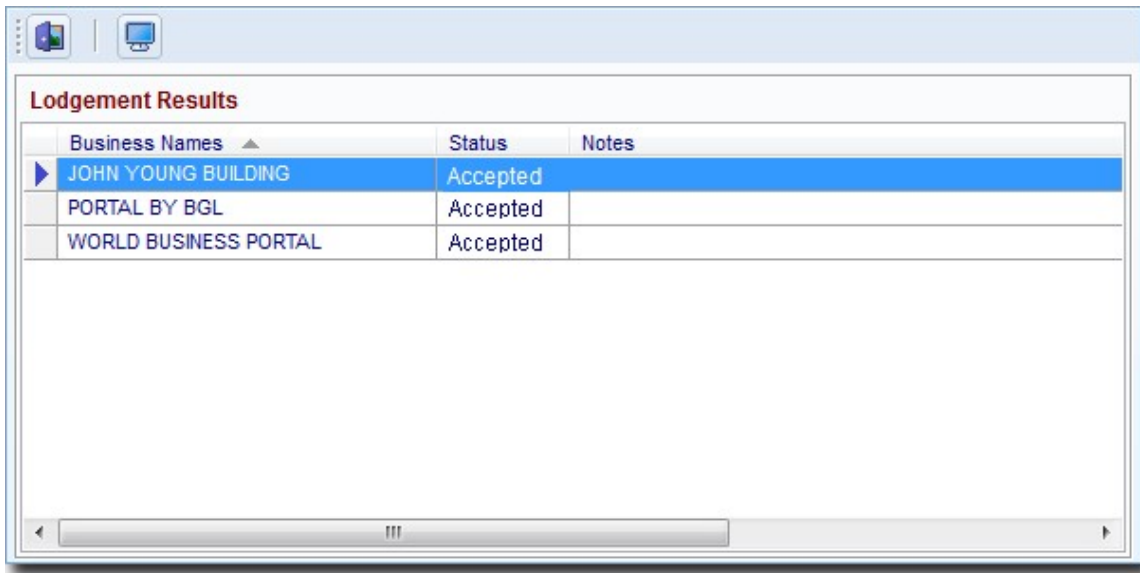
When a business name application has been selected for electronic lodgement, users can click **Lodge Business Names Documents** and this will lodge the business name form to ASIC.



Users are able to lodge multiple Business Name forms at once. This process will go through in the same way as existing multiple lodgements.



Once the lodgement process has been completed, users will be shown a summary of the lodgements, which includes each business name, the status of the lodgement, and if required notes attached to the lodgements.



The screenshot shows a software window with a title bar and a toolbar. The main content area is titled 'Lodgement Results' and contains a table with three columns: 'Business Names', 'Status', and 'Notes'. The first row is highlighted in blue and contains 'JOHN YOUNG BUILDING' under 'Business Names' and 'Accepted' under 'Status'. The second row contains 'PORTAL BY BGL' and 'Accepted'. The third row contains 'WORLD BUSINESS PORTAL' and 'Accepted'. The 'Notes' column is empty for all rows. A scrollbar is visible at the bottom of the table area.

Business Names	Status	Notes
JOHN YOUNG BUILDING	Accepted	
PORTAL BY BGL	Accepted	
WORLD BUSINESS PORTAL	Accepted	



*REFER TO ARTICLE 14720 FOR FURTHER INFORMATION ON THE
NATIONAL BUSINESS NAMES SYSTEM*

End of Lesson 10. Proceed to **Lesson 11**.

Lesson 11 - Reporting

Objective

In this lesson you will learn how to generate various reports in **CAS**.

By the end of this lesson you will be able:

- prepare a People Group Report with customised details
- prepare a People Group Report for an individual or multiple people
- prepare a Company Register for multiple companies

Tasks

Task 11.1 - People Group Report

Generate a People Group Report for John Jones.

Task 11.2 - Company Registers

Generate the Company Register for ABC Nominees Pty Ltd

Task 11.1 - People Group Report

Objective

In this task you will learn how to prepare a People Group Report.

By the end of this task, you will be able to generate an enquiry of particular details of a person or prepare a People Group report for an individual or multiple individuals in **CAS**.

Details

Various reports and listings can be prepared in **CAS** that will help you query the **CAS** database and retrieve information about a particular person or company.

For example, if you want to know which companies a person is an officer or a member of, you can use the People Group Report to get these details.

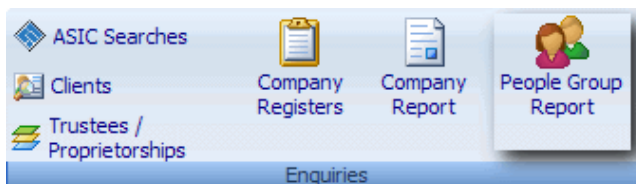
The People Group Report will list the following details for the selected person:

- Person details
- Person notes
- Public company directorships
- Officeholdings
- Officer's Notes
- Other Appointments
- Shareholdings
- Unitholdings
- Chargeholdings
- Debentureholdings
- Trusteeship, proprietorships
- Business name agents
- Prescribed interests
- Proper authorities

Instructions

From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Enquiries** group, click **People Group Report**.



Person Click  **Search** to list **People**. Highlight **Jones, John** and click  **Select**.

Data Type Select **Details** to show John's Personal Details.

People Group Report

Report Date: 10/12/2015

Enquiry Reporting

Person: JONES, JOHN

Data Type

☒ Details
☐ Notes
☐ Public Company Directorships
☐ Officeholdings
☐ Other Appointments/Positions
☐ Shareholdings
☐ Unitholdings
☐ Chargeholdings
☐ Debentureholdings
☐ Trusteeships, Proprietorships
☐ Business Name Agent
☐ Authorised Representatives
☐ Prescribed Interests
☐ Officer Relationships

Persons Details

Home Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
 Mobile: 0412 666 777 Email: johnjones@cas.com.au
 Date of Birth: 15/08/1958
 Place of Birth: MELBOURNE, VIC

Click the **Reporting** tab

People Group Report

Report Date: 10/12/2015

Enquiry Reporting

People: Select People People Selected: 1 ☐ Consolidate people

Person

☐ Save this People Group Report in Document Management
☐ Prepare separate reports per Person

Report Section Selection:

☒ Person Notes
☒ Other Directorships
☒ Officeholdings ☒ Include notes ☐ Include Annual Review Date
☒ Other Appointments/Positions
☒ Shareholdings ☐ Include notes
☒ Unitholdings ☐ Include notes
☒ Chargeholdings
☒ Debentureholdings
☒ Trusteeships, Proprietorships ☐ Include notes
☒ Business Name Agent
☒ Authorised Representatives
☒ Prescribed Interests
☒ Officer Relationships

Positions and Holdings: ☐ Current ☒ All

Company Jurisdiction: All

Click



Preview

CAS will generate the People Group Report for John Jones showing the details that you have ticked in the previous screen.

