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Copyright and Disclaimer

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Monday to Thursday: 7.30am to 7.30pm (AEST)
Friday: 7.30am to 6.30pm (AEST)

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

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

Welcome to 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.
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 prerequisite 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 accessed 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**
Part 1 - Checking Your Version

### Defaults

<table>
<thead>
<tr>
<th>Task Management Defaults</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use the Task Management</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>No of future days tasks to show</td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

**Help Defaults**

- Show bubble help hints: ✓

**CAS System Options**

- Only notify supervisors of updates: ✓
- Software update notifications: ✓
- Enable BGL Direct Messages: ✓
- BGL Direct check interval: 30 minutes
- Connect using a proxy server: ✓
- Proxy Server
- 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 **Save**
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)


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

5. Click: [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.bglc.org.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.
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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>BGL Training Company PTY LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction</td>
<td>Australia</td>
</tr>
<tr>
<td>ACN</td>
<td>Leave this blank</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th><strong>Address</strong></th>
<th>Suite 2, 606-608 Hawthorn Road Brighton East Vic 3187</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Birth</strong></td>
<td>15/08/1958</td>
</tr>
<tr>
<td><strong>Place of Birth</strong></td>
<td>Melbourne</td>
</tr>
<tr>
<td><strong>State of Birth</strong></td>
<td>Victoria</td>
</tr>
<tr>
<td><strong>Mobile/ Cell No</strong></td>
<td>0412 666 777</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:johnjones@cas.com.au">johnjones@cas.com.au</a></td>
</tr>
<tr>
<td><strong>Date of Appointment</strong></td>
<td>Today’s Date</td>
</tr>
<tr>
<td><strong>Signatory</strong></td>
<td>Signatory</td>
</tr>
<tr>
<td><strong>Print Flag</strong></td>
<td>Do not print documents</td>
</tr>
</tbody>
</table>

**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**

<p>| <strong>Name</strong> | Mr. John Jones (Details as above) |
| <strong>Date Allotted</strong> | Today’s Date |</p>
<table>
<thead>
<tr>
<th>Share Type</th>
<th>$1.00 Ordinary Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Shares</td>
<td>100</td>
</tr>
<tr>
<td>Certificate Type</td>
<td>Transaction</td>
</tr>
<tr>
<td>Certificate No</td>
<td>1</td>
</tr>
<tr>
<td>Certificate Kept</td>
<td>Company Binder</td>
</tr>
<tr>
<td>Signatory</td>
<td>Signatory</td>
</tr>
<tr>
<td>Print Flag</td>
<td>Do not print documents</td>
</tr>
</tbody>
</table>

**Member 2**

<table>
<thead>
<tr>
<th>Name</th>
<th>Mrs. Mary Jones (Details as above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Allotted</td>
<td>Today’s Date</td>
</tr>
<tr>
<td>Share Type</td>
<td>$1.00 Ordinary Shares</td>
</tr>
<tr>
<td>No of Shares</td>
<td>100</td>
</tr>
<tr>
<td>Certificate Type</td>
<td>Transaction</td>
</tr>
<tr>
<td>Certificate No</td>
<td>2</td>
</tr>
<tr>
<td>Certificate Kept</td>
<td>Company Binder</td>
</tr>
<tr>
<td>Signatory</td>
<td>Attendee</td>
</tr>
<tr>
<td>Print Flag</td>
<td>Do not print documents</td>
</tr>
</tbody>
</table>

**Task 1.6 - Adding Client Data**

<table>
<thead>
<tr>
<th>Client</th>
<th>John Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Harry Lang</td>
</tr>
<tr>
<td>Client Number</td>
<td>BGLTRAIN123</td>
</tr>
<tr>
<td>Reference</td>
<td>BGLTRAIN123</td>
</tr>
<tr>
<td>Current Client</td>
<td>Yes</td>
</tr>
<tr>
<td>Validate Authorised/Issued Capital</td>
<td>No</td>
</tr>
<tr>
<td>Text Set</td>
<td>Master Set 0</td>
</tr>
<tr>
<td>Officers Quorum</td>
<td>2</td>
</tr>
<tr>
<td>Members Quorum</td>
<td>2</td>
</tr>
<tr>
<td>Letter Addressee</td>
<td>Signatory</td>
</tr>
<tr>
<td>Invoice Addressee</td>
<td>Signatory</td>
</tr>
<tr>
<td>URL</td>
<td><a href="http://www.bglcorp.com.au">www.bglcorp.com.au</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@bglcorp.com.au">info@bglcorp.com.au</a></td>
</tr>
</tbody>
</table>
**Task 1.7 - Preparing Incorporation Documents**

