



Level 1

CAS 360 Singapore



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This Training Manual has been prepared by BGL Corporate Solutions Pty Ltd for users of CAS 360. 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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Welcome to CAS 360. This training manual will teach you how to load a company, process changes and produce company forms and supporting documentation.

This training manual is divided into the following sections:

Lesson 1 - Getting Started

This section will take you step by step through the process of getting CAS 360 set up and ready for your firm.

Lesson 2 - Loading Companies onto CAS 360

Learn how to load companies onto CAS 360, which includes using CAS 360's wizard to quickly prepare the full company registration document set and utilising the Search Register feature to quickly search and import company data.

Lesson 3 - Company Address Changes

Learn how to add and edit Company Addresses in your CAS 360 database and prepare the relevant forms.

Lesson 4 - Officeholder Changes and Adding a Bank Account

In this lesson, you will learn how to appoint and resign directors, secretaries, and alternate directors and prepare the appropriate forms. Also learn how to add a bank account.

Lesson 5 - Member Changes

This section will teach you how to process different types of share transactions in CAS 360.

Lesson 6 - Company Name Changes

This section will teach you how to process a company name change in CAS 360.

Lesson 7 - Documents

This section will look at Global Documents/Company Documents to learn more about all the documents prepared throughout this level. This will prepare you for lodgement which will be covered in Level 2.

1 Getting Started

This section provides an overview of the Help and Training Resources available and will explain how to get the most out of the CAS 360:

Lesson overview

- [Sign in](#)
- [Navigation](#)
- [Resource Hub](#)
- [Notification System](#)
- [Email Subscriptions](#)
- [Setting up a Registered Filing Agent](#)
- [Invite Users and User Roles](#)

1.1 Sign In

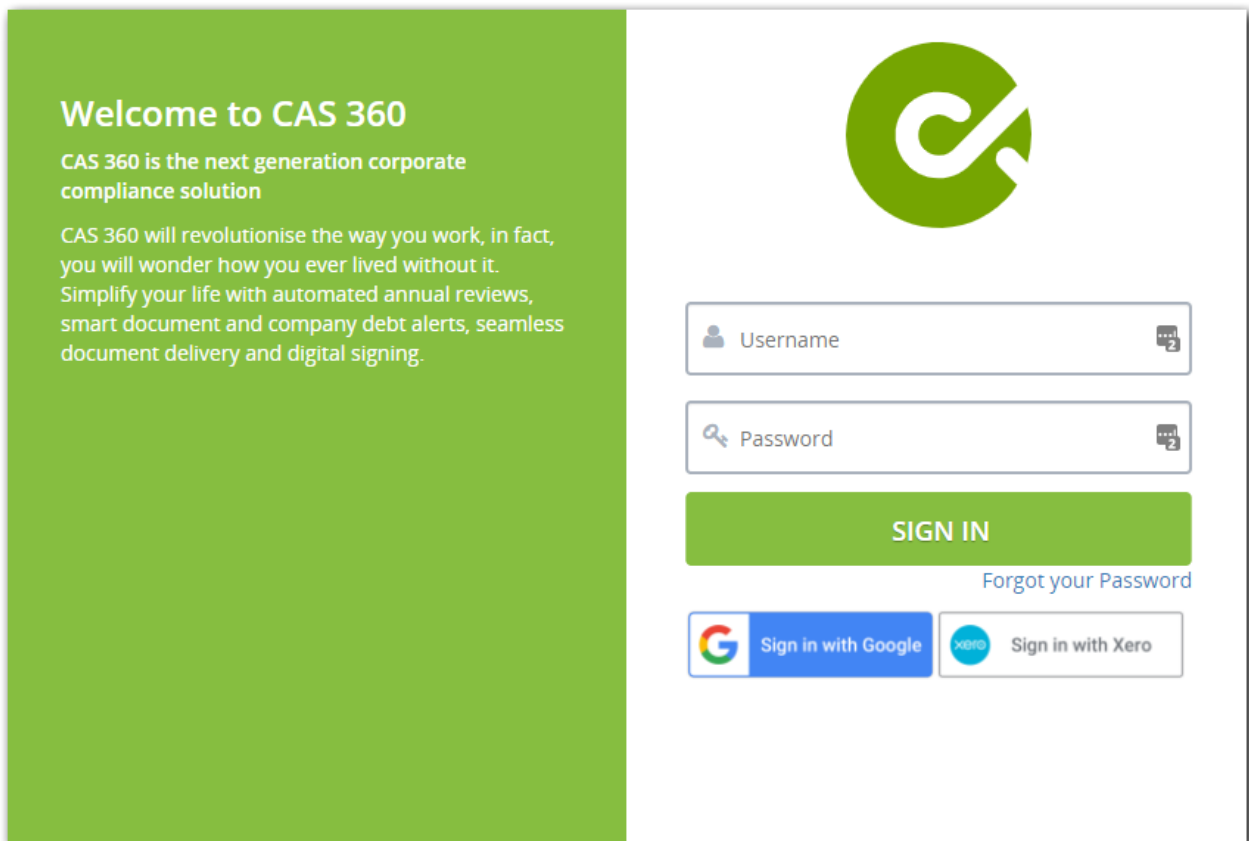
1.1.1 Sign into CAS 360

CAS 360 will give you access to your companies anywhere, anytime and on any device, meaning you can connect with more people more often.

To log in to CAS 360, follow three simple steps:

1. Navigate to the CAS 360 Login Page: <https://sso.bgl360.com.au/?app=cas360>
2. Enter your Username and Password

i In order for staff, clients, and other users to access CAS 360, an invitation needs to be sent. A valid email address, which will become the username, will be required to complete the invitation. Refer to the lesson: [Invite Users and Users Roles](#) for more information.



The screenshot shows the CAS 360 login interface. On the left, a green sidebar contains the text: "Welcome to CAS 360", "CAS 360 is the next generation corporate compliance solution", and "CAS 360 will revolutionise the way you work, in fact, you will wonder how you ever lived without it. Simplify your life with automated annual reviews, smart document and company debt alerts, seamless document delivery and digital signing." On the right, the main content area features the CAS 360 logo at the top. Below the logo are two input fields: "Username" and "Password", each with a user icon and a password strength indicator. A green "SIGN IN" button is positioned below the password field, with a "Forgot your Password" link underneath it. At the bottom, there are two social login buttons: "Sign in with Google" and "Sign in with Xero".

3. Select **SIGN IN**

1.2 Navigation

1.2.1 Overview

In this task, you will learn general navigation and shortcut tips that will improve your efficiencies.

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

- Navigate the Main Toolbar and Tabs
- Understand CAS 360 Conventions

1.2.2 Main Toolbar and Tabs

Navigation for CAS 360 has been simplified to allow for quick and easy access to manage annual returns, make company changes and generate reports. The **Main Toolbar** on the left-hand side of your screen is your access point for all areas in CAS 360.



COMPANY



TRUST



CONTACTS



RETURNS



MULTIPLE



DOCUMENTS



MESSAGES

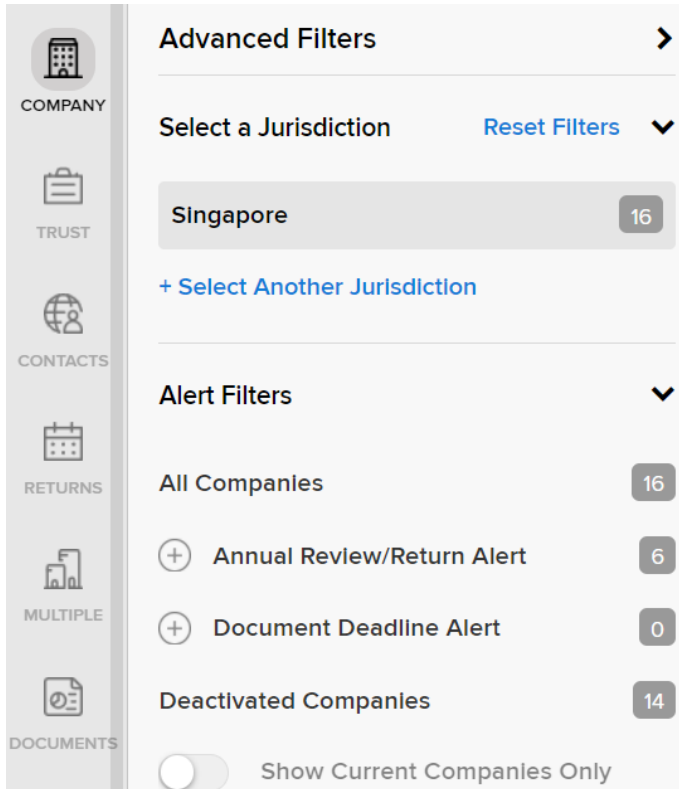


REPORTS



SETTINGS

Selecting certain icons in the toolbar will then produce an **Advanced Filter**, allowing you to further categorise information on a screen.




An overview of the Main Toolbar and Tab functions are outlined below:

<p>Company</p>	<p>Contains your list of companies. Selecting a company allows you to store company details including General Details, Name Registrations, Addresses, Officers, Shareholders, Company Info, Relationships and Company Documents.</p>
<p>Trust</p>	<p>The Trust Screen will help you manage all trusts in CAS 360. Selecting a trust allows you to store trust details, including Other Details, Tax Details, Relationships, Unitholders/Beneficiaires, Events and Trust Documents.</p>
<p>Contacts</p>	<p>Global database listing all contacts and addresses added to CAS 360 and migrated from CAS Desktop.</p>

Returns	The Returns screen will help you best manage your annual filing requirements, such as filing Financial Statements in XBRL format and Annual Returns .
Multiple	The Multiple Changes screen gives users the ability to prepare documents for multiple companies where the same change or details apply.
Documents	The CAS 360 Global Documents screen allows users to view all documents for all companies in one screen. This will even show users when the document is due for lodgement and the potential late fee that applies.
Messages	Global Messages screen to track all emails and SMS sent from CAS 360 including managing and updating automated messaging from CAS 360 to your clients.
Reports	CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies.
Settings	Manage agent details, email settings, customise email and document templates, integrate with electronic signing providers, and Global Automated Reminders

1.2.3 Global Search Function

The **Global Search** allows users from any screen to search and navigate to any company, trust, contact, or document.

	
Company	Users can use the search to select a Company which will take the user directly into the General Details screen for that Company.

Contact	Searching for a Contact can be done by typing any part of that contact's name which will take the user directly into the Contact Details screen for that contact.
Document	For Document searching, users can enter the document trace number. This will take the user directly to the Global Documents screen with just that document showing.
Trusts	Search for Trusts by entering any part of the trust name. This will take users directly to the Trust Details screen for that trust

1.2.4 BGL Application Switcher

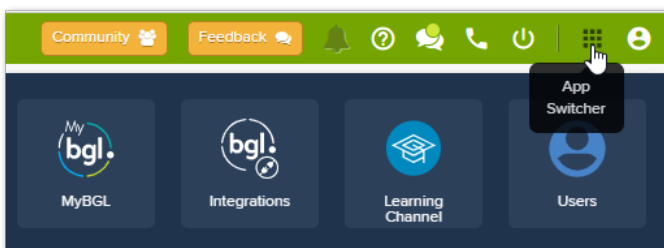


The application switch built into CAS 360 enables you to easily switch between applications that you are currently subscribed to through BGL.