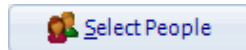
Click



Close

The People Group Report can also be prepared for multiple persons simultaneously.

Click



Select People

John Jones will be ticked.

Tick the box ☒ next to Jones, Mary and click ☒ **Select**.

If you have multiple persons selected, you will not be able to preview the report. You will either need to **Print** or to export to PDF or Word or Excel.

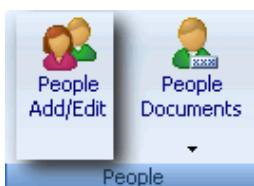
A People Group Report will be generated for each person selected.

Reports from the People Search screen

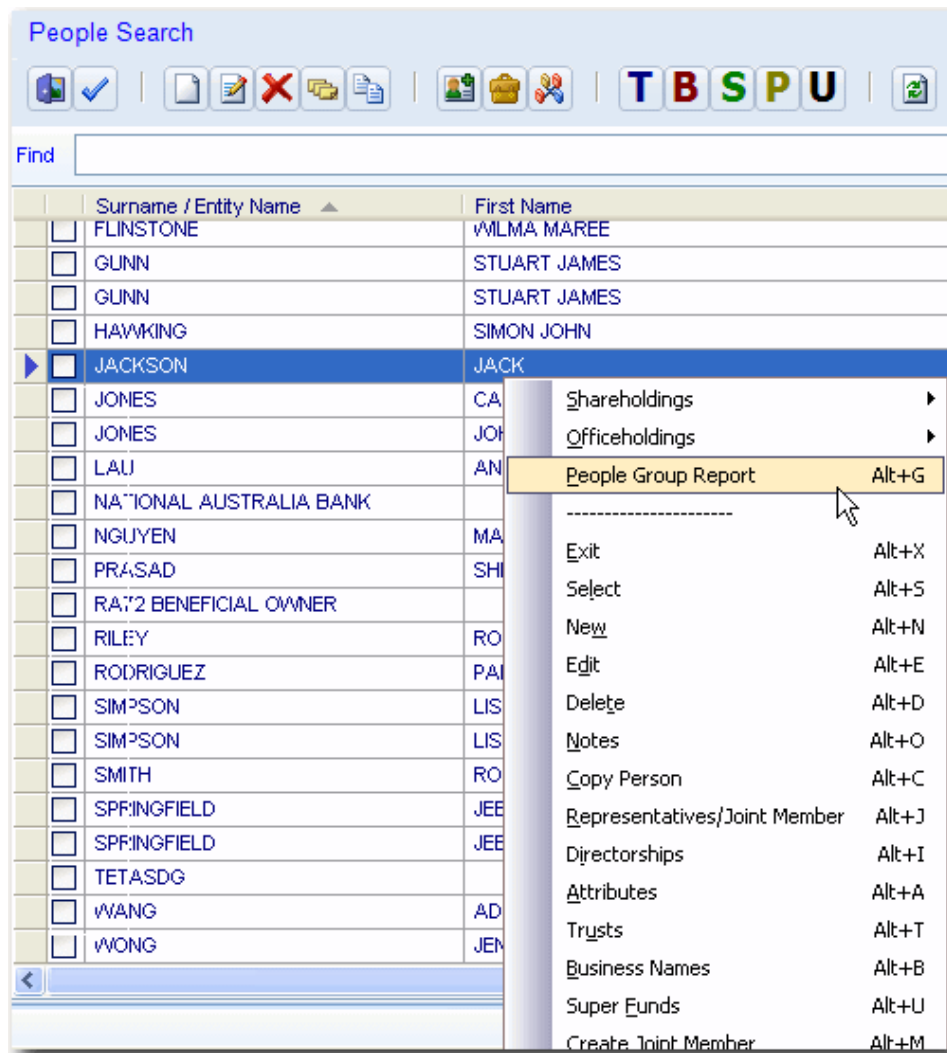
You can also generate a **People Group Report** from the **People Search** screen.

From the **Ribbon Toolbar**:

On the **Home** tab, in the **People** group, click **People Add/Edit**.



Highlight a person from the list and right click.



You can select to allot shares to this person, appoint this person as an officer or you can view a **People Group Report**.

Note: To push this form to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.

End of Task 11.1. Proceed to **Task 11.2**.

Task 11.2 - Company Registers

Objective

In this task you will learn how to generate the registers and documents for multiple companies.

By the end of this task, you will be able to prepare various registers for multiple companies in your **CAS** database.

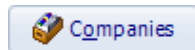
Instructions

From the **Ribbon Toolbar**:

On the **Enquiries & Reporting** tab, in the **Enquiries** group, click **Company Registers**.



Click



Tick

ABC NOMINEES PTY LTD and **JEBEDIAH SPRINGFIELD PTY LTD**

Click



Registers Date

Leave this as **Today's Date**

Company Registers

☒ Select **Save registers in Document Management**

Note: This will ensure you can push the registers to **Portal**.

For a complete report, click **Print** or to export to PDF or Word or Excel. **CAS** will prepare all the registers and documents.

You can also select the information you require by putting a **1** next to the register or document that you want to include in the report.

Company Registers

Select Companies: Companies Companies Selected: 2 Registers Date: 10/12/2015

Company Name:

Company Registers

Options: ☒ All* ☐ Current* ☒ Save registers in Document Management ☒ Include notes on registers
☐ Exclude pending transactions ☒ Prepare separate reports per Company

1 ☐ Register of Officers* ☐ Date Order

1 ☐ Register of Other Positions*

1 ☐ Registers of Members* ☒ Members ☐ One member per page
☒ Option/Warrant holders ☐ Date Order

1 ☐ Register of Notices of Beneficial Ownership*

1 ☐ Register of Substantial Shareholders
 Order: ☒ Alphabetic ☐ Holding ☐ Top 20
 Percentage: ☐ Share classes ☒ Total shares ☐ Currency

1 ☐ Register of Directors Shareholdings*

1 ☐ Register of Charges*

1 ☐ Register of Debenture Holders*

1 ☐ Register of Prescribed Interests*

1 ☐ Register of Authorised Representatives*

0 ☐ Register of Responsible Officers and Key People*

1 ☐ Seal Register ☐ Include Address

1 ☐ Bank Accounts Register*

1 ☐ Register of Powers of Attorney

1 ☐ Register of Unitholders* ☒ Unitholders ☐ One unitholder per page
☐ Option/Warrant holders ☐ Date Order

Click to **Close** the report.

