



Corporate Affairs System

BASICS

TRAINING MANUAL

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Copyright and Disclaimer



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

Monday to Thursday 7.30am to 7.30pm (AEST)

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.

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Introduction

Welcome to the CAS Basics Training Manual.

This Training Manual will teach you to load a company register, process changes to that register and produce company forms and supporting documentation.

This manual is divided into the following sections:

CAS Help and Training Resources

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

Lesson 1 - Loading a new company

Companies can be loaded onto **CAS** from information contained in the registers, and from an electronic data download from the ASIC. This section will teach you how to set up a company using either of these methods.

Lesson 2 - Officeholder Changes

This section will teach you to resign and appoint officers.

Lesson 3 - Member Changes

This section will teach you about the different types of share transactions and how to process these in **CAS**. It will also show you how to record calls on shares, allot shares to joint members, and record beneficial owners on shares.

Lesson 4 - Address Changes

Australian companies must have a Registered Office and a Business address. This section will teach you about these addresses and how to notify changes to ASIC. It will also teach you how to record changes to officer or member addresses.

Lesson 5 - Annual Reviews

This section will teach you how to manage the Annual Review process and prepare the necessary annual documents.

Lesson 6 - Reporting



This section will teach you how to prepare company reports and general reports and listings.

Training Manual Conventions

CAS Conventions

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




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

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

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

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

Training Manual Conventions

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

Symbols



TIPS AND TRICKS



CAUTION



LINKS ON BGL WIKI

CAS Help and Training Resources

Overview of Help

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

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



1. **Help**

Context sensitive screen by screen **Help**.

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

2. **Training Manuals**

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

CAS Basics

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

CAS Advanced 1

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

CAS Advanced 2

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

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

3. **BGL Wiki**

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

BGL Connect

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

Main Features of **BGL Connect**:

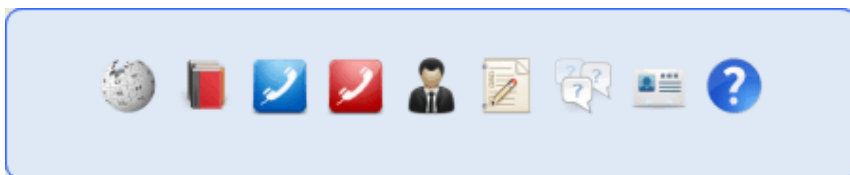
- It includes a reminder system for tasks and ability to drag and drop documents into your BGL application.
- It provides update notifications, access to the BGL Wiki and help resources.
- It allows you to log and track support calls.
- It gives you direct and easy access to the BGL Client Centre.
-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

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



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

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



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

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

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

Refer to the BGL Connect Help File for more information.

BGL SmartDoc

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



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

Refer to the BGL Connect Help File for more information.

Part 1 - Checking Your Version

Objective

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

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

Instructions

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



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



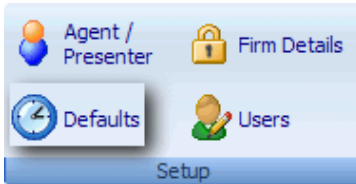
To ensure you have the latest version of **CAS**, compare the software version and date with those shown on the BGL Client Centre

Automatic software update notifications

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

From the **Ribbon Toolbar**:

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








Click the **Tasks/Help** tab

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

Click **Software update notifications**

Defaults


 |
  Search



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

Task Management Defaults

Use the Task Management

No of future days tasks to show

Help Defaults



Show bubble help hints

CAS System Options

Only notify supervisors of updates

Software update notifications

Enable BGL Direct Messages

BGL Direct check interval   minutes

Connect using a proxy server

Proxy Server Autodetect

Proxy Username

Proxy Password

Use Adobe Reader when previewing

BGL Connect

Launch automatically at start up of CAS

Do not install for CAS / uninstall if previously installed

Click



Part 2 - Client Centre

Objective

In this task you will learn:

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

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

What is the BGL Client Centre?

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

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

What are some of the benefits?


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

How do I set up my account?

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

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

Admin Contact Email: Input your admin contact email address. This is the email address to which BGL currently sends newsletters, invoices and subscription renewals

- Product ID:** Input the Product ID for one of your BGL products. The Product ID can be found in your BGL software. From the **Ribbon Toolbar**, select the **Administration** tab, in the **Help** group, or click **About**.
- Username:** Input a username that your organisation will use to access the BGL Client Centre (at least 4 characters)
- Password /Confirm Password:** Input a password for your organisation to use to access the BGL Client Centre (at least 5 characters)
- Security Word:** The word in the image must be typed into the box
- Click:**  A rectangular button with a thin border and the text "Register Account" centered inside.

Client Centre

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

Registration Welcome, Guest.
Support Service Protocol

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

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

Verify your BGL Account

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

Provide at least one Product ID

CAS Product ID

Simple Fund Product ID

Simple Invest Product ID

Simple Ledger Product ID

Simple Fund 360 Product ID

Client Centre Details

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

Username*
Your username must be at least four characters.

Password*
Your password must be at least five characters.

Confirm Password*

Security Code

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

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

Complete your Registration

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

REGISTER ACCOUNT

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

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

Logging in to the Client Centre

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

The screenshot displays the BGL Client Centre website. At the top left is the BGL logo with the tagline "Your Partner in Compliance". To the right, a banner states: "BGL is the leading supplier of compliance computer software for accountants, corporate groups and other professional service organisations." Below this is a navigation bar with links for Home, Products, Client Services, Client Centre, and About BGL, along with a search box. A left sidebar contains a "Client Centre" menu with links for Login, Register, Forgotten Password, and Login Help. The main content area features a "Login" header and a large banner asking "Would you like to improve the efficiency of your business?". Below the banner, a "Welcome to the BGL Client Centre" message states: "The BGL Client Centre is your one-stop shop for interacting with BGL." Three main action boxes are provided: "Login Help" with a "Download" button, "Register" with a "Register" button, and "Client Centre Login" with a "Username" field, a password field (masked with dots), a "Login" button, and a "Forgot your password" link.

Proceed to **Lesson 1**.

Lesson 1 - Loading a new company

Objective

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

- Add company name, type, A.C.N and other details into **CAS**
- Create new addresses and add to **CAS**
- Create individuals, companies and other entities in the people database
- Appoint multiple directors and secretary
- Add members' share details into **CAS**
- Create a discretionary trust and add beneficiaries
- Input department and client details to ensure the company status is trading or trustee and is not showing as incomplete in the company selection screen.
- Input members and officers quorum.

Learning Tasks

Method 1 - Loading a company from a Company Register

What is a Company Register?

A company register is a record of information required to be kept under the Corporations Act 2001. The Corporations Act 2001 requires a company to keep a register of members, option holders, charges and debenture holders. Director's Consents to Act, Meeting Minutes or Resolutions and Share Certificates are also required to be kept. These documents are normally kept in a folder called a "Company Register".

CAS Training Company Data

The first method of loading a company is by input of the data from the company register. This training manual gives you step by step instructions on how to load **CAS Training Company Pty Ltd**. These steps are contained in Tasks 1.1 - 1.6 below. The details for **CAS Training Company Pty Ltd** are as follows:

Task 1.1 - Company Details

Company Name	CAS Training Company Pty Ltd
A.C.N	111 111 114

Task 1.2 - 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	01/01/1991

Business Office	Address as above
Postal Address	PO Box 8063, East Brighton Vic 3187

Task 1.3 - Officers

Director 1

Name	Mr John David Brown
Address	101 Jones Street Smiths Gully Vic 3760
Date of Birth	15/08/1958
Place of Birth	Melbourne
State of Birth	Victoria
Mobile/Cell No	0412 111 222
Email	john@cas.com.au
Date of Appointment	01/01/1991
Signatory	Signatory
Print Flag	Do not print documents

Director 2

Name	Mrs Margaret Anne Brown
Address	101 Jones Street Smiths Gully Vic 3760
Date of Birth	02/07/1958
Place of Birth	London
State of Birth	Foreign
Country of Birth	United Kingdom
Mobile/Cell No	0412 111 223
Email	mary@cas.com.au
Date Appointed	01/01/1991
Signatory	Attendee
Print Flag	Do not print documents

Secretary

Name	Mr John David Brown (Details as above)
Date of Appointment	01/01/1991

Signatory	Attendee
Print Flag	Do not print documents

Task 1.4 - Members (Shareholders)

Member 1

Name	Mr John David Brown (Details as above)
Date Allotted	01/01/1991
Share Type	\$1.00 Ordinary Shares
No of Shares	100
Certificate Type	Transaction
Certificate No	1
Certificate Kept	Company Binder
Signatory	Signatory
Print Flag	Do not print documents

Member 2

Name	Mrs Margaret Anne Brown (Details as above)
Date Allotted	01/01/1991
Share Type	\$1.00 Ordinary Shares
No of Shares	100
Certificate Type	Transaction
Certificate No	2
Certificate Kept	Company Binder
Signatory	Attendee
Print Flag	Do not print documents

Task 1.5 - Trust Details

Name	The CAS Discretionary Trust
Date Formed	01/01/1991
Date Appointed	01/01/1991
Settlor/Founder	Harry Lang

Task 1.6 - Client Data

Client	John Brown
Department	Harry Lang

Client Number	CASTRAIN123
Reference	CASTRAIN123
Current Client	Yes
Validate Authorised/Issued Capital	No
Text Set	Master Set 0
Officers Quorum	2
Members Quorum	2
Letter Addressee	Signatory
Invoice Addressee	Signatory
URL	www.bglcorp.com.au
Email	info@bglcorp.com.au
Office Seal Code	C01
Location	Seal Rack

Method 2 - Loading a company from an Electronic Data Download

The EDGE electronic lodgement system provides **CAS** clients with the ability to lodge common forms electronically with ASIC and also to receive Electronic Data Downloads from ASIC. An Electronic Data Download contains current data for companies including:

- Company Name
- ACN
- Registered and business address
- Auditor
- Ultimate Holding Company
- Officers
- Members
- Charges

Task 1.7 - Loading a company from a data download

1. Prepare and lodge electronically a Form 362 - Registered Agent Appointment and Cessation Form.
2. Prepare and lodge electronically a Form RA71 Request for Electronic Data Download.
3. Receive the Electronic Data Download from ASIC.
4. Load the Electronic Data Download into **CAS**.
5. Review the company details for completeness.

Task 1.1 - Adding Company Details

Objective

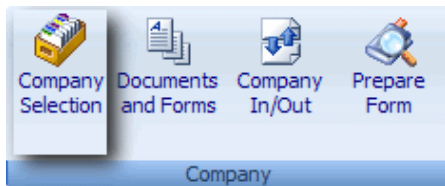
By the end of this task, you will be able to:

- Input a company name into **CAS**.
- Input the A.C.N and registration date.
- Set up this company as a portal client.
- Input the corporate key of a company into **CAS**.
- Select the company type and class.
- Input the next annual review date of a company.

Instructions

From the **Ribbon Toolbar**:

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



Click



Jurisdiction

This will automatically default to **Australia**

Company Name

Input **CAS TRAINING COMPANY PTY LTD**. Press **Tab**

ACN

Input **111 111 114**.

Registration Date


Input **01/01/1991**.

Portal Client?

Tick this checkbox

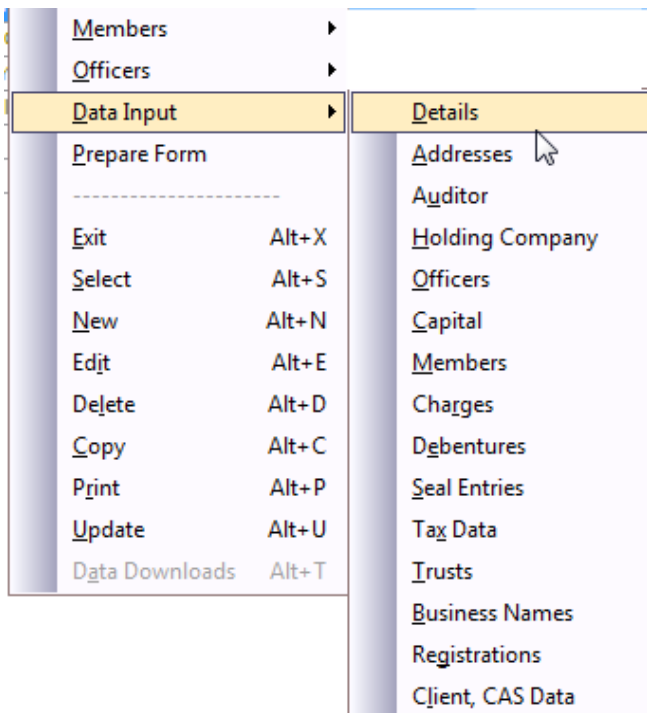
Note: Portal is a web based client collaboration tool that is fully integrated with your **CAS**. Portal automatically delivers forms and documents direct to your client via the web, reminds your client to process the form and document, informs you when your client has processed the form and document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

Jurisdiction: Australia
 Company Name: CAS TRAINING COMPANY PTY LTD
 Chinese Company Name:
 ACN or ARBN: 111 111 114
 Registration Date: 01/01/1991
 Portal Client ?
 Client:
 Department:

Click  **Save**

The **CAS 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 Input 12345678.


This number is provided by ASIC and it will appear on the Annual Company Statement. It will be required on documents that are lodged on paper. If you are unsure of the corporate key, you can prepare and lodge the RA71, requesting a company statement. This is covered in **Task 1.7**. Certain conditions apply.

Company Type	CAS will default " Small Proprietary ".
	Your selection here is dependent upon the type of company being loaded onto CAS . Alternatively, press Tab or click the Company Type list to select a different type of company.
Company Class	CAS will default " Limited by Shares ".
	Your selection here is dependent upon the type of company being loaded into CAS . Alternatively, press Tab or click the Company Class list to select a different class of company.
Sub Class	Leave this as None .
Super Fund Trustee	For the purpose of this exercise, do not click this box. If this company acts solely as trustee of a super fund, you would click this box.
Type Date	This is the date the company became a company " Limited by Shares ". CAS will default the incorporation date. If the class of company has changed since incorporation, input the date it last changed.
Jurisdiction / State	Select " YOUR STATE ". This will default to the State of Incorporation selected in your Administration / Defaults / Data Input screen.
Foreign Registration	This field cannot be accessed unless the company type is " Foreign ".
Annual Review Date:	Input 01/01/2017. Click  to add a reminder task about the Annual Review to Task Management . The reminder task is set to seven days prior to the Annual Review date by default. The number of days can be changed under Defaults Annual Review . Defaults are covered in CAS Advanced 1 - Task 1.1 .
	Task Management is covered in more detail in Lesson 11 of the CAS Advanced 1 Training Manual .

Company Add/Edit - CAS TRAINING COMPANY PTY LTD

Details Activities Status


ACN or ARBN 111 111 114  Corporate Key 12345678

Registration Date 01/01/1991 




Type Small Proprietary

Class Unlimited



Sub Class None Super Fund trustee ?


Type Date 07/12/2015  Registered with ACNC ?


Jurisdiction/State Australian Capital Territory

Foreign Registration Place 
Date  

Currency \$

Annual Review Date 01/01/2017   Add Task

Current Year AGM Date   Add Task

Previous Year AGM Date  

Click the **Activities** tab

Activities Input **INVESTMENT COMPANY**.




Activity Code Activity codes do not apply to Australian companies.


Activity Date Leave this as **01/01/1991** being the registration date. If the principal activity of the company has changed since incorporation, input the date it last changed.

Company Add/Edit - CAS TRAINING COMPANY PTY LTD

Details Activities Status

Activities INVESTMENT COMPANY

Activity Code(s)    

Activity Date 01/01/1991 

Click  to proceed to **Adding Company Addresses** or click  to Exit to the **Explorer**.

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

Click on the **Company Quick Search** icon 

Find



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

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

Current Registered Office Click  **Search** to list **Addresses**. Click  **New** to add a new address.

Input **SUITE 2** on the first line.

Input **606-608 HAWTHORN ROAD** on the second line.

Click  **Search** at the third address line to list **Suburbs and Postcodes**. Input **BRIGHTON E** at the search bar. The highlight bar will move to **BRIGHTON EAST, VIC**. Click  **Select**. The address will now include the suburb, state and postcode.

Telephone

Fax

Hours:

Note: Office open and close hours are only required to be entered for Public Companies.

Address Style: Australia

Address: SUITE 2
606-608 HAWTHORN ROAD
BRIGHTON EAST

State: Victoria Postcode: 3187

Country:
If Australia, leave blank

Telephone: 03 95306077 Facsimile: 03 95306964

Hours: Open 09:00 Close 17:30

Click **Save. CAS** will highlight the new address on the Address list.

Click **Select.**

Click **Apply address to...**

Click **Business Address**, **Meeting Address** and **ASIC Service Address**.

Apply Registered Office address to:

All other office addresses All Register addresses

Business Address Current Registers Address

Postal Address Members Register

Meeting Address Debenture Register

ASIC Service Address Directors Shareholdings

Click **Save**

Date of Change Input 01/01/1991. This date represents the last date of change to the registered office address of the company.

Previous Registered Office Click **Clear** if this field contains a previous address.

Business Address - Date of change Input 01/01/1991. This date represents the last date of change to the business office address.

Previous Business Address Click **Clear** if this field contains a previous address.

Current Postal Address Click **Search** to list **Addresses**. Click **New** to add a new address.

Add **PO BOX 8063, BRIGHTON EAST, VICTORIA, 3187** to **Addresses..**

The screenshot shows a form for adding a company address. The fields are as follows:

- Address Style:** Australia (dropdown)
- Address:** PO BOX 8063, BRIGHTON EAST
- State:** Victoria (dropdown)
- Postcode:** 3187
- Country:** (empty field)
- Telephone:** (empty field)
- Facsimile:** (empty field)
- Hours: Open:** (empty field)
- Hours: Close:** (empty field)

Below the Country field, there is a red instruction: **If Australia, leave blank**.

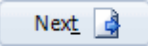
Click **Save** and then click **Select**.

Date of Change Input 01/01/1991 . This date represents the last date of change to the postal address.

Previous Postal Address Click **Clear** if the field contains a previous address.

The screenshot shows the 'Addresses Add/Edit' window for 'CAS TRAINING COMPANY PTY LTS'. The window has two tabs: 'Company Addresses' and 'Register Addresses'. The 'Register Addresses' tab is active, showing a list of registered addresses for the company.

Address Type	Address	Date of Change	Previous Address
Current Registered Office	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187	01/01/1991	
Current Business Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187	01/01/1991	
Current Postal Address	P O BOX 8063, BRIGHTON EAST, VIC, 3187	01/01/1991	
Meeting Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187		
Letter Address			
Letter Addressee			
ASIC Service Address	SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187		

Click  three times to proceed to **Adding Company Officers**.

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

Task 1.3 - Adding Company Officers

Objective

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

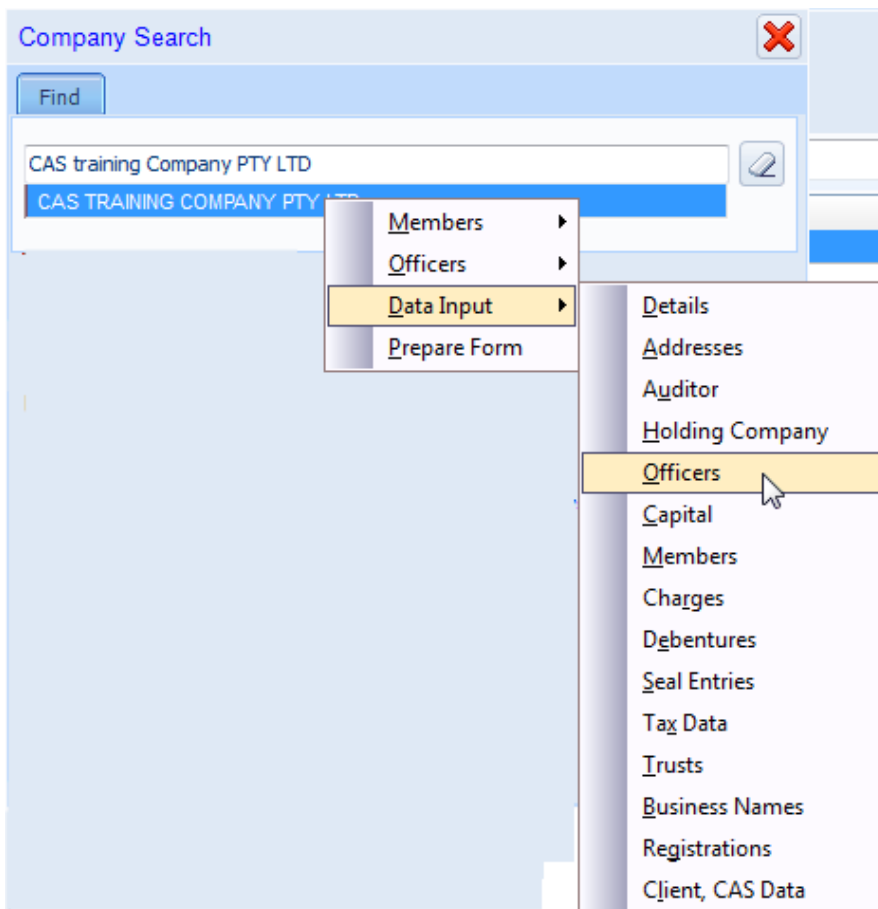
- Create an individual in the people list.
- Add directors and secretaries to a company.
- Select a director as a signatory, attendee or non attendee.

Instructions

Click on the **Company Quick Search** icon 


Find


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



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

Officers Search  **New**

Officer's Name Search for the Officer by typing in the name. If the person has not been entered into CAS, select  to open the People Search screen.