To use it, simply select the App Switcher in the top right-hand corner of CAS 360.

Access the **Learning Channel**: a self-paced online platform fully integrated into BGL, to access training on demand.

Access **MyBGL**: MyBGL is a simple, secure online Administration Portal for BGL clients to manage their account details with BGL, including: viewing and downloading current and previous BGL invoices, managing subscriptions, updating payment/direct debit methods and registering for product training,



1.2.5 CAS 360 Conventions

The following design features are just some of the ways CAS 360 speeds up the data entry process:

1. Within all transaction screens, you are able to skip to the next field, using the **Tab** key.
2. Use the standard windows shortcut keys **Cut (Ctrl + X)**, **Copy (Ctrl + C)** and **Paste (Ctrl + V)** to move data amongst fields. MAC users can use standard MAC shortcut keys **Cut (Cmd + X)**, **Copy (Cmd + C)** and **Paste (Cmd + V)**.
3. You can right-click on your mouse on any screen to view a menu of options.

View multiple pages

View multiple pages in CAS 360 at the same time by using tabbed browsing.

Main ways to open a link in a new tab:

1. Hold down **Ctrl + Left Click** on the link.
2. Right-click on a link and select open a new tab.

Acceptable date formats

When entering dates in CAS 360 the following formats are valid:

- DDMMYYYY
- DD/MM/YYYY

For example, 2nd July 2016 can be entered as:

- 02072016
- 02/07/2016

Browser Zooming

- To zoom in, press **control (Windows)** or **command (MAC)** with the **+** key.
- To zoom out, press **control (Windows)** or **command (MAC)** with the **-** key.
- To restore zoom to 100%, select **control (Windows)** or **command (MAC)** and **0**.

1.3 Resource Hub

1.3.1 Overview

In this task, you will learn how to access all available resources for CAS 360, to help you at every stage of your BGL journey.

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

- Access CAS 360 Help
- Send Feedback
- Join the Community
- Log a Support Call
- Access Live Chat Support

1.3.2 Getting Help

To access CAS 360 Help and Documentation, from the upper menu, select **Help**:



CAS 360 offers the following help sites:

<p>Getting Started Guide</p>	<p>Get to know more about your CAS 360 with our getting started articles. They cover the features that we know you'll grow to love and help you get a deeper understanding of the screens throughout your CAS 360 software.</p>
<p>Australian Help</p>	<p>Navigate directly to our dedicated Australian Help page for our Australian users covering all things CAS 360 and ASIC.</p>
<p>New Zealand Help</p>	<p>Navigate directly to our dedicated New Zealand Help page for our New Zealand users covering all things CAS 360 and Companies Office.</p>
<p>Singapore Help</p>	<p>Navigate directly to our dedicated Singapore Help page for our Singapore users covering all things CAS 360 and ACRA.</p>

<p>Training Courses</p>	<p>Upskill by signing up for any BGL related training courses run by our knowledgeable, certified and friendly BGL trainers.</p>
<p>New Features Notes</p>	<p>Keep up to date with all the new and wonderful things the team at BGL releases into CAS 360.</p>
<p>Server Status</p>	<p>Stay on top of how your CAS 360 is functioning. The server status page will let you know when there are any functions in CAS 360 that are scheduled for maintenance.</p>

1.3.3 Help us Improve!



If there is anything you would like to see in the program, add your comments to our feedback.

Simply type your feedback and hit send. Feedback goes directly to our CAS 360 team who are eager to hear what you think.

1.3.4 Join the community



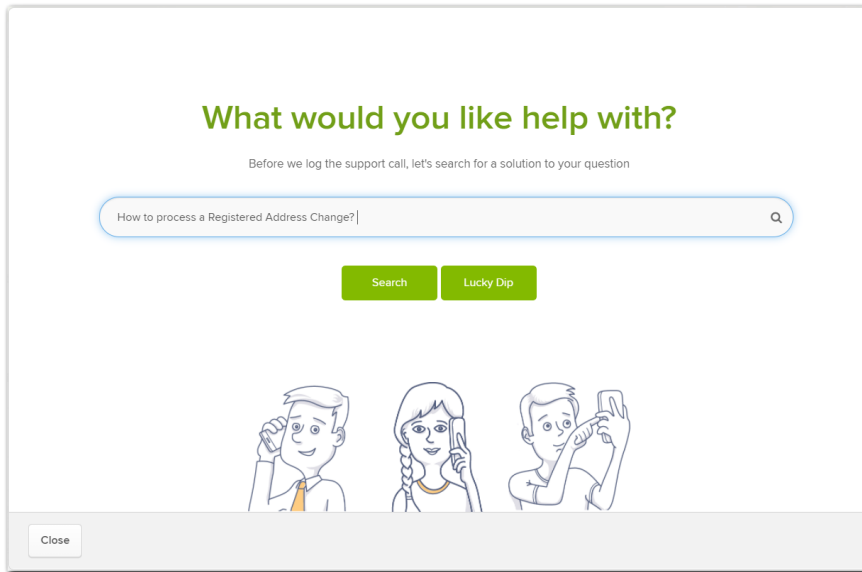
Join the free online community which will allow you to interact with other CAS 360 users. Members can post, comment, and give opinions on current discussions.

1.3.5 Log a Support Call

To log a support call, select the **Telephone** button at the top of the CAS 360 page.



When the Support Call window opens, enter in a brief description or question that your query relates to and select **Search**.



CAS 360 will then search the Knowledge Centre and BGL Community, providing the most relevant search results.

If the suggested Articles or Community search results don't return a relevant result, select the **Log a support call** button.



Complete the following Support Call requirements:

Field	Explanation
Your Name	CAS 360 will automatically select the current user. The name will be pre-filled from the User's Profile Management screen.
Correspondence Method	From the drop down list, select one of two options: <ul style="list-style-type: none"> • Phone (be contacted by phone) • Email (be contacted by email)
Email Address	CAS 360 will automatically populate the email address field based on the user's email address who is currently signed into CAS 360.

Field	Explanation
	This email address will be used to provide updates on the status of your query with BGL Support.
Phone Number	<p>If a phone call is selected as the correspondence method, input your preferred contact number.</p> <p>If an email is selected as the correspondence method, the phone number field is optional.</p>
Problem Statement	<p>From the drop-down list, select the topic that best fits your support query.</p> <p>If none of the options relates to your query, please select Other.</p>
How can we help you?	Provide a detailed description of the issue you face to assist the agent in providing the best possible solution to your query.
Attachments	<p>Upload up to five files to assist with explaining your support query.</p> <p>For example, you can attach a screenshot of an Internal Server Error that you are experiencing or a failed comparison report that you would like assistance with correcting.</p>

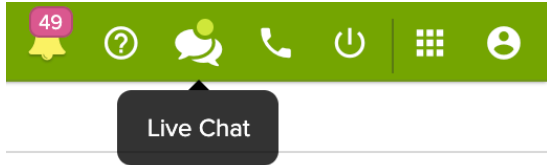
Once you have completed the above fields, select **Send**. An agent will be in contact with you shortly.

1.3.6 Live Chat Support

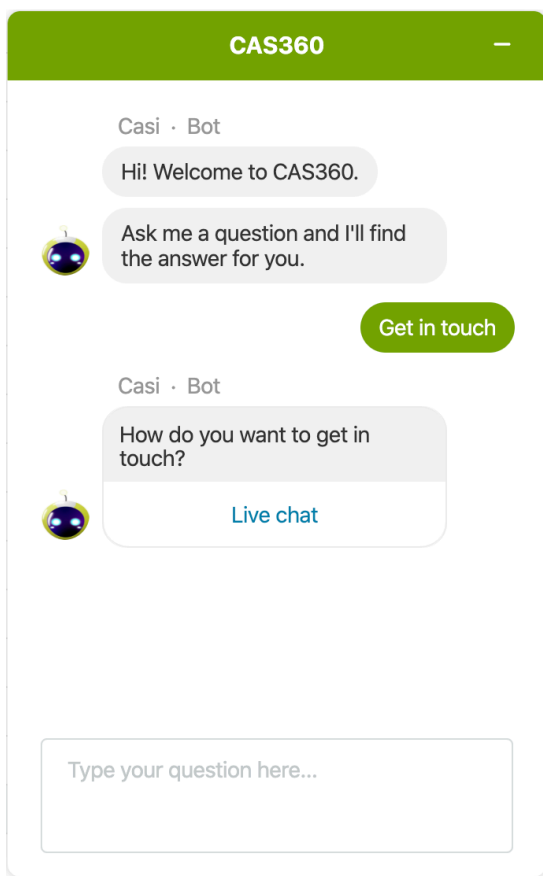
Get answers to your questions quicker with BGL's Live Chat feature. Simply type your question and you will be put in touch with a support agent that will work together with you to find a solution.

Reduce the distractions from your workflow, with the Live Chat feature being accessible from any screen within CAS 360.

1. To start using Live Chat support, select the **speech bubble icon** in the top right-hand corner of your CAS 360 to commence a chat session.



2. The chat session will appear in the bottom-right corner of the screen. To begin chatting, type your question and press Enter. **AI-driven Casi** will provide you with suggested help articles based on what you type into the chat session.



Should the answer you require not be provided by Casi, select **Get in Touch**, followed by selecting **Live Chat**

3. Begin typing in the message section of the chat panel.

← Live Chat —

Welcome to Live Chat!

Your profile:

[Redacted profile information]

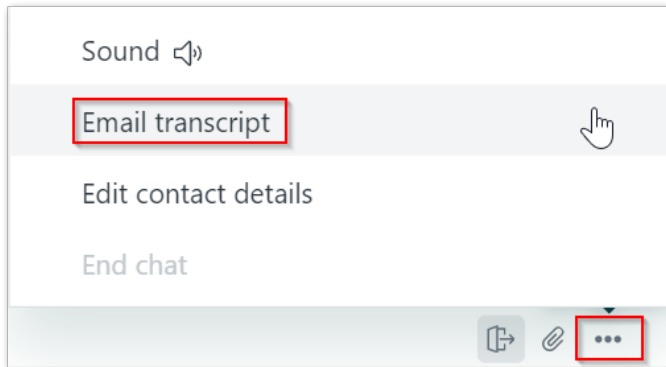
Message

[Message input field]

Send message

A chat session will begin with our **BGL Support Team**. Please note that operating hours are 9:00AM -5:00PM (Australia/Melbourne), Monday to Friday. Special hours may apply during Public Holidays.

4. Have your own record of the live chat session by downloading a transcript. You can request a copy of the **transcript** by selecting the three dots, followed by **Email transcript**.