Note: ABC Nominees is a **Portal** client.

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

Click **Exit**.

End of Lesson 11. Proceed to **Lesson 12**.

Lesson 12 - Document Management

Objective

In this lesson you will learn how to add an entry to Document Management and to prepare a Document Management report.

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

- add an external document to **CAS** using the Document Management screen
- prepare document management report to display certain documents based on due date, document date and by company or person
- add documents to Document Management and push to **Portal** via **BGL Connect SmartDoc**

Learning Tasks

In this task, we will look at adding a document to Document Management and generating reports from your Document Management System.

Task 12.1 - Updating Document management

This task requires you to enter the following legal document:

Company/Person Name	ABC NOMINEES PTY LTD
Document Date	Today's Date
Document Name	Lease of BMW
Key/Due Date	Today's Date + 3 years
Document Details	Lease of BMW for a period of 3 years from ABC Finance
Document Filename	c:\mydocuments\LeaseBMW.pdf

Task 12.2 - Preparing a Document Management report

This task requires you to prepare reports from your Document Management system.

Task 12.1 - Updating Document Management

Objective

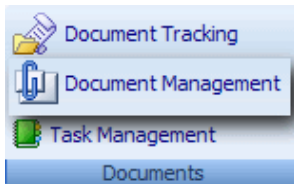
In this task you will learn how to add an entry to Document Management.

By the end of this task, you will be able to add an external document to **CAS** using the **Document Management** Screen.

Instructions

From the **Ribbon Toolbar**:

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



Click	 New
Company/Person Name	Click the first  Search to list CAS Companies . Highlight ABC Nominees and click  Select
Document Date	Click the  Calendar to select Today's Date .
Key/Due Date	Input the date 3 years from Today .
Document Name	Input LEASE OF BMW .
Status Level Date	Click the  Calendar to select Today's Date .
Document Details	Input LEASE OF BMW FOR A PERIOD OF 3 YEARS FROM ABC FINANCE .
Document Filename	If you have an electronic copy of this legal document, such as a Word document, Excel Spreadsheet or PDF file, select the electronic filename here. Click  Search and select the file c:\caswin\data\LeaseBMW.pdf

Company/Person Name ABC NOMINEES PTY LTD

Document Date Key/Due Date

Document Name

Status Level NOT SELECTED

Status Level Date

Document Details

DRAG FILES HERE
to attach as additional documents

Document Filename

1. C:\CAS\MN\DATA\IN\LEASEBMW.PDF
- 2.
- 3.
- 4.

Transmission Report

Validation Report

Completion Date

Click



The **Document Management** screen will now display a summary of the document details attached above.

ABC NOMINEES PTY LTD

- Document: DIVIDEND STATEMENTS AND OTHER DOCUMENTS
- Document: Lease of BMW

Click



End of Task 12.1. Proceed to **Task 12.2**.

Task 12.2 - Preparing a Document Management Report

Objective

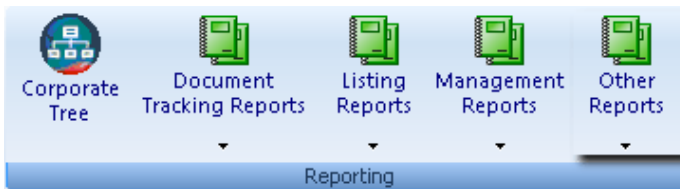
In this task you will learn how to prepare a document management report.

By the end of this task, you will be able to prepare a report of all document management documents within a certain date range.

Instructions

From the **Ribbon Toolbar**:

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



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

Document Type Leave this as ***All documents***.

Report Order Select ***Due Date***.

Date Range Select the date range for the next six months.

Other Reports






Report Details

Report: Document Management Report ▼

Document Type: All documents ▼

Report Order: Due Date ▼

Date Range: From 01/12/2015  To 30/06/2016 

Select Companies/People

Find: 

Department:  All

	Company/Person ▲
☒	ABC NOMINEES PTY LTD
☒	DWARF OF NOTTINGHAM PTY LTD

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

Click  **Exit**

End of Lesson 12. Proceed to **Lesson 13**

Lesson 13 - Advanced Editing and Freeform Documents

Objective

In this lesson you will learn how to change **CAS** text and prepare freeform documents.

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

- customise the annual review solvency meeting minute/resolution
- create a freeform letter
- create a freeform invoice
- create a freeform minutes or resolution

Overview

Advance Document Editing

The advanced document editing tool is an intelligent feature that allows CAS users to quickly make changes to the all text paragraphs that appear in minutes, resolutions, consents, letters and invoices created by CAS.

Learning Tasks

Task 13.1 - Temporary text change in a Directors Meeting Minute

Make a temporary text change to a resolution/minute.

Task 13.2 - Customise text change using the Advanced Document Editing Tool

Customise the annual review solvency meeting minute/resolution using the **Advanced Document Editing Tool**.

Task 13.3 - Creating a Freeform Letter with Embedded Codes

To teach you how to create and prepare a freeform letter using the following embedded text codes and text formatting.

Task 13.4 - Creating a Freeform Invoice

Company	ABC Nominees Pty Ltd
Document Type	Company Invoice
Paragraph Code	OFFINV
Paragraph Title	Registered Office Invoice
	Meeting Minute/Resolution

Document
Type

Text	Annual Fee for providing a location for the registered office and maintaining the statutory registers for the year ended 31 December 2009. ^INVA
Invoice number	11
Invoice amount	\$1000 (GST exclusive)

Task 13.5 - Creating a Freeform Minute

To teach you how to create and prepare a freeform minutes/resolution.

Company	ABC Nominees Pty Ltd
Document Type	Meeting Minute
Paragraph Code 1	MINUTE
Paragraph Title	MINUTE CONFIRMING COMPANY DETAILS
Document Type	Meeting Minute/Resolution
Text	The address of ^NAME as at ^CDAT as requested:
	Registered Office
	^ROL1
	^ROL2
	^ROL3
Paragraph Code 2	PARAG2
Paragraph Title	MINUTE CONFIRMING COMPANY OPENING HOURS
Document Type	Meeting Minute/Resolution
Text	The company's opening hours are :
	09.00 to 17.30 Monday to Friday

Task 13.1 - Temporary Text Change in a Directors Meeting Minute

Objective

In this task you will learn how to change text in a Directors Meeting Minute.

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

- Turn on the preview edit option in your default settings.
- Customise the annual review solvency meeting minute/resolution as a temporary change.

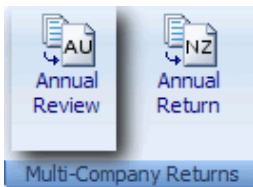
Instructions

How to customise text as a temporary change

To customise the annual review solvency meeting minute/resolution as a temporary change:

From the **Ribbon Toolbar**:

On the **Annual Documents** tab, in the **Multi-Company Returns** group, click **Annual Review**.