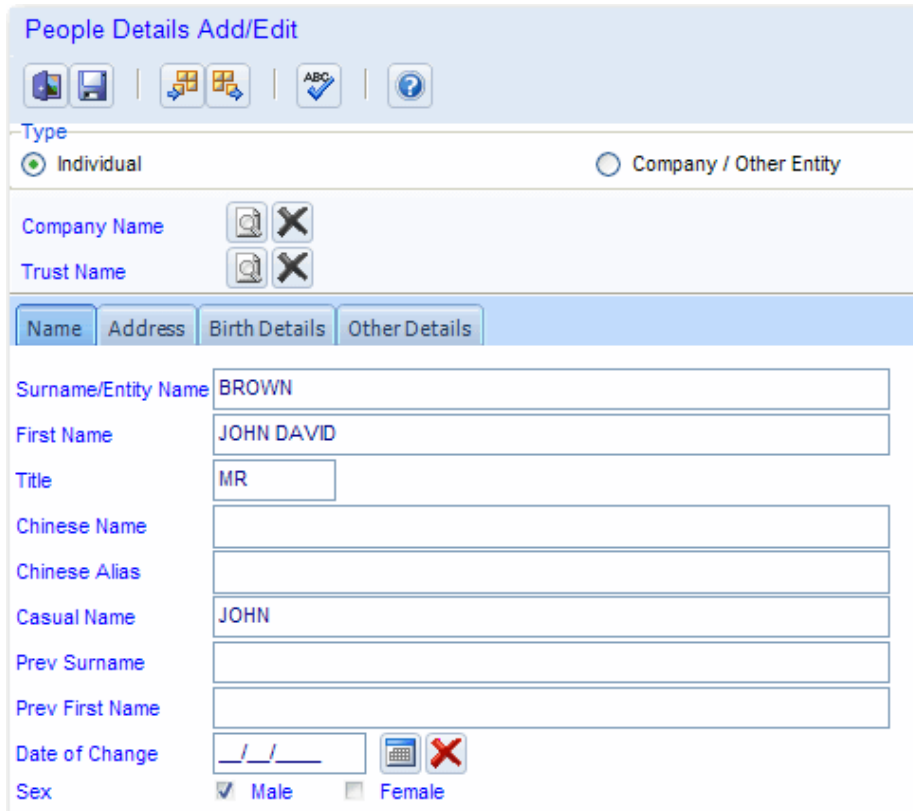
People Search Click  **New** to add a new person.

Type **CAS** will select **Individual** as the type of person. This is correct.

Surname/Entity Input **BROWN**.



First Name Input **JOHN DAVID**.



Title Input **MR**.



People Details Add/Edit

Type
 Individual Company / Other Entity

Company Name  

Trust Name  

Name Address Birth Details Other Details

Surname/Entity Name BROWN

First Name JOHN DAVID

Title MR



Chinese Name

Chinese Alias

Casual Name JOHN

Prev Surname



Prev First Name

Date of Change  

Sex Male Female

Click the **Address** Tab.

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

Input 101 JONES STREET on the first line. Click  **Search** at the second address line to list **Suburbs and Postcodes**. Input SMITHS G at the search bar. The highlight bar will move to **SMITHS GULLY, VIC**. Click  **Select**. The address will now include the suburb, state and postcode.

Address Style: Australia

Address: 101 JONES STREET
SMITHS GULLY

State: Victoria Postcode: 3760

Country: (blank)

If Australia, leave blank

Telephone: (blank) Facsimile: (blank)

Hours: Open: (blank) Close: (blank)

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

People Details Add/Edit

Type: Individual Company / Other Entity

Company Name: (blank)

Trust Name: (blank)

Address: 101 JONES STREET, SMITHS GULLY, VIC, 3760

Previous: (blank)

Date of Change: (blank)

Business Address: (blank)

Previous: (blank)

Date of Change: (blank)

Postal Address: (blank)

Previous: (blank)

Date of Change: (blank)

Click the **Birth Details** Tab.

Date of Birth Input 15/08/1958 as the date of birth.

Place of Birth Input **MELBOURNE**.

State of Birth Select **Victoria**.

People Details Add/Edit

Individual
 Company / Other Entity

Company Name

Trust Name

Date of Birth

Date of Death

Place of Birth

State of Birth

Country of Birth **If AUSTRALIA, leave blank**

Occupation

Nationality



CAS REQUIRES THE DATE OF BIRTH OF THE OFFICER TO BE ENTERED TO VERIFY THE MINIMUM AGE REQUIREMENT (18 YEARS OLD) OF AN OFFICER HAS BEEN MET






Click the **Other Details** Tab.

Mobile/Cell No Input **0412 111 222**.



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



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

People Details Add/Edit









Type
 Individual Company / Other Entity

Company Name  

Trust Name  

TFN

Employment Pass / PR Expiry Date  



ABN



ACN/ARBN

Foreign Co. No.

Passport No

Issued by

Issued On  



Expires On  



Telephone 1

Telephone 2

Mobile/Cell No

Email

Department  

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

Position Leave this as **Director**.

Status Leave this as **Appointed**.

Date Appointed Input 01/01/1991.

Details This is a freeform text field. Information input into this field will be displayed on the Register of Officeholders.

Signatory CAS will default **Attendee**. Select **Signatory**. This officer will be the default ASIC form signatory and the Chairperson of directors meetings.

Print Flag CAS will default **Do not print documents**. This will ensure that no ASIC form is generated for this change, since it is historical information and not required to be notified to ASIC.

Officer Details Add/Edit - CAS TRAINING COMPANY PTY LTD

Officer Details Appointment History

Officer's Name

Officer's Address Use business address

Position Pending transaction

Alternate for:

Terms of Appointment

Status Re appoint officer

Replacement for:

Date Appointed

Date Ceased

Details

Signatory

Print Flag Print documents Do not print documents

Click  **Save**

Now repeat these steps to appoint **John David Brown** as Secretary:

Date of Appointment 01/01/1991

Signatory Attendee

Print Flag Do not print documents



SECRETARIES HAVE AN ADMINISTRATIVE ROLE IN CORPORATE GOVERNANCE AND ARE A REQUIREMENT FOR PUBLIC COMPANIES

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

Surname Brown

Title Mrs

First Names Margaret Anne

Address 101 Jones Street, Smiths Gully

Date of Birth 02/07/1958

Place of Birth London

State of Birth Foreign

Country of Birth United Kingdom

Email mary@cas.com.au

Position Director

Status Appointed

Date Appointment 01/01/1991

Signatory Attendee

Print Flag Do not print documents

Officers Search - CAS TRAINING COMPANY PTY LTD

Show Current Officers Find

Officers Summary: Directors and Alternates 2
Secretaries 1

Info	Name	Position	Status	Appointed	Ceas	Meeting	Print	Add	Nam
	BROWN, JOHN DAVID	SECRETARY	Appointed	01/01/1991		Attendee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BROWN, JOHN DAVID	DIRECTOR	Appointed	01/01/1991		Signatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BROWN, MARGARET ANNE	DIRECTOR	Appointed	01/01/1991		Attendee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click  twice to proceed to **Adding Company Members** or click  to Exit to the **Explorer** .

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

Task 1.4 - Adding Company Members

Objective

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

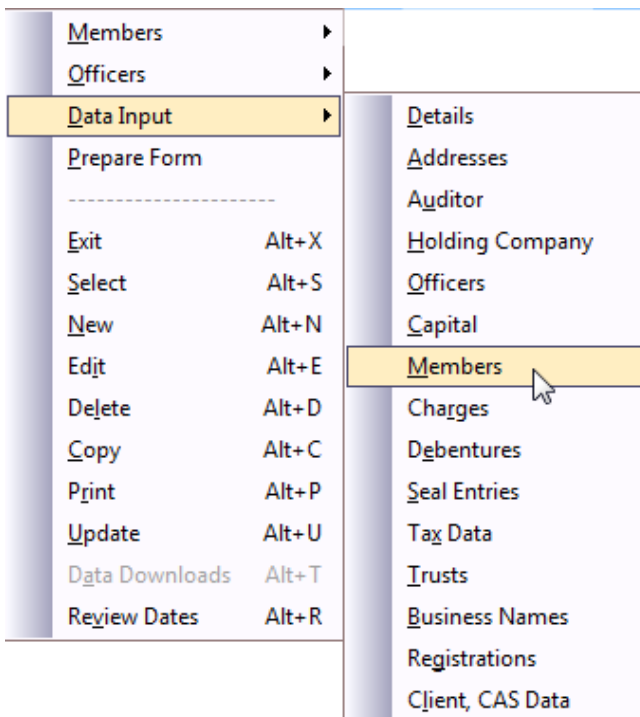
- Identify the different share transaction types.
- Add share subscriptions to a company.

Instructions

Click on the **Company Quick Search** icon 

Find

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 **01/01/1991**.




Share Type	Click the first  Search to list the Share/Unit List for this company. Highlight \$1.00 Ordinary Shares and click  Select
Allottee	Click first  Search to list People . Highlight Brown, John David and click  Select
Beneficial Owner	Leave blank. Shares can be held in trust by a person on behalf of another person. The person for whom the shares are held in trust is said to be the beneficial owner of the shares.
Number of Shares	Input 100 . CAS will automatically calculate the type of share certificate and the next certificate number.
Unique Share No's	Leave blank. Shares do not commonly have unique numbers.
Certificate Type	Leave this as Transaction as the type of share certificate. This is correct.
Certificate Number	Leave this as 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.



Add Share Subscriptions - CAS TRAINING COMPANY PTY LTD









Authorised Unique No's Issued Member - Beneficially 0 Member - Non Beneficially 0

Transaction Date: 01/01/1991  Pending Transaction

Share Type:    ORDINARY SHARES FULLY PAID

Allottee: BROWN, JOHN DAVID  

Beneficial Owner:   

Number of Shares:

Unique No's:

Certificate Type: Transaction

Certificate No.:

Certificate Location: COMPANY BINDER

Consideration: Cash

Premium per share:

Premium paid per share:

Remarks:

Signatory: Attendee

Print flag ? Print documents Do not print documents

Click  **Save**




SELECT SUBSCRIPTION FOR MEMBERS THAT PURCHASE SHARES WHEN THE COMPANY IS FORMED









Now repeat these steps to allot the following transaction:



Transaction Date	01/01/1991
Share Type	\$1.00 Ordinary shares
Allottee	Margaret Anne Brown
Number of Shares	100
Certificate Type	Transaction
Certificate Number	2
Certificate Kept	Company Binder
Signatory	Attendee
Print Flag	Do not print documents

Click  **Save**










Click  **Exit** twice to return to the **Members/Shareholders Search** screen.

Members/Shareholders Search - CAS TRAINING COMPANY PTY LTD





Show Current Members Find

	Info	Date	Member Name	Clas...	Type	Number	Cert No	Print	Add	Name	Notify
		01/01/1991	BROWN, JOHN DAVID	ORD	Subscription	100.0000	1				No Change
		01/01/1991	BROWN, MARGARET ANNE	ORD	Subscription	100.0000	2				No Change

Click  five times, proceed to **Adding a Trust** or click  to Exit to the **Explorer**.



ANYWHERE IN CAS YOU SEE MULTIPLE :

- ***THE FIRST ICON IS A GENERAL LIST***
- ***THE SECOND OR THIRD ICON IS COMPANY SPECIFIC***

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

Task 1.5 - Adding a Trust

Objective

In this task you will learn how to load a trust with a company as its trustee.

Trusts are formed for taxation purposes and are not required to be notified as part of your company information.



A TRUST IS NOT A SEPARATE LEGAL ENTITY AND REQUIRES A TRUSTEE TO CARRY OUT BUSINESS ON BEHALF OF THE MEMBERS OF THE TRUST

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

- Create a discretionary trust.
- Attach beneficiaries to a trust.
- Change the company status in company selection to **Trustee**.

Instructions

Click on the **Company Quick Search** icon 

Find

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

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

Click  **New**

Trust Name

Trust Type **CAS** will automatically default **Discretionary Trust**. This is correct for this type of trust.

Date Formed as the date the trust was formed. Press **Tab** twice.

Date Appointed as the date the trustee was appointed. Press **Tab** four times.

Settlor/Founder

Trusts Add/Edit - CAS TRAINING COMPANY PTY LTD

Trust Details | Trust Tax Details

Trust Name: THE CAS DISCRETIONARY TRUST

Previous Trust Name:

Trust Type: Discretionary Trust Unit Trust

Date Trust Formed: 01/01/1991

Date Trust Vested: / /

Date Trustee Appointed: 01/01/1991

Date Trustee Resigned: / /

Tax File Number:

ABN:

Settlor/Founder: HARRY LANG

Do units have a par value?:

Previous Trustee:

Trust Deed:

Place of Incorporation (State):

Legal Ownership %:

Client Number:

Controlled Entity:

Trust ARSN:

Trust Description / Purpose:

Click  **Save**

Trust beneficiaries can also be entered by clicking the **B Beneficiaries** button on the **Trust Search Add/Edit** screen.

Once this trust has been input, the status of the company on the Company List will change from 'Trading' to 'Trustee'.

Note: Since Client Data has not been input at this point, the company status will still show as 'Incomplete'.

Click  three times to proceed to **Adding Client Data** or click  to Exit to the **Explorer**.

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 corporate key
- 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** not incomplete


Instructions

Click on the **Company Quick Search** icon 




Find

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

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

Click  **tab**

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

Click  **New** to add a new client. Click  **Search** to list **People**. Highlight **John David Brown** and click  **Select**.

Department A department represents a Partner, an Accountant or a Manager within your organisation. It allows you to group your companies for reporting purposes.

Click  **Search** to list **Departments**.

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

Department Code Input the initials of an accountant or company secretary from your office.

Department Name Input the name of an accountant or company secretary from your office.

The screenshot shows a form with the following fields and values:

- Department Code: HL
- Department Name: HARRY LANG
- Agent/Presenter: BGL CORPORATE SOLUTIONS [1234]
- Letter Footer: [icon] [X]
- Compilation Report Footer: [icon] [X]
- Audit Report Footer: [icon] [X]

Click **Save** then click **Select**.

The screenshot shows a form with the following fields and values:

- Client Name: BROWN, JOHN DAVID
- Department: HARRY LANG

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

Click **Save**

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

Client Number Input **CASTRAIN12** This would usually be an internal filing code.

Reference Input **CASTRAIN12** 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.

Current Client This box must be ticked as this company is a current 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.

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.

Allow alphabetic certificate numbers? to be able to key in alpha numeric characters for share/unit certificate numbers.

Number of decimal places for shares/units? Input the maximum number of decimal places for shares/units. You can enter up to 8 decimal places in **CAS**.

Text Set **CAS** will default Master Set 0. Leave this. Standard text paragraphs are used in meeting minutes, resolutions, reports, letters and documents prepared by **CAS**.

Officers Quorum **CAS** will default **1**. This is correct.

Members Quorum **CAS** will default **1**. This is correct.

Letter Addressee Select **Signatory Name**.

Invoice Addressee Select **Signatory Name**.

URL Input **www.bglcorp.com.au**

Client/Company Data		Corporate Tree	Company Seal	Checklists
Client	BROWN, JOHN DAVID			
Department	HARRY LANG			
Client Number	CASTRAIN12	Billing Date	_/_/_	
Reference	CASTRAIN123			
Current Client ?	<input checked="" type="checkbox"/>			
Client transferred from		Date	_/_/_	
Client transferred to		Date	_/_/_	
Prepare Company Forms ?	<input checked="" type="checkbox"/>			
Validate authorised / issued capital ?	<input type="checkbox"/>			
Do shares have a par value ?	<input type="checkbox"/>			
Allow alphabetic certificate numbers ?	<input type="checkbox"/>			
Number of decimal places for shares/units ?	4			
Text Set	Master Set 0			
Client Set	Client Set 0			
Quorum: Officers	1	Members	1	
Addressee: Letters	Signatory Name		Invoices	Signatory Name
URL	www.bglcorp.com.au	Email		

Company Seal Details

Click **tab**

Office Seal Code Input **C01**

Location Input **SEAL RACK.**

Location Date Input **01/01/1991.**

Client, CAS Data - CAS TRAINING COMPANY PTY LTD

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

Office Seal Code C01

Location SEAL RACK

Date 01/01/1991

Click **Save**

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

Task 1.7 - Loading a company from an Electronic Data Download

Objective

In this task you will learn how to obtain electronic data download from ASIC and how to load this data into CAS.

Overview

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

Step 1

Advise ASIC you are the Agent for this company. This is done by preparing and lodging electronically a Form 362.

If you are unsure whether you have already advised ASIC that you are the lodging agent, you can lodge a Form RA61 - Request Review Dates report. You will receive the RA62 Review Dates Report, listing all your companies for whom you act as the Registered Agent.

NOTE:

This step is not required if you are already the agent for the company. You can proceed immediately to Step 2 below.

Step 2

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

Step 3

Load the data download received from ASIC.

Step 4

Review the company details for completeness. Neither BGL nor the ASIC guarantees the data received in an electronic data download is complete or accurate.

Instructions


Step 1 - Prepare and lodge form 362

From the **Ribbon Toolbar**:








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














Select **Registered Agent Appointment and Cessation Form 362**.


Form Date	Leave this as Today's Date .
ASIC Agent	If you have multiple agents, you can select an alternative lodging agent here for this company.
Form Type	Leave this as <input checked="" type="checkbox"/> Add company to your ASIC list .
Company Name	If the company is already added to your Companies list, click  Search to select the company. Otherwise, input JEBEDIAH SPRINGFIELD PTY LTD
ACN	Input 093439760
Company Type	Leave this as Small Proprietary .
Form Signatory	Input <i>Surname</i> SIMPSON and <i>First Names</i> LISA JANE .
Position	Leave this as Director .
Corporate Key	Leave this blank. This is only required if you intend to lodge this Form 362 on paper and not electronically.
Meeting Minute/Resolution	<input checked="" type="checkbox"/> Click this box to prepare a Directors Meeting Minute to appoint the ASIC Agent.



ASIC Agent Forms

ASIC Agent   BGL CORPORATE SOLUTIONS
 Form
 Form Signatory  
 Position Form Date 

ASIC Agent   BGL CORPORATE SOLUTIONS
 Form Type: Add company to your ASIC list
 Remove company from your ASIC list
 Company Name 
 ACN or ARBN  Company Type
 Form Signatory Surname First Names  
 Position
 Corporate Key
 Meeting Minute/Resolution Prepare meeting minute / resolution
Warning: The name of the Form Signatory MUST be typed EXACTLY as it appears in ASIC's database. BGL strongly recommends you check last year's Annual Review to ensure this name is correct.



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

** As mentioned in the **Training Manual Conventions**, instead of clicking  to view forms and documents, we will be clicking on  to export to PDF.

CAS will validate the Form 362 for electronic lodgement. If validation is successful, a Form 362 will print. This form must be signed by a Director and retained by the ASIC agent.

Click  **Exit**

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


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

Click **Select Documents**. Click the check box to the left of the **Form 362**. It is important to match the document trace number of the paper form with the trace number on this lodgement list.

Click  **Accept**

Electronic Document Selection

Find

	Company	Doc Date	Late Date	Form	Year	Doc Status	Lodge Status	Trace
	JEBEDIAH SPRINGFIELD PTY LTD	07/12/20...		362		SENT TO CLIENT	Not Lodged	56

[Click here to select a document](#)

Click **Lodge ASIC Documents**

Click  **Dial**

Internet Automatic Lodgement

26/03/2010 12:42:05 PM Connecting...

26/03/2010 12:42:07 PM Status: Connected.

26/03/2010 12:42:07 PM Logging in...

26/03/2010 12:42:09 PM Login successful

26/03/2010 12:42:09 PM Server waiting to receive commands...

26/03/2010 12:42:09 PM Compiling list of files to send

26/03/2010 12:42:09 PM Adding file T3620001.ELS to list

26/03/2010 12:42:09 PM Adding transmission control file to list

26/03/2010 12:42:09 PM Sending batch to server...

26/03/2010 12:42:09 PM Sent 248 bytes




26/03/2010 12:42:09 PM Batch successfully sent...

Step 2 - Prepare and lodge the RA71

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



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


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

Position Leave this as **Agent**.

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

Select Companies Click  **Companies** to list **Companies**. Tick the checkbox  next to **Jebediah Springfield Pty Ltd** and click  **Select**.

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

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

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



If you are requesting a reprint of an Annual Company Statement, select **Reissue Annual Statement**.

The screenshot shows the ASIC Agent software interface. At the top, there is a toolbar with icons for file operations and help. Below the toolbar, the following fields are visible:

- ASIC Agent:** BGL CORPORATE SOLUTIONS PTY LTD (with a red X icon to the left)
- Form:** Request for Electronic Data Download Form RA71 (dropdown menu)
- Form Signatory:** DURAN, ANDY (with a red X icon to the left)
- Position:** Agent (dropdown menu)
- Form Date:** 03/05/2012 (text field with a calendar icon)

Below these fields is a navigation bar with tabs for Form 361, Form 362, RA 17, RA 52, RA 53, RA 61, RA 63, RA 65, and RA 71. The RA 71 tab is selected. Underneath the navigation bar, there is a "Select Companies" section with a "Companies" button and a checked checkbox labeled "I have lodged a Form 362 for the selected company". At the bottom, there is a "Form RA71 Type" dropdown menu set to "Data Download".



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

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

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

Click  **Exit**

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

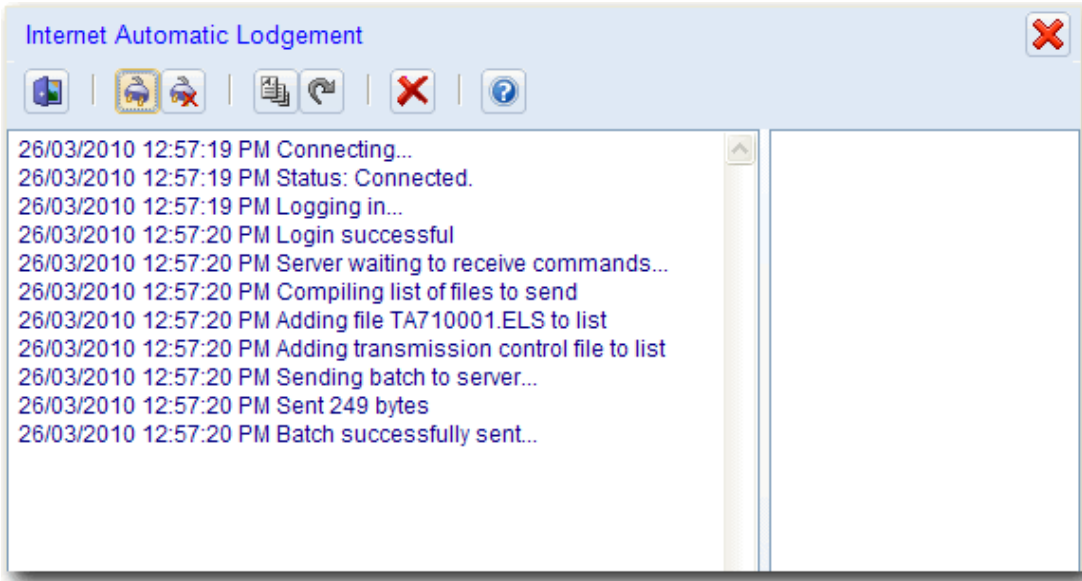
Agent **CAS** will display the ASIC agent. If this is not correct, click  **Search**. Highlight the correct ASIC agent and click  **Select**.

Click **Select Documents**. Click the check box to the left of the **RA71**. It is important to match the document trace number of the paper form with the trace number on this lodgement list.

Click **Lodge ASIC Documents**

Click  **Dial**

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



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

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

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

Click  **Print All**.