Prepare the 201

<table>
<thead>
<tr>
<th>Legal Elements</th>
<th>Do not select any legal elements.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>John Jones</td>
</tr>
<tr>
<td>Signatory</td>
<td>John Jones</td>
</tr>
<tr>
<td>Signatory’s Capacity</td>
<td>Director</td>
</tr>
</tbody>
</table>

**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.
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.
Click the **Activities** tab

<table>
<thead>
<tr>
<th>Activities</th>
<th>Input <strong>INVESTMENT COMPANY</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Code</td>
<td>Activity codes do not apply to Australia</td>
</tr>
<tr>
<td>Activity Date</td>
<td>Leave this as <strong>Today’s Date</strong> the registration date. If the principal activity of the company has changed since incorporation, input the date it last changed.</td>
</tr>
</tbody>
</table>

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 and find 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.
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 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.

Company Name

Click New

Input ABC HOLDING COMPANY LIMITED

Place of Incorporation

Click Search to list ISO Country List. Highlight Australia and click Select.

ACN / Company Number

Input 054 355 243

Click Save

Highlight ABC Holding Company Limited and click Select.

Date

Input Today’s Date or Incorporation 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 **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 **johnjones@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.](image)

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**
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

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.

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.

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 Input BGL Training Company

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 Client/Company Data 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.
Click [Save] then click ✔ Select.

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 John Jones 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 to 2

Members Quorum
CAS will default 1. Change this to 2

Letter Addressee
Select Signatory Name.

Invoice Addressee
Select Signatory Name.

URL
Input www.bglcorp.com.au
Company Seal Details

Click **Company Seal** tab

Office Seal Code  Input C01

Location  Input **SEAL RACK**.

Location Date  Input **Today’s Date**.

---

**Client, CAS Data - BGL TRAINING COMPANY PTY LTD**

<table>
<thead>
<tr>
<th>Client/Company Data</th>
<th>Corporate Tree</th>
<th>Company Seal</th>
<th>Checklists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Seal Code</td>
<td>C01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>SEAL RACK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>10/12/2015</td>
<td>[ ]</td>
<td>[x]</td>
</tr>
</tbody>
</table>

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**.

- **Constitution**: Select **Own Constitution**

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

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

- **Signatory's capacity**: Select **Director**.

---

*THE COMPANY WILL BE INCORPORATED USING THE A.C.N AS THE COMPANY NAME IF THE LEGAL ELEMENTS CHECKBOXES ARE SELECTED*
Task 1.7 - Preparing Incorporation Documents

Company Incorporations - BGL TRAINING COMPANY PTY LTD

All Companies
Name: Reservation No
Use ACN as company name?

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

Constitution
- Own constitution

Constitution Text
- CONSTITUTION - STANDARD (Master Set 0)

Occupier of Office

Applicant
- JONES, JOHN

Signatory
- JONES, JOHN

Signatory’s Capacity
- Director

Public Companies
Guarantee Amount

Registerable Bodies
Legislation

Foreign Companies
Foreign Registration No

Date documents?
- Yes
- No

Date: 10/12/2015

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
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.

Click **Pre Incorp Docs**

Click **OK** to the following information
Pre Incorporation Documents that will be prepared are:

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

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 **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.
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**.

![Ribbon Toolbar](image)

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.
### Task 1.8 - Digital Signature Password

#### ASIC Agent Forms

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIC Agent</td>
<td>[Logo] BGL CORPORATE SOLUTIONS</td>
</tr>
<tr>
<td>Form</td>
<td>Authorise X 509 Certificate Form RA53</td>
</tr>
<tr>
<td>Form Signatory</td>
<td>[Logo] CLARKE, ROD</td>
</tr>
<tr>
<td>Position</td>
<td>Agent</td>
</tr>
<tr>
<td>Form Date</td>
<td>10/12/2015</td>
</tr>
</tbody>
</table>