1.4 Notification System

1.4.1 Overview

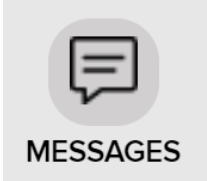
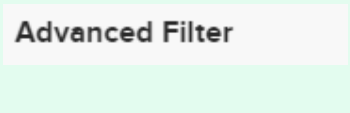
CAS 360 users will receive all communication from ACRA, BGL and other integrated partners through the notifications system.

Messages can be viewed from the **messages screen** and through the **notifications icon** from the top menu.



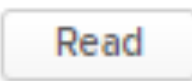
In this task you will learn how to access CAS 360 Inbox and Outbox for all messages received and sent by CAS 360

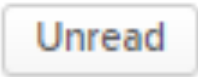

1.4.2 Understanding Notifications

<p>From the Main Toolbar, select Messages</p>	
<p>Use the Advanced Filters to help manage your messages that need action.</p>	
<p>The Search allows you to search for alerts based on a Contact or Entity.</p>	<input data-bbox="1077 1489 1428 1556" type="text" value="Search..."/>

1.4.3 CAS 360 Inbox

The inbox will display all messages received by CAS 360.

<p>To view a message select Read from the Read Column.</p>	
---	---


To mark a previously read message as not viewed, select Unread from the Read Column.	
To mark all messages as read, select the Mark All As Read button.	

1.4.4 CAS 360 Outbox

The CAS 360 outbox stores all outgoing email messages that have been sent from CAS 360. From the outbox, you will be able to view, resend and track the delivery of all emails sent from CAS 360.



From the outbox, to view or resend messages click **Options** beside the message.

Options ▾

View	Display the message that was sent and the email addresses the email was forwarded too. In the View mode, Click Send to resend the email. 
-------------	---

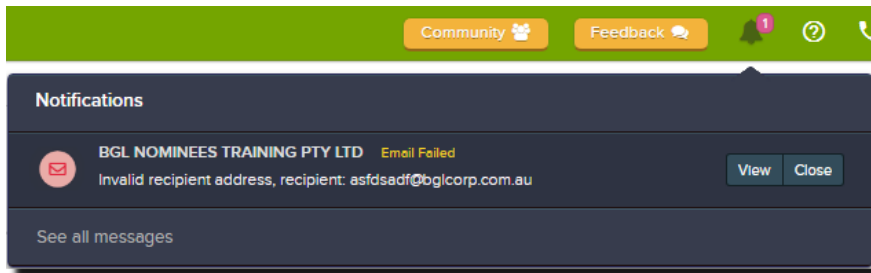
Outbox Status

Users are able to track the status of each email sent from CAS 360.

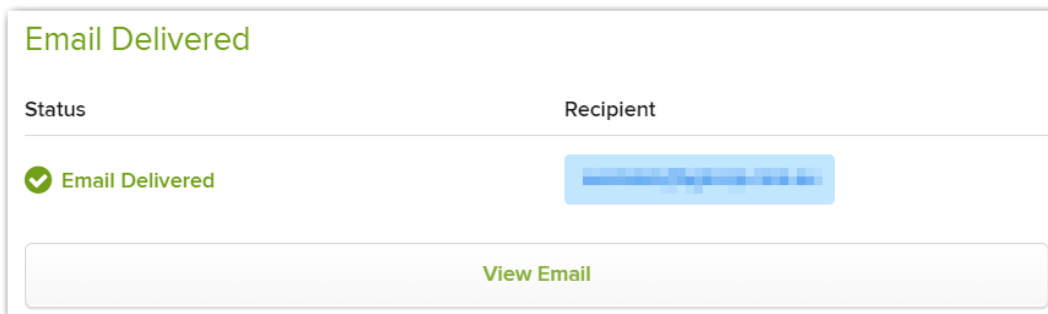
Status
 Email Delivered
 Email Failed

Status Name	Description
Delivery in Progress	Email has been sent from CAS 360 and is awaiting a response to see if this has been correctly delivered.
Email Delivered	Email has been successfully received by the email account.
Email Failed	Email has not been received by at least 1 of the email accounts.

Emails sent from CAS 360 users will now receive **email fail notifications** if an email has not been received. The notification will be received **only** by the user logged into CAS 360 who sent the original email or notification.



Users are able to hover over a status to view a breakdown of each email recipient and review the status of an email.



1.5 Email Subscriptions

1.5.1 Overview

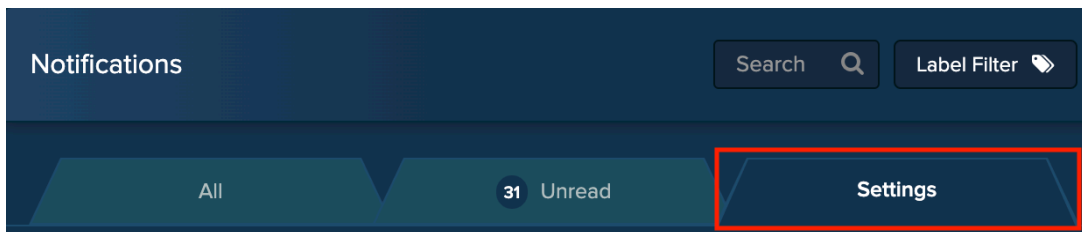
Setup email subscriptions to receive automated daily, weekly or fortnightly emails for important notifications and events that have happened in CAS 360 such as Annual Returns due and upcoming deadlines.

1.5.2 How to set this up?

Click the bell icon to display the notifications you have received.

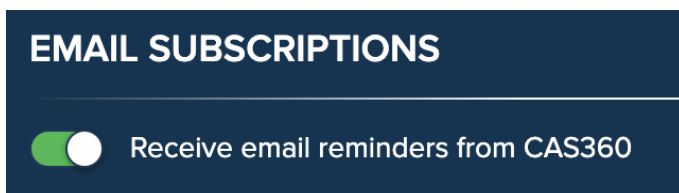


Access the **settings** tab.



Email Subscriptions

Under Settings, toggle **Receive email reminders from CAS 360**.



Apply To...

You have the ability to determine what kind of notifications you would like to receive.

Documents due for Lodgement in 7 days
Documents due for Lodgement in 14 days
Failed Emails
Rejected Lodgements
Annual returns due
Annual returns - date passed
Annual returns - processed, not filed
Annual returns - processed, not filed, overdue

CAS 360 gives you complete control of when you receive your Email Notifications.

You can specify if you would like to receive your notifications:

- Daily
- Weekly, or
- Fortnightly

Once your notification frequency is set, select the day(s) in the week that the email notification will be sent:

Select days during the week to receive emails

MON	TUE	WED	THU	FRI	SAT	SUN
-----	-----	-----	-----	-----	-----	-----

You can even set the time in the day that these notifications are sent to you.

09:00 AM 

Set which companies you want to receive notifications for:

Only Favorite Label Companies	Only sends notifications for companies where you have attached your favoured label to. Refer to the lesson: Importing Company Data from ACRA for more information on favoured labels.
Whole Firm	Sends notifications for all companies in your firm's CAS 360.
Both	Sends a separate email for all companies in your firm's CAS 360 and another for companies where you have attached your favoured label to.

Click **Save Settings** and get ready to start receiving your Email Notifications!

Save Settings

If you make any mistakes or simply want to start again, click **Reset Settings**.

Reset Settings

1.6 Setting up a Registered Filing Agent

1.6.1 Overview

If you are new to BGL, set up and authorise your agent details using your SingPass login on CAS 360, so that you can begin meeting your filing requirements.

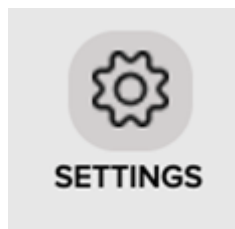
1.6.2 Instructions

⚠ Before setting up a Filing Agent in CAS 360, ensure that the Filing Agent has been **authorised to have access to ACRA Digital Service in CorpPass:**

- ACRA API Mall
- ACRA BizFile+
- ACRA BizFile + Mobile App (ACRA on The Go)
- ACRA BizFinx
- ACRA VCC
- Bizfile Transaction Form

Kindly speak to the firm's **CorpPass administrator** if the Filing Agent is yet to be granted access to ACRA Digital Service. To find out more, click [here](#).

From the **Main Toolbar**, go to **Settings**



Select **Lodgement/Agent Settings**

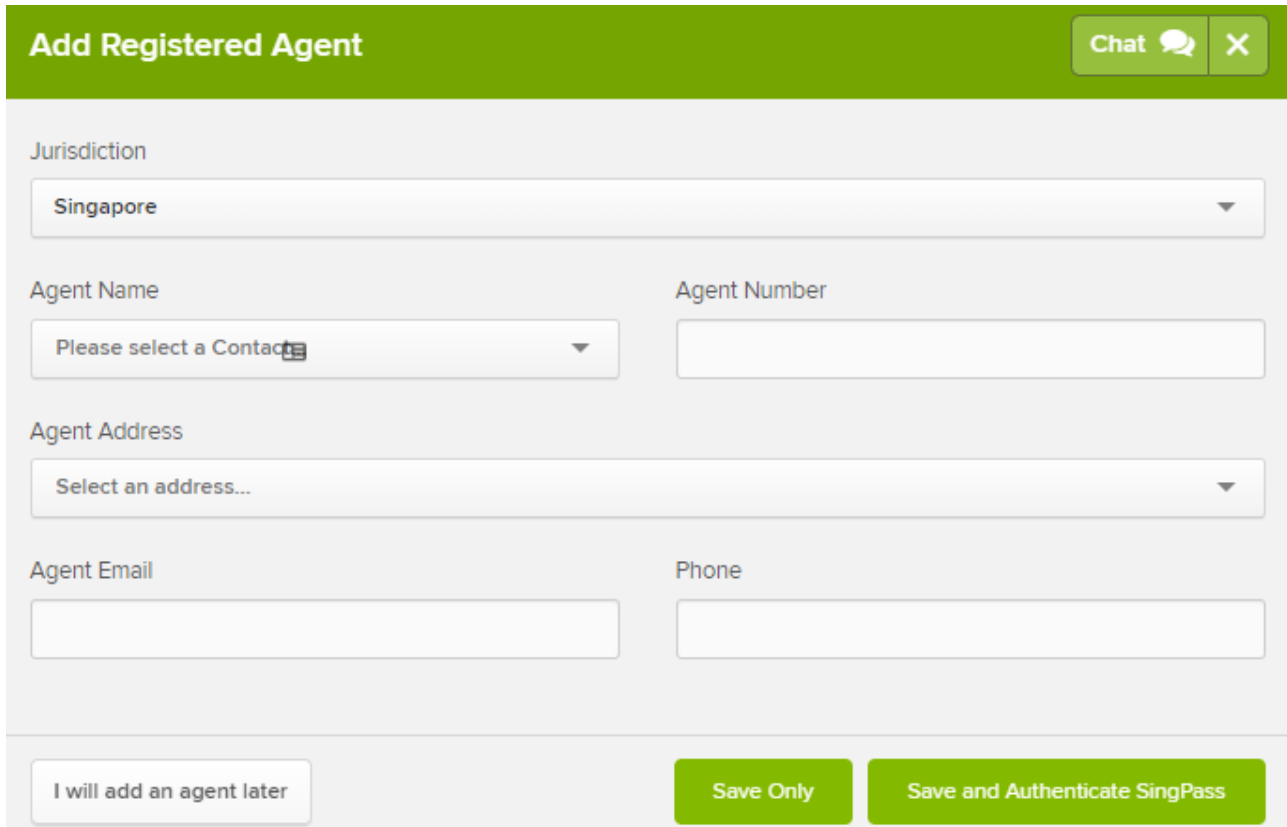
Lodgement / Agent Settings

Select **Add Agent +**

Add Agent +

i **Multiple agents are supported by CAS 360.** Users are able to add another agent from the **Lodgement/Agent Settings** screen.