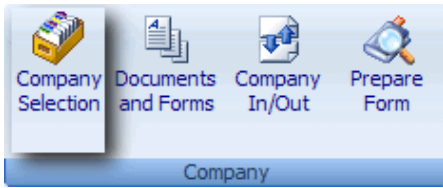
CAS will print the reports received excluding the **CAS** Transmission Log. The Electronic Data Download must now be added into **CAS**.


Click  **Exit**

Step 3 - Load the data download received from ASIC


From the **Ribbon Toolbar**:


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





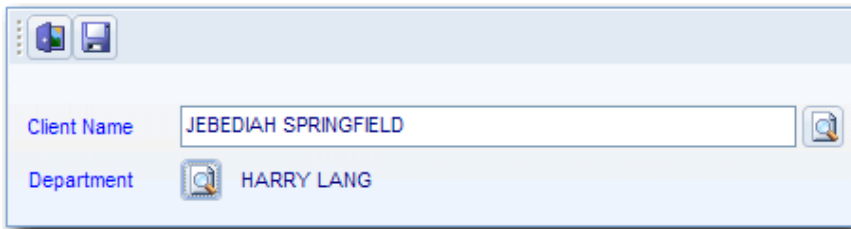
Highlight **Jebediah Springfield** and click  **Load Data Download**.

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

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

Click  **New** to add a new client. Input **Jebediah Springfield**

Department Click  **Search** to list **Departments**. Highlight an accountant from this list and click  **Select**.



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

Click **Replace CAS database company data with data download data**. Since this is a new company on **CAS**, there is no data being replaced.

Electronic Data Downloads

ASIC provides electronic data downloads to assist clients to load companies into CAS.

Downloads received from ASIC however only provide basic company data. BGL therefore recommends clients review the data received from ASIC and input the additional data required to ensure their company registers comply with the Corporations Act.

OPTION 1: Ultimate holding company, officers and members

Use these options to DELETE the ultimate holding company, officers or members data in your CAS database and REPLACE it with the data in the Data Download.

Ultimate holding company Members
 Officers

OPTION 2: All company data

Client

Replace CAS database company data with data download data

Click  **Load Data Download**

The following information from the electronic data download will be copied into your **CAS** database:

- Incorporation Date
- Business Office Address
- Company Type
- Address where Registers are kept
- Company Class
- Ultimate Holding Company *(if applicable)*
- Company Sub Class
- Auditor *(if applicable)*
- Principal Activity
- Current Directors' and Secretaries
- Registered Office Address
- Current Members' Balances



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

Step 4 - Review the data received / update Members

It is important that you review the data received from ASIC for completeness and correctness.

Not all company information is provided in the electronic data download and this should be input through data entry. This Training Manual covers:

- Adding Previous Names
- Adding Tax Data
- Adding Company Charges and
- Adding Trusts

Update members transactions

Members (shareholders) load into your members register as 'Balance' transactions. The data download does not include allotment or share transfer dates, so you must add this detail manually.













Change the two **Balance** transactions dated today, to be dated the original date **22/06/2000**.

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

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

Highlight **Lisa Jane Simpson** and click  **Edit**.

Transaction Date Change this from *Today's Date* to **22/06/2000**.

Transaction Date	22/06/2000 	<input type="checkbox"/> Pending Transaction
Share Type	   ORDINARY SHARES FULLY PAID	
Allottee	SIMPSON, LISA JANE  	
Beneficial Owner	<input type="text"/>   	
Number of Shares	<input type="text" value="1"/>	
Unique No's	<input type="text"/>	
Certificate Type	Transaction 	
Certificate No.	<input type="text" value="1"/>	
Certificate Location	<input type="text"/>	
Consideration	Cash 	<input type="button" value="Non Cash"/>
Premium per share	<input type="text"/>	
Premium paid per share	<input type="text"/>	
Remarks	<input type="text"/>	
Signatory	Attendee 	
Print flag ?	<input type="radio"/> Print documents <input checked="" type="radio"/> Do not print documents	

Click  **Save**

Now change the transaction type from **Balance** to **Allotment**.

Highlight and right click **Lisa Jane Simpson**.

Select **Change Bal->Allot**.

Repeat these steps for **Jebediah John Springfield**.

This completes the data download process.

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

Lesson 2 - Officeholder Changes

Objective

In this lesson you will learn how to resign and appoint officeholders.

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

- resign an existing director and appoint a new director
- record a pending transaction
- appoint an alternate director
- prepare a **Change to Company Details Form 484B**
- push a form and other supporting documents to **Portal**
- view the status of documents pushed to **Portal** through the **Document and Forms** screen
- prepare additional documents required for an officer change transaction

Details

Officeholders are responsible for the overall management of a company. Officeholders consist of directors, secretaries and alternate directors. A proprietary company must have at least one director and may have a secretary if it chooses. A public company must have at least three directors and one secretary. An alternate director is appointed as a replacement when a director is unable to attend meetings or exercise powers as a director. Changes to officeholders must be notified to ASIC within 28 days on a *Form 484 Change to Company Details*.

Tasks

Task 2.1 - Changing Company Officers

Resignation

Officer's Name	Margaret Anne Brown
Position	Director
Date Ceased	Today's Date
Signatory	Non Attendee
Print Flag	Print Documents

Appointment

Name	Mr Robert Michael Smith
Address	99 Hawthorn Road, Hawthorn Vic 3122
Date of Birth	14/06/1965
Place of Birth	Sydney, NSW
Email	bob@cas.com.au
Position	Director

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

Task 2.2 - Appointing an Alternate Director

Name	Mr Douglas Adams
Address	99 Hawthorn Road, Hawthorn VIC 3122
Date of Birth	01/05/1965
Place of Birth	Parramatta, NSW
Mobile/Cell No	0412 111 225
Email	doug@cas.com.au
Position	Alternate Director
Alternate for	Mr Robert Michael Smith
Terms	Robert Smith in Cambodia for three months.
Status	Appointed
Date Appointed	Today's Date
Signatory	Attendee
Print Flag	Print Documents

Task 2.1 - Changing Company Officers

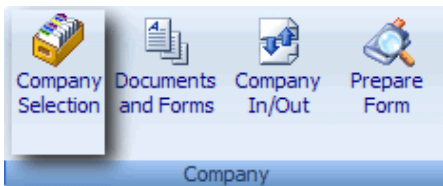
Objective

By the end of this task, you will be able to prepare the relevant forms and documents to resign and appoint a director.

Instructions

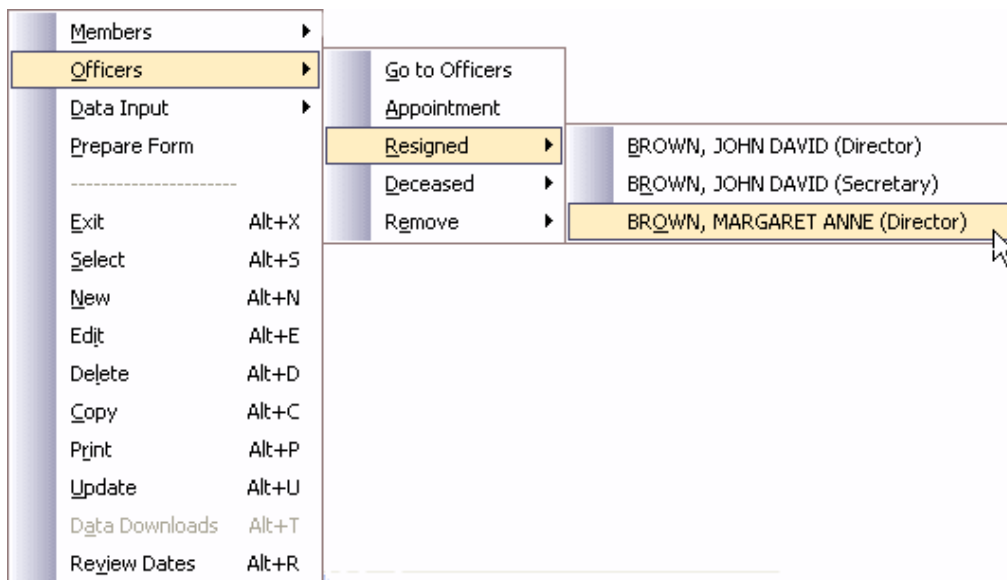
From the **Ribbon Toolbar**:

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



Right click **CAS Training Company** highlight **Officers**.

Highlight **Resigned** from the list and select **Margaret Anne Brown**



CAS will display the Officer Details Add/Edit screen.

CAS will automatically prefill the relevant information for the resignation of Margaret Anne Brown.






Ceased Date **CAS** will default to **Today's Date**. This is correct.

Signatory This could now be set to **Non-Attendee** to ensure Margaret no longer shows as an attendee on Directors Meeting Minutes..



Print Flag

CAS will select **Print documents**. This is correct to print the company form and supporting documents for this resignation.

Officer Details Add/Edit - CAS TRAINING COMPANY PTY LTD

Officer Details Appointment History

Officer's Name  

Officer's Address Use business address


Position Pending transaction


Alternate for:

Terms of Appointment

Status Re appoint officer

Replacement for:

Date Appointed 

Date Ceased 

Details

Signatory

Print Flag Print documents Do not print documents

Click  **Save**


Next, appoint Robert Michael Smith as a Director of the company. His details are as follows:

Surname	Smith
First Names	Robert Michael
Title	Mr
Address	99 Hawthorn Road, Hawthorn, 3122
Date of Birth	04/06/1965
Place of Birth	Sydney, New South Wales
Mobile/Cell No	0412 111 224
Email	bob@cas.com.au
Position	Director

Status Appointed (Pending Transaction)

Date Appointed Today's Date

Signatory Attendee

Click  **New**. You will first need to add Robert Michael Smith to the People list.

Officer Details Add/Edit - CAS TRAINING COMPANY PTY LTD

Officer Details Appointment History

Officer's Name SMITH, ROBERT MICHAEL

Officer's Address Use business address

Position Director Pending transaction

Alternate for:

Terms of Appointment

Status Appointed Re appoint officer

Replacement for:

Date Appointed 07/03/2016

Date Ceased

Details

Signatory Attendee

Print Flag Print documents Do not print documents

Click **Pending** as the appointment has not been confirmed at this point. Robert can be excluded from documents such as the Register of Officers if the option to **"Exclude pending transactions from documents"** has been selected in the **Administration | Defaults | Documents** screen.

Note: Pending transactions will appear in **maroon** in the Officer Search screen

Click  **Save**

Info	Name	Position	Status	Appointed	Ceased	Meeting	Print	Add	Nam
	BROWN, JOHN DAVID	SECRETARY	Appointed	01/01/1991		Attendee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BROWN, JOHN DAVID	DIRECTOR	Appointed	01/01/1991		Signatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BROWN, MARGARET ANNE	DIRECTOR	Resigned	01/01/1991	07/03/2016	Non Attendee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SMITH, ROBERT MICHAEL	DIRECTOR	Appointed	07/03/2016		Attendee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CAS will *automatically* select the documents required:

- Register of Officers (*optional*)
- Directors Meeting Minute or Resolution
- Change to Company Details Form 484B (signed and electronic)
- Consent to Act as Director
- Resignation letter

Click **Preview** to check your documents prior to printing. 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 save the electronic documents in **CAS** Document Tracking..

Note: CAS 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**.



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

Click  **Exit**.

End of Task 2.1. Proceed to **Task 2.2**.

Task 2.2 - Appointing an Alternate Director

Objective

In this task you will learn how to appoint alternate directors.

By the end of this task, you will be able to appoint an alternate director and push the documents and forms to **Portal**.



ALTERNATE DIRECTORS ARE APPOINTED FOR A SPECIFIC PERIOD AND HAVE THE SAME DUTIES AND RESPONSIBILITIES AS THE DIRECTOR FOR WHOM THEY ACT AS AN ALTERNATE FOR


Instructions

Click on the **Company Quick Search** icon 

Find

Right click the company, highlight **Officers** and select **Appointment**.

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

Click  **New** to add Douglas Adams to the **People** list as follows:

Name	Douglas Adams
Address	99 Hawthorn Road, Hawthorn
Date of Birth	01/05/1965
Place of Birth	Parramatta, New South Wales
Mobile/Cell No	0412 111 225
Email	doug@cas.com.au

Highlight **Douglas Adams** and click  **Select**.

Position	Select Alternate
Alternate for	Select Robert Michael Smith
Terms of Appointment	Input ROBERT SMITH IN ITALY FOR 3 MONTHS .
Status	Select Appointed
Date Appointed	Input Today's Date

Signatory Leave this as **Attendee**

Print Flags Leave this as **Print Documents**

The screenshot shows a web-based form titled 'Officer Details' with a sub-tab 'Appointment History'. The form contains the following fields and options:

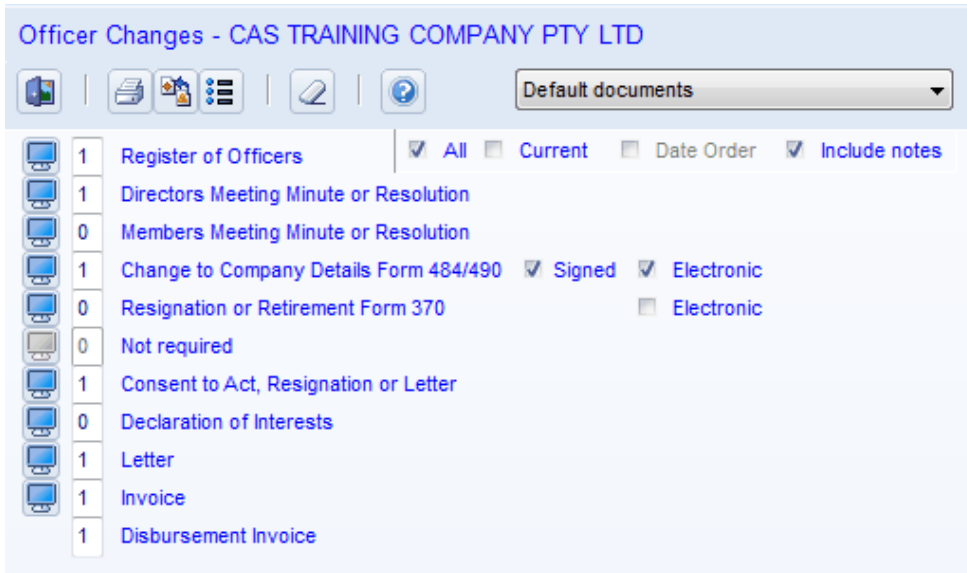
- Officer's Name:** ADAMS, DOUGLAS
- Officer's Address:** Use business address
- Position:** Alternate (dropdown menu) Pending transaction
- Alternate for:** SMITH, ROBERT MICHAEL (dropdown menu)
- Terms of Appointment:** ROBERT SMITH IN ITALY FOR 3 MONTHS
- Status:** Appointed (dropdown menu) Re appoint officer
- Replacement for:** (empty dropdown menu)
- Date Appointed:** 07/03/2016 (calendar icon)
- Date Ceased:** / / (calendar icon)
- Details:** (empty text box)
- Signatory:** Attendee (dropdown menu)
- Print Flag:** Print documents Do not print documents



Click  to save the changes and prepare documents.

CAS will *automatically* select the documents required:


- Register of Officers (*optional*)
- Directors Meeting Minute or Resolution
- Change to Company Details Form 484B (*signed and electronic*)
- Consent to Act

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




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

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

Click  **Exit**.

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

Lesson 3 - Member Changes

Objective

In this lesson you will learn how process changes to members in **CAS**.

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

- Identify what a member of a company represents
- Identify members that are companies
- Allot shares in a company
- Change signatories on share certificates
- Transfer shares to a new member
- Prepare a form in response to an annual company statement
- Create joint members in **CAS**
- Allot shares to joint members
- Prepare a form to change the beneficial ownership status of a share
- Transfer shares to a trustee as trustee for a trust
- Consolidate duplicate people in **CAS**
- Prepare a **Change to Company Details Form 484 Section C**
- Push a form and other supporting documents to **Portal**

Details

Members are the owners of a company. In a company limited by shares, they are called shareholders. In a company limited by guarantee, they are called members. Members provide capital to a company, usually through the purchase of shares. Changes to members must be notified to ASIC within 28 days on a *Form 484 Change to Company Details*.

Tasks

Task 3.1 - Allotment of Shares

Allot the following shares:

Date	Today's Date
Share Type	\$1 Ordinary Shares
Allottee	John David Brown
Number	100
Certificate location	Company Binder

Task 3.2 - Transfer of Shares

Transfer the following shares:

Date	Today's Date
Share Type	\$1 Ordinary Shares
Member	Margaret Anne Brown

New Members	Robert Michael Smith
Number	100
Certificate location	Company Binder

Task 3.3 - Joint Shareholders

Allot shares to Ronald Reagan and Nancy Reagan jointly.

Date	Today's Date
Share Type	\$1 Ordinary Shares
Allottee	Ronald & Nancy Reagan
Address	99 Hawthorn Road, Hawthorn
Number	100
Kept	Company Binder

Task 3.4 - Change to Beneficially Owned Status

Change John Brown's shares allotted from beneficially held to *non-beneficially held (held in trust)*.

Task 3.1 - Allotment of Shares

Objective

In this task you will learn how to prepare the documents to allot new shares in a company.

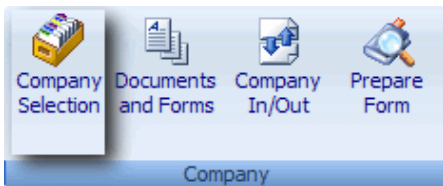
By the end of this task, you will be able to:

- allot new shares in a company
- prepare **Change to Company Details Form 484 C** within 28 days of the allotment
- push the **Form 484 C** to Portal

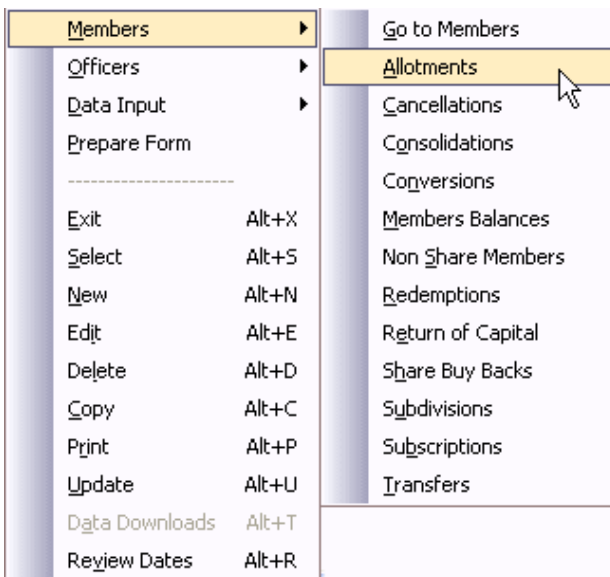
Instructions

From the **Ribbon Toolbar**:

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





Right click **CAS Training Company**, highlight **Members** from the list and select **Allotments**.



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






Transaction Date Input **Today's Date**

Share Type


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




Allottee	Search and select John David Brown .
Beneficial Owner	Leave this blank as these shares are not held in trust.
Number of Shares	Input 100.
Certificate Type	Leave this as Transaction .
Certificate Number	CAS will input 3 as the next share certificate number.
Certificate Location	Input COMPANY BINDER .
Consideration	Leave this as Cash .
Premium per share/paid per share	Leave blank. Premiums and discounts no longer apply to Australian companies.
Signatory	Leave this as Attendee .
Print Flag	CAS will select Print documents as this allotment must be notified to ASIC.



Add Share Allotments - CAS TRAINING COMPANY PTY LTD










Authorised Unique No's	Issued Member - Beneficially	200 0	Member - Non Beneficially	0
------------------------	------------------------------	----------	---------------------------	---

Transaction Date: 07/12/2015  Pending Transaction

Share Type:    ORDINARY SHARES FULLY PAID

Allottee: BROWN, JOHN DAVID  

Beneficial Owner:   

Number of Shares:

Unique No's:

Certificate Type: Transaction

Certificate No.:

Certificate Location: COMPANY BINDER

Consideration: Under a provision of the company's constitution


Premium per share:

Premium paid per share:

Remarks:



Signatory: Attendee

Print flag ? Print documents Do not print documents

Click  to save the changes and prepare documents.

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

- 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

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

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

Click



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

Task 3.2 - Transfer of Shares

Objective

To teach you how to prepare the documents to transfer ownership of shares from one party to another.

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

- Transfer shares to a new member in the company
- Prepare **Change to Company Details Form 484 C** within 28 days of the allotment
- Push a form and other supporting documents to **Portal**
- Notify a change share transfer or allotment in response to an annual review

Instructions



Click on the **Company Quick Search** icon 

Find

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

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

Transaction Date

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

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

Number of Shares

Unique Share No's

Leave this blank as Margaret will not be left with any shares.

Certificate Type:

Leave this as **None** as Margaret will not be left with any shares.

Certificate Number

Leave this blank.

Certificate Location

Leave this blank.

New Member: Click the first  **Search** to list **People**. Highlight **Robert Michael Smith** and click  **Select**.



Paid Per Share






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


Certificate Type

Leave this as **Transaction**.

Certificate Number	Leave this as 4 .
Certificate Kept	Input COMPANY BINDER .
Signatory	Leave this as Attendee .
Print Flag	Leave this as Print documents as this transfer must print on the Form 484 and supporting documents.

Share Type	 ORDINARY SHARES FULLY PAID
Member	 BROWN, MARGARET ANNE
Beneficial Owner	
Number of Shares	<input type="text" value="100"/>
Unique No's	<input type="text"/>
Certificate Type	None
Certificate No.	<input type="text"/>
Certificate Location	<input type="text"/>
Remarks	<input type="text"/>

New Member	<input type="text" value="SMITH, ROBERT MICHAEL"/>  
Beneficial Owner	<input type="text"/>   
Paid per share	<input type="text" value="1"/>
Unique No's	<input type="text"/>
Certificate Type	Transaction
Certificate No.	<input type="text" value="4"/>
Certificate Location	COMPANY BINDER
Remarks	<input type="text"/>
Signatory	Attendee
Print flag ?	<input checked="" type="radio"/> Print documents <input type="radio"/> Do not print documents

Click  to save the changes and prepare documents.

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

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

Member/Shareholder Changes - CAS TRAINING COMPANY PTY LTD

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





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

Signatory 1 BROWN, JOHN DAVID
 Signatory 2 SMITH, ROBERT MICHAEL

0 Application for Shares/Membership
 1 Share Transfer

[ASIC Forms](#)
[Member Doc Options](#)
[Document Options](#)
[Officer Sign Select](#)
[Member Sign Select](#)
[Document Tracking](#)

Share Certificate Signatories

- Signatory 1 Leave this as **John David Brown**.
- Signatory 2 Select **Robert Michael Smith** as the second director to sign share certificates.
- Date Input **10/03/2010** 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.
- Click  **Export** to save these documents in electronic PDF, MS Word or MS Excel format, and link the electronic documents to **CAS Document Tracking**.