#### Certificate Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Type</td>
<td>Verisign/Symantec</td>
</tr>
<tr>
<td>ASIC Pin</td>
<td></td>
</tr>
<tr>
<td>Digital Certificate</td>
<td></td>
</tr>
<tr>
<td>Transport Access Code</td>
<td></td>
</tr>
<tr>
<td>Check Digits</td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td>!!!!!!!!!</td>
</tr>
</tbody>
</table>

**New Password**

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

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 :

![Select Document for Lodgement](image)

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

![Electronic Document Selection](image)

Number of documents Will display 1
Test Transmission Select **No** from the drop down

Input your digital signature password here.
**Digital Signature**

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

Click **Lodge ASIC Documents**

Click **Dial**

The lodgement will begin.
The following screen will appear:

![Screen Screenshot]

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 you 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:
Company Registers:

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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Declared</td>
<td>Today's Date</td>
</tr>
<tr>
<td>Type of Share</td>
<td>$1 Ordinary Shares</td>
</tr>
<tr>
<td>Dividend Amount</td>
<td>$50</td>
</tr>
<tr>
<td>Franked Amount</td>
<td>$50</td>
</tr>
<tr>
<td>Dividend Type</td>
<td>Final Dividend</td>
</tr>
<tr>
<td>Dividend Payment</td>
<td>Dividend Paid in Cash</td>
</tr>
<tr>
<td>Proposed Payment Date</td>
<td>Today's Date + 2 weeks</td>
</tr>
</tbody>
</table>
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.
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
Click  Preview to the left of each document. Click  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](confirm.png)

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**

![Documents and Forms interface]

---

**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**
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.
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.

**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**.

![Company Data Details](image)

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

![Company Add/Edit Screen](image)

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

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

![Company Name Availability](image)

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.

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.

**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's Capacity

Leave this as *Director*.

Date

Leave this as *Today's Date*.

---

**CAS will automatically select the documents required:**

---

© BGL Corporate Solutions Pty Ltd
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

Name Change or Reservation of Company Name

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.
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.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Type</td>
<td>$1.00 Ordinary Shares paid to $0.20.</td>
</tr>
<tr>
<td>Allottee</td>
<td>John Jones</td>
</tr>
<tr>
<td>Number of Shares</td>
<td>50</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date of Call</th>
<th>Today's Date + 1 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of Call</td>
<td>$0.80</td>
</tr>
<tr>
<td>New Amount Paid</td>
<td>$1.00</td>
</tr>
</tbody>
</table>
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.
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.
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.
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
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.

1. Click **Save**.
2. 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**

<table>
<thead>
<tr>
<th>Exit</th>
<th>Alt+X</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Alt+N</td>
</tr>
<tr>
<td>Edit</td>
<td>Alt+E</td>
</tr>
<tr>
<td>Delete</td>
<td>Alt+D</td>
</tr>
<tr>
<td>Notes</td>
<td>Alt+O</td>
</tr>
<tr>
<td>Review</td>
<td>Alt+R</td>
</tr>
<tr>
<td>Reset</td>
<td>Alt+C</td>
</tr>
<tr>
<td>Delete</td>
<td>Alt+Y</td>
</tr>
</tbody>
</table>