CAS will display the **Australian Company Annual Review** screen. This screen will display a list of companies and their annual reviews and supporting documentation.

Australian Company Annual Review

☐ All departments

Print	Solvent	Review Date	Company Name	Due Date	Fee	Department	Client
☐	☒	14/05/2015	TEST NON PROFIT PTY. LTD.	14/07/2015	246.00	CT	CLARKE, ROD
☐	☒	10/12/2015	FRANK MATICH PTY LTD	10/02/2016	246.00	PC	DATA DOWNLOAD CLIENT
☒	☒	10/12/2015	ZIPPY PTY LTD	10/02/2016	246.00	PC	DATA DOWNLOAD CLIENT
☐	☒	10/12/2015	JEBEDIAH SPRINGFIELD PTY LTD	10/02/2016	246.00		

Annual Company Statement
 ASIC Invoice
 Directors Meeting Minute/Resolution
 Letter
 Invoice

Select

Document Options

Click

Other Document Options *tab*

Document Preview Edit

Change to **Preview and Printing**.

Letter/Invoice Preview Edit

Change to **Preview and Printing**.

Click

✓ **Select** to save changes.

Document Options

☒ |

Form Signatory
☐ Company Officer
 ☐ Local Agent of foreign company

Agent/Presenter

Document Preview Edit

Letter/Invoice Preview Edit

Click

✓ at **Print** column to highlight and select a company.

Click

 Export to export the annual review and relevant documents to PDF.

CAS will display the **Document Preview Edit** screen.

Document Preview Edit - Officers Meeting Minute

Toolbar: Edit Template, Save to Template, Restore, Add Officer, Special Edit Options, and various text formatting tools.

Person/Entity List:

Person/Entity	Action
Person/Entity 1	Add Details
Person/Entity 2	Add Details
Person/Entity 3	Add Details
Person/Entity 4	Add Details

Embedded text codes
Automatic text codes

Company Name: ZIPPY PTY LTD
ACN/ABN: 050 000 434
Address:
Date: 10 DECEMBER 2015
Document Type: MINUTES OF A MEETING OF THE DIRECTORS

<u>Present:</u>	Clarke, Rod Jones, John
<u>Election of Chairperson:</u>	Clarke, Rod was elected chairperson of the meeting.
<u>Minutes of Previous Meeting:</u>	The minutes of the previous meeting of directors were read and confirmed by all attendees
<u>Solvency:</u>	It was resolved after reviewing the result of the company for the previous year, reviewing the cash flow budgets for the ensuing year and considering the ability of the company to realise assets that the company would be able to pay its debts as and when they fall due.
<u>Closure:</u>	There being no further business the meeting was closed.
	Clarke, Rod Chairperson

The report can now be edited using Windows text edit functions such as cut, paste and delete.

- Edit the **Closure** paragraph to
- There being no further business the meeting was closed.
Next meeting to be held in 4 weeks.**
- Click **Select** to proceed with the change.

CAS will now display the Solvency Minutes/Resolution with the above change. This will only apply as a temporary change for this company.

Company Name:	ZIPPY PTY LTD
ACN/ABN:	050 000 434
Address:	
Date:	10 DECEMBER 2015
Document Type:	MINUTES OF A MEETING OF THE DIRECTORS

<u>Present:</u>	Clarke, Rod Jones, John
<u>Election of Chairperson:</u>	Clarke, Rod was elected chairperson of the meeting.
<u>Minutes of Previous Meeting:</u>	The minutes of the previous meeting of directors were read and confirmed by all attendees
<u>Solvency:</u>	It was resolved after reviewing the result of the company for the previous year, reviewing the cash flow budgets for the ensuing year and considering the ability of the company to realise assets that the company would be able to pay its debts as and when they fall due.
<u>Closure:</u>	There being no further business the meeting was closed. Next meeting to be held in 4 weeks.

_____ Clarke, Rod Chairperson

End of Task 13.1. Proceed to **Task 13.2**.

Task 13.2 - Customise text change using the Advance editing tool

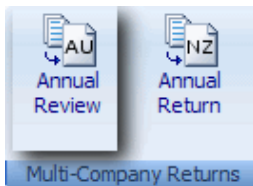
Objective

To customise the annual review solvency meeting minute/resolution using the Advance editing tool.

Instructions

From the **Ribbon Toolbar**:

On the **Annual Documents** tab, in the Multi-Company Returns group, click **Annual Reviews**.



CAS will display the **Company Annual Review** screen. This screen will display a list of companies and its annual reviews and supporting documentation.

Australian Company Annual Review

Find

Print	Solvent	Review Date	Company Name	Due Date	Fee	Department	Client
☐	☒	14/05/2015	TEST NON PROFIT PTY. LTD.	14/07/2015	246.00	CT	CLARKE, ROD
☐	☒	10/12/2015	FRANK MATICH PTY LTD	10/02/2016	246.00	PC	DATA DOWNLOAD CLIENT
☒	☒	10/12/2015	ZIPPY PTY LTD	10/02/2016	246.00	PC	DATA DOWNLOAD CLIENT
☐	☒	10/12/2015	JEBEDIAH SPRINGFIELD PTY LTD	10/02/2016	246.00		

☐ 1 Annual Company Statement
☐ 0 ASIC Invoice
☐ 0 Directors Meeting Minute/Resolution
☐ 1 Letter
☐ 1 Invoice

Select

Document Options

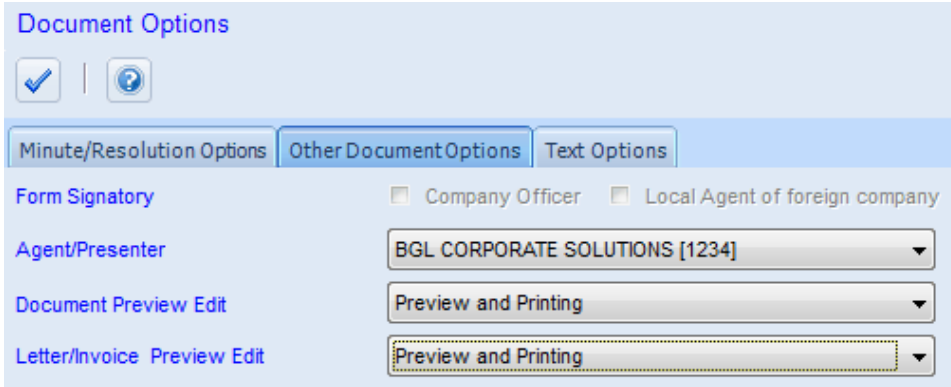
Click

Other Document Options **tab**

Document Preview Edit Change to **Preview and Printing**.