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

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

Notifying member changes in response to an Annual Review.

If you are notifying a share transfer or allotment to update details received on the Annual Review, you must click **ASIC Forms**. Then click the check box "**Is this form in response to an Annual Company Statement ?**" Late lodgement penalties still apply where changes are not notified within 28 days.

The screenshot shows the 'ASIC Forms' window. At the top, there are three icons: a checkmark, a document with 'ABC', and a pencil. Below the title 'ASIC Forms', there are three checked options: 'Change to Company Details Form 484', 'Signed', and 'Electronic'. The checkbox 'Is this form in response to an Annual Company Statement ?' is checked and highlighted in yellow. Below this, there is a dropdown menu for 'Cancellation Type' set to 'Not applicable', a text field for 'Description', and another text field for 'Other Section'. A list of other forms follows, each with an unchecked checkbox: 'Compliance with Stamp Duty Form 207Z', 'Shares not Allotted for Cash Form 208', 'Division or Conversion of Shares in to Classes Form 211', 'Reduction in Share Capital Form 2560', 'Resolutions regarding Shares Form 2205', and 'Share Buy-Back Details Form 280'. For 'Reduction in Share Capital Form 2560', there are additional options: 'Notice pursuant to: Section 256C(1) [checked] Section 256C(2) [unchecked]', 'Does Section 249H(2) apply ? [unchecked]', and 'Annexure? [unchecked]'. For 'Resolutions regarding Shares Form 2205', there is an 'Annexure? [unchecked]' option. Below the list, there is a 'Buy-Back Type' dropdown, a 'Proposed Date' field with a calendar icon, and an 'Intention to carry out a Share Buy-Back Form 281' checkbox. At the bottom, there are 'Buy Back Dates: From' and 'To' fields, each with a calendar icon.

Click  **Accept** to return to *Member Changes*. At this stage, you will preview/print/export the relevant documents for this change.

Click  **Exit**.



**REFER TO ARTICLE 570 FOR MORE INFORMATION ON LODGING FORMS
IN RESPONSE TO AN ANNUAL STATEMENT**

End of Task 3.2. Proceed to **Task 3.3**.

Task 3.3 - Joint Shareholders

Objective

In this task you will learn how to allot shares to a joint shareholder.

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

- create joint entities and attach representatives to the entity or company
- allot shares to a new joint shareholder
- prepare **Change to Company Details Form 484 C** to notify ASIC of the new shareholder
- push the form and other supporting documents to **Portal**

Instructions


Click on the **Company Quick Search** icon 

Find

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

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

Transaction Date

Share Type **Search** to list the **Issued Shares** for this company. Highlight **\$1 Ordinary Shares** and click  **Select**.

Allottee **Search** to list **CAS People**."/>

Create the joint member/shareholder Ronald Reagan and Nancy Reagan.

Step 1 - Adding Ronald Reagan as an Individual


Click

Type

Surname


First Name

Click the **Address** Tab.

Address **Search** to select an address from the **CAS Address** list. Highlight **99 Hawthorn Road** and click  **Select**."/>

Click the **Other Details** Tab.

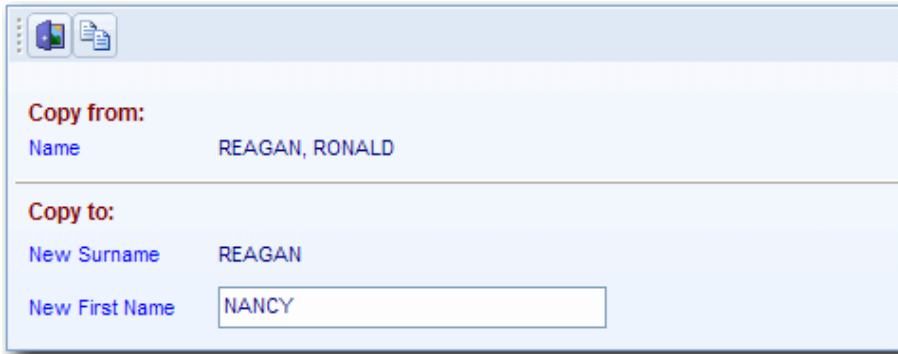
Email

Click  **Save**.

Step 2 - Adding Nancy Reagan as an Individual

Highlight **Ronald Reagan** and click  **Copy**


First Name Input **NANCY**



Copy from:
Name REAGAN, RONALD

Copy to:
New Surname REAGAN
New First Name

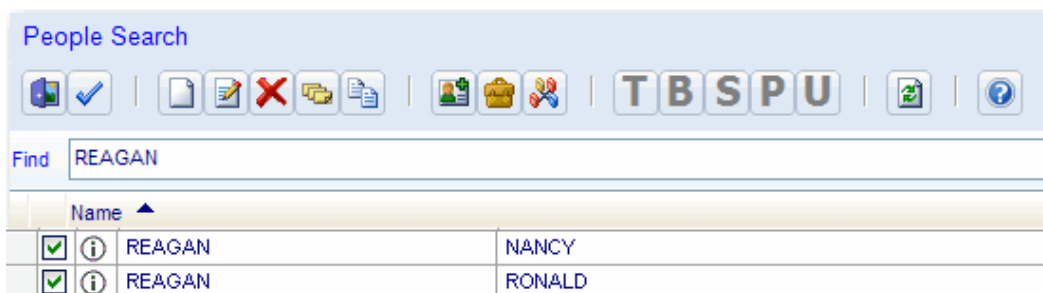
Click  **Copy**

Highlight Nancy Reagan's name and click on .

Click the **Other Details** tab and input `reagan@cas.com.au` as the email address.



Step 3 - Merging Ronald and Nancy Reagan into a Joint Record/Member

Click the check boxes to the left of **Reagan, Ronald** and **Reagan, Nancy**.



People Search

Find

		Name ▲	
<input checked="" type="checkbox"/>		REAGAN	NANCY
<input checked="" type="checkbox"/>		REAGAN	RONALD

Click  **Joint Member/Representatives**

The following message will appear:



Click **Yes**

The following screen will be displayed:

People Details Add/Edit

Individual
 Company / Other Entity
 Joint Member

Company Name

Trust Name

Surname/Entity Name

First Name

Title

Chinese Name

Chinese Alias

Casual Name

Prev Surname

Prev First Name

Date of Change

Sex Male Female










Click  **Save**


Highlight **Ronald Reagan and Nancy Reagan** on the **CAS People List**.

Click  **Select.**

Number of Shares Input 100.

Certificate Location Input **COMPANY BINDER.**



Share Type	   ORDINARY SHARES FULLY PAID
Allottee	NANCY REGAN AND RONALD REGAN  
Beneficial Owner	  
Number of Shares	100
Unique No's	
Certificate Type	Transaction
Certificate No.	5
Certificate Location	COMPANY BINDER
Consideration	Cash  Non Cash
Premium per share	
Premium paid per share	
Remarks	
Signatory	Attendee
Print flag ?	<input checked="" type="radio"/> Print documents <input type="radio"/> Do not print documents

Click  to save the changes and prepare documents.

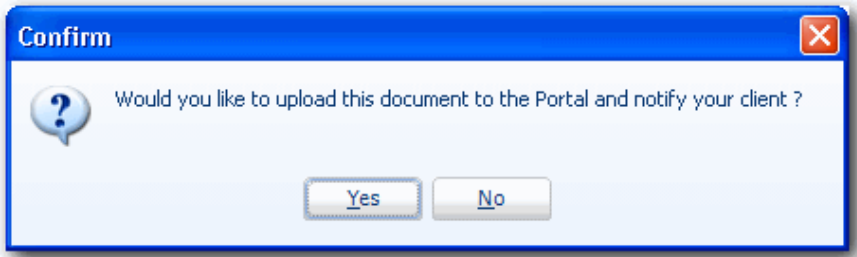
CAS will automatically select the documents required for the share allotment:

- Registers - Members/Option Holders (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 Certificate
- Application for Shares

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

Click  **Print** and click **OK** to confirm the printer. Alternatively, click  **Export** to save these documents in electronic format, and link the electronic documents to **CAS Document Tracking**.

Note: CAS 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**.

End of Task 3.3. Proceed to **Task 3.4**.

Task 3.4 - Change to Beneficially Owned Status

Objective

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

- Transfer shares to the new member as trustee for a trust.
- Select the trustee as the new member and the trust as the beneficial owner.
- Prepare **Change to Company Details Form 484 C** to notify ASIC of the change.
- Push the form and other supporting documents to **Portal**.

Details

When changes to shareholders are notified to ASIC on the Form 484, the question 'beneficially owned?' must be answered. This question is asking whether the shares are owned by this shareholder or are held in trust by this person for the benefit of another party. If the shares are not held in trust, the shares are beneficially owned by the shareholder. If the shares are held in trust for another party, the shares are not beneficially owned by the shareholder. Occasionally shares may be held in trust and change back to being beneficially owned, or alternatively, may originally be beneficially owned and change to being held in trust. If a change to this beneficial owner status takes place, this must be notified to ASIC on the **Form 484 within 28 days of the change**.

The following steps are required to change the beneficially owned status:

Step 1 - Create John Brown in the people list a second time with the exact same details as the original John Brown.

Step 2 - Process the transfer to the second John and attach 'CAS Discretionary Trust' as the beneficial owner. This will produce a transfer form.

Step 3 - Once the form is lodged, do a consolidation of the two Johns to remove the duplicate record in the people list.

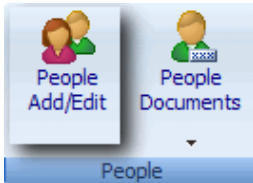
Instructions

Step 1 - Create another entry for John Brown in the people list

A copy of John David Brown will need to be created in the people list.

From the **Ribbon Toolbar**:

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



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

Highlight ***Brown, John David***

Click  ***Copy***

New First Name Input **John David**

Click  ***Copy***

You should now have two entries for John David Brown.

Click  ***Exit***

Step 2 - Transfer the shares

Transfer the shares from the first John David Brown to the second one and attach *The CAS Discretionary Trust* as the beneficial owner



Click on the **Company Quick Search** icon 






Find Input **CAS Training Company**

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

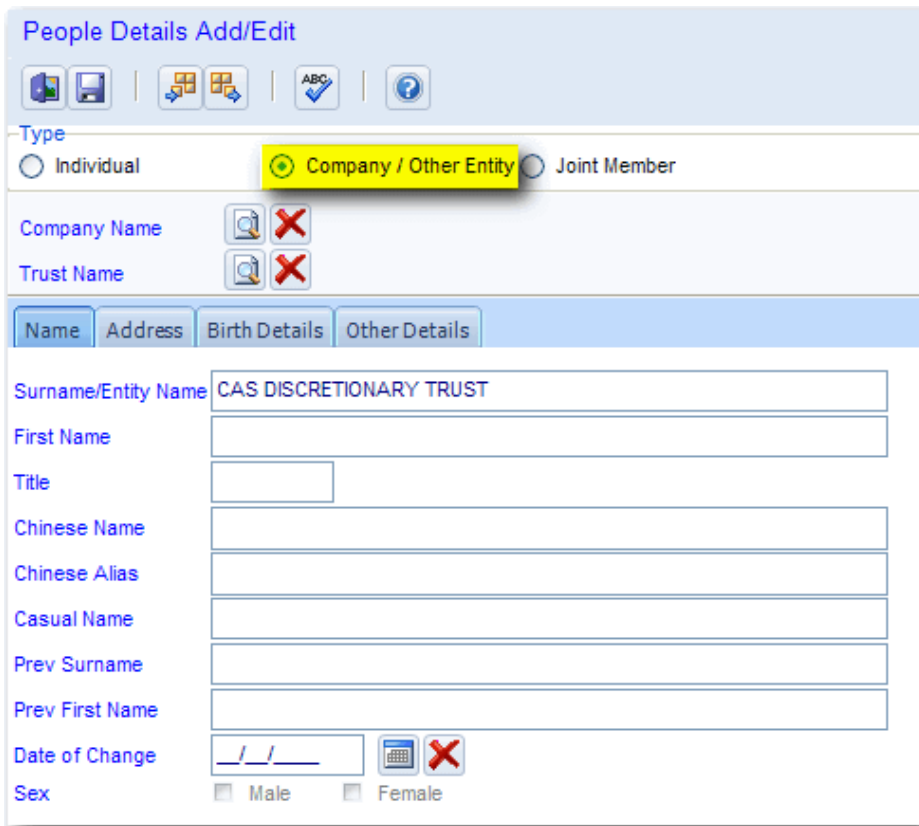
CAS will display the **Add Share Transfer** screen.

Transaction Date Input **Today's Date**

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



- Allottee Click on  **Search** to list **Members**. Highlight **John David Brown** and click  **Select**.
- Number of Shares Input 100.
- Unique Share No's Leave this blank.
- Certificate Type: Leave this as **Balance**.
- Certificate Number It will default to 3.
- Certificate Location Input **COMPANY BINDER**
- New Member: Click the first  **Search** to list **People**. Highlight the second **John David Brown** and click  **Select**.
- Beneficial Owner Click the first  **Search** to list **People**.



Add **The CAS Discretionary Trust** at **101 Jones St, Smiths Gully** to the **People** List.



People Details Add/Edit

Individual
 Company / Other Entity
 Joint Member

Company Name  

Trust Name  

Surname/Entity Name

First Name

Title



Chinese Name

Chinese Alias

Casual Name

Prev Surname








Prev First Name


Date of Change  

Sex Male Female

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

- Certificate Type Leave this as **Transaction**.
- Certificate Number Leave this as **4**.
- Certificate Kept Input **COMPANY BINDER**.
- Signatory Leave this as **Attendee**.
- Print Flag Leave this as **Print documents** as this transfer must print on the Form 484 and supporting documents.





Share Type	 ORDINARY SHARES FULLY PAID
Member	 BROWN, JOHN DAVID
Beneficial Owner	
Number of Shares	<input type="text" value="100"/>
Unique No's	<input type="text"/>
Certificate Type	Balance
Certificate No.	<input type="text" value="6"/>
Certificate Location	COMPANY BINDER
Remarks	<input type="text"/>
New Member	<input type="text" value="BROWN, JOHN DAVID"/>  
Beneficial Owner	<input type="text" value="THE CAS DISCRETIONARY TRUST"/>   
Paid per share	<input type="text" value="1"/>
Unique No's	<input type="text"/>
Certificate Type	Transaction
Certificate No.	<input type="text" value="7"/>
Certificate Location	COMPANY BINDER
Remarks	<input type="text"/>
Signatory	Signatory
Print flag ?	<input checked="" type="radio"/> Print documents <input type="radio"/> Do not print documents

Click  to save and prepare the documents.

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

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

Share Certificate Signatories

- Signatory 1 Leave this as **John David Brown**.
- Date Leave as today's date.
- 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: CAS Training Company is a **Portal** client.

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



BENEFICIAL OWNER DETAILS DO NOT APPEAR ON THE ASIC FORM. THE BENEFICIALLY HELD OPTION IN THE ASIC FORM WILL DISPLAY AS NO INDICATING THAT THE ALLOTTEE DOES NOT OWN THE SHARES

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)
ORD	1		1	1.00	0.00	Yes	No

Step 3 - Lodge the form and consolidate the duplicate entries

You will need to lodge the transfer form and then do a consolidation of the two "Johns" to remove the duplicate record in the people list. To **consolidate**, refer to the **CAS Advanced 1 Training Manual - Lesson 10 - Consolidating Duplicate Records**



REFER TO ARTICLE 492 FOR INFORMATION ON SETTING A MEMBER AS TRUSTEE FOR A TRUST

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

Lesson 4 - Changing Addresses

Objective

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

- Identify the various address details that must be maintained by a company.
- Identify a registered office address.
- Identify the principal place of business of a company.
- Change the registered address and business address of a company.
- Update the meeting address of a company.
- Change a member or an officer's residential address.
- Update a persons business or postal address.
- Push the forms and other documents to **Portal**.
- Prepare a people group report to view the address details of a member or officer.

Details

Company Address Changes

Australian companies have a Registered Office and a Principal Place of Business. The Registered Office is the official address where notices may be served on a company and where registers are kept. The principal place of business, or the business address, is the address where business is carried out by the company. Changes to these two addresses must be notified to ASIC within 28 days on a *Form 484 Change to Company Details*.

Member Address Changes

Officeholders or Members address changes must also be notified to ASIC within 28 days on a *Form 484 Change to Company Details*.

Multiple address changes for Officers of a same Company

Multiple address changes for officers of a same company can be notified on the same 484.

Listed Public Company Members

Member address changes for listed public companies do not need to be notified as they occur. They are only notified once a year in response to the Annual Company Statement.

Shareholders who are Companies

If a shareholder is a company, the company address must be changed and lodged with ASIC on the Form 484 before the change of address of member can be lodged on the Form 484.

Tasks

Task 4.1 - Changing Company Addresses

New Registered Office	99 Hawthorn Road, Brighton East Vic 3187
New Business Address	99 Hawthorn Road, Brighton East Vic 3187
Date of Change	Today's date

Task 4.2 - Changing the Residential Address of an officer and member

Name	Robert Michael Smith
Address	1 Yarra Street, Toorak, Vic, 3142
Date of Change	Today's date

Task 4.1 - Changing Company Addresses

Objective

In this task you will learn how to process a change to the registered office and the principal place of business of a company.

Details

Registered Office

The registered office is the official address where notices may be served on the company. The registered office must be an Australian street address, not a post office box. Public companies are required to have their registered office open to the public for at least 3 hours each business day. Proprietary companies are not required to have their registered office open to the public but are required to have facilities for the inspection of their registers available at the registered office.

Public companies are required to prominently display the name of the company and the words "Registered Office" at the registered office of the company.

All companies are required to display the name of the company at every place at which the company carries on business that is open to the public. A sign within the premises is sufficient.

Where a company does not occupy the registered office, it must obtain written consent for the company's use of those premises as its registered office.

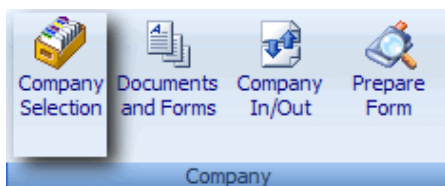
Principal Place of Business

The principal place of business must be an Australian street address. The name of the company should be displayed at the principal place of business.

Instructions

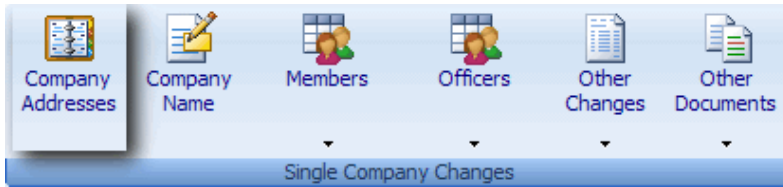
From the **Ribbon Toolbar**:

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





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



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



Registered Address

- New Address Click  **Search** to list **Addresses**. Highlight **99 Hawthorn Road, Hawthorn**.
- Click **Select**
- Click  This will prepare an address usage report for the new Registered Address.
- Date of Change Leave this as **Today's Date**.
- Office Occupier For the purpose of this exercise, leave this blank. If the company **does not** occupy the premises, the name of the office occupier must be input.






Business Address

- New Address Click  **Search** to list **Addresses**. Highlight **99 Hawthorn Road, Hawthorn 3122** and click **Select**.
- Click  This will prepare an address usage report for the new Business Address.
- Date of Change Leave this as **Today's Date**.
- Business Names Leave this **checked**. If the company is a proprietor of a business name entered into **CAS**, you will be prompted to update the address for business names also.
- Postal Address **Uncheck** this box as you do not wish **CAS** to update the company's postal address to the new registered office. The postal address is located in the **Data Input | Addresses** screen.
- Meeting Address Check this box to update the address on meeting minutes.
- Document Date Leave this as **Today's Date**.



CAS will automatically select the documents required for the change to the registered office and the principal place of business. These are:


- Directors Meeting Minute or Resolution
- Change of Company Details Form 484 (signed and electronic)
- Occupier's Consent to Specification (if required)

Company Address Changes - CAS TRAINING COMPANY PTY LTD





 |
  |
  |
  |
 

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



New Address   99 HAWTHORN ROAD, HAWTHORN, VIC, 3122


Date of Change  Pending transaction

Office Occupier

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







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



New Address   99 HAWTHORN ROAD, HAWTHORN, VIC, 3122

Date of Change  Pending transaction

Update:

Business Names Meeting Address
 Postal Address Registers Address
 Letter Address

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

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

Click  **Print** and click **OK** to confirm the selection of your windows printer.
Alternatively click  **Export** if you wish to save this document as an electronic PDF file in Document Tracking.

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

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

Click  **Exit**.

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

Task 4.2 - Changing the Residential Address of an officer and member

Objective

In this task you will learn how to process a change of an officer or member's residential address.

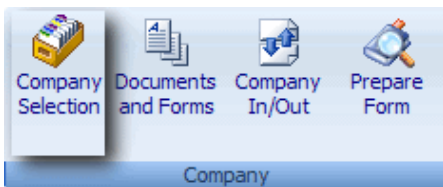
By the end of this task, you will be able to:

- change an officer or member's address in one company or in multiple companies
- apply a officer or member's new address change to the company's registered office address, business and meeting address
- prepare a People Group report to check address change details

Instructions

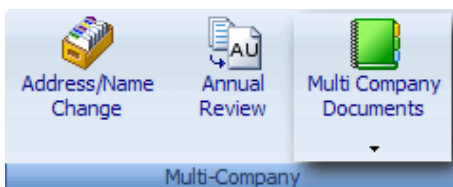
From the **Ribbon Toolbar**:

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



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



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




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



CAS will display the Officer/Member Address and Name Change screen.



Select  **New** to display changes screen

Person's Name Click the first  **Search** to list **People**. Highlight **Smith, Robert Michael** and click  **Select**.

Click  This will prepare an address usage report for the current address.

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

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

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

Update person's business address?

Leave this box checked. If you have recorded a separate business address for this person, **CAS** will update this to the new address as well.

Update person's postal address?

Leave this box checked. If you have recorded a separate postal address for this person, **CAS** will update this to the new address as well.

Also apply address change to:

Company Registered Office Address?

Do not click this check box as for the purpose of this exercise, you are not required to update the company registered office address to the new address.

Company Business Address?

Do not click this check box as for the purpose of this exercise, you are not required to update the company business address to the new address.

Company Meeting Address?

Do not click this check box as for the purpose of this exercise, you are not required to update the company meeting address to the new address.


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

Note: Changes to the Company Meeting Address will not show on the form 484A as you are not required to lodge this with ASIC.