---

```
| 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.

<table>
<thead>
<tr>
<th>No</th>
<th>Member Name</th>
<th>Class</th>
<th>Type</th>
<th>Number</th>
<th>Cert No</th>
<th>Print</th>
<th>Addl</th>
<th>Name</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JONES, JOHN</td>
<td>ORD</td>
<td>Subscription</td>
<td>100.0000</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>No Change</td>
</tr>
<tr>
<td>2</td>
<td>JONES, JOHN</td>
<td>ORD</td>
<td>Allotment</td>
<td>50.0000</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>Amount Paid</td>
</tr>
<tr>
<td>3</td>
<td>JONES, MARY</td>
<td>ORD</td>
<td>Subscription</td>
<td>100.0000</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>No Change</td>
</tr>
</tbody>
</table>

**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
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 **X** 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Type</td>
<td>Ordinary Option</td>
</tr>
<tr>
<td>Allottee</td>
<td>John Jones</td>
</tr>
<tr>
<td>Number of Shares</td>
<td>100</td>
</tr>
</tbody>
</table>

**Step 2: Exercise an option**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Today's Date + 1 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Share Type</td>
<td>$2.00 Ordinary Shares Fully Paid</td>
</tr>
<tr>
<td>Allottee</td>
<td>John Jones</td>
</tr>
<tr>
<td>Number of Shares</td>
<td>100</td>
</tr>
<tr>
<td>Certificate Location</td>
<td>Company Binder</td>
</tr>
</tbody>
</table>
Instructions

Step 1: Record the issue of the option

Click on the **Company Quick Search** icon.

Find **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.
Complete the member transaction:

Allotee

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.
Step 2: Exercising the option

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**.

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**.
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
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
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.

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 **Next**

Click **New**

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

<table>
<thead>
<tr>
<th>Issued</th>
<th>Unitholder - Non Beneficially</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>10/12/2016</td>
</tr>
<tr>
<td>Unit Type</td>
<td>ORDINARY UNIT’S FULLY PAID</td>
</tr>
<tr>
<td>Allottee</td>
<td>JONES, JOHN</td>
</tr>
<tr>
<td>Beneficial Owner</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Units</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique No’s</td>
<td></td>
</tr>
<tr>
<td>Certificate Type</td>
<td>Transaction</td>
</tr>
<tr>
<td>Certificate No.</td>
<td>1</td>
</tr>
<tr>
<td>Certificate Location</td>
<td></td>
</tr>
<tr>
<td>Premium per unit</td>
<td></td>
</tr>
<tr>
<td>Premium paid per unit</td>
<td></td>
</tr>
<tr>
<td>Signatory</td>
<td>Attendee</td>
</tr>
<tr>
<td>Print Flag</td>
<td>Print documents</td>
</tr>
</tbody>
</table>

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

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

Transaction Date

Transaction Date

Unit Type

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

Unitholder

Click to list People. Highlight Mary Jones and click

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

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*.

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

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.
Task 8.1 - Change to Name of Ultimate Holding 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 **Close** 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**

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.

<table>
<thead>
<tr>
<th>Company</th>
<th>ABC NOMINEES PTY LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>John Jones</td>
</tr>
<tr>
<td>Applicant's Capacity</td>
<td>Director</td>
</tr>
<tr>
<td>Date</td>
<td>Today's Date</td>
</tr>
</tbody>
</table>
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 John Jones

Applicant's Address Leave this as Suite 2,606-608 Hawthorn Road.

Applicant's Capacity Leave this as Director.

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 Today’s Date.
To charge the lodgement fee to your ASIC Debit Account.

Click

Select the *Other Document Options* tab

Tick *Charge ASIC account with lodgement fee*
Click [Select].

Click [Preview] to the left of each document. Click [Close] 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 [Search].

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.**

![Status Tab](image)

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 lodgement 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 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.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Input the user name provided to you by ASIC. This will be in the form of an email address.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Input your password</td>
</tr>
<tr>
<td>Sender ID</td>
<td>Input the Sender ID provided to you by ASIC.</td>
</tr>
<tr>
<td>Email</td>
<td>Input your email address</td>
</tr>
</tbody>
</table>
Task 10.1 - Registering with ASIC

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 webervices@asic.gov.au advising that you wish to lodge business name applications through BGL's Corporate Affairs System.

<table>
<thead>
<tr>
<th>User Name</th>
<th>bgl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>bglpassword</td>
</tr>
<tr>
<td>Sender ID</td>