Letter/Invoice Preview Edit Change to **Preview and Printing**.

Click  **Select** to save changes.



The 'Document Options' dialog box has a light blue header with a checkmark icon and a help icon. Below the header are three tabs: 'Minute/Resolution Options', 'Other Document Options' (which is selected), and 'Text Options'. Under the 'Other Document Options' tab, there are four rows of options:

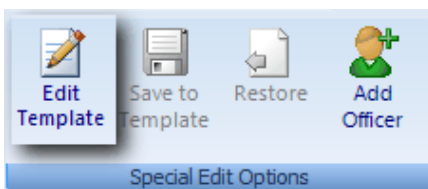
- 'Form Signatory' with checkboxes for 'Company Officer' and 'Local Agent of foreign company'.
- 'Agent/Presenter' with a dropdown menu showing 'BGL CORPORATE SOLUTIONS [1234]'.
- 'Document Preview Edit' with a dropdown menu showing 'Preview and Printing'.
- 'Letter/Invoice Preview Edit' with a dropdown menu showing 'Preview and Printing'.

Click  at **Print** column to highlight and select a company.

Click  **Export** to export the annual review and relevant documents to PDF.

CAS will display the Document Preview Edit screen.

Click **Edit Template** this will change the document preview to an edit screen.



All text that appears with grey shading is able to be customised. Users simply edit the text they wish to change.

Once all the desired changes have been made users are able to click **Save to Template**. This will save the changes to that text paragraph, and every time that text paragraph is used the new text will appear.

Edit the **Closure** paragraph to

**There being no further business the meeting was closed.
Next meeting to be held in 4 weeks.**

Click **Save to Template**



Click **Select** to proceed with the change.

CAS will now display the Solvency Minutes/Resolution with the above change. This will be a permanent text change. If users would like to undo all changes made to the template clicking **Restore** in edit mode will revert all text paragraphs back to the **CAS** default

Company Name:	ZIPPY PTY LTD
ACN/ARBN:	050 000 434
Address:	
Date:	10 DECEMBER 2015
Document Type:	MINUTES OF A MEETING OF THE DIRECTORS
<u>Present:</u>	Clarke, Rod Jones, John
<u>Election of Chairperson:</u>	Clarke, Rod was elected chairperson of the meeting.
<u>Minutes of Previous Meeting:</u>	The minutes of the previous meeting of directors were read and confirmed by all attendees
<u>Solvency:</u>	It was resolved after reviewing the result of the company for the previous year, reviewing the cash flow budgets for the ensuing year and considering the ability of the company to realise assets that the company would be able to pay its debts as and when they fall due.
<u>Closure:</u>	There being no further business the meeting was closed. Next meeting to be held in 4 weeks.
	Clarke, Rod Chairperson

End of Task 13.2. Proceed to **Task 13.3**.

Task 13.3 - Creating a Freeform Letter with Embedded Codes

Objective

In this task you will learn how to create and prepare a freeform letter.

By the end of this task you will be able to create a freeform letter using embedded text codes .

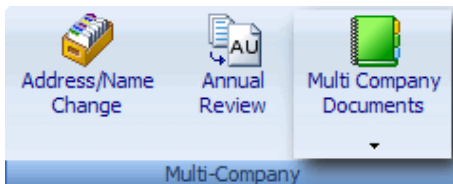
Details

Company	ABC Nominees Pty Ltd
Document Type	Letter
Paragraph Code	LETTER
Paragraph Title	Letter confirming company details
Paragraph Text	Please find below details of ^NAME as at ^CDAT as requested:
	Auditor
	^CAUD
	Registered Office
	^ROL1
	^ROL2
	^ROL3

Instructions

From the **Ribbon Toolbar**:

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



Select **Letters/Invoices** from the list.

Document Type Click **Company Letter**

Select Step 4 - Document Text - to Select the text paragraph that is to be used.

Paragraph 1 Click  **Search** and then  **New**

Paragraph Code Input **LETTER**

Paragraph Title Input **LETTER CONFIRMING COMPANY DETAILS**

Text Click this field and input:

Please find below details of ^NAME as at ^CDAT as requested:

Auditor

^CAUD

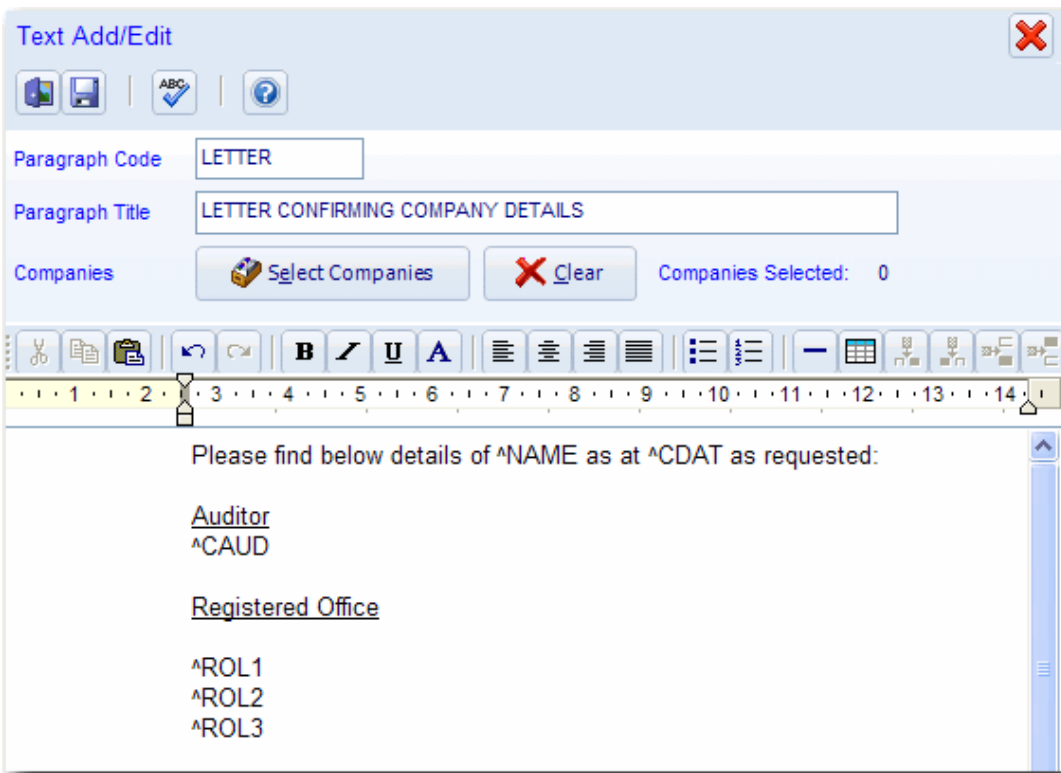
Registered Office

^ROL1

^ROL2

^ROL3

Click  to underline selected text. Click  to change the font style, size, colour, etc.