Date of Change

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

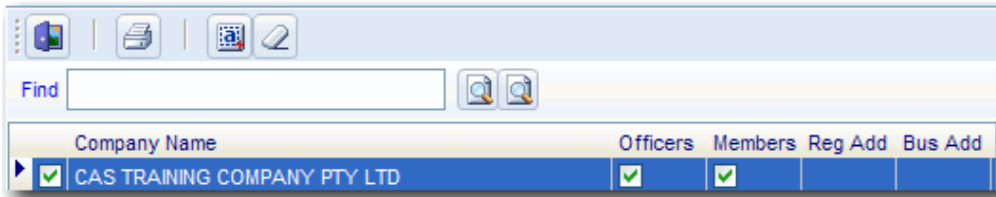
Click  **Save**

CAS will display a list of companies where the person is an officer or member. This list will also contain multiple people whom you wish to update details for. To add more address and name changes you will need to click on  **New**, and repeat the steps above.

Company Name	Persons Name	Address	Name	Officer	Member	Per Bus	Per Post	Com Reg	Com Bus	Com Meet
CAS TRAINING COMPANY PTY LTD	SMITH, ROBERT MICHAEL	Yes	No	Yes	Yes	Yes	Yes	No	No	No

Click  **Print**

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



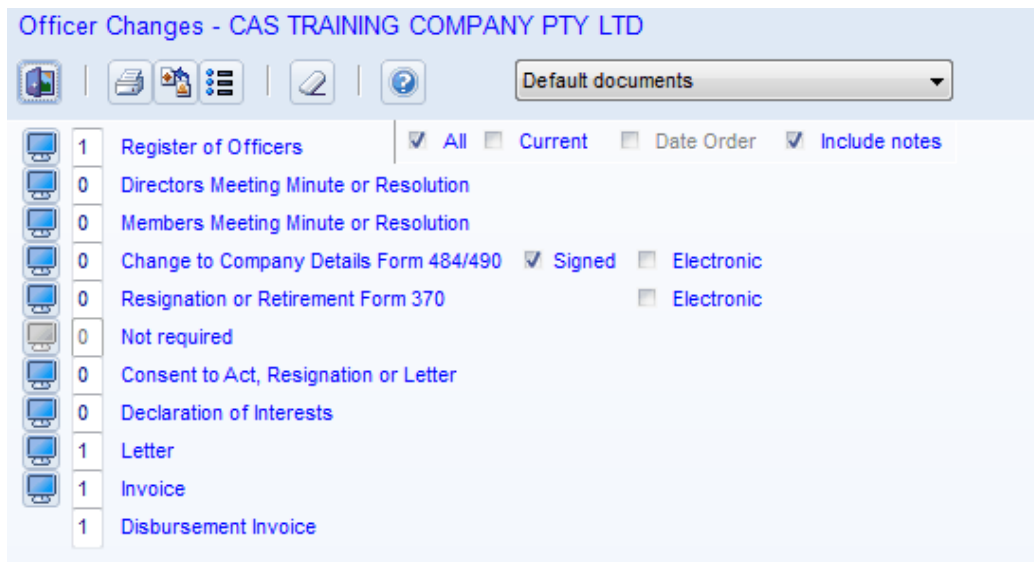
Click  **Print**

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

CAS will automatically select the documents required:


- ASIC Forms - Change to Company Details Form 484A

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



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.

Click  **Exit**.

CAS will then display the Officer Changes or Member Changes screen for the next company for which this person is an officer or member.

Click  **Print** or  **Export** to prepare the documents for this company.

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

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

CAS will continue through all companies for which this person is an officer. After all companies have been processed, **CAS** will return to the **Document Process** screen.



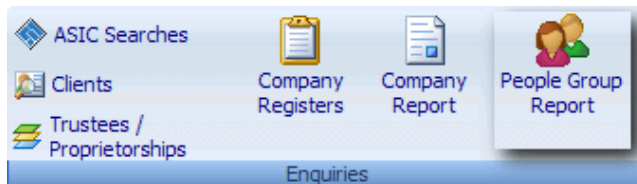
AN OFFICER'S OR MEMBER'S ADDRESS CAN ALSO BE CHANGED VIA THE CUSTOMISED EXPLORER\CHANGES DOCUMENTS\ADDRESS/NAME CHANGE

Prepare a People Group Report

To ensure you have notified the address change for all companies, you can check against a People Group Report.

From the **Ribbon Toolbar**:

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



Person Click **Search** to list **People**. Highlight **Smith, Robert Michael** and click **Select**.

Data Type Select **Details** to display Robert's address.

Enquiry Reporting

Person SMITH, ROBERT MICHAEL

Data Type

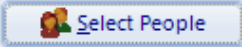
- Details
- Notes
- Public Company Directorships
- Officeholdings
- Officer's Text
- Other Appointments/Positions
- Shareholdings
- Unitholdings
- Chargeholdings
- Debentureholdings
- Trusteeships, Proprietorships
- Business Name Agent
- Prescribed Interests
- Authorised Representatives

Persons Details

Home Address	11 JOSEPH STREET, SALE, VIC, 3850
Previous	1 YARRA ST, TOORAK, VIC, 3142
Date of Birth	01/01/1950
Place of Birth	777, TAS

Click the **Reporting** tab

Enquiry Reporting

People:  People Selected: 1

Person

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

Report Section Selection:

Person Notes
 Other Directorships
 Officeholdings Include notes
 Other Appointments/Positions
 Shareholdings Include notes
 Unitholdings Include notes
 Chargeholdings
 Debentureholdings
 Trusteeships, Proprietorships Include notes Include Trust Tax Details
 Business Name Agent
 Authorised Representatives
 Prescribed Interests
 Officer Relationships

Positions and Holdings: Current All

Company Jurisdiction:

Click



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

Lesson 5 - Annual Reviews

Objective

In this lesson you will learn how to manage the Annual Review process.

By the end of this lesson, you will:

- Understand what an Annual Statement is and when it is provided to you by ASIC
- Understand how the Annual Statement is sent electronically to you in **CAS**
- Know all the annual fees for proprietary, public and special purpose companies
- Know the late penalty fees for late payment of annual fees
- Know the requirements for a solvency declaration
- Know the criteria required to change the annual review date
- Be able to prepare a review date listing from data in **CAS**
- Be able to prepare and lodge a **Request Review Date Report Form 61**
- Collect Annual Statement from ASIC's electronic lodgement system - EDGE
- Be able to prepare a comparison report to compare the Annual Statement
- Be able to prepare a solvency minutes/resolution, ASIC invoice and other supporting documents
- Be able to push the **CAS** Annual Company Statement, Solvency Minutes and other supporting documents to **Portal**
- Be able to reprint Annual Statements
- Be able to prepare and lodge a **Request Debtors Ledger Report From RA67**

Overview

Annual Statement

Each year ASIC is required to provide a company with its Annual Statement. This statement must be provided within 14 days of the Annual Review Date. The Annual Review Date is the anniversary of the company registration date, however the review date can be changed under certain circumstances.

ASIC must be contacted **within five days** after the review date if the annual statements have not been received.

This Annual Company Statement Package comprises of the:

- Annual Company Statement Form 480; and
- Annual Fee Invoice.

The Annual Fee must be paid within 2 months of the Annual Review Date.

How will I receive my Annual Statements?

For electronic lodging agents, the Annual Statement will be sent to your EDGE mailbox on the review date of your companies. This means you will need to connect to EDGE through your **CAS** software to retrieve the Annual Statements. Agents need to have processes in place to ensure your EDGE mailbox is accessed regularly to receive Annual Statements after the review dates. If you are regularly lodging documents electronically, then this is taken care of.

When received electronically, **CAS** will update your document tracking system to include the Form 480 with the status Document Received and will have a link to the PDF copy received from ASIC.

Can I get a listing of my Review Dates?

A Review Date Listing is available in **CAS** through **Reporting | Listings**. You can also lodge the RA61 Request Review Date Listing to get a listing of the review dates for all the companies who you are the registered agent for.

It is recommended that you lodge an RA61 regularly to ensure that you are aware of any review dates approaching or any outstanding. The RA61 can only be lodged electronically, not manually on paper.

Do I have to lodge anything to ASIC?

The Annual Company Statement must be checked for accuracy. If the Annual Company Statement is correct and up to date, there is nothing to lodge. The company simply pays the annual invoice. Any corrections to the Annual Company Statement must be notified to ASIC within 28 days of the Annual Review Date. Corrections are notified on a Change of Company Details Form 484. ASIC late lodgement penalties may apply.

Solvency Declaration

As part of the Annual Review process, the directors of the company are required to pass a Solvency Resolution within 2 months of the Annual Review Date. This solvency resolution does not need to be lodged with ASIC but Directors must sign this document and keep it with company minutes and resolutions.

If the company is insolvent and passes a negative solvency resolution (resolving the company is not solvent), the Statement in Relation to Solvency Form 485 must be lodged with ASIC within 7 days of the negative solvency resolution. If the company is unable to pass a solvency resolution, where for example, the company cannot tell if it is solvent, the company must lodge a Form 485 within 7 days of the original solvency resolution due date (67 days from the annual review date). The Form 485 can be lodged electronically.

Solvency resolutions are not required for companies that have lodged their financial report and directors report with ASIC under Chapter 2M of the Corporations Act in the 12 months prior to the review date.

From the Annual Review screen, you will be able to print a solvency minute or resolution. The resolution will be as follows:

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/would not be able to pay its debts as and when they fall due.

Tasks

Task 5.1 - Prepare Review Date Listing

This task will lead you through preparing a Companies Listing in Review Date order.

Task 5.2 - Prepare RA61 Request Review Date Report

This task will lead you through preparing a Companies Listing in Review Date order.

Task 5.3 - Collect Annual Statements from EDGE

This task will lead you through collecting Annual Statements from ASIC's electronic lodgement system.

Task 5.4 - Compare Company Statement

This task will lead you through receiving the Annual Company Statement and comparing the details sent by ASIC with the details on your **CAS** database.

Task 5.5 - Prepare Annual Documents

This task will lead you through preparing the Annual Company Statement, including the Annual Company Statement Form 480 and Annual Invoice, as well as preparing a Solvency Declaration.

Task 5.6 - Reprint Annual Statements

Once the Annual Statement has been printed, it is no longer listed on the Annual Review screen. You can reprint annual reviews by using the *Reprint Documents* function in **CAS**. You may also request another copy from ASIC within 28 days of the review date by lodging the RA71.

Task 5.7 - RA67 Request Company Debt Report

ASIC can provide you with a list of your companies that have any outstanding fees. This is a handy report to show any companies that have outstanding annual review fees, or who have incurred late lodgement penalties.

Task 5.1 - Prepare Review Date Listing

Objective

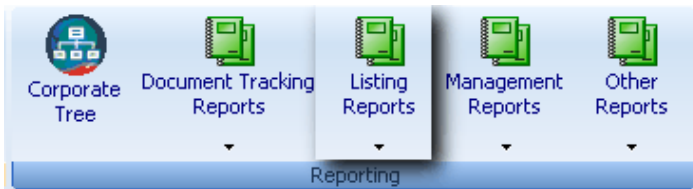
In this task you will learn how to prepare a companies listing in annual review date order.

By the end of this task you will be able to prepare a report with the annual review dates for all companies in your **CAS** database.

Instructions


From the **Ribbon Toolbar**:

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







Select **Companies Listing** from the list.

Report Details

- | | |
|-----------------------|--|
| Order | Select Annual Review Date |
| Date Range? | <input type="checkbox"/> Leave this unticked. You will tick this only if you wish to display annual review dates within a certain date range on the Companies Listing. |
| Agent/Presenter | Leave this as ALL |
| Tick Customise Report | Click  to customise the report options and set the report order. |

Listings

Report Details

Report

Report Order Date Range ?

Agent/Presenter

Client



Date Range From / To / Customise Report

Select Companies Selected 8

Find Jurisdiction

Department Company Status

	Company Name
<input checked="" type="checkbox"/>	ABC HOLDING COMPANY LIMITED
<input checked="" type="checkbox"/>	BGL CAS PTY LTD
<input checked="" type="checkbox"/>	BGL NOMINEES TRAINING PTY LTD
<input checked="" type="checkbox"/>	CAS TRAINING COMPANY PTY LTD
<input checked="" type="checkbox"/>	DWARF OF NOTTINGHAM PTY LTD
<input checked="" type="checkbox"/>	FRANK MATICH PTY LTD
<input checked="" type="checkbox"/>	JEBEDIAH SPRINGFIELD PTY LTD
<input checked="" type="checkbox"/>	ZIPPY PTY LTD

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

Click  **Exit**.

End of Task 5.1. Proceed to **Task 5.2**.

Task 5.2 - Form RA61 - Request Review Date Report

Objective

In this task you will learn how to prepare and lodge a **Request Review Date Report Form RA61**.

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

- Prepare the RA 61 to view a list of all companies that you act as an ASIC agent for as well as a list of the annual review dates
- Identify forms that do not have a paper copy and only are electronic files
- Compare annual review dates entered into **CAS** with the data received from ASIC
- Update annual review dates entered into **CAS** with data received from ASIC

It is recommended that you lodge an RA61 regularly to ensure that you are aware of any review dates approaching or any outstanding.


Instructions


From the **Ribbon Toolbar**:

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

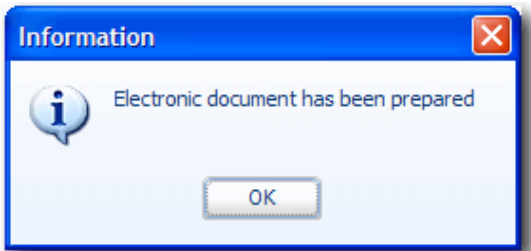


Select **Request Review Date Report Form RA61** from the list.

Form Signatory	Click  Search to list People . Select a person from your office.
Position	Leave this as Agent .
Form Date	Leave this as Today's Date .
Period Start Date:	Leave this as 1 January .
Period End Date:	Leave this as 31 December .


Click  **Form. CAS** will prepare an electronic form for lodgement. There is no paper RA61 form.

Click **Ok** to the following message.




Click  **Exit**

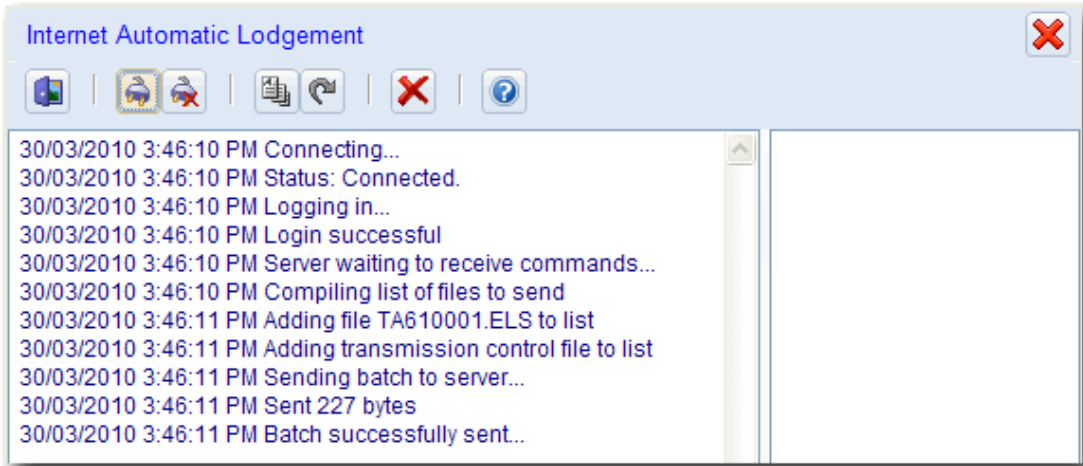
Transmit documents to ASIC? Click **Yes** as this form is now ready for lodgement.

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

Click **Select Documents**. Click the checkbox to select the **RA61** with today's date and click **Accept**.

Click **Lodge ASIC Documents**

Click  **Dial**



CAS will now proceed to lodge the **Request Review Date Report** and retrieve reports received from the ASIC. You will receive the **RA62 EDGE Review Date Report**. Use the Annual Review Management screen to upload the RA62 and track your annual reviews.

Annual Review Management

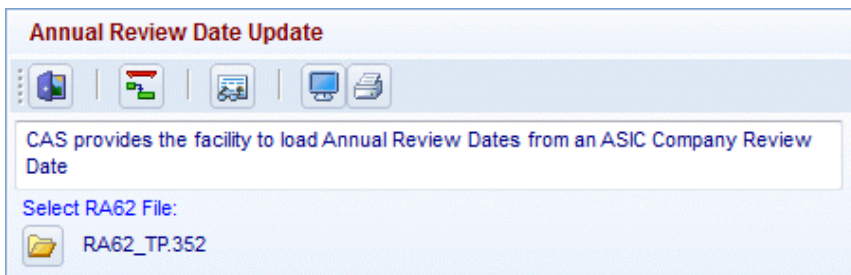
From the **Ribbon Toolbar**:

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



Step 1 - Compare Review Dates

Select  to review the RA62.



Click  to generate a **CAS/ASIC Annual Review Date Comparison Report**.

Sample Comparison Report:

BGL CORPORATE SOLUTIONS

CAS/ASIC ANNUAL REVIEW DATE COMPARISON REPORT AT 26/03/2016

Note: Companies shown in Part A of this report can be removed from the ASIC's list by lodging a Form 361. A Form 361 is prepared through Agent Forms.

Company Name	ACN	ASIC Review Date	CAS Review Date
--------------	-----	------------------	------------------------

Part A - Companies on ASIC list not in CAS

NARNIA PTY LTD	234 567 89	01/01/2016	
SALAMANCA PTY LTD	987 654 32	01/01/2016	


Part B - Companies in CAS and not on ASIC list

BGL SOFTWARE PTY LTD	050 000 43		01/01/2016
JEBEDIAH SPRINGFIELD PTY LTD	093 439 76		31/01/2016

Part C - Companies in CAS and ASIC list

ZIPPY PTY LTD	550 350 270	8/08/2016	08/08/2016
---------------	-------------	-----------	------------

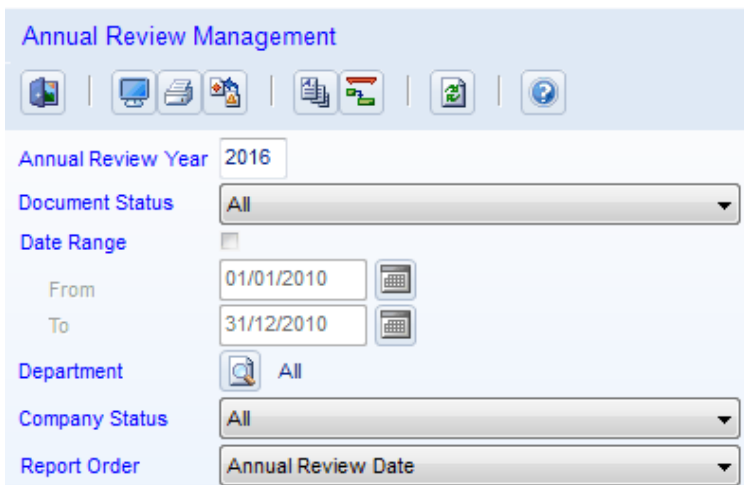
Step 2 - Upload

Select  to update the CAS annual review dates with the ASIC annual review dates from the RA62.

Step 3 - Prepare Annual Review Management Report

From the **Annual Review Management** screen, create the **Annual Review Management Report**

Annual Review Year	Input 2016
Document Status	Select All
Date Range	Leave Unticked
Department	Select All
Report Order	Select Annual Review Date




The screenshot shows the 'Annual Review Management' interface. It features a toolbar with icons for home, search, print, refresh, save, and help. Below the toolbar, there are several filter sections: 'Annual Review Year' with a text input set to '2016'; 'Document Status' with a dropdown menu set to 'All'; 'Date Range' with an unchecked checkbox and two date pickers set to '01/01/2010' (From) and '31/12/2010' (To); 'Department' with a dropdown menu set to 'All'; 'Company Status' with a dropdown menu set to 'All'; and 'Report Order' with a dropdown menu set to 'Annual Review Date'.

Click

 **Preview** to the **Annual Review Management Report**.

Print or Export

 **Print** or  **Export to PDF** to export the **Annual Review Management Report**.

End of Task 5.2. Proceed to **Task 5.3**.

Task 5.3 - Collect Annual Statements from EDGE

Objective

In this task you will learn how to collect your electronic Annual Company Statements from your ASIC's electronic lodgement system EDGE mailbox.

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

- connect to ASIC's EDGE mailbox to retrieve the Annual Company Statements and ASIC invoice from ASIC
- view the annual statement documents from Document Tracking
- understand the procedures required if the annual statement is not received within five days of the annual review date

Details

ASIC will create the company statement on the day of the review date with the current data at that date. The company statement will then be placed into your EDGE mailbox. BGL recommends agents connect to EDGE the day after the review date to collect their statements.

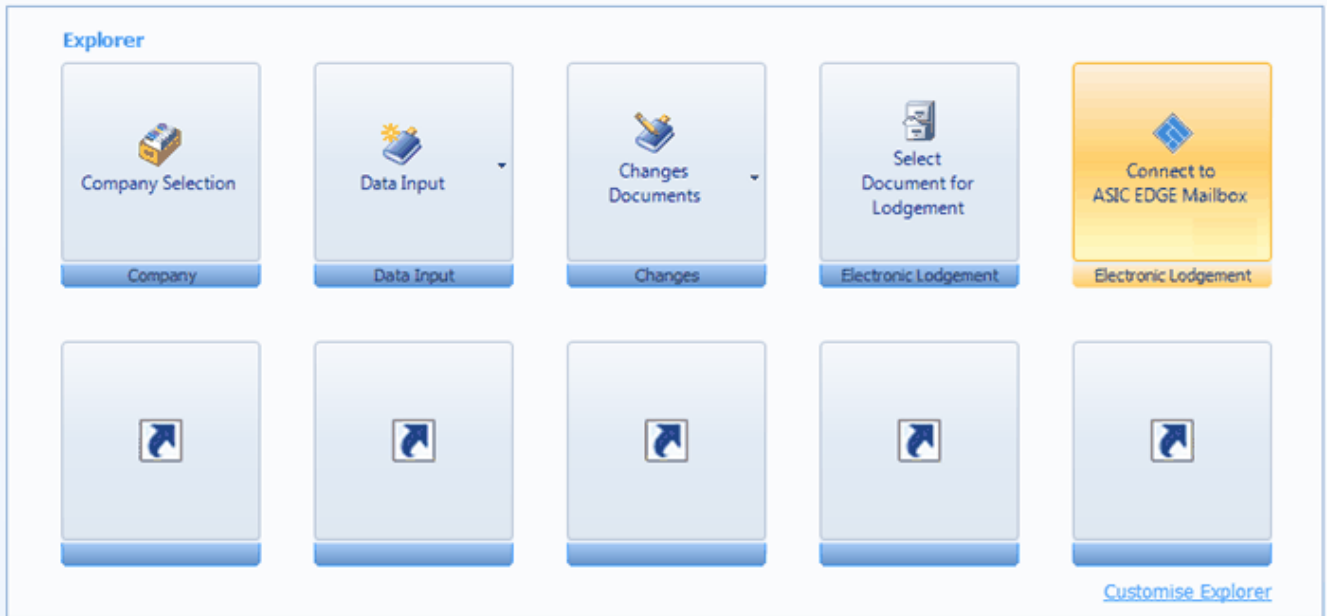
If the statement is not in your EDGE mailbox within a day, the company may not be on your Registered Agent list. You can lodge the Request Review Date Report Form RA61 to check this.

If the statement is still not in your mailbox within five days of the review date, please contact ASIC for further assistance.

NOTE: ASIC sends the Annual Return to both EDGE and the ASIC Portal. If clients log in to the Portal first, the Annual Return will **NOT** come through the EDGE system, i.e they will not receive it in **CAS**. However, if they receive the Annual Return in **CAS**, they can also view it on the ASIC Portal.

Instructions

From the **Customised Explorer**, click **Connect To ASIC EDGE Mailbox**



CAS will now proceed to retrieve reports from ASIC.

After the transmission is complete, **CAS** will list the reports received from ASIC. The reports received for this transmission could include:

- Validation Reports
- Transmission Reports
- ASIC Data Downloads
- Annual Company Statements

Report	File Name	Date	Accepted	Rejected
ASIC Validation Report	VALD_001.758	10/03/2006	1	0
Annual Company Statement	F480_001.1	10/03/2006		
Annual Company Statement	F480_001.10	10/03/2006		
Annual Company Statement	F480_001.11	10/03/2006		
Annual Company Statement	F480_001.13	10/03/2006		
Annual Company Statement	F480_001.14	10/03/2006		
Annual Company Statement	F480_001.0	10/03/2006		
CAS Transmission Log	TRANS.LOG	10/03/2006		
Company Registration Advice	RA55_001.186	10/03/2006		

Click



CAS will print the reports received excluding the **CAS** Transmission Log. Assuming that the Annual Company Statement has been received from ASIC, you may now complete the Annual review from the Annual Review screen, as detailed in **Task 5.4**.

Click

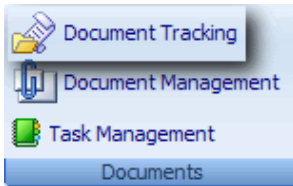


Document Tracking

The Company Statement Form 480 will be recorded in Document Tracking with the status level **Document Received**.

From the **Ribbon Toolbar**:

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



Company Name Click **Search** to list the **CAS Company List**. Highlight the company and click **Select**.

Document/Year Click the second **Search** to list **Documents Prepared** for this company. Highlight **2006** and click **Select**.

Status This will display as **Doc Received**.

Company ZIPPY PTY LTD

Document/Year 2016 480E ANNUAL COMPANY STATEMENT

Document Details | Payment Details | Lodgement Details

Document Date

Status Level DOC RECEIVED

Status Level Date

ASIC Lodgement Fee

ASIC DOCIMAGE No

Note

ASIC Account Balance

Attached Documents

-
-
-
-
-
-

Additional Documents

-
-
-
-
-
-

User

Click **Exit**



***REFER TO ARTICLE 540 FOR INFORMATION ON HOW TO RECEIVE
PREVIOUS REPORTS FROM ELECTRONIC LODGEMENT***

End of Task 5.3. Proceed to **Task 5.4.**

Task 5.4 - Compare Company Statement

Objective

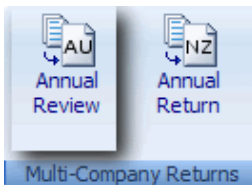
In this task you will learn how to compare your company data with the details on the Annual Statement received from ASIC.

By the end of this task, you will be able to prepare a comparison report and replace your company data in **CAS** with data received from ASIC.

Instructions

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.

 A screenshot of the 'Australian Company Annual Review' screen. The interface includes a toolbar with various icons, a search bar, and a table of company data. Below the table is a list of documents.

Print	Solvent	Review Date	Company Name	Due Date	Fee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14/05/2015	TEST NON PROFIT PTY. LTD.	14/07/2015	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	FRANK MATICH PTY LTD	10/02/2016	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	ZIPPY PTY LTD	10/02/2016	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	JEBEDIAH SPRINGFIELD PTY LTD	10/02/2016	246.00

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

Click the **Print** checkbox to the left of **TEST NON PROFIT PTY. LTD.**

Click

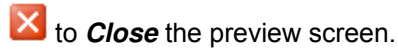


Click

Yes

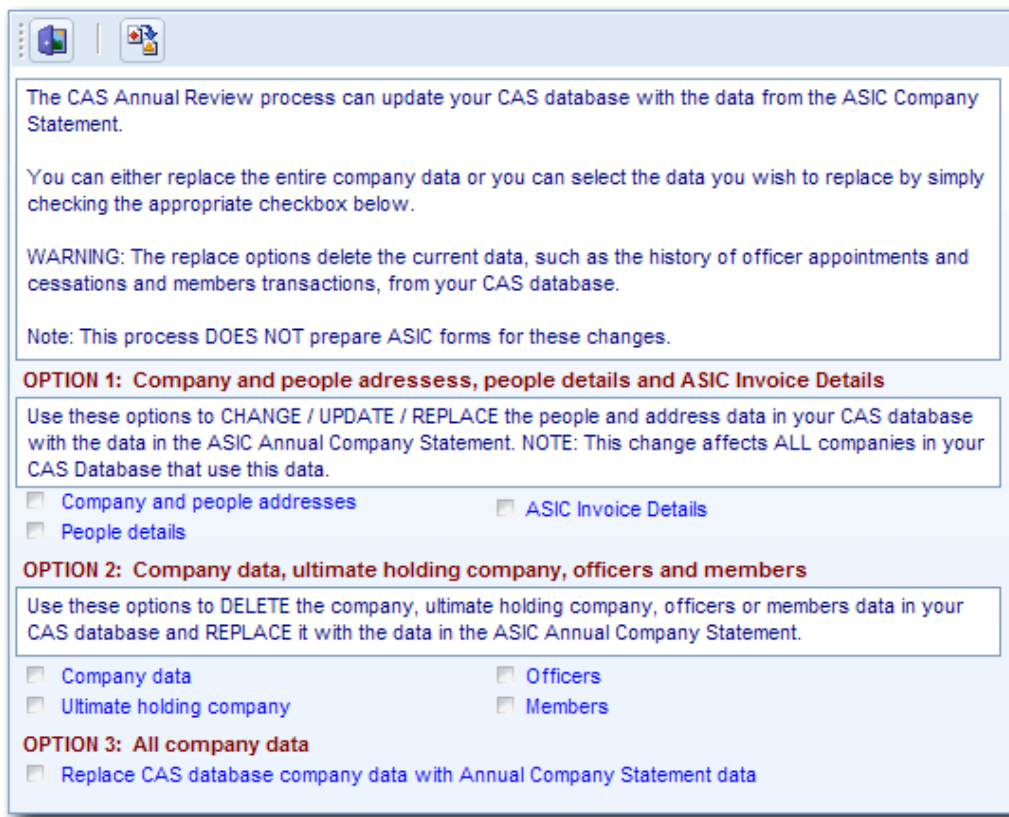
CAS will prepare a report comparing your **CAS** database with the details on ASIC's Company Statement.

Click

to **Close** the preview screen.

If there are any differences between your **CAS** data and ASIC's data, you can then choose to overwrite certain details on **CAS** with the information from ASIC.

Click



OPTION 1: Company and people addresses, people details and ASIC Invoice Details.

You can replace your company details in **CAS** with the data from the ASIC's Annual Review for

- Company and people addresses
- People details
- ASIC Invoice details

OPTION 2: Company data, ultimate holding company, officers and members

These options will delete the information in **CAS** and replace it with the data from the ASIC's Annual Review for

- Company data
- Officers
- Ultimate holding company
- Members

BGL recommends you use this option with extreme care as your history for this company will be deleted, including all members share history.

OPTION 3: Replace all company data

BGL recommends you use this option with extreme care as your entire history for this company will be deleted from **CAS** and replaced with the balances from ASIC's annual statement.

Should you choose a replace option, click  **Replace** to replace data in **CAS** with data from the ASIC. For the purposes of this exercise, do not replace any data in **CAS**.

End of Task 5.4. Proceed to **Task 5.5**.

Task 5.5 - Prepare Annual Documents

Objective

In this task you will learn how to prepare the Annual Statement for a company.

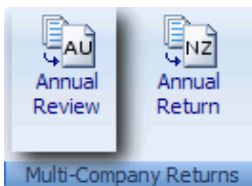
By the end of this task, you will be able to:

- preview, export to PDF, MS Word, MS Excel and print the **CAS** generated annual statement
- prepare a solvency directors meeting minute/resolution
- prepare the annual statement received from ASIC
- push the Annual Company Statement and supporting documents to **Portal**
- select various options to customise the data that appears in the **CAS** generated annual statement

Instructions

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.

 A screenshot of the 'Australian Company Annual Review' screen. At the top, there is a toolbar with various icons for printing, saving, and navigating. Below the toolbar, there is a filter section with 'All departments' selected and a 'Department' dropdown. A search box labeled 'Find' is also present. The main area contains a table with the following data:

Print	Solvent	Review Date	Company Name	Due Date	Fee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14/05/2015	TEST NON PROFIT PTY. LTD.	14/07/2015	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	FRANK MATICH PTY LTD	10/02/2016	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	ZIPPY PTY LTD	10/02/2016	246.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/12/2015	JEBEDIAH SPRINGFIELD PTY LTD	10/02/2016	246.00

 Below the table, there is a list of documents to be generated:

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

- Print Click this check box to select Annual Reviews for printing.
- Solvent Leave the **Solvent** check box. This will include a positive solvency resolution in the Directors Meeting Minute/Resolution.
- Use current data? Leave this checked to include the most current information on the **CAS** generated annual statement, rather than the company information as at the review date.
- Print signatory? Leave this checked to include a signatory line for the Director to sign on the **CAS** generated annual statement.
- Date Minute/Resolution Leave this checked to include a date on the Directors Meeting Minute/Resolution (solvency declaration). This will be dated the Annual Review date.
- Click  **Preview** to the left of the documents to preview the **CAS** generated Annual Company Statement Form 480, the Annual Fee Invoice or the Directors Meeting Minute. Click  to **close** the preview screens.
- Click  **Preview** at the top of the screen or press **ALT + W** to access the ASIC's annual statement through Adobe Acrobat Reader. Click  to **close** the preview screens.




ASIC'S ANNUAL STATEMENT CONTAINS ASIC'S LOGO AS WELL AS THE COMPANY'S CORPORATE KEY

CAS will automatically select the following documents to print:

- Annual Company Statement
- ASIC Invoice
- Directors Meeting Minute/Resolution (solvency declaration)

Click  **Print** to print the selected documents.

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

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

Click **Yes** to push the **CAS** Annual Company Statement and all documents you have printed or exported to PDF to **Portal**.



REFER TO ARTICLE 440, 567 & 568 FOR MORE INFORMATION ON THE PREPARATION OF ANNUAL STATEMENTS IN CAS

End of Task 5.5. Proceed to **Task 5.6**.

Task 5.6 - Reprint Annual Statements

Objective

In this task you will learn how to reprint Annual Statements. Once an Annual Statement is printed from the Annual Review screen, it no longer appears on this screen.

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

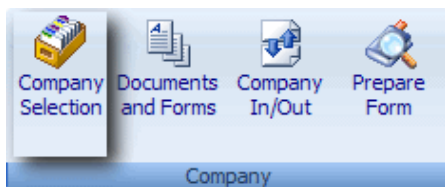
- reprint an annual review from the **Reprint Documents** screen to display the company statement on the Annual Review screen again.
- reprint an annual review from **Document Tracking** screen
- prepare and lodge an RA71 to request another copy of the Annual Review from ASIC electronically where you originally received the review through **CAS** electronically, and if the review was received within the last 28 days.

Instructions

Method 1 - Reprinting from CAS

From the **Ribbon Toolbar**:

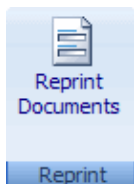
On the **Home** tab, in the **Company** group, click **Company Selection**.



Highlight **TEST NON PROFIT PTY. LTD.** and click  **Select**.

From the **Ribbon Toolbar**:

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



Document Type Select **Annual Review**

Reprint by: Click 

Click the **checkbox** for the review years you wish to reprint for this company.

Annual Review Search - TEST NON PROFIT PTY. LTD.


 |
 



Show Status Find

Date	Form	Year	Description	Status	Status Date	Trace
<input checked="" type="checkbox"/> 14/05/2015	480E	2015	ANNUAL COMPANY STATEMENT	DOC PROCESSED	10/12/2015	42

Click  **Accept**

Click  **Save**

CAS will now display the **Australian Company Annual Review** screen.

Method 2 - Requesting another copy from ASIC

If you have already retrieved the Annual Statement from EDGE, a request to reprint an Annual Statement can be made electronically, providing:

1. the original Annual Statement was dispatched within the last 28 days and,
2. The original Annual Statement was dispatched to the same agent making the reprint request and,
3. the original Annual Statement was dispatched electronically.

If the submitted request meets all of the criteria, the Annual Statement will be 'redelivered' to the EDGE mailbox as a Form 480, identical to the original Annual Statement-Form 480. If the submitted request does not meet all of the criteria, a validation report message *V505 "No annual statement package dispatched electronically to this agent for this company in the last 60 days"* will be returned.

If you have not retrieved the Annual Statement within 28 days from EDGE, you have another 32 days to receive a copy of the Annual Company Statement package by requesting an RA71 report - Reissue Annual Statement. However, if there were changes to be made in response to the annual company statement, you would get a late fee from ASIC as this was not done within 28 days from the Annual Review date.

A request can be sent by preparing and lodging the RA71 Request for Electronic Data Download. Also refer to **Task 1.7** for details on preparing and lodging the RA71.

From the **Ribbon Toolbar**:

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



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

Form Signatory Click **Search** and select the name of the agent signing this document.

Position Leave this as **Agent**.

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

Company Name Click **Search** to list **Companies**. Highlight **CAS Training Company Pty Ltd** and click **Select**.

Lodged Form 361/362 **CAS** will check this box if a Form 362 has been lodged through **CAS**. If a Form 361/362 has been lodged previously, check this box. This form must be lodged prior to lodging the RA71.

Form RA71 Type Select **Reissue Annual Statement**

Click **Print**

CAS will validate the Form RA71 for electronic lodgement. You can now lodge this form electronically. If ASIC EDGE validation is successful, an exact copy of the original annual company statement will be received. This can be reprinted

from the Annual Review screen.

Click



REFER TO ARTICLE 584 TO ADD A PAPER COPY OF THE ANNUAL STATEMENT TO CAS

End of Task 5.6. Proceed to **Task 5.7**.

Task 5.7 - Form RA67 - Request Company Debt Report

Objective

In this task you will learn how to prepare and lodge a **Request Debtors Ledger Report Form RA67**.

By the end of this task, you will be able to prepare a report to advise of any outstanding ASIC fees for companies you are the registered agent for.

Instructions

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



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

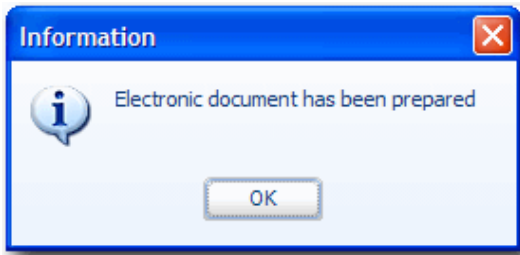
Form Signatory Click **Search**. Input the surname of the person from your organisation who signs ASIC forms in the Search bar. If this person is not listed, click **New** to add the person to the People list. Highlight the person and click **Select**.

Position Leave this as **Agent**.

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


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


Click **Ok** to the following message



Click  **Exit**

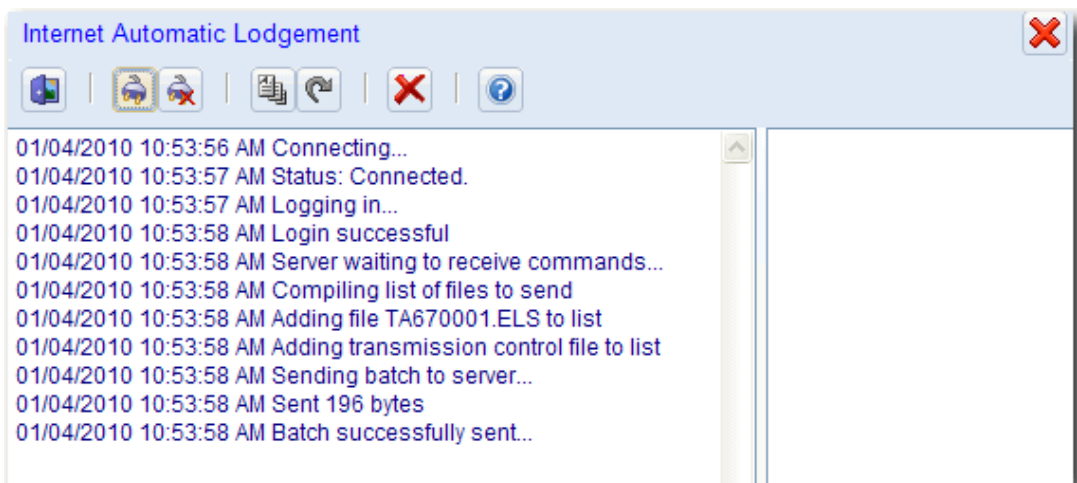
Transmit documents to ASIC? Click **Yes** as this form is now ready for lodgement.

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

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

Click **Lodge ASIC Documents**

Click  **Dial**



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

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

Lesson 6 - Reporting

Objective

By the end of this lesson, you will be able to prepare reports through the company report, listing reports and management reports screen.

Overview

CAS has an extensive reporting system. Users can prepare company reports or general reports and listings. Some of the reports that can be produced by the reporting system are:

Address Listing - Lists the address, opening and closing times, telephone and fax numbers. This report can be prepared for a single address or a range of addresses.

Address Usage Report- Displays information relating to an address and its purpose. For example, the address may be a registered office address, a business office address, or residential address for an officer and/or member. Available in full **CAS** only.

Address Log - Displays information relating to all addresses and where the address is used within **CAS** for all addresses, company addresses only or addresses attached to people. Available in full **CAS** only.

Clients and Companies - Displays information relating to clients and their companies. This report can be prepared for a single department or a range of departments and for a single client or a range of clients. Available in full **CAS** only.

Companies Listing - Lists companies that are audited, current **CAS** companies, dormant, no longer client, de-registered, liquidated, super fund trustee or trustee of a unit or discretionary trust or all of the above. This report can be prepared for a single department or a range of departments and for a single company or a range of companies.

Deleted Companies - Lists companies that have been deleted from **CAS**.

Dividend Listing - Lists dividends recorded on **CAS**.

Officers Listing - Displays information relating to the officers of a single company or a range of companies including position held, appointment and resignation dates, member's details, meeting status e.g. Signatory, Form Signatory, Chairperson, Attendee, Non Attendee or Apology.

People Listing - Displays information relating to a single person or a range of people.

People Group Report - Displays personal information relating to a single person or a range of people, including addresses, phone and fax numbers, dates and places of birth and tax file numbers. This report will also display information relating to office holding, share holding, unit holding, proper authority holding, public officer holding and any other positions held by a person or a range of selected people. The names of the companies in which these positions are held will be displayed on the report.

Registered Office - Lists companies whose registered office is located at a specified address. This report will list companies for a single department or a range of departments and for a single company or a range of companies.

Trustee/Proprietorship Listing. Displays information for trusts, business names, super funds, URL's and patents/trademarks.

Tasks

Task 6.1 - Company Report

Prepare a Company Report for CAS Training Company Pty Ltd.

Task 6.2 - Reporting

Prepare a Companies Listing for only Current companies.

Task 6.3 - Reporting/Management

Prepare an Address Usage Report.

Task 6.1 - Company Report

Objective

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

- view on screen information for a particular company
- prepare a company report for multiple companies
- select only certain options to print on the company report

Instructions

From the **Ribbon Toolbar**:

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



Company Click  **Search** to list **Companies** on your **CAS** system. Highlight **CAS Training Company Pty Ltd** and click  **Select**

Data as at date Click  **Calendar** and double-click **Today's Date**.

To preview specific information (screen only), click the relevant heading under **Data Type**.

For Example:

Selecting the **Company Details** Data Type will display the company's information such as incorporation date, the type of company and class and activity.

Enquiry
Reporting

Company
CAS TRAINING COMPANY PTY LTD

Data Type

<input checked="" type="radio"/> Company Details	<input type="radio"/> Company Notes	<input type="radio"/> Debentures
<input type="radio"/> Reporting Details	<input type="radio"/> Trustee/Proprietorships	<input type="radio"/> Bank Accounts
<input type="radio"/> CAS System Details	<input type="radio"/> Registrations	<input type="radio"/> Authorised Representatives
<input type="radio"/> Addresses	<input type="radio"/> Officers	<input type="radio"/> Prescribed Interests
<input type="radio"/> Tax Information	<input type="radio"/> Issued Capital	<input type="radio"/> Attributes
<input type="radio"/> Other Company Info	<input type="radio"/> Members	<input type="radio"/> Annual Returns/Reviews
<input type="radio"/> Authorised Capital	<input type="radio"/> Unitholders	<input type="radio"/> Documents
<input type="radio"/> Previous Names	<input type="radio"/> Charges	


Company Details

ACN	111 111 114	Jurisdiction	AUSTRALIA
Incorp Date	01/01/1991	State	VIC
Company Type	SMALL PROPRIETARY	Company Class	SHARES
Home Unit Co	NO	Non Profit Co	NO
Super Fund Trustee	NO	Reference	CASTRAIN123

To print or preview a complete company report, click the **Reporting** Tab.

Click the relevant boxes to include the information required.

Enquiry Reporting

Select Companies:  Companies Companies Selected: 1

Company Name: CAS TRAINING COMPANY PTY LTD

Include Signature

Save this Company Report in Document Management

Exclude pending transactions

Report Section Selection:

Reporting Details

Client Details Include notes

CAS System Details

Addresses Show

Tax Information

Other Company Information Include Corporate Key

Authorised Capital

Previous Company Names

Company Notes

Trustee/Proprietorships Include notes

Registrations

Officers Include notes

Issued Capital

Members Shareholders Option/Warrant holders Include notes

Unitholders Unitholders Option/Warrant holders Include notes

Charges

Debentures

Bank Accounts



Authorised Representatives

Prescribed Interest Holders



Attributes

Annual Returns/Reviews

Documents

Client  

Positions and Holdings: Current All

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

Click  **Exit**.

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

Task 6.2 - Reporting

Objective

By the end of this task , you will be able to prepare various reports from the listing reports screen.

Instructions

From the **Ribbon Toolbar** select **Enquiries & Reporting**, from the **Reporting** group, select **Listing Reports**.



Select **Companies Listing** from the drop down list.

Order Leave this as **Company Name**.

Client Leave this as **All**.

Tick Customise Report Click  to customise the report options and set the report order.

Select Companies Leave all the companies selected.



Listings


Report Details

Report: Companies Listing


Report Order: Company Name Date Range?


Agent/Presenter: All

Client:   All

Date Range: From To Customise Report 

Select Companies Selected 4

Find:  Jurisdiction: All

Department:  All Company Status: All

	Company Name
<input checked="" type="checkbox"/>	ABC Nominees Limited
<input checked="" type="checkbox"/>	ABC NOMINEES PTE LTD
<input checked="" type="checkbox"/>	BGL TRAINING COMPANY PTE LTD
<input checked="" type="checkbox"/>	CAS TRAINING COMPANY PTE LTD

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

Click  **Exit**.

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

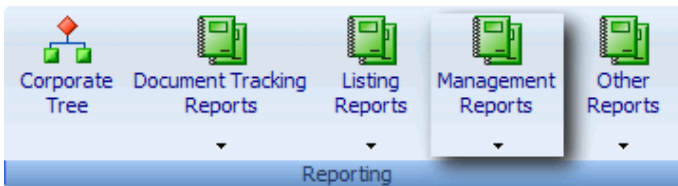
Task 6.3 - Reporting / Management

Objective

By the end of this task, you will be able to create an Address Usage Report from the Management Reports screen. The Address Usage Report can be used to create a list of companies and people in **CAS** that use a particular address.

Instructions

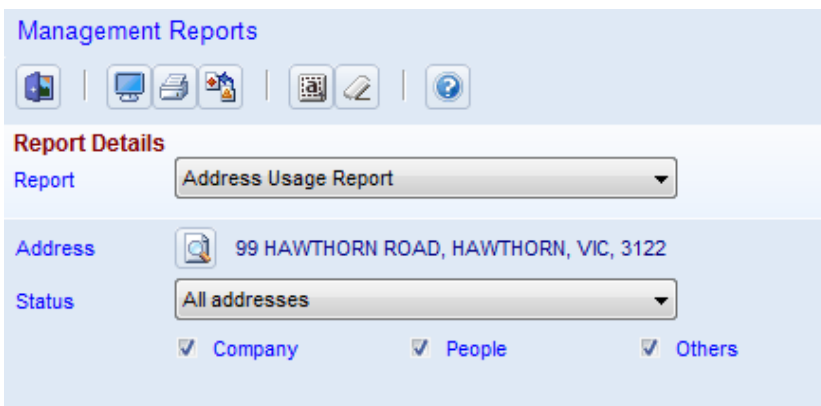
From the **Ribbon Toolbar** select **Enquiries & Reporting**, from the **Reporting** group, select **Management Reports**.




Select the **Address Usage Report**.

Address  **Search** to list the **Addresses**. Highlight **99 Hawthorn Road** and click  **Select**.

Status Select **All addresses**, and tick **Company, People and Others**.



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

Click  **Exit**.

End of Lesson 6.

Exercise 1 - Company Register for Red Rocket Pty Ltd

Load the data for Red Rocket using the company register provided.

Company Details

Company Name	Red Rocket Pty Ltd
A.C.N	068 376 769
Registration Date	26/02/1995
Type	Small Proprietary
Class	Limited by Shares
Type Date	26/02/1995
Jurisdiction/State	New South Wales
Activity	Go-Cart Manufacturer
Activity Date	26/02/1995

Company Addresses

Registered Office	Shop B 95 Brock Street Avalon, NSW, 2107
Telephone:	(02) 9910 9910
Fax:	(03) 9910 9911
Business Office	Address as above
Postal Address	PO Box 95, Avalon, NSW, 2107

Officers

	Director 1	Director 2
Name	Mrs Bernice Cannon	Miss Molly Jones
Address	23 Avalon Parade Avalon Beach NSW, 2107	444 Pacific Highway Chatswood NSW, 2067
Date of Birth	15/08/1950	02/07/1958
Place of Birth	Parramatta, NSW	California, USA
Mobile/Cell No	0421 333 444	0421 333 555
Email	bernice@red.com.au	molly@red.com.au
Date of Appointment	26/02/1995	26/02/1995
Signatory	Signatory	Attendee

Members

	Member 1	Member 2
Name	Mrs Bernice Cannon	Miss Molly Jones
Date Allotted	26/02/1995	26/02/1995
Share Type	\$10 Ordinary Shares	\$10 Ordinary Shares
No of Shares	1	1
Certificate No	1	2
Certificate Kept	Company Binder	Company Binder
Consideration	Cash	Cash
Signatory	Signatory	Attendee

Client Data

Client	Bernice Cannon
Department	Harry Lang
Reference	REDROCK

Changes to Red Rocket Pty Ltd

Changing Company Officers

Resignation

Appointment

Officer's Name	Molly Jones
Position	Director
Date Ceased	20/05/2009

Appointment

Name	Paddy McLaughlan
Address	10 Park Avenue, Bondi Beach, NSW, 2026
Date of Birth	14/06/1965
Place of Birth	Sydney, NSW
Email	paddy@red.com.au
Position	Director
Date Appointed	20/05/2009

Changing a company officer/member's residential address

Name	Bernice Cannon
Address	10 Park Avenue, Bondi Beach, NSW, 2026
Date of Change	26/05/2009

Changing Company Addresses

New Registered Office	10 Park Avenue, Bondi Beach, NSW, 2026
Date of Change	26/05/2009

Changing Members

Share Transfer

Date 20/05/2009
Share Type \$10 Ordinary Shares
Transferor (Seller) Molly Jones
Number of Shares 1
Transferee(Buyer) Paddy McLaughlan

Share Allotment

Date 20/05/2009
Share Type \$10 Ordinary Shares
Allottee Bernice Cannon
Number of Shares 3

Exercise 2 - Quiz

Companies - General

1. What is ASIC an abbreviation for?

.....

2. What form is lodged to advise ASIC that you are the registered agent for a company?

.....

3. What is the minimum number of directors in a proprietary company?

.....

4. What is the minimum number of directors in a public company?

.....

5. How many secretaries must a proprietary company have?

.....

6. What is A.C.N an abbreviation for?

.....

7. What are three statutory registers a company must keep?

.....

.....

.....

8. What are three non-statutory registers CAS keeps?

.....

.....
.....

9. What are three screens where I can print CAS Registers?

.....
.....
.....

10. When a company is registered, a document sets out how the company must operate and comply with the Corporations Act. What are these rules of a company called?

.....

Members

11. Who owns a company? What are the owners of a company better known as?

.....

12. What is a beneficial owner?

.....

13. Section C3 is printing on the Form 484 when I transfer shares. But this says it's only required when there is a change, so why is it printing anything here?

.....
.....

Addresses

14. What are the two official addresses of a company?

.....

15. At which address are notices served on a company?

.....

16. At which address are registers usually kept?

.....

17. Which company address is usually the accountant?

.....

18. Does a company postal address need to be notified to ASIC?

.....

19. What types of companies need to notify changes to office hours. What is the lodgement period for notifying this change?

.....

.....

Forms and Lodgement

20. What are five changes that can be notified on a Form 484?

.....

21. How many days do you commonly have to notify changes to ASIC?

.....

22. What are the ASIC's late lodgement penalties?

.....

Annual Review

23. What is the annual review fee for a proprietary and public company?

.....

24. When must a public company notify shareholder changes?

.....

25. By when must the Annual Review fee be paid?

.....

26. What resolution must be made within 2 months of the annual review date?

.....

27. Under what circumstances may an Annual Review date be changed?

.....

.....

28. I have 37 shareholders, but the annual review is missing many of them. Only 20 are listed. Why?

.....

29. How do I find out the company corporate key? What ASIC forms require the Corporate Key to print?

.....

.....

30. Why does the beneficially owned status say YES on the Annual Company Statement? These shares are not held in trust, so shouldn't this be NO?

.....

31. My Annual Statement is missing. How can I get another copy of my Annual Company Statement?

.....

32 I lodged the RA61 and got back the RA62. How do I run a CAS/ASIC comparison report to find out if there are any companies missing on my system, or whether ASIC are missing some of my companies?

.....

33. How can I request a reprint of an Annual Company Statement?

.....

Corrections

34. What is the difference between a Form 492 and Form 902?

.....

.....

35. I incorrectly lodged a form to ASIC. Can I request to withdraw the form?

.....

Other

36. What form of security for a borrowing can be registered with ASIC? This is also a statutory register required to be kept by CAS.

.....

Agent Forms

37. Which Agent Form can be lodged to find outstanding debts for your companies?

.....

38. When an accountant wins a new client, what is the first form they would lodge to ASIC? What is usually the second form they would lodge to ASIC?

.....

.....

What form must be lodged before an RA71 will validate with ASIC?

.....

V Errors

39. What usually causes a V491 error? (Refer to BGL Wiki's Knowledge Base articles)

.....

.....

Electronic Lodgement

40. I lodged electronically to ASIC and got D01 invalid user ID or password. How do I fix this?

.....

41. I lodged a document to ASIC, but didn't get the validation report back. How do I get this?

.....

42. I'm trying to lodge the Form 410, but get "digital signature password has not been input". Why am I getting this message?

.....

Data Entry

43. I prepared a change of address for John Brown. He's a director of three companies, but only two company forms printed. Why might this be?

.....

44. Why is my company showing as "incomplete" on the Companies screen? I have recorded addresses, directors and shareholders. Is there something I've missed?

.....

Glossary

Alternate Director

Section 201K of the Corporations Act (one of the Replaceable Rules) and many company Constitutions allow a director to appoint an alternate to act on their behalf. Alternate directors have the same powers, duties and responsibilities as the director for whom they act as alternate for. Their appointment may be for a specified period but ceases on the cessation of the director for whom they are an alternate for. Any appointment or termination of an Alternate Director requires a notice signed by the director making the appointment or termination.

Articles of Association

See *Constitution*

ASCOT

ASIC's database is known as ASCOT. This database contains statutory information on all companies and bodies registered in Australia such as details of addresses, officers and members. ASCOT also contains details of Company Auditors, Liquidators, Securities Dealers, Investment Advisers, Futures Brokers or Advisers and Futures representatives. ASCOT also contains a list of all business names registered by State and Territory authorities. This National Names Index is updated by state authorities on a daily basis. Details of Business Names must however be searched in the respective state or territory of registration.

Australian Securities and Investments Commission (ASIC)

ASIC is an organisation formed in 1991 by the Australian Parliament to regulate companies in Australia. ASIC took over this responsibility from the state Corporate Affairs Offices on 1 January 1991. This was the beginning of national rather than state regulation for companies in Australia governed by a single law. ASIC operates in regional Centre and business Centre located in each State and Territory and at the information processing centre in Traralgon, Victoria. In 1998, the responsibility of ASIC was extended to include regulatory functions for certain banking, superannuation and insurance legislation.

Australian Company Number (ACN)

This is a unique number given to every Australian company upon registration. An ACN can be found by checking the National Names Index on ASIC's internet site www.asic.gov.au. A company must set out its name and ACN on every public document issued by the company. This includes letterheads, business cards, account statements, invoices, purchase orders, company notices, newsletters, promotional material, receipts, Cheque, any other negotiable instruments and any documents lodged with ASIC or any other government authority.

Beneficial Owner

The name of each company shareholder will be shown in the Register of Members. However, this person may not be the person who is entitled to benefit from the ownership of the shares as he/she may be holding the shares for another person. In such a case, the person who is entitled to benefit from the shares is called the *Beneficial Owner*.

Capital

A company's capital is the amount the shareholders of company have paid the company for their shares in the company.

Charge

See *Register of Charges*.

Common Seal

A common seal is used to execute documents, and is usually a rubber stamp with the company name and ACN. From 1st July 1998 companies are no longer required to have a Common Seal. Should a company wish to have a Common Seal, it must show the full name of the company (including any punctuation) and the company's ACN. A company with a Common Seal should set out how that application of the Common Seal is to be witnessed in the Company's Constitution. Section 127 of the Corporations Act 2001 applies to the execution of documents where the Company's Constitution does not include these details (see *Execution of Documents* below).

Company

A company is a legal entity registered under the Corporations Act 2001. A company is registered under the Corporations Act 2001 when an ***Application for Registration of an Australian Company Form 201*** is completed and lodged with ASIC. Any person or organisation can complete and lodge a Form 201. A company has Directors, Members, Issued shares, a Registered Office and a Principal Place of Business. A company must keep registers.

Company Registers

The Corporations Act 2001 requires companies to maintain a:

- Register of Members
- Register of Option Holders
- Register of Charges
- Register of Debenture Holders

Companies that deal in financial services may be required by the Corporations Act to maintain a:

- Register of Prescribed Interests
- Register of Authorised Representatives

The Corporations Act no longer requires companies to maintain a:

- Register of Office Holders
- Register of Directors? Shareholding
- Register of Substantial Shareholders?
- Register of Notices of Beneficial Ownership
- Seal Register

A Company's Constitution may require the keeping of registers that are not prescribed by the Corporations Act 2001.

A company must give a person a copy of the register (or a part of the register) within 7 days if the person asks for the copy and pays any fee required by the company. A member, option holder or debenture holder may inspect the registers without charge. ASIC may allow a longer period to comply with this request. If the register is kept on a computer and the person asks for the data electronically, the company must provide an electronic copy.

Constitution

These are rules that determine how a company acts and what a company is able to do. A company may have its own Constitution (one that has been specifically designed for the company) or may use the Replaceable Rules set out in Section 141 of the Corporations Act 2001. Companies can adopt the *Replaceable Rules* and then replace some (or all) of the *Replaceable Rules* with their own rules. **CAS** does not have a sample company constitution, but if you have a constitution in electronic format, you can link this to your **CAS** company through the **CAS** Legal Documents register.

Prior to 1 July 1998, these rules were called a *Memorandum and Articles of Association*. When the Corporations Act 2001 changed on 1 July 1998, the existing Memorandum and Articles of Association became a new Constitution for the company. The changes in the Corporations Act 2001 on 1 July 1998 also removed the need for companies to have Authorised Capital. As a result, when the Memorandum and Articles of Association of existing companies became Constitutions, any provisions stating the amount of the company's share capital, and dividing that share capital into shares of a fixed amount, were automatically removed.

Corporate Key

The corporate key is ASIC's new security feature to protect your company information. The corporate key is an eight digit number uniquely associated with the company's ACN. It is located on the annual company statement.

This number is required when lodging documents on paper, but not required when lodging electronically through **CAS**. If you lose the corporate key, you can apply through ASIC's website for a new corporate key.

Corporations Act 2001

The Corporations Act 2001 governs the day to day operations of corporate Australia. ASIC administers this Act.

Debenture

See *Register of Debentures*.

Director

A director is a person responsible for the overall management of the company. A public company must have at least 3 directors and 1 secretary. At least 2 directors and 1 secretary must reside in Australia.

A proprietary company must have at least 1 director and at least 1 director must reside in Australia. It is optional for a proprietary company to have a secretary, but if they do, at least one secretary must reside in Australia.

A director must be 18 years of age at their date of appointment. Public company directors must resign on attaining 72 years of age unless the members of the company consent to his/her continued appointment. There is no age limit on the directors of proprietary companies.

The primary duty of a director is to manage the business of a company. Directors exercise all powers for a company as if the company was a natural person subject to any limitations outlined in the Company's Constitution. Section 180 - 186 of the Corporations Act sets out the liability and responsibility of all company officers.

Dividend

Shareholders receive their share of the profits of a company when the company pays them a dividend. Generally there are two types of dividend - an Interim Dividend paid during the year and a Final Dividend paid at year end.

DOCIMAGE

The DOCIMAGE system is ASIC's database which contains all documents received by ASIC which are scanned and retained in an electronic form. Each document lodged with ASIC is given a DOCIMAGE Number. If documents are lodged electronically, **CAS** records these numbers in Document Tracking.

Execution of Documents

Section 127 and 129 of the Corporations Act 2001 state that people may rely on a document executed by a company where it is signed by:

- 2 directors of the company; or
- 1 director and 1 company secretary of the company; or
- for a proprietary company that has a sole director and no secretary, that director.

These sections of the Corporations Act do not limit the ways in which a company may execute a document but apply in the case where the Constitution of the company does not include an execution of documents

clause. Constitution that have not been updated from 1st July 1998 will usually require a common seal to execute a document.

Holding Company

If a company owns more than 50% of the shares in another company this company is known as a holding company and the company it owns as a subsidiary company. However, a subsidiary cannot be a member of its holding company, nor can it acquire shares or an equitable interest in shares of that company.

Large Proprietary Company

Any proprietary company that is not a small proprietary company is a large proprietary company. The Corporations Act 2001 requires large proprietary companies to lodge audited financial statements with ASIC each year. In 1996, ASIC exempted certain large proprietary companies from lodging financial statements if:

1. The Directors review management financial statements of the company on a quarterly basis.
2. The Directors monitor the company's cash flow.
3. The total liabilities at year end of the company must do not exceed 70% of the total tangible assets.
4. The company is profitable.
5. The company has not been audited since 1993.
6. A professional accountant, who may be an employee, has been involved in the preparation of the year end financial statements, and
7. the directors and members of the company have unanimously agree in writing that an audit is not required.

A small group of large proprietary companies that were audited prior to the 1995 amendments to the Corporations Act 2001 are also not required to lodge their financial statements with ASIC.

A proprietary company must have at least 1 director and the office of secretary is optional. At least 1 director must reside in Australia and if there is a secretary, at least 1 secretary must reside in Australia. A proprietary company must have at least 1 member. The member can be an entity or a natural person.

Limited by Guarantee

The liability of the members to pay the debts of the company is limited to an amount each member agrees to contribute to the assets of the company in the event of it being wound up. The guarantee amount given by the members is set out in the Constitution of the company and is included on the Application for Registration of an Australian Company Form 201.

An example of the guarantee is as follows:-

"Every member of the company undertakes to contribute to the assets to the company in the event of it being wound up while he is a member or within one year afterwards for payment of the debts and liabilities of the company contracted before he ceases to be a member such amount as may be required not exceeding \$50."

The guaranteed amount will differ depending on the organisation.

This structure is commonly used for non-profit organisations and those with a Section 150 Licence to omit the word "Limited" from its name ie charitable organisations.

Limited by Shares

The liability of members to pay the debts of the company is limited to the amount (if any) unpaid on their shares. This limitation will normally be specified in the constitutional documents. Creditors of a company limited by shares have only limited rights to recover from the shareholders in the event of the company be wound up.

Limited by Shares and Guarantee

Prior to 1st July 1998 companies could be classified as Limited by both Shares and Guarantee. The members incurred two types of liability - firstly, the amounts unpaid on their shares, and secondly an amount the member agrees to contribute to the assets of the company in the event of it being wound up. It is possible in a company limited by both shares and guarantee to have some members who hold shares and others who do not. All members must be liable to honor the guarantee. Companies that were of this class will continue to be recognised by ASIC until they resolve to change to another class.

Member

The word member and shareholder describe individuals or entities who own part of a company. Contrary to belief, they are not identical. Most companies are share-based, with membership of the company being dependent upon the ownership of the shares. In the case of a company limited by guarantee, there are no shares. Therefore, the company has members, not shareholders. However, in practice, this difference is of little importance and shareholders are commonly referred to as members and likewise, guarantee members are often referred to as shareholders.

Also see *Register of Members*.

Memorandum of Association

See *Constitution*.

No Liability Company

A company that imposes no legal obligation on the members to pay any amounts outstanding on shares they have purchased. In a company (other than a No Liability company) where shares in the company have been issued below the amount agreed to be paid, the uncalled balance represents a debt to the company by the member. In the case of a No Liability company, members may decide not to pay any further amounts on shares. If a member does not pay these further amounts (known as a call on shares), his/her right to those shares is forfeited. Only mining companies may be registered as a no liability company. A no liability company must include the words "No Liability or its abbreviation "NL" in its name. To become a no liability company, a company's sole objective must be "mining". No Liability companies must have a constitution.

Option

Companies sometimes issues share options. A share option gives a person the right to purchase a share in the company at some time in the future. Usually, the price to exercise the option - that is convert the option into a share - is fixed. When a company issues options, the date or period when the options are to be exercised or an event that must take place before the options can be exercised will be set out by the company. When this date or event is reached, the company will ask option holders to convert their options into shares by paying the amount required to purchase the share. There is no obligation for option holders to convert their options into shares. If they do not convert their options by the required date, the option simply lapses.

Also see *Register of Option Holders*.

PAR Value

From 1st July 1998, shares in a company no longer have a par or nominal value. This change gives company directors the flexibility to issue any number of share of any class for any value. Shares may therefore be issued for different values yet holders of these shares may have the same rights. As a result, the amount paid for shares issued will now truly reflect the value of the company at that point in time.

The change to par values also removes references in the Corporations Act to the issue of shares at either a premium (where the member pays more for the shares than the value attributed to the shares) or a discount (where the member pays less for the shares than the value attributed to the shares).

Preference Shares

Preference shares will normally confer some preferential rights to their holders. The company must set out details of the rights that accrue to preference shares. Generally, preference shareholders are given preference through a profit allocation before ordinary shareholders and a preferential return of capital in the event that the company is wound up. Preference shares can also be classified as cumulative or non-cumulative.

Cumulative preference shares entitle the holder to a dividend at a fixed rate. If there is a fall in the profit one year and the full dividend rate cannot be paid, the deficit must be made up in future years. For example, a 6% cumulative preference share having a net value of \$1.00 guarantees the holders of this class a 6 cent dividend for each share held each year. Non-cumulative preference shares entitles the holder at the fixed rate only in the years in which the profits enable a dividend of that rate to be paid.

Redeemable preference shares give their holder either the right to be repaid their capital at a specified date or, alternatively, give the company the right to repay the capital at a fixed time or at the time of a particular event and are redeemable at the option of the company or the shareholder. Redemption monies may come from the proceeds of a new share issue or from accumulated profits. Redeemable preference shares can only be redeemed on the terms and in the manner provided in the Constitution and provided that the shares are fully paid.

Principal Place of Business

Every company is required to have a principal place of business in Australia. The principal place of business must be an Australian street address - not a post office box. The name of the company should be displayed at the principal place of business. The principal place of business may also be the company's registered office. Changes in the principal place of business must be notified to ASIC within 28 days of the date of change on a Change to Company Details Form 484.

Proprietary (Private) Companies

A proprietary company is a company that is not permitted to make an offer to the public. Proprietary companies must also have less than 50 members and can restrict the rights of members to transfer shares. There are two types of proprietary companies, Small Proprietary and Large Proprietary.

Public Company

A public company is a company that is permitted to make an offer to the public to:

- raise capital through the issue of shares,
- borrow money through the issue of debentures, or
- for any other purpose.

A public company cannot restrict the rights of members to transfer shares. Public company require at least 3 directors and 1 secretary. At least 2 directors and 1 secretary must reside in Australia. Public companies must have at least 1 member, who can be an entity (such as another company) or a natural person.

Registered Office

Every company is required to have a registered office. The registered office must be an Australian street address - not a post office box. Public companies are required to have their registered office open to the public between 10am and 12 noon and between 2pm and 4pm or for at least 3 hours each business day. Proprietary companies are not required to have their registered office open to the public but are required to have facilities for the inspection of their statutory registers available at the registered office.

Public companies are required to prominently display the name of the company and the words "Registered Office" at the registered office of the company.

All companies are required to display the name of the company at every place at which the company carries on business that is open to the public. Company names need no longer be displayed outside the premises - a sign within the premises is sufficient.

A notice or document may be served on the company by either leaving it at or sending it by post to the registered office of the company, or by personal delivery to its directors'.

Section 143 of the Corporations Act 2001 requires a company that does not occupy the premises at the address of its registered office to obtain a written consent for the company's use of those premises as its

registered office. This occupier consent should include a consent to accept the service of documents on behalf of the company. If the occupier of those premises has not consented or his/her consent has been withdrawn, ASIC can change the registered office of the company to the address of a director of the company.

Changes in the registered office must be notified to ASIC within 28 days of the date of change on a Change to Company Details Form 484.

Register of Charges

A charge is a form of security given by a company to a lender when the company borrows money to purchase property or assets. For example, a company would like to borrow money and offers the lender its Accounts Receivable (Debtors) as security. To secure this debt, the lender would register a charge over the Accounts Receivable of the company. This precludes the company from using its Accounts Receivable as security for another borrowing. This is what is called a fixed charge. Charges can be fixed, floating or a combination of both. A fixed charge can be attached to a specific asset. A floating charge is not attached to any specific asset but is over all the assets of the company. Charges allow potential lenders and creditors of the company to determine what property/assets of the company are available as security. Usually charges are registered with ASIC, but the Corporations Act 2001 does allow companies to have unregistered charges.

Section 271 of the Corporations Act requires every company to maintain a Register of Charges and to keep copies of documents relating to its charges with the register. This register must contain details of every charge over the assets of the company, whether the charge is registered with ASIC or not. The Register of Charges must be open to inspection by any member or creditor of the company without charge and by any other person upon payment of a fee not exceeding a prescribed amount. Copies of the register must be given to any person who requests it within 21 days of payment of a fee or within 21 days of receipt of a request where there is no fee.

Register of Debenture Holders

A debenture is a way for a company to raise capital. The term "debenture" describes any document given by a company to a person to acknowledge a debt. The rights of debenture holders are normally contained in a Deed of Trust that accompanies the issue of the debentures. A debenture may include a charge over the assets of the company's to secure the repayment of the debt.

Section 168 of the Corporations Act requires any company that issues debentures to keep a Register of Debenture Holders. The register must include the debenture holder's name and address and the amount of debentures held.

Debentures are normally issued at a fixed rate of interest and with a specified repayment date (or period), similar to a fixed term deposit with a bank.

Register of Members

Section 168 of the Corporations Act requires every company to maintain a Register of Members (Shareholders). The register must also show the names and addresses of persons who ceased being

members within the last seven years and the date ceased. These entries must be kept separate from the rest of the register.

Register of Option Holders

If a company grants options over unissued shares, Section 168 of the Corporations Act 2001 requires the company to set up and maintain a Register of Option Holders. The register of option holders must be updated within 14 days of the issue, exercise or expiry of options.

Registers Address

This is the address where the company registers are kept. This is commonly the *Registered Office* and must be an Australian street address.

Replaceable Rules

Section 141 of the Corporations Act 2001 is called the Replaceable Rules. Companies can adopt the Replaceable Rules as their constitution, or have their own constitution and replace some (or all) of the Replaceable Rules with their own rules.

As the Replaceable Rules govern the internal management of a company (ie the rules for meeting of directors) single director and member proprietary companies cannot adopt the Replaceable Rules. Also, "No Liability" companies and companies "Limited by Guarantee" that do not have the word "Limited" in their name, cannot adopt the Replaceable Rules - they must have their own Constitution. These companies are required to lodge their Constitution with ASIC upon registration.

Seal

See *Common Seal*.

Secretary

Generally, a company secretary has two roles:

1. Executive officer to the board of directors.
2. Administrative officer of the company.

The role of executive officer to the board of directors carries the responsibility of ensuring that all relevant business is put to the board and that the decisions of the board are implemented. In this role, the secretary is responsible for communication between the directors, shareholders and employees.

The role of administrative officer of the company requires the secretary to assume responsibility for the implementation and, where appropriate, supervision of the administrative functions of the company.

The secretary must also have a clear understanding of the company's constituent documents and the provisions of the Corporations Act 2001 which affect the company. If the company is a listed company, it is also the responsibility of the secretary to be conversant with the requirements of the Australian Stock Exchange (ASX).

The secretary must ensure that the company registers required to be kept under the Corporations Act are established and maintained properly and that all documents and returns required by ASIC are prepared and lodged within the prescribed period. The secretary must ensure that the company's accounting records are kept in accordance with the Corporations Act and that the annual accounts and reports are prepared and distributed in accordance with the provisions of the Corporations Act.

The secretary is required to be aware of meeting procedures (more particularly the relevant sections of the company Constitution such as quorum requirements, voting procedures, proxy provisions) so as to be able to advise the chairperson if called upon.

The secretary's duties, liability and responsibilities are set out in Section 232 of the Corporations Act as described above.

Share

Each shareholder owns a part of the capital of a company. This part of the capital is called a *share*. The number and type of shares owned by a member determines the amount of profit allocated to that member each year and the rights of that member to affect the affairs of the company. The rights attributed to shares are usually set out in the company's Constitution but if not must be approved by a Special Resolution at a meeting of members.

Share Allotment

An allotment of shares occurs when the directors on behalf of the company resolve to allocate a specified number of shares to a specified applicant. This applicant must provide the company with a signed application for shares. This application constitutes an offer to purchase. On acceptance of the offer, the company enters the applicant's details into the register of members, together with the details of the shares allotted to the applicant. The member is then issued with a Share Certificate. Once shares are issued, the applicant becomes a member and is bound by the company's Constitution.

A Change to Company Details Form 484 must be lodged with ASIC within 28 days of the issue of new shares. Public companies must also lodge a Notification of Details of Share Allotted other than for Cash Form 208 with ASIC within 28 days of the issue of new shares with details of the consideration paid for any shares not issued for cash.

Share Class

Shares issued in a company have certain rights, based on the type of *Class*. The vast majority of shares issued to members have the class Ordinary Shares. Ordinary shareholders are entitled to receive a share of company profits (called dividends) and usually have the right to vote at all meetings of members. Ordinary shareholders usually exercise the biggest say in the control of the company. See also *Preference Shares*.

Shareholder

See *Member*.

Share Transfer

A share transfer occurs when one members sells their shares and other party buys them. This must be recorded in the Register of Members, and for proprietary companies, this must be notified to ASIC when the member is in the top 20 shareholders by volume. The details of the new / ceasing member must be notified on the Change to Company Details Form 484 within 28 days of the transfer.

Small Proprietary Company

A company is a small proprietary company if, at the end of its financial year, satisfies at least two of the following criteria:

1. The consolidated gross operating revenue for the financial year of the company is less than \$10 million.
2. The consolidated gross assets of the company is less than \$5 million.
3. The company has fewer than 50 employees.

Where a company acts as trustee of a trust, and consolidated financial statements are not required, the company will be a small proprietary company. However, if a company acts as trustee of a trust, and consolidated financial statements are required, the assets, revenue and number of employees of the trust will be included in the consolidated financial statements. As a result the Ultimate Holding Company may become a large proprietary company.

Subsidiary Company

See *Holding Company*.

Unlimited with a Share Capital Company

A company where the members are liable for the debts of the company ie the liability of members is unlimited.

Appendix A - Execution of Documents and the Use of a Common Seal

Rules Governing Companies

A company's internal management, including the execution of documents and use of a common seal, is governed by:

- Replaceable Rules;
- a Constitution; or
- a combination of both (s.135 and 136).

Replaceable rules do not apply to sole Director companies.

Use of Common Seal

If a company has adopted a constitution, then the company is bound by this constitution, and these rules determine whether a common seal is required on documents or not. However if a company has adopted the replaceable rules, then the company is not required to use a common seal.

Sample Constitution

Below is a very generalised sample *Execution of Documents* clause you may find in a constitution. This example below is very flexible and leaves the onus on the company directors as to whether they will use a common seal.

Common Seal

The company may have a common seal. If it does then:

1. the common seal must comply with the Act;
2. the Board will provide for the safe custody of the common seal;
3. the seal may only be used by the authority of the Board or of a committee of the Board authorised by the Board in that behalf.

Execution under Common Seal

If the Company does have a common seal, then it may execute a document (including a deed) if the seal is fixed to the document and the fixing of the seal is witnessed by one director or such other person as the Board may appoint for that purpose.

Execution without Common Seal

The Company may execute a document (including a deed) without using a common seal if the document is signed by one director or such other person as the Board may appoint for that purpose.

Directors' Interests

A director may sign a document to which the seal of the Company is fixed notwithstanding that the director is interested in the contract or arrangement which the document relates.

Replaceable Rules

The Replaceable Rules refer to Section 198B of the Corporations Act for executing documents as follows:

Any 2 directors of a company that has 2 or more directors, or the director of a proprietary company that has only 1 director, may sign, draw, accept, endorse or otherwise execute a negotiable instrument. The directors may determine that a negotiable instrument may be signed, drawn, accepted, endorsed or otherwise executed in a different way.

Appendix B - Sample ASIC Requisition

Below is a sample request from ASIC to clarify information previously lodged by lodging a **Notification of Supplementary Information Form 902**. These can be received on paper, but are more commonly being received electronically during lodgements, and are received as a RC05 ASIC Requisition.

The Form 484B was lodged with ASIC, and ASIC found the date of birth of the Director Andy Duran did not match their records. The letter below has been sent to the lodging agent, requesting supplementary information to clarify the correct date of birth. These requisitions are commonly received electronically after connecting to EDGE.

14-22 Grey Street, Traralgon

PO Box 4000

Gippsland Mail Centre VIC 3841

Customer Enquiries (03) 5177 3988

Facsimile (03) 5177 3999

ASIC Homepage: www.asic.gov.au

BGL CORPORATE SOLUTIONS

SUITE 2

606-608 HAWTHORN ROAD

BRIGHTON EAST VIC 3187

16 December 2006

Dear Sir/Madam,

ZIPPY PTY LTD

ACN 050 000 434

FORM 484B - CHANGE TO COMPANY DETAILS - OFFICERS

Document number 0E9041339 was submitted electronically to the Australian Securities and Investments Commission (ASIC) by you on behalf of the above company on 15 November 2006. We have found that the following items are inconsistent with the company records held by ASIC.

The following discrepancies have been noted in the date of birth of a director.

ASIC : Director Andy Duran, born 04/04/1970 in MELBOURNE, VIC, address SUITE 2, 606-608
HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

EDGE : Director Andy Duran, born 04/04/1972 in MELBOURNE, VIC, address SUITE 2, 606-608
HAWTHORN ROAD, BRIGHTON EAST, VIC, 3187

If the advice given by the electronic document or a previously lodged document is to be amended, please lodge a Form 902 Notification of Corrections within 28 days. Your prompt action will help us to provide an accurate and up to date corporate data base.

If you believe that the electronic document is correct, or if you need any assistance to comply with this request, please do not hesitate to phone me on (03) 5177 3988.

Yours faithfully,

Joanne Bloggs

Customer Service Officer

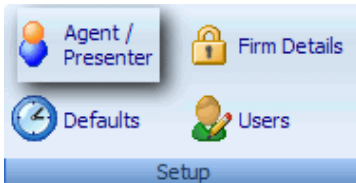
Appendix C - Setting up an ASIC Agent and ASIC Lodgement






Part 1 - Setting up ASIC Agent Details

Instructions

From the **Ribbon Toolbar**:

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



- | | |
|-----------------------|---|
| Click |  New to add a new ASIC lodgement agent |
| Number | Input the ASIC agent number. Input 1111 |
| Name | Input the ASIC agent's name. Input CAS Corporate Solutions Pty Ltd |
| Address | Click  Search to select an address from the CAS Address list . If the address does not exist on the list, click  New to add the address. Highlight Suite 2, 606-608 Hawthorn Road Brighton East VIC 3187 on the list and click  Select |
| Email | Input the Agent's email address. Input cas@solutions.com.au |
| ABN | Input the agent's Australian Business Number (if applicable). |
| Agent forms Signatory | Click  Search to select a signatory. This will be the default signatory whenever an Agent Form is prepared. |
| EDGE User ID | Input your EDGE user ID as advised by ASIC. Input s11111 |
| EDGE Password | Input your EDGE password as advised by ASIC. Input A111111 |
| Date | Input the date the password last changed. |
| EDGE Version | Leave this as 0500. |
| EDGE Machine | Select the ASIC's Primary Mailbox or Secondary Mailbox . This is the EDGE machine that will receive your documents. Both machines will send and receive documents in the same manner. |
| ASIC Debit Account | <input checked="" type="checkbox"/> Clients that have an existing ASIC account can click this option to credit their account for the lodgement fees. Clients who do not have this option should not click this option and ASIC will invoice the company for the lodgement fee. |

Clients can open a debit account with ASIC if they wish.

The screenshot shows a software window titled "Agent/Presenter Set Up" with three tabs: "Agent/Presenter Set Up", "CAS Details", and "ASIC EDGE Internet Lodgement". The "Agent / Presenter Details" section includes the following fields:

- Number: 1111
- Name: CAS CORPORATE SOLUTIONS PTY LTD
- Address: SUITE 2, 606-608 HAWTHORN ROAD, BRIGHTON EAST, VIC, 31
- Email: cas@solutions.com.au
- ABN: (empty field)
- Agent forms Signatory: JONES, JOHN

The "ASIC EDGE Login Details" section includes:

- EDGE User ID: S00002
- EDGE Password: J1234567
- Date: 19/01/2011
- EDGE Version: 0500
- EDGE Machine: Primary Mailbox
- ASIC Debit Account?:

Click  **Save**

The Agent Presenter Search screen will now display the agent's details.

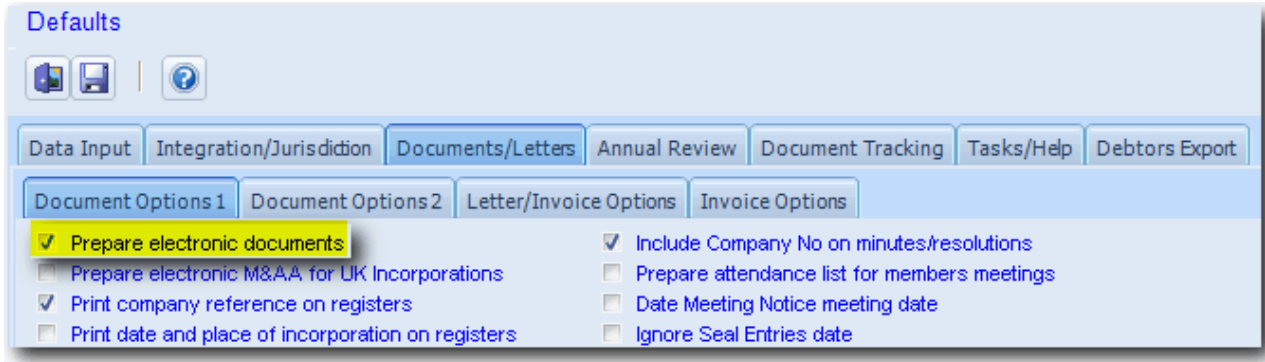
The screenshot shows the "Agent/Presenter Search" window with a search bar and a table of results. The table has two columns: "Agent No" and "Agent Name".

Agent No	Agent Name
<input checked="" type="checkbox"/> 1111	CAS CORPORATE SOLUTIONS PTY LTD
<input type="checkbox"/> 1234	BGL CORPORATE SOLUTIONS

Part 2 - Preparing a Form and the Electronic File for lodgement

Instructions

1. Ensure **Prepare electronic documents** is selected in **Administration | Defaults | Documents/Letters | Document Options 1**.



2. Refer to **Lesson 2**, **Lesson 3**, **Lesson 4** for information on how to prepare a form.

Note: Ensure you click on **Print** or export to **PDF, Word, Excel** to validate and prepare all documents and forms in **CAS** for electronic lodgement.

Clicking on the **Preview** icon will not validate and create forms for electronic lodgement.

3. **CAS** will validate the form to ensure there are no errors.

4. If **CAS** identifies any errors, an electronic lodgement validation report screen will appear allowing you to correct the errors.

6. Double clicking on the error message will allow you fix the error instantly.



7. Once all the errors have been fixed, **CAS** will prepare a copy of the form and an electronic file for lodgement. The electronic file will be saved in **?:\CASWIN\EL\OUT**.

Part 3 - Lodging the Form

Details

To successfully lodge document forms to ASIC in **CAS**, ASIC agents must ensure:

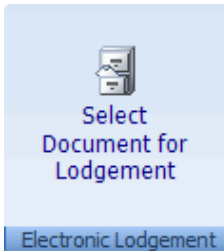
- the workstation you are lodging from must be connected to the Internet at the time of lodging
- ASIC Internet Lodgement settings as specified in **Article 548** have been configured
- ASIC agent details, username and password have been entered into **CAS** (refer to **Part 1**)

Instructions

Once the form has been prepared, you will need to follow the following steps to lodge:

From the **Customised Explorer**:

Click on **Select Document for Lodgement**:



CAS will display the Electronic Document Selection screen.

Select next to the document you wish to lodge.

Electronic Document Selection							
Find <input type="text"/>							
	Company	Doc Date	Late Date	Form	Year	Status	Trace
<input checked="" type="checkbox"/>	BGL CAS PTY LTD	18/11/2010	07/12/2010	484C		Not Lodged	73
<input checked="" type="checkbox"/>	BGL CAS PTY LTD	22/02/2011	21/03/2011	484C		Not Lodged	74
<input type="checkbox"/>	BGL CAS PTY LTD	02/05/2011	30/05/2011	484C		Not Lodged	78

You can select multiple documents.

Click to **Select** form.

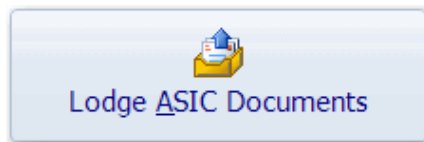
Agent/Presenter **CAS** will automatically select the ASIC Agent


Number of documents selected for transmission This will display the number of documents selected above.

Test transmission Untick this option

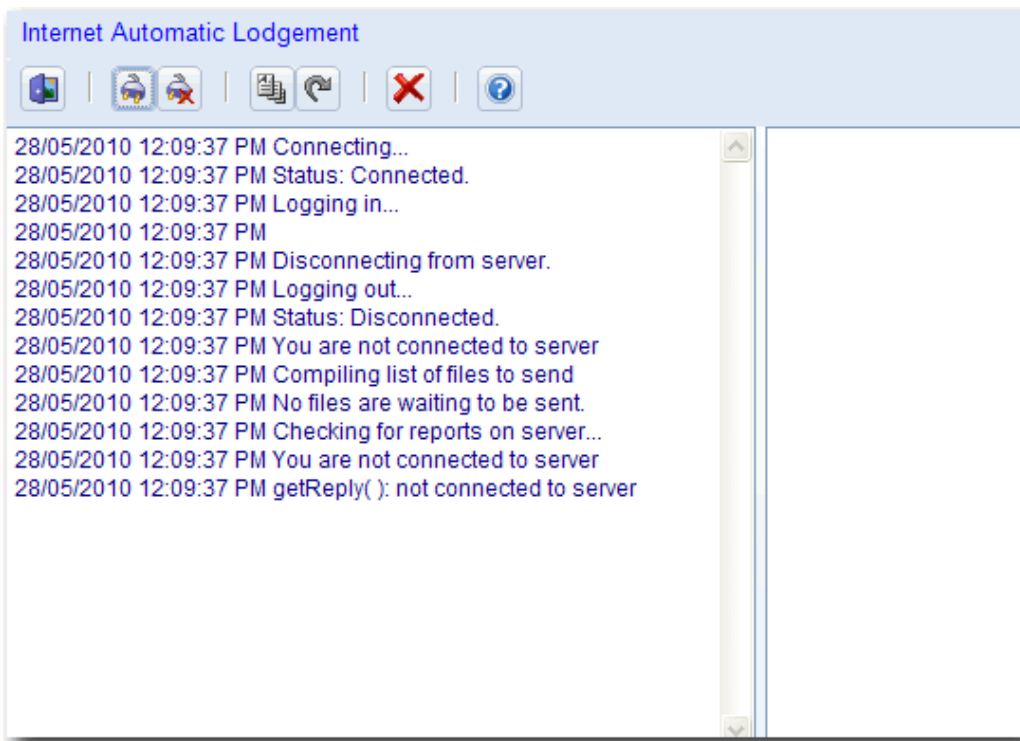
Digital Signature Password Refer to **Article 449** for information on the Digital Signature Password

Click



Click  to establish a connection with ASIC.

CAS will now proceed with the lodgement process.



Once the lodgement is complete you will receive an ASIC Validation Report, ASIC Transmission Report and the **CAS** Transmission Log.

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

Click  **Preview** or  **Print** to view these reports.

Click  **Exit**.

Conclusion and Summary

Thank you for investing your time to complete this **CAS 6 Upgrade Training**. Your investment will be reflected in improved productivity and the efficient use of your **CAS** software.

You will now be able to:

- manually load company details into **CAS**
- load company details automatically using data from an RA71- Electronic Data Download
- record various officer changes and prepare relevant forms and documents
- record various member changes and prepare relevant forms and documents
- record a company address change and a member/officer address change and prepare relevant forms and documents
- receive annual reviews and generate various supporting documents
- track documents that have been prepared and lodged in **CAS**
- prepare various additional reports in **CAS**