<td>123456789</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:caateam@bgloorp.com.au">caateam@bgloorp.com.au</a></td>
</tr>
</tbody>
</table>

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

ABN Input 53 004 085 616 as your ABN
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 the **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**.
 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

Business Name Holder Type:
- Individual
- Company
- Partnership or Joint Venture
- Organisation (incorporated body, trust, super fund etc)
- Joint Venture with an ABN for each partner
- Christmas Island or Cocos (Keeling) Islands entity

Form Signatory: JONES, JOHN
Signatory Position: Director
City: MELBOURNE

Business Addresses:
Registered Address: SUITE 2, 606-508 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187
Business Address: SUITE 2, 606-508 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

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

Click "Print" or "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.

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.
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:


Person

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

Data Type

Select Details to show John's Personal Details.
Click the **Reporting** tab
Click  

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

Click  

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

Click  

John Jones will be ticked.

Tick the box  yes next to Jones, Mary and click  yes 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

Select

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.
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

Company/Person Name

Document Date

Key/Due Date

Document Name

Status Level Date

Document Details

Document Filename

Click the first Search to list CAS Companies. Highlight ABC Nominees and click Select.

Click the Calendar to select Today's Date.

Input the date 3 years from Today.

Input LEASE OF BMW.

Click the Calendar to select Today's Date.

Input LEASE OF BMW FOR A PERIOD OF 3 YEARS FROM ABC FINANCE.

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\datain\LeaseBMW.pdf
Click **Save**

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

Click **Exit**

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.
Click **Preview.** Click **Close** 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

<table>
<thead>
<tr>
<th>Company</th>
<th>ABC Nominees Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Company Invoice</td>
</tr>
<tr>
<td>Paragraph Code</td>
<td>OFFINV</td>
</tr>
<tr>
<td>Paragraph Title</td>
<td>Registered Office Invoice</td>
</tr>
<tr>
<td>Meeting Minute/Resolution</td>
<td></td>
</tr>
</tbody>
</table>
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

MINUTE

MINUTE CONFIRMING COMPANY DETAILS

The address of ^NAME as at ^CDAT as requested:

Registered Office

^ROL1

^ROL2

^ROL3

MINUTE CONFIRMING COMPANY OPENING HOURS

The company’s opening hours are:

09.00 to 17.30 Monday to Friday
**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.
Select

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.

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

| Present:               | Clarke, Rod  
|                       | Jonas, John  
| Election of Chairperson: | Clarke, Rod was elected chairperson of the meeting.  
| Minutes of Previous Meeting: | The minutes of the previous meeting of directors were read and confirmed by all attendees.  
| Solvency:             | 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.  
| Closure:              | 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.

Select

Click

© BGL Corporate Solutions Pty Ltd
Document Preview Edit  
Change to **Preview and Printing**.

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

Click ✓ **Select** to save changes.

---

**Document Options**

<table>
<thead>
<tr>
<th>Minute/Resolution Options</th>
<th>Other Document Options</th>
<th>Text Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Signature</td>
<td>Company Officer</td>
<td>Local Agent of foreign company</td>
</tr>
<tr>
<td>Agent/Presenter</td>
<td>BGL CORPORATE SOLUTIONS [1234]</td>
<td></td>
</tr>
<tr>
<td>Document Preview Edit</td>
<td>Preview and Printing</td>
<td></td>
</tr>
<tr>
<td>Letter/Invoice Preview Edit</td>
<td>Preview and Printing</td>
<td></td>
</tr>
</tbody>
</table>

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

**Present:** Clarke, Rod  
Jonas, John

**Election of Chairperson:** Clarke, Rod was elected chairperson of the meeting.

**Minutes of Previous Meeting:** The minutes of the previous meeting of directors were read and confirmed by all attendees

**Solvency:** 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.

**Closure:** 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**

<table>
<thead>
<tr>
<th>Company</th>
<th>ABC Nominees Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
<td>Letter</td>
</tr>
<tr>
<td>Paragraph Code</td>
<td>LETTER</td>
</tr>
<tr>
<td>Paragraph Title</td>
<td>Letter confirming company details</td>
</tr>
<tr>
<td>Paragraph Text</td>
<td>Please find below details of ^NAME as at ^CDAT as requested:</td>
</tr>
<tr>
<td></td>
<td>Auditor</td>
</tr>
<tr>
<td></td>
<td>^CAUD</td>
</tr>
<tr>
<td></td>
<td>Registered Office</td>
</tr>
<tr>
<td></td>
<td>^ROL1</td>
</tr>
<tr>
<td></td>
<td>^ROL2</td>
</tr>
<tr>
<td></td>
<td>^ROL3</td>
</tr>
</tbody>
</table>

**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**

[Image]