The **Add Registered Agent** screen will display.



Input your Agent details and select **Save Only**.

1.6.3 Save and Authenticate SingPass

Save and Authenticate SingPass

By clicking **Save and Authenticate SingPass**, you will be able to connect with ACRA using your SingPass login details.

Moving forward, this will enable you to prepare XBRL Financials along with the Annual Return and process certain lodgements via CAS 360.

Once you have input your credentials you will be redirected to submit an agreement of the terms of use.



Request for Permission

ACRA BizFile Filing is requesting permission for the purpose of
Submission of eServices relating to Registration, Managing and Updating of
Business Information to ACRA

Do you agree to connect and transact with Accounting and Corporate
Regulatory Authority (ACRA) based on the [Terms of Use?](#)

YES

NO

To grant CAS 360 access to connect to ACRA select **YES**.

Once the agent is saved to your database, ensure you have the correct agent attached to the company, from the company's **General Details** screen.

Company Details

Company Name: CAS Training PTE LTD

Chinese Company Name: [Empty]

UEN: [Empty]

Registered Filing Agent: Please select an agent...
SG Agent

1.6.4 Re-Authorise Agent

The agent authorisation will expire every 30 minutes. As such CAS 360 will inform users when the authorisation will expire.

TRAINING CAS360 PTY LTD

Expires on 20/06/2023 3:51 pm

Should you require Agent authorisation for certain lodgements via CAS 360, head into the Lodgement / Agent Settings screen and select **Authorise Agent** beside the Agent.

Authorise Agent 

1.7 Invite Users and User Roles

1.7.1 Objective

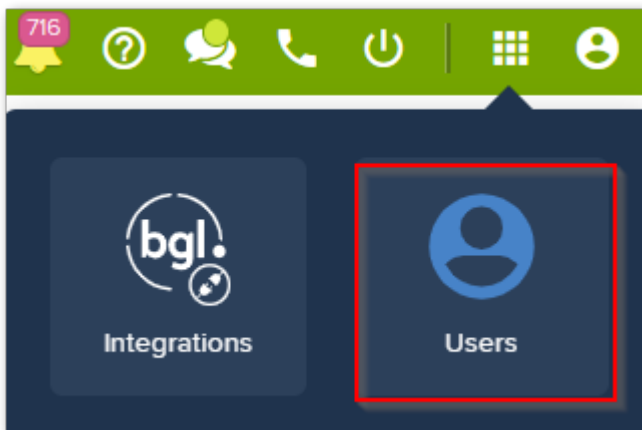
With CAS 360, explore the benefits of interconnectivity between Managers, Employees, Directors and Secretaries. Invite as many users to CAS 360 and define the user experience by being in complete control through the user role settings.

In this task you will learn:

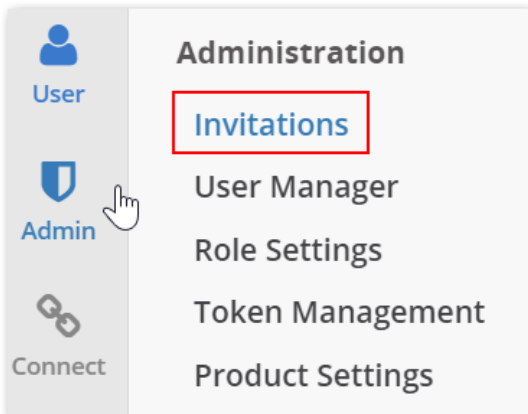
- How to Invite Users
- Re-send Invitations
- Manage User Roles

1.7.2 Invite Users

1. From the top toolbar, hover your cursor over the **App Switcher** icon and select **Users**.



2. Select **Admin** from the side menu and then select **Invitations**.

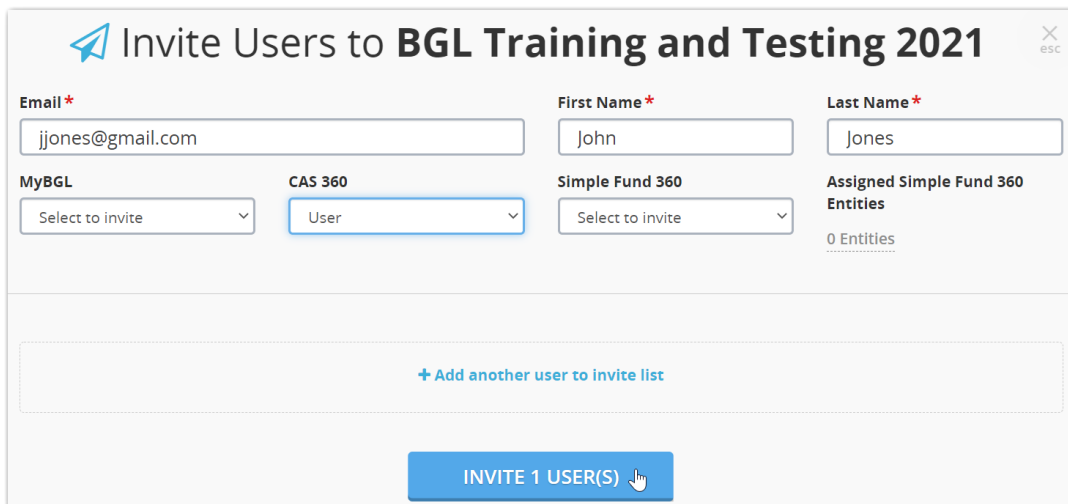


3. You will be directed to the Invitations page. This will display all users that have been sent an invitation to your CAS 360 firm. Select **+ Invite New User**.



4. Input the user's email, first and last name and assign a **User Role**. User Roles determines the access rights for this individual when accessing and completing tasks in CAS 360.

You can select from the following roles: **User, View Only, Manager, Admin, BGL Support, and Accountant.**

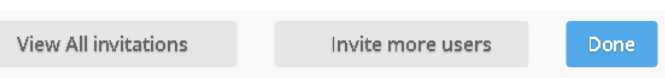


The image shows a web form titled 'Invite Users to BGL Training and Testing 2021'. The form has a close button (X) and an escape key (ESC) in the top right corner. It contains several input fields and dropdown menus:

- Email ***: Text input field containing 'jjones@gmail.com'.
- First Name ***: Text input field containing 'John'.
- Last Name ***: Text input field containing 'Jones'.
- MyBGL**: Dropdown menu with 'Select to invite' selected.
- CAS 360**: Dropdown menu with 'User' selected.
- Simple Fund 360**: Dropdown menu with 'Select to invite' selected.
- Assigned Simple Fund 360 Entities**: Text area showing '0 Entities'.

Below the form fields is a dashed-line box containing a blue link: '+ Add another user to invite list'. At the bottom of the form is a blue button with the text 'INVITE 1 USER(S)' and a mouse cursor icon.

5. Select **Invite User(s)**. You can invite more than one user at a time. Select **Done** to return to the Invitations page.

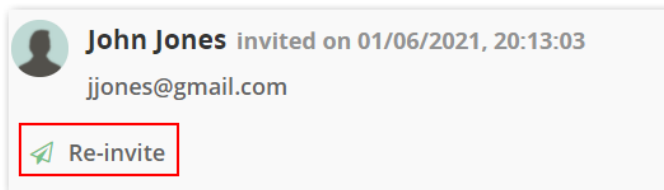


The user will be sent an invitation to their nominated email address. This invitation will be valid for **5 days**.

1.7.3 Re-Send Invitations

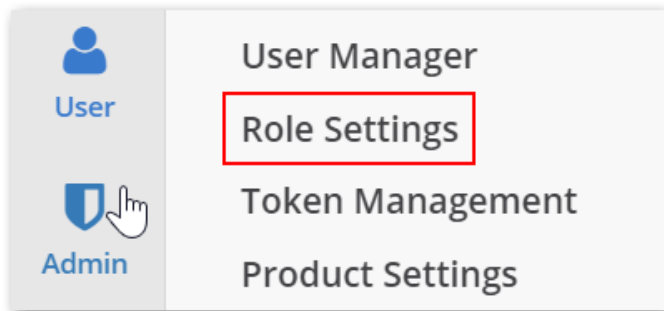
Where the invitation link has passed the 5-day expiry, users can re-send the invitation.

To resend an invitation, navigate back to the **Invitations** page and select **Re-invite** for the user:



1.7.4 Role Settings

To manage user role settings, navigate to **Admin | Role Settings**.



From the **User Roles** screen, you can manage a user's CAS 360 experience at a global level.

To enable or disable permissions, simply change the toggle **ON** or **OFF** beside a function.

For more information on User Roles, [click here](#).

2 Loading Companies onto CAS 360

In this lesson, you will learn how to incorporate a Singapore company and how to prepare the supporting documentation for the registration. This lesson will also cover importing company data from ACRA using the Search Register feature.

Lesson Overview:

- [Company Registrations](#)
- [Incorporation Documents and Document Production](#)
- [Importing Company Data from ACRA](#)


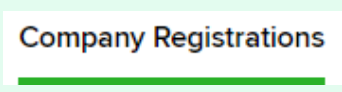
2.1 Company Registrations

2.1.1 Objective

It is a legal requirement to register a business with ACRA if you want to operate a business in Singapore.

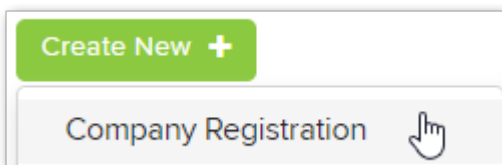
 **Task 2.1 - Incorporate 'CAS Training PTE LTD' via CAS 360**

2.1.2 Instructions

From the Main Toolbar , go to Company .	
From the Company Screen, select Company Registrations .	

The **Company Registrations** screen contains a list of all the company registrations prepared in CAS 360.

To prepare a new Company Registration, click **Company Registration +** or **Create New +** if using this screen for the first time.



CAS 360 will bring up the **Company Registration** screen.

Jurisdiction	Select Singapore .
---------------------	---------------------------


Select **Continue to Company Registrations**.

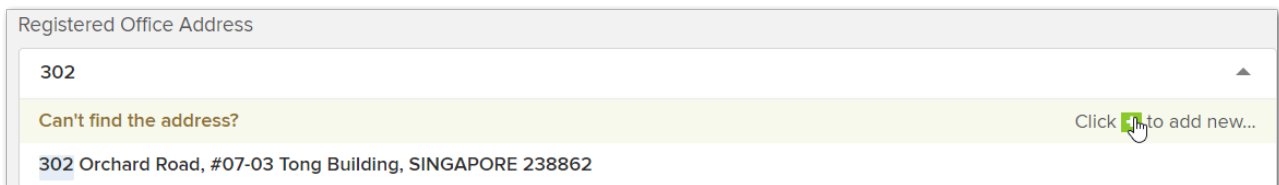
Complete each section detailing information for the company.

The **Company Registrations/Details** screen will appear.

Company Name	Input CAS Training PTE LTD
Company Type	Select Private Company - Exempt
Company Class	Select Limited by Shares
Financial Year End	Input 31/12/2025
Financial Year Period	Select 12 months
Primary Activity Code	Type 802, Detective and Investigation Activities

Click **Next**, and the **Company Registrations/Addresses** screen will appear.

Registered Office Address	<p>In the Address field, begin typing 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862. CAS 360 will begin searching the Global Addresses screen for the Address.</p> <p>If the Address has not been previously added to the Global addresses screen, Click + to add new... to add a new address.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;"> Click  to add new... </div>
----------------------------------	--



The **New Address Details** section will now display:

⚠ Task 2.2 - Add 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862 as an address.

Country	Select Singapore
Street Name	Select 302 Orchard Road Singapore
Block/House No.	Leave as 302
Level Number	Input 07
Unit Number	Input 03
Building/Estate Name	Input Tong Building
Town/City	Leave as SINGAPORE
Postcode	Leave as 238862

Click **Save** to create the Address.

Working Hours	Select At least 5 hours during ordinary business hours on each business day
----------------------	--

Click **Next**, and the **Company Registrations/Officers** screen will appear.

To add an Officer, click **Add Officer +**

Add Officer +

Officer Name	Start by typing the contact's name to select the contact. CAS 360 will begin searching the Global Contacts screen. If the contact has not been previously saved to the database, select Click + to add new... to create the contact.
---------------------	--

The **New Contact Details** screen will appear.

 **Task 2.3 - Add Jenny Quantum as a Individual Contact**

First Name	Input Jenny
Last Name	Input Quantum
Email Address	Input jennyquantum@bglcorp.com
Mobile	Input +65 1359 7283
Birth Country	Input Singapore
Birth Place	Input Jurong
Birth Date	Input 01/01/2000 as the date of birth
Nationality	Select Singaporean
ID Type	Select SG FIN
ID Number	Enter 1234

Address	Type and Select 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
----------------	---

Click **Save** to create the Individual Contact.

Position	Select the Officer's position as Director
Meeting Status	<p>Leave as Signatory</p> <p>You can edit the Meeting Status to the following choices:</p> <ul style="list-style-type: none">• Attendee: Directors and alternates will be shown as present at meetings and listed on resolutions. The Secretary will be shown as in attendance at meetings.• Signatory: The officer will be shown as a signatory on company forms and other documents. If the officer is a director or alternate, the officer will be listed on resolutions as well. Note: Cannot have a Signatory and a Chairperson at the same time.• Chairperson: If the officer is a director or alternate, this person will be shown as chairperson at meetings and will be listed on resolutions as well.• Form Signatory: The officer will be shown as a signatory on company forms and other documents. If the officer is a director or alternate, the officer will be listed on resolutions as well.• Apology: This officer will not be shown on meeting minutes or resolutions.• Non Attendee: This officer will not be shown on meeting minutes or resolutions, as the officer did not attend the meeting when the decision was made.

Click **Save** to add the Director.

Click **Next**, and the **Company Registrations/Shareholders** screen will appear.

To add a Shareholder, Click **Add Shareholder +**

Add Shareholder +

Shareholder	Search and select Jenny Quantum
Beneficial Owner	Leave this toggled off as these shares are not held on behalf of another person, organisation, or trust.
Share Class	Select PRF, Preference Shares
No of Shares	Input 100 .
Amount of issued Share capital	Input \$1

Click **Save** to add the Shareholder.

Click **Next**, and the **Company Registrations/Auditors** screen will appear.

To add a Auditor, Click **Add Auditor +**

Add Auditor +

All incorporated companies in Singapore must appoint an auditor within 3 months of incorporation, unless otherwise exempted from audit requirements under the relevant sections of the Companies Act. For more information, read about the [small company concept for audit exemption](#).

You must update ACRA on [BizFile+](#) within 14 days of appointments or cessation of company auditors.

Auditor Name	Start by typing the contact’s name to select the contact. CAS 360 will begin searching the Global Contacts screen. If the contact has not been previously saved to the database, select Click + to add new... to create the contact.
---------------------	--

⚠ Task 2.4 - Add CAS 360 PTE LTD as a Company Contact

Name	Type CAS 360 PTE LTD
Number Type	Select UEN
UEN	Enter 12345678K
Address	Type and Select 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862

Click **Save** to create the Company Contact.

Status	Select Appointed
---------------	-------------------------

Click **Next**, and the **Company Registrations/Constitution** screen will appear.

You must submit a copy of your company's constitution when you incorporate your company. If you do not wish to create your own constitution, you may choose to adopt a **Model Constitution**.

Type of Constitution	Select Model Constitution for Company Limited by Shares
-----------------------------	--

Click **Next**, and the **Company Registrations/Finish** screen will appear.

Review the Company Registration, and select **Save & Prepare**. The company will now appear on the **Company Registrations** page.

Select **Prepare Pre-Incorp Documents**.

[Prepare Pre-Incorp Documents](#)

2.1.3 Options

Beside the company, click **Options** to Edit or Delete the company registration.

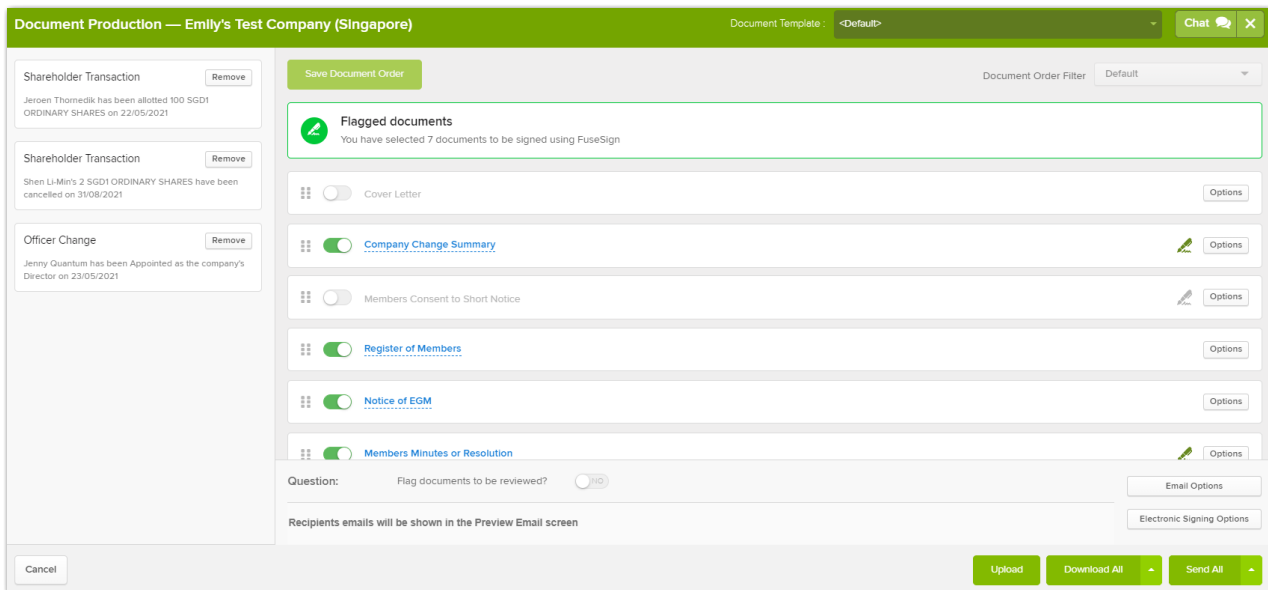
Options ▼

Clicking **Copy Company** will create a duplicate company in the company registrations screen carrying over all the company details from the company that you copied from. This helps users register companies with almost identical details to another company.

2.2 Incorporation Documents and Document Production

2.2.1 Overview

Document Production is where users are able to see a list of all changes that are being made and preview **all** documents that CAS 360 is going to generate based on the selected change.



Task 2.5 - Prepare Pre and Post Incorporation Documents and Download PDFs

2.2.2 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Pre-Incorporation Documents

- Cover Letter (*optional*)
- Company Registrations Summary
- Form 7 - Certificate of Identity

Pre-Incorporation Documents

- Consent to Act as Director Form 45
- Consent to Act as Secretary Form 45B
- Form 18 - Statutory Declaration Before Incorporation
- Form 6 - Declaration of Compliance
- Form 44 - Notice of Situation of Registered Office
- Application for Shares
- Constitution for Company Limited By Shares/Guarantee
- Form 24 - Return of allotment of shares
- Form 49 - Return giving officers particulars

Select **Upload** to upload a file from outside of CAS 360 to be included as part of the document suite.

Upload

2.2.3 Document Options

Click **Options** to update your preferences across the documents. Different options will appear in relation to the type of document.

Options

2.2.4 Deliver Forms and Documents

Refer to the table below to review the delivery options available in CAS 360:

<p>Download All</p>	<p>By selecting Download All, users can download the chosen documents into a single PDF file.</p> <p>Once users download the document suite, the documents will be saved in Global Documents/Company Documents, with a unique trace number. The status of the forms will update to Document Prepared.</p>
----------------------------	--

Send All	<p>By selecting Send All, CAS 360 will email the contacts listed in the Clients Emails field. The contacts will default to the company directors and default signing contact(s). You can input additional recipients if required. Multiple contacts are able to be selected.</p> <p>Once users send the document suite, the documents will be saved in Global Documents/Company Documents, with a unique trace number. The status of the forms will update to Sent To Client.</p> <p>Users can also view all sent emails from the Messages screen.</p>
-----------------	--

Select **Download All** to download the document suite as a single PDF file. This can be later forwarded to clients via a different delivery method.



CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

2.2.5 Submit Application

When you have all the required information, log in to [Bizfile⁺](#) using your Singpass to submit your application.

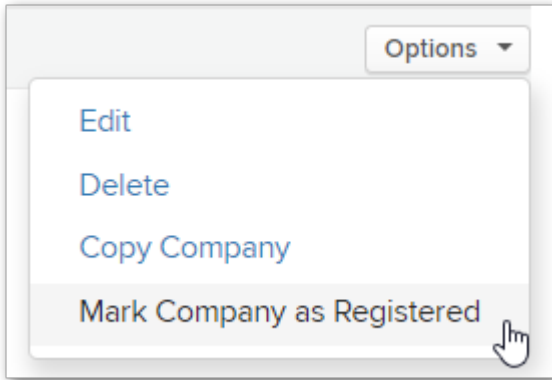
Once your incorporation application has been approved, BizFile⁺ will send an email to the appointed officers (e.g. directors, shareholders and company secretary) to request for their **endorsement**.

All appointed officers must endorse their appointments in BizFile+ within **60 days from the date of the email**. Otherwise, the application will lapse.

2.2.6 Post-Incorporation Documents

Once the company has successfully registered with ACRA, a Unique Entity Number (UEN) will be automatically generated for the company.

Beside the company, click **Options** and select **Mark Company as Registered**.



UEN	Enter 23456789K
Incorporation Date	Enter 01/01/2020

Click **Proceed**.

Proceed

Click **Prepare Post-Incorp Documents** beside the company.

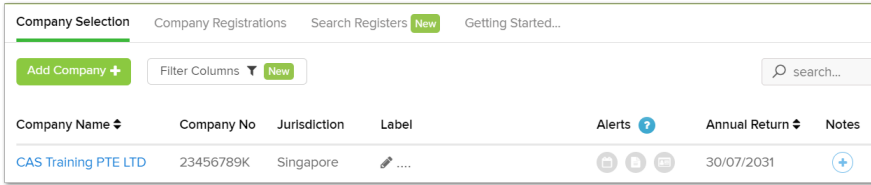
Prepare Post-Incorp Documents

Post-Incorporation Documents

- Cover Letter (*optional*)
- First Directors Minutes or Resolution
- Share Certificate
- Notice of EGM
- Extraordinary Members Minutes or Resolution
- Bank Account Opening Minutes or Resolution (this document will only display if a **Bank Account** has been added to the company via the [Relationships](#) screen)
- Declaration of Company not Traded
- Constitution for Company Limited by Shares/Guarantee
- Register of Officeholders (based on officer roles appointed)
- Register of Members (for companies limited by guarantee)

Select **Download All** to download the document suite as a single PDF file. This can be later forwarded to clients via a different delivery method.

The company will now appear under the **Company Selection** screen in CAS 360.



Company Name	Company No	Jurisdiction	Label	Alerts	Annual Return	Notes
CAS Training PTE LTD	23456789K	Singapore	...		30/07/2031	

2.3 Importing Company Data from ACRA

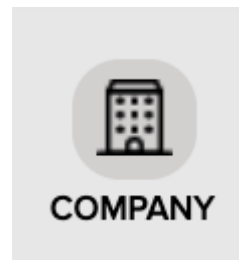
2.3.1 Overview

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

- Manually enter basic details of a company onto CAS 360
- Load company data using CAS 360's Search Register
- Organise your company list with Labels
- Add Company Notes

2.3.2 Add a Company

From the **Main Toolbar**, go to **Company**.

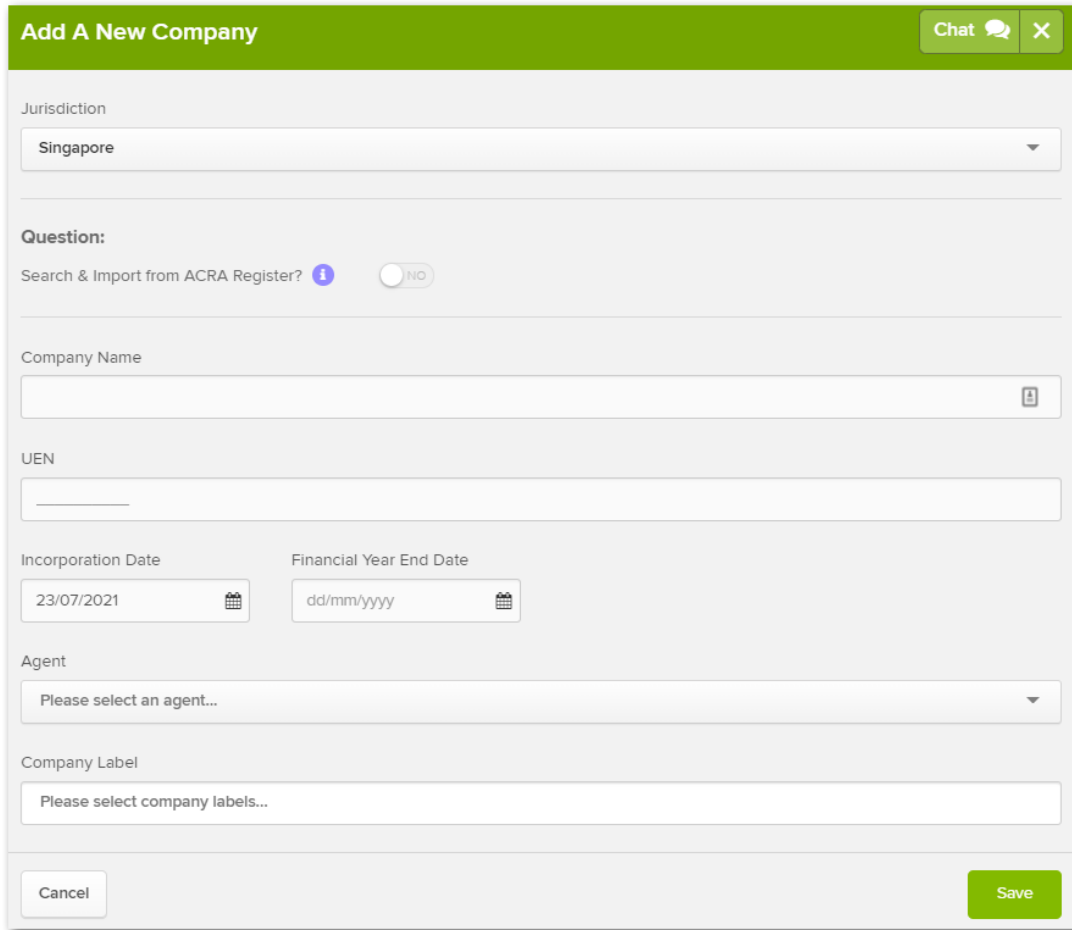


Click **Add Company +**

A green rectangular button with the text "Add Company +" in white.


Set the jurisdiction as **Singapore**.

CAS 360 will now display the **Add A New Company** screen.



Input the basic details of the company and click **Save**.

The company can now be accessed at any time via the **Company Selection** screen.

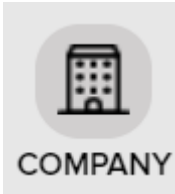
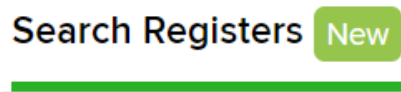
 To migrate the entire history of company data from CAS Desktop to CAS 360, please speak to the Client Success Team via success@bglcorp.com.au

2.3.3 Importing Company Data from ACRA

Reduce time taken manually entering your client’s company data into CAS 360 by utilising the **Search Register** feature in CAS 360.

This feature allows users to **search and import company data** (including the ability to **download the company extract**) from ACRA registers directly into the software.

i This is an additional paid service, priced at **SGD 10.00 per company download**. Included in the monthly invoice, payment can be made via [MyBGL](#).

From the Main Toolbar , go to Company .	
Select Search Registers	

Click **Search Registers +**



The **Search Registers** screen will display:

Field	Explanation
Jurisdiction	Select Singapore
Search by	Choose to search by Entity UEN or Entity Name .
Entity	<p>Begin typing the company UEN/name.</p> <p>CAS 360 will provide search results for companies on the ACRA database.</p> <p>Select Extract to select the company.</p> <div data-bbox="416 1603 643 1686" style="border: 1px solid green; padding: 5px; display: inline-block; margin: 10px 0;">Extract</div> <p><i>Multiple Companies can be selected.</i></p>

Click **Confirm Purchase**.

The company will now display in the **Search Registers** screen.

Beside the company, click **Options**, and choose between:

Download Extract	This will download a company extract PDF as at the searched date . Users can download this extract at any point in time.
Import	This will import the company and company details into your Company Selection screen as at the searched date .

What information will be downloaded?

By selecting **import** or **download extract**, users can import, or download a PDF summary of the company respectively, as at the **searched date**. The following information can be reviewed:

- Company Details
- Company Key Dates
- Entity Type
- Name Registrations
- Registered Office Address
- Officer Details
- Auditor Details
- Shareholder Details
- Issued Capital
- Business Activities
- Company Charges

Filter Search Register

Recent Searches	View all purchased company data from ACRA. The counter at the bottom of the screen will show the outstanding balance and the due date of the amount owed , which will be added to the CAS 360 invoice.
------------------------	---

	<table> <tr> <td>Due Date</td> <td style="text-align: right;">01/04/2023</td> </tr> <tr> <td>Total Outstanding</td> <td style="text-align: right;">\$300.00</td> </tr> </table>	Due Date	01/04/2023	Total Outstanding	\$300.00
Due Date	01/04/2023				
Total Outstanding	\$300.00				
Historical Searches	<p>Once the invoice is paid, companies are moved to the historical searches tab.</p> <p>A re-import or download of the company extract can be performed at any time.</p>				

Re-Import

Once a company download has been purchased, users can re-import data.

Select **Options** beside the company in the **Search Registers** screen and select **Import**.

Note: A re-import will remove existing company information in CAS 360 and overwrite the data with the purchased data from ACRA.

Warning: The following 1 Companies already exist in CAS360.

Chat

Warning!
Would you like to **OVERWRITE** the CAS360 data with the purchased data from ACRA?
OVERWRITE - Remove existing company information in CAS360 and overwrite entirely with ACRA data.

Please select an **action for each company** Select an action

<div style="display: flex; align-items: center;"> BGL CORPORATE SOLUTIONS PTE. LTD. </div>	View	Action ▾
<div style="border: 1px solid #c00000; padding: 2px; display: inline-block; color: #0070c0; font-size: small;">Overwrite ACRA Extract 02/06/2021</div>		

Cancel

Confirm

Click **Action** to select the extract which will overwrite the data existing in CAS 360 with the purchased data from ACRA as at the searched date.

Once company data has been purchased and imported, processing a re-import will remove the existing company information in CAS 360 and overwrite it entirely with previously purchased ACRA data **as at the searched date.**

To import **updated company information** from ACRA, the purchase will need to be re-processed.

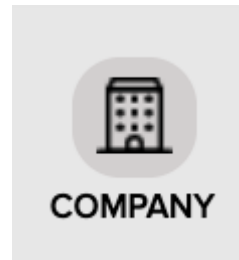
2.3.4 Company Labels

Labels are used in CAS 360 to group companies together for quick selection and reporting purposes.

Some of the benefits of using labels are:

- To quickly filter companies.
- The ability to allocate and group companies.
- Grouping custom document templates.

From the **Main Toolbar**, go to **Company**.



Attach a label to a company

To add a label, beside the company, click into the label column.

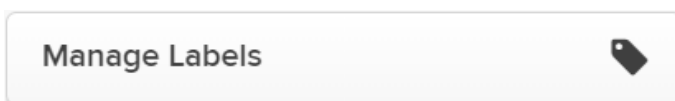
Begin typing the label name.

Add **Jenny Quantum...**

CAS 360 will display a list of previously created labels. If not displayed, hit **ENTER** on your keyboard to save and create the new label. The label will now be attached to the company.

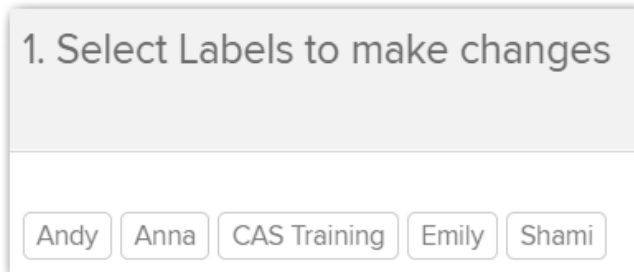
Manage Labels

Use the Manage Labels function to quickly add and remove labels from companies.

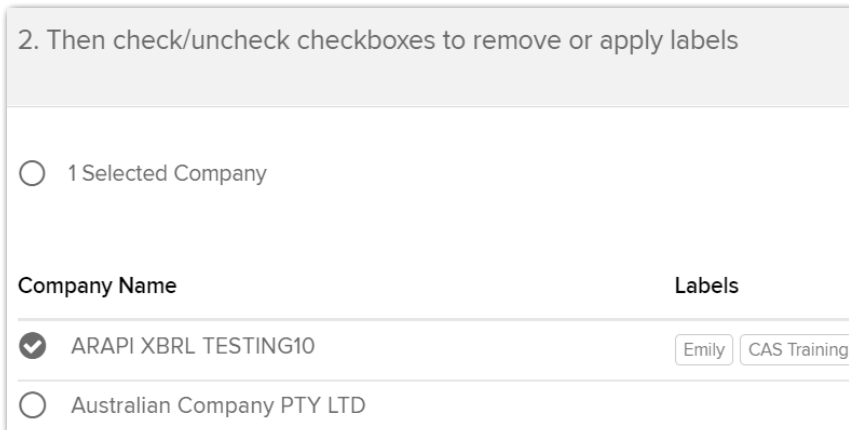


Click **Manage Labels**.

Select the labels to attach or remove from your company list.



Ticking companies from your company list will instantly attach the selected label. Unticking companies will remove the selected label from that company.



Click **Edit Label Name** to change a Label name



Click **Save** to confirm the Label changes.

Favourite labels

Users are able to favourite particular labels. Favouriting a label will ensure the label is automatically selected when accessing the **Company Selection** screen.

To Favorite a label, flag the **Star Icon** beside the label name.

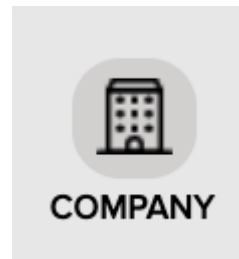
★ CAS Training

i When setting up **Email Subscriptions** you can choose to receive a notifications for companies where you have attached your favoured label to.

2.3.5 Company Notes

Users are able to add important information to the Company notes section within the Company Selection screen.

From the **Main Toolbar**, go to **Company**.



To add a note, click the **+ icon** beside the company



The icon will be bolded if a note has been previously entered for the company.



In the text, field users can create a company note:

2.4 Add a Bank Account

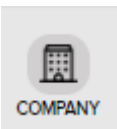
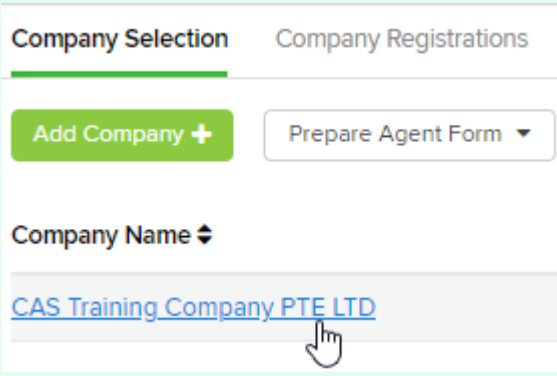
2.4.1 Overview


A Bank Account can be added via the Relationships screen in CAS 360. The Relationship screen supports the following:

- Auditor
- Bank Account
- Holding Company
- Liquidator
- Other Position
- Powers of Attorney
- Prescribed Interests
- Public Officer
- Registrations
- Super Funds

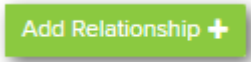
⚠ Task 2.6 - Add the DBS Bank Account to CAS 360 Training Company PTE LTD's database

2.4.2 Navigation

<p>From the Main Toolbar, go to Company</p>	
<p>Select the Company from the list</p>	

Select Relationships	
----------------------	--

To add a relationship, click **Add Relationship +**



Select **Bank Account**.

CAS 360 will display the **Add/Edit A Bank Account** screen.

Bank	Start by typing the Bank’s name to select the contact. CAS 360 will begin searching the Global Contacts screen. If the contact has not been previously saved to the database, select Click + to add new... to create the contact.
-------------	---

 **Task 2.7 - Add DBS Bank LTD as a Company Contact**


Contact Type	Select Company
Name	Type DBS Bank LTD
Number Type	Select UEN
UEN	Enter 12345678K
Address	Type and Select 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862

Click **Save** to create the Company Contact.

Account Name	Enter Jenny’s Bank Account
Currency	Select SGD, Singapore Dollar (\$)

Account Number	Enter 1234
-----------------------	-------------------

Click **Save** to add the Bank Account.

-  When adding a Bank Account to a company that was registered via CAS 360, the Post-Incorporation Document Pack will now include the **Bank Account Opening Minutes or Resolution**.

3 Company Address Changes

In this lesson, you will learn how to add and edit Company Addresses and prepare the relevant forms. We will also learn how to manage all the contact and address information across all your companies and trusts in CAS 360.

Lesson Overview:

- [Registered Office Address Change](#)
- [Location of Registers Kept](#)
- [Contacts and Addresses](#)

3.1 Registered Office Address Change

3.1.1 Objective

In this task, you will learn how to process and prepare the relevant forms for a change to the Registered Office address.

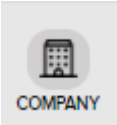
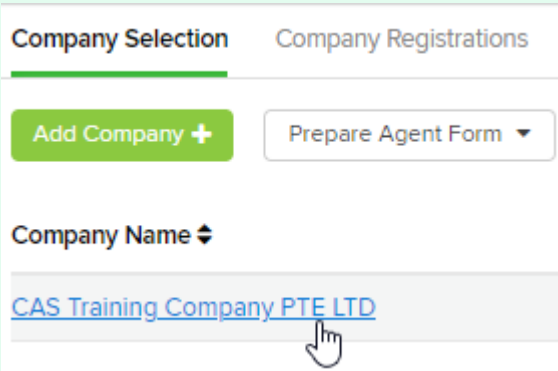
3.1.2 Details

Singapore companies must have a **Registered Office Address** based in Singapore, which refers to the place where all communications and notices to the company are addressed, and the place where the company’s register and records are kept.

All companies must ensure that their registered office is open and accessible to the public **for at least three hours during ordinary business hours on each business day**. A business day is any day excluding Saturday, Sunday and public holidays.

⚠ Task 3.1 - Edit the Registered Office Address to 11 Collyer Quay 13-06 The Arcade, Singapore. 049317

3.1.3 Instructions

<p>From the Main Toolbar, go to Company</p>	
<p>Select the Company from the list</p>	


Select Addresses	Addresses
------------------	-----------

Click **New Address +**




Select **Registered Office Address**.

CAS 360 will display the **Registered Office Address** screen

Address	<p>Begin typing the new address. CAS 360 will begin searching the Global Contacts Addresses screen for the Address.</p> <p>If the Address has not been previously added to the Global addresses screen, Click + to add new... to add a new address.</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 10px auto;">Click  to add new...</div>
----------------	---

The **Address Details** section will now display:

 **Task 3.2 - Add 11 Collyer Quay 13-06 The Arcade, Singapore, 049317 as an address.**

Country	Select Singapore
Street Name	Select 11 Collyer Quay Singapore
Block/House No.	Leave as 11
Level Number	Input 13
Unit Number	Input 06

Building/Estate Name	Input The Arcade
Town/City	Leave as SINGAPORE
Postcode	Leave as 049317

Click **Save** to create the Address.

Effective Date	Leave the Effective Date as Today's Date
-----------------------	---

Click **Save**.

The print toggle will be **ON** and **Document Production** is now available for this change.

Registered Office Address			
ADDRESS	EFFECTIVE DATE	PRINT	OPTIONS
11 Collyer Quay, #13-06, SINGAPORE 049317	01-01-2020	<input checked="" type="checkbox"/>	History

Select **History** beside an address to view and add historical addresses against the Registered Office Address.

Registered Office Address			
ADDRESS	EFFECTIVE DATE	PRINT	OPTIONS
302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862	01-01-2020	<input type="checkbox"/>	History

Continue with the change of Registered Office Address by selecting **Prepare Forms**.



▲ Task 3.3 - Prepare Change Documents and Download PDFs

3.1.4 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for a change in Registered Office Address

- Cover Letter (*optional*)
- Directors Minutes or Resolution
- Company Change Summary

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

Notification of change in registered office address must be done **within 14 days from the date of change of address** to avoid late lodgement fees.

This is completed by filing the application online by logging into the [BizFile+](#) website with the company's CorpPass account.

3.2 Location of Registers Kept

3.2.1 Objective

In this task, you will learn how to add Location of Registers Kept to your company's database.

3.2.2 Details

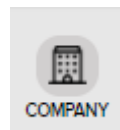
Location of Registers may include any of the following:

- Registers Address
- Members Register Address
- Debentures Register Address
- Directors Shareholdings Address
- Registrable Controllers Register Address
- Nominee Directors Register Address

⚠ Task 3.4 - Add 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862 as the Registers Address, Registrable Controllers Register Address and Nominee Directors Register Address

3.2.3 Instructions

From the **Main Toolbar**, go to **Company**



<p>Select the Company from the list</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Company Selection Company Registrations </div> <hr/> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Add Company + Prepare Agent Form ▾ </div> <p>Company Name ⇅</p> <div style="border: 1px solid #ccc; padding: 2px;"> CAS Training Company PTE LTD </div> </div>
<p>Select Addresses</p>	<p>Addresses</p> <hr style="border: 1px solid #4CAF50;"/>

Click **New Address +**

New Address +

Select **Location of Registers Kept.**

<p>New Address</p>	<p>In the New Address field, begin typing the new Address: 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862.</p>
<p>Effective Date</p>	<p>Leave as Today's Date</p>
<p>Also Apply Address changes to</p>	<p>Toggle YES to apply address changes to:</p> <ul style="list-style-type: none"> Registers Address Registrable Controllers Register Address Nominee Directors Register Address

Click **Save** to create the Addresses.

The Addresses will now be recorded under your company's database.

Registers Address

ADDRESS	EFFECTIVE DATE	PRINT	OPTIONS
302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862	26-06-2023		History

Registrable Controllers Register Address

ADDRESS	EFFECTIVE DATE	PRINT	OPTIONS
302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862	27-06-2023		History

Nominee Directors Register Address

ADDRESS	EFFECTIVE DATE	PRINT	OPTIONS
302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862	27-06-2023		History

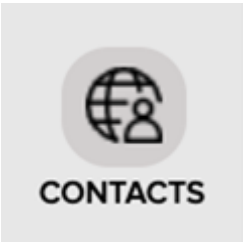
3.3 Contacts and Addresses

3.3.1 Overview

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

- Add and Edit contacts in your CAS 360 database.
- Add and Edit addresses in your CAS 360 database.








3.3.2 Add a Contact

From the Main Toolbar, go to Contacts	
Select Global Contacts	<u>Global Contacts</u>

Select **Add Contact +** to add in a new contact to CAS 360.



When a contact is created, the contact types are represented by the following icons:

						
Individual	Company	Joint Member	Other Entity	Partnership	SMSF	Trust

Edit or Delete a Contact

To edit or delete a contact from Global Contacts:

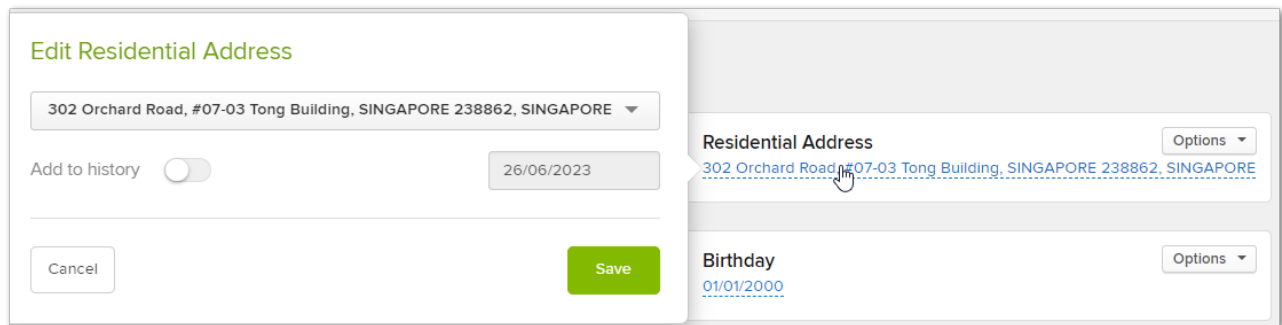
Click **Options** beside the contact in the **Global Contact** screen and select from the options.



When editing a contact, select **Information +** to add information from an array of information types against the contact



To edit existing information, select the information item via its **hyperlink**.



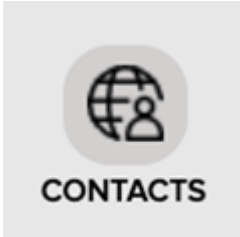
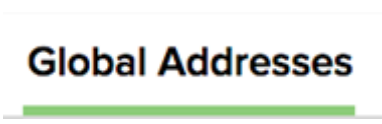
Once updated, click **Save** to accept the change

Find Matches

The **Find Matches** tool consolidates duplicate contacts.

See [How do I consolidate duplicate contacts?](#)

3.3.3 Add an Address

From the Main Toolbar , go to Contacts	
Select Global Addresses	

Select **Add Address +** to add in a new address to CAS 360

Add Address +



Tip:

When adding addresses, the **Care Of** field allows users to add a person's (or entity's) name who represents the direct correspondence to a particular place.

Edit or Delete a Contact

To edit or delete a contact from Global Addresses.

Click **Options** beside the contact in the **Global Addresses** screen and select from the options.



Find Matches

The **Find Matches** tool consolidates duplicate addresses

See [How do I consolidate duplicate addresses?](#)

Address Usage Information

Hovering over ***In use by x Records***, CAS 360 will display the companies, entities and contacts that this address is attached to.



- Note: Editing contact or address information in the **Global Contacts and Global Addresses** screens does not produce documents and forms.

4 Officeholder Changes and Adding a Bank Account

In this lesson, you will learn how to appoint and resign company officeholders. Also learn how to add a bank account and re-print company change documents, to easily prepare documents again whenever needed.

Lesson Overview:

- [Officeholder Changes & Reprinting Company Change Documents](#)
- [Add a Bank Account](#)

4.1 Officeholder Changes & Reprinting Company Change Documents

4.1.1 Objective

By the end of this task, you will be able to prepare the relevant forms and documents to appoint and resign a Secretary, as well as re-printing company change documents.

4.1.2 Details

A company officeholder is responsible for many aspects of running a company.

Every company must have at least one director and have one secretary who is locally resident in Singapore. The sole director of a company and the company secretary cannot be the same person.

A company can choose to appoint a Chief Executive Officer (CEO) and Managing Director, to manage and oversee all or part of the company's business, however, it is not compulsory to appoint either CEO or Managing Director with ACRA.

You must update your company's information on [BizFile+](#) **within 14 days** if there are appointments or cessation of company officers.

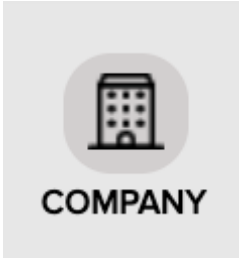
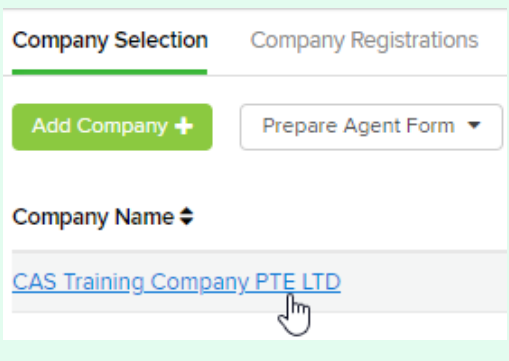

CAS 360 supports appointments of the following positions:

- Director
- Secretary
- Chief Executive Officer
- Managing Director
- Manager
- Alternate
- Nominee Director

CAS 360 also supports cessation of the following types:

- Resigned
- Removed
- Deceased

4.1.3 Appointment of an Officeholder

<p>From the Main Toolbar, go to Company.</p>	
<p>Select the Company from the list.</p>	
<p>Select Officers.</p>	

⚠ Task 4.1 - Appoint Jenny Quantum as a Secretary

To add an Officer, click **Add Officer +**



CAS 360 will display the **Add Officer** screen.

<p>Officer Name</p>	<p>Start by typing the contact's name to select the contact. CAS 360 will begin searching the Global Contacts screen. If the contact has not been previously saved to the database, select Click + to add new... to create the contact.</p>
----------------------------	---

Add Officer
Chat

Officer Name

Jenny
▲

Can't find the contact?
Click + to add new...

Jenny Sparks

Jenny Quantum

Position Status

Select a position status...
▼

Meeting Status

Select a meeting status...
▼

Appointed

30/08/2021

Notes

Cancel

Save

Position	Select the Officer's position as Secretary
Position Status	Select the Status as Appointed
Meeting Status	Leave as Attendee
Appointed	Input Today's Date

Click **Save**

Document Production is now available for this change. Continue with the appointment of Jenny Quantum by selecting **Prepare Forms**.

 **Task 4.2 - Prepare Change Documents and Download PDFs**

4.1.4 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for Appointment of a Secretary

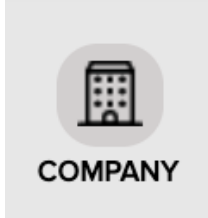
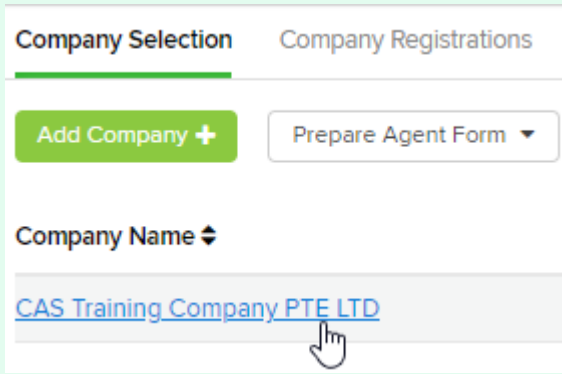

- Cover Letter (*optional*)
- Register of Secretaries
- Register of Nominee Directors
- Company Change Summary (Select **Options** to *Print Return giving Officers Particulars Form 49*)
- Consent to Act
- Consent to Act as Secretary Form 45B
- Directors Minutes or Resolution
- Members Minutes or Resolution

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

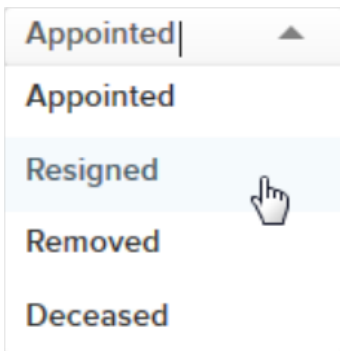
4.1.5 Resignation of an Officeholder

⚠ Task 4.3 - Resign Jenny Quantum as Secretary, and Prepare Documents

<p>From the Main Toolbar, go to Company.</p>	
<p>Select the Company from the list.</p>	
<p>Select Officers.</p>	

CAS 360 will display a list of the current **Company Officers**.

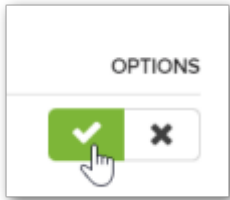
Beside Jenny Quantum’s secretary position, change the status field from Appointed to **Resigned**.



Leave the status as **Non-Attendee**.

Enter **Today's Date** in the **Ceased** field.

To accept and save the change, under **Options**, click the **tick icon**.



Document Production is now available for this change. Continue with the resignation of Jenny Quantum by selecting **Prepare Forms**.

⚠ Task 4.4 - Prepare Change Documents and Download PDFs

4.1.6 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for Resignation of a Secretary

- Cover Letter (*optional*)
- Register of Directors
- Register of Nominee Directors
- Company Change Summary (Select **Options** to *Print Return giving Officers Particulars Form 49*)
- Resignation Letter (only applicable to resigning officers)
- Directors Minutes or Resolution
- Members Minutes or Resolution

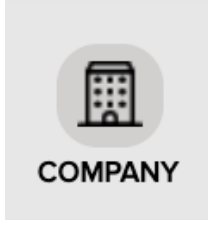