Text Add/Edit

Paragraph Code: LETTER

Paragraph Title: LETTER CONFIRMING COMPANY DETAILS

Companies:  Select Companies  Clear Companies Selected: 0

Rich Text Toolbar:                               <

Select Companies

Select Department **Harry Lang**

CAS will display the companies attached to this particular department.

Freeform Letters and Invoices

Document Type: **Company Letters**

Step 1 - Details | Step 2 - Invoice Options | Step 3 - Attributes | Step 4 - Document Text

Paragraph	Icon	Text	Invoice amount
Paragraph 1		LETTER CONFIRMING COMPANY DETAILS (Client Set 0)	0
Paragraph 2			0
Paragraph 3			0
Paragraph 4			0
Paragraph 5			0
Paragraph 6			0

Select Companies Selected: **4**

Find: Jurisdiction: **All**

Department: **Selected** Company Status: **All**

Company Name
☒ ABC HOLDING COMPANY LIMITED
☒ ABC NOMINEES PTY LTD
☒ BGL CAS PTY LTD
☒ DWARF OF NOTTINGHAM PTY LTD

Click **Preview** to preview this 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.

Click **Exit**

Note: To push this document to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.

End of Task 13.3. Proceed to **Task 13.4**.

Task 13.4 - Creating a Freeform Invoice

Objective

In this task you will learn how to create a freeform invoice.

By the end of this task, you will be able to prepare a freeform invoice using embedded text codes.

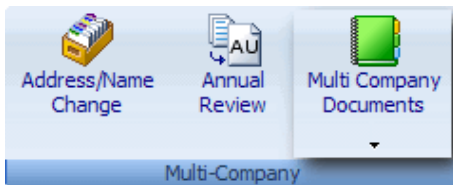
Details

Company	ABC Nominees Pty Ltd
Document Type	Company Invoice
Paragraph Code	OFFINV
Paragraph Title	Registered Office Invoice
Document Type	Meeting Minute/Resolution
Text	Annual Fee for providing a location for the registered office and maintaining the statutory registers for the year ended 31 December 2009. ^INVA
Invoice number	11
Invoice amount	\$1000 (GST exclusive)

Instructions

From the **Ribbon Toolbar**:

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



Select **Letters/Invoices** from the list.

Document Type	Click Company Invoice
Step 1 - Details	Leave as Today's date
Step 2 - Invoice Options	Billing Options leave as None

First Invoice no input 11

Step 3 - Attributes No attributes need to be selected.

Step 4 - Document Text **Select Text Paragraphs**

Paragraph 1 Click  **Search** and then  **New**

Paragraph Code Input **OFFINV**

Paragraph Title Input **REGISTERED OFFICE INVOICE**

Company Do not select a company. This paragraph can then be used for any company you wish to create this invoice for.

Text Click this field and input:

Annual Fee for providing a location for the registered office and maintaining the statutory registers for the year ended 31 December 2009. ^INVA

Text Add/Edit

  |  | 

Paragraph Code

Paragraph Title

Companies   Companies Selected: 0



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Annual Fee for providing a location for the registered office and maintaining the statutory registers for the year.

Click  **Save. CAS** will highlight REGISTERED OFFICE INVOICE on the **Text** list.
Click  **Select**

Invoice Amount Input 1000

Document Type

Document Type

Step 1 - Details Step 2 - Invoice Options Step 3 - Attributes Step 4 - Document Text

Paragraph 1	 	REGISTERED OFFICE INVOICE	Invoice amount	1000
Paragraph 2	 		Invoice amount	0
Paragraph 3	 		Invoice amount	0

Select Companies

Click  to remove all companies selected.

Select ☒ to select **ABC Nominees**

Document Type
Document Type Company Invoices

Step 1 - Details Step 2 - Invoice Options Step 3 - Attributes Step 4 - Document Text

Paragraph 1	 	REGISTERED OFFICE INVOICE (Client Set 0)	Invoice amount	1000
Paragraph 2	 		Invoice amount	0
Paragraph 3	 		Invoice amount	0
Paragraph 4	 		Invoice amount	0
Paragraph 5	 		Invoice amount	0
Paragraph 6	 		Invoice amount	0

Select Companies Selected 1

Find  Jurisdiction All

Department  Selected Company Status All

	Company Name	ACN/ARBN	Reference	Department
☐	ABC HOLDING COMPANY LIMITED	054 355 243		HL
☒	ABC NOMINEES PTY LTD	551 388 946	BGL123	HL
☐	BGL CAS PTY LTD	551 433 802		HL

Click  **Print** or click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format.

Click  **Exit**

Note: To push this document to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re-upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.



REFER TO ARTICLE 486 FOR MORE INFORMATION ON EDITING INVOICES

End of Task 13.3. Proceed to **Task 13.4**.

Task 13.5 - Creating a Freeform Minute

Objective

In this task you will learn how to create a freeform minutes or resolution.

By the end of this, you will be able to prepare freeform minutes or resolution using embedded text codes.

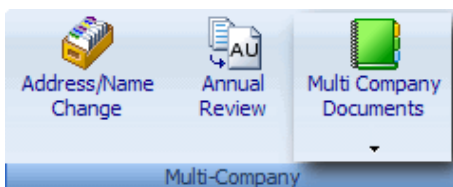
Details

Company	ABC Nominees Pty Ltd
Document Type	Meeting Minute
Paragraph Code	MINUTE
Paragraph Title	MINUTE CONFIRMING COMPANY DETAILS
Document Type	Meeting Minute/Resolution
Text	Please find below details of ^NAME as at ^CDAT as requested: Registered Office ^ROL1 ^ROL2 ^ROL3
Paragraph Code 2	PARAG2
Paragraph Title	MINUTE CONFIRMING COMPANY OPENING HOURS
Document Type	Meeting Minute/Resolution
Text	The company's opening hours are : 09.00 to 17.30 Monday to Friday

Instructions

From the **Ribbon Toolbar**:

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



Select **Minutes/Resolutions** from the list.

Document Type Click ***Members Meeting Minute or Resolution***

Step 1 - Details

Copies **1**Leave as ***Today's date***

Step 2 - Trust and Attributes

No attributes need to be selected.

Step 3 - Document Text ***Select Text Paragraphs***

Paragraph 1

Click  **Search** and then  **New**

Paragraph Code

Input **MINUTE**

Paragraph Title

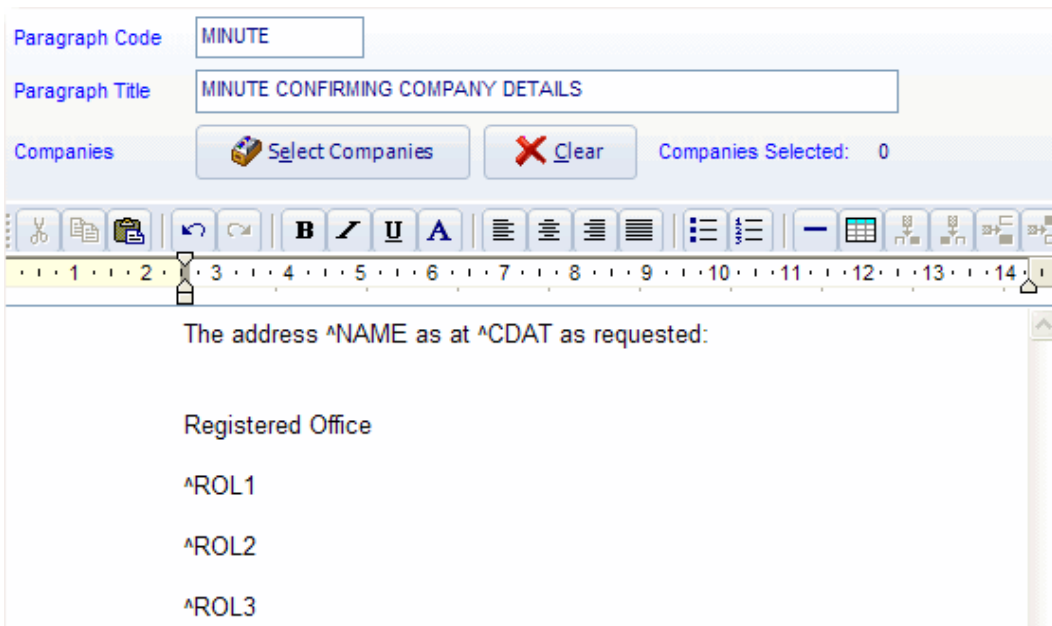
Input **MINUTE CONFIRMING COMPANY DETAILS**

Company

Do not select a company. This paragraph can then be used for any company you wish to create this invoice for.

Text

Click this field and input:

The address ^NAME as at ^CDAT as requested:**Registered Office****^ROL1****^ROL2****^ROL3**


Paragraph Code: MINUTE

Paragraph Title: MINUTE CONFIRMING COMPANY DETAILS

Companies:  Select Companies  Clear Companies Selected: 0

Text area content:

The address ^NAME as at ^CDAT as requested:

Registered Office

^ROL1

^ROL2

^ROL3

Click  **Save**. CAS will highlight **MINUTE CONFIRMING COMPANY DETAILS** on the **Text** list. Click  **Select**

Repeat the steps above to add a second paragraph using these details :

Paragraph Code 2 PARAG2

Paragraph Title MINUTE CONFIRMING COMPANY OPENING HOURS

Text The company's opening hours are :
09.00 to 17.30 Monday to Friday

Click  to remove all companies selected.

Select ☒ to select **ABC Nominees**

Freeform Minutes, Resolutions, Notices and Consents



Document Type
 Document Type Meeting Type

Step 1 - Details Step 2 - Trusts and Attributes Step 3 - Document Text

Paragraph 1   MINUTE CONFIRMING COMPANY ADDRESS DETAILS (Client Set 0)

Paragraph 2   MINUTES CONFIRMING COMPANY OPENING HOURS (Client Set 0)

Paragraph 3  

Paragraph 4  

Paragraph 5  

Paragraph 6  

Select Companies Selected **1**

Find  Jurisdiction

Department  Company Status

	Company Name ▲	ACN/ABN	Reference	Department
☐	ABC HOLDING COMPANY LIMITED	054 355 243		HL
☒	ABC NOMINEES PTY LTD	551 388 946	BGL123	HL
☐	BGL CAS PTY LTD	551 433 802		HL

Click  **Preview** to check the Meeting Minute or Resolution

Click  **Print** or click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format.

Click  **Exit**

Note: To push this document to **Portal**, you must add the document to **Document Management**, then push it manually. Your client can then print the document from **Portal**, sign a copy and re upload it onto **Portal**. Refer to **Task 11.1** of the **CAS Refresher Manual** for more information.

End of Lesson 13.

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 a form 201 to incorporate a company. However when you look at Section 2 of the form, it does not have the company name. Instead it selects the option ?use A.C.N as proposed company name?. What have you done incorrectly?

2 Details of the company

Does the company have a proposed company name?

☐ Yes
If yes, the proposed company name is _____
Name reservation number (if any)

☒ No
The company name on registration will be its Australian Company Number (ACN).

Tick the legal elements that apply

☒ Pty. ☒ Ltd. ☐ Proprietary ☐ Limited ☐ No liability ☐ NL

☐ no legal elements (s150 companies only)

Section 150 companies
The exception to the requirement for using 'Limited' in the company name granted under s150 applies to public companies that are limited by guarantee only

.....

.....

2. You have lodged a form 6010 to deregister a company. You received a successful validation report, however did not receive the invoice from ASIC. Why?

.....

.....

3. What other form needs to be lodged when changing an ultimate holding company?

.....

.....

4. You have misplaced your certificate of incorporation. You wish to request for a replacement copy from ASIC. How would you do this?

.....

.....

5. How do you exercise options in CAS?

.....

.....

6. What is the difference between Master Text and Client Text?

.....

.....

7. How do you include a business name in the Form 201?

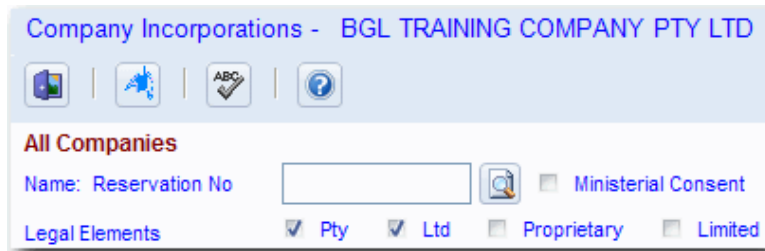
.....

.....

Quiz Answers

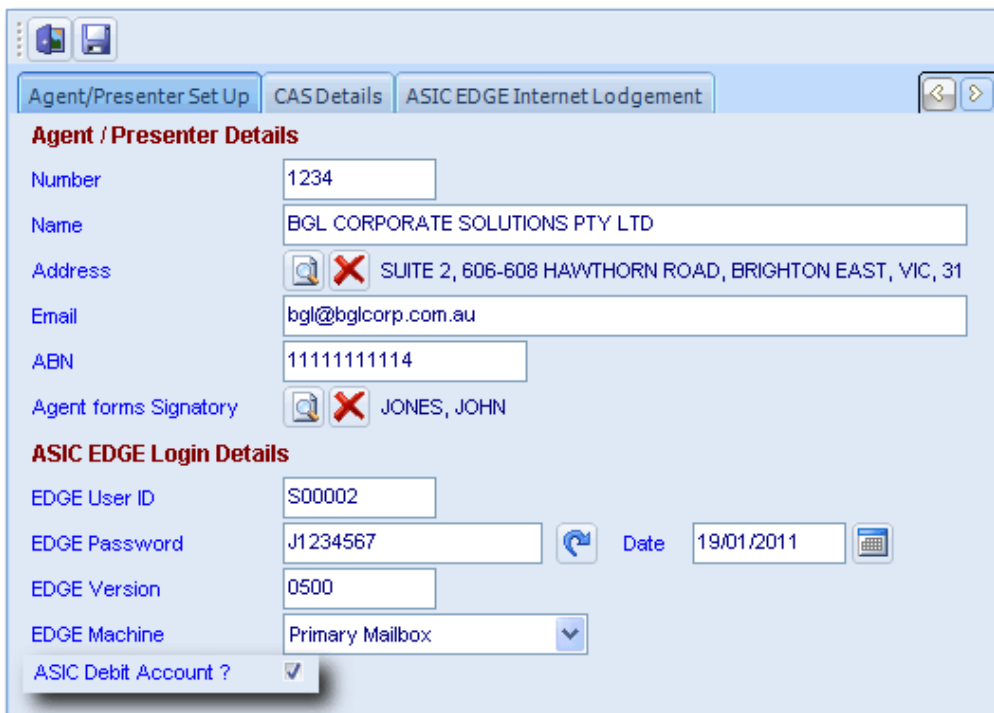
1. You have printed a form 201 to incorporate a company. However when you look at Section 2 of the form, it does not have the company name. Instead it selects the option ?use A.C.N as proposed company name?. What have you done incorrectly?

When entering data to print the form, the check box for legal elements was selected. This does not need to be selected, as CAS will pick up the legal elements from the name of the company.



2. You have lodged a form 6010 to deregister a company. You received a successful validation report, however did not receive the invoice from ASIC. Why?

The ASIC debit account must be ticked in the Agent/Presenter details. If this check box is unticked, the invoice is sent to the company and not the registered agent.



3. What other form needs to be lodged when changing an ultimate holding company?

The ultimate holding companies will be majority shareholder of the company. Therefore, a form 484 C must be lodged to notify ASIC of a transfer of shareholdings from the previous ultimate holding company to the new ultimate company.

4. You have misplaced your certificate of incorporation. You wish to request for a replacement copy from ASIC. How would you do this?

Home | Registration Incorporation | Incorp Options | Form Ra50/51.

An agent may request a reprint of a certificate within 30 days of the registration of the company, where the company was registered by the agent and the original certificate was delivered electronically. Lodgement of a valid RA51 will result in the preparation of a RA55 reply.

The screenshot shows a web form titled 'Withdrawal of Form 201 (Form RA50) Data:'. At the top, there are tabs for 'Business Name Registration Numbers', 'Manual Review', and 'Form RA50/RA51'. Below the tabs, there are three input fields with search icons: 'DOCIMAGE No', 'Signatory', and 'Date'. The 'Date' field is set to '08/04/2010'.

5. How do you exercise options in CAS?

Changes members screen | edit the transaction | edit the share type | untick the box for 'options'.

6. What is the difference between Master Text and Client Text?

Refer to the introduction of **Lesson 12**.

7. How do you include a business name in the form 201?

Home | Registration Incorporation | Incorp Options | Business Name Registrations Numbers. Enter the business name into the relevant state's field.

Business Name Registration Numbers Manual Review Form RA50/RA51

Is the proposed name identical to a registered business name ? ☒

ABN 

	Registration No	Registration No
States ACT		SA
NSW		WA
VIC		TAS
QLD		NT

Appendix A - Incorporation Documents

Sample Company Registration Advice RA 55 - BGL Training Company PTY LTD

BGL CORPORATE SOLUTIONS COMPANY REGISTRATION ADVICE (RA55) AT 24/02/2009

Company Details

Company Name	*** Test Database ***bgl Training Company Pty Ltd
ACN	551388946
Company Type	Proprietary
Company Class	Limited by Shares
Incorp State	Vic
Incorp Date	24/02/2009

Supplier Details

Account Number	77000001234
Supplier Name	Australian Securities and Investments Commission
Supplier ABN	86768265615
Agent Name	BGL Corporate Solutions Pty Ltd
Agent Details	142 Dx St Sydney NSW 2000

Invoice Details

Invoice Subject	Proprietary Company
Invoice Amount	\$400.00
Document No	0E9066437
Form Code	201
Invoice Type	Tax Invoice
Reference No	0E9066437201c Pa
Invoice Date	24/02/2009
Treasurers Determination	Not Subject to Gst - Treasurer's Determination (Exempt Taxes, Fees and Charges)

Sample Certificate of Registration - BGL Training Company PTY LTD

Certificate of Registration of a TEST DATA

This is to certify that

*** TEST DATABASE ***BGL TRAINING COMPANY
PTY LTD

Australian Company Number 551 388 946

is a registered company under the Corporations Act 2001 and
is taken to be registered in Victoria.

The company is **limited by shares**.

The company is a **proprietary** company.

The day of commencement of registration is
the **twenty-fourth day of February 2009**.

Issued by the
EDGE TEST SYSTEM
on this twenty-fourth day of February, 2009.



TEST SYSTEM ONLY
THIS IS NOT A VALID CERTIFICATE



TEST DATA

Conclusion and Summary

Thank you for investing your time to complete the **CAS Advanced 2 Training Manual**. Your investment will be reflected in improved productivity and the efficient use of your **CAS** software.

You should now be able to:

- incorporate a company in **CAS** and prepare the necessary documents
- prepare Dividend Statements
- notify that a company is a special purpose company
- process a company name change
- record partly paid shares
- issue options
- set up a trust, allocate units and prepare unit certificates and supporting documents
- change details to an Ultimate Holding Company
- deregister a company
- prepare Business Name forms
- prepare various registers and documents in **CAS**
- update document management and prepare a report
- modify text in existing documents in **CAS**
- prepare freeform minutes, letters and invoices