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.**
Please find below details of \(^{\text{Name}}\) as at \(^{\text{CDAT}}\) as requested:

Auditor
\(^{\text{CAUD}}\)

Registered Office
\(^{\text{ROL1}}\)
\(^{\text{ROL2}}\)
\(^{\text{ROL3}}\)

Click \(\underline{U}\) to underline selected text. Click \(A\) to change the font style, size, colour, etc.

Click \(\text{Save}\)

Click \(\text{CAS}\) will highlight \(\text{Letter Confirming Company Details}\) on the \(\text{Text}\) list. Click \(\checkmark\) Select
**Select Companies**

Select Department *Harry Lang*

*CAS* will display the companies attached to this particular department.

---

**Freeform Letters and Invoices**

![Image of document management interface]

**Document Type**

*Document Type*: Company Letters

**Step 1 - Details**

**Step 2 - Invoice Options**

**Step 3 - Attributes**

**Step 4 - Document Text**

---

**Paragraph 1**

LETTER CONFIRMING COMPANY DETAILS (Client Set 0)

**Invoice amount**: 0

---

**Paragraph 2**

---

**Paragraph 3**

---

**Paragraph 4**

---

**Paragraph 5**

---

**Paragraph 6**

---

**Select Companies**

**Find**

**Department**: Selected

**Jurisdiction**: All

**Company Name**

- ABC HOLDING COMPANY LIMITED
- ABC NOMINEE PTY LTD
- BGL CAS PTY LTD
- DWAIRF OF NOTTINGHAM PTY LTD

---

Click **Preview** to preview this document. Click **Close** 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

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

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

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**: OFFINV
- **Paragraph Title**: REGISTERED OFFICE INVOICE
- **Companies**: Select Companies, Clear, Companies Selected: 0

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

Click **Select**

**Invoice Amount**

Input 1000
Select Companies

Click  to remove all companies selected.

Select  to select **ABC Nominees**

---

**Document Type**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Company Invoices</th>
</tr>
</thead>
</table>

**Step 1 - Details**

| 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**

<table>
<thead>
<tr>
<th>Find</th>
<th>Jurisdiction</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>ACN/ABN</th>
<th>Reference</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC HOLDING COMPANY LIMITED</td>
<td>054 355 243</td>
<td></td>
<td>HL</td>
</tr>
<tr>
<td>ABC NOMINEES PTY LTD</td>
<td>551 300 946</td>
<td>BGL123</td>
<td>HL</td>
</tr>
<tr>
<td>BGL CAS PTY LTD</td>
<td>551 433 822</td>
<td></td>
<td>HL</td>
</tr>
</tbody>
</table>

Click ![Print](image) or click ![Export](image) to save these documents in electronic PDF, MS Word or MS Excel format.

Click ![Exit](image)

**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.

**Wiki**

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

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

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:
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**

**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. 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.

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.
### Quiz Answers

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

- **ABN**: [Input Field]

<table>
<thead>
<tr>
<th>States</th>
<th>Registration No</th>
<th>Registration No</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>NSW</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>VIC</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>QLD</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>SA</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>WA</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>TAS</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
<tr>
<td>NT</td>
<td>[Input Field]</td>
<td>[Input Field]</td>
</tr>
</tbody>
</table>
## 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**

<table>
<thead>
<tr>
<th><strong>Company Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>*** Test Database ***bgl Training Company Pty Ltd</td>
</tr>
<tr>
<td>ACN</td>
<td>551388946</td>
</tr>
<tr>
<td>Company Type</td>
<td>Proprietary</td>
</tr>
<tr>
<td>Company Class</td>
<td>Limited by Shares</td>
</tr>
<tr>
<td>Incorp State</td>
<td>Vic</td>
</tr>
<tr>
<td>Incorp Date</td>
<td>24/02/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supplier Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>77000001234</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Australian Securities and Investments Commission</td>
</tr>
<tr>
<td>Supplier ABN</td>
<td>86758265616</td>
</tr>
<tr>
<td>Agent Name</td>
<td>BGL Corporate Solutions Pty Ltd</td>
</tr>
</tbody>
</table>
| Agent Details        | 142 Dx St  
                        Sydney  
                        NSW  2000 |

<table>
<thead>
<tr>
<th><strong>Invoice Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Subject</td>
<td>Proprietary Company</td>
</tr>
<tr>
<td>Invoice Amount</td>
<td>$400.00</td>
</tr>
<tr>
<td>Document No</td>
<td>0E9066437</td>
</tr>
<tr>
<td>Form Code</td>
<td>201</td>
</tr>
<tr>
<td>Invoice Type</td>
<td>Tax Invoice</td>
</tr>
<tr>
<td>Reference No</td>
<td>0E9066437201c Pa</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>24/02/2009</td>
</tr>
<tr>
<td>Treasurers Determination</td>
<td>Not Subject to Gst - Treasurer's Determination (Exempt Taxes, Fees and Charges)</td>
</tr>
</tbody>
</table>
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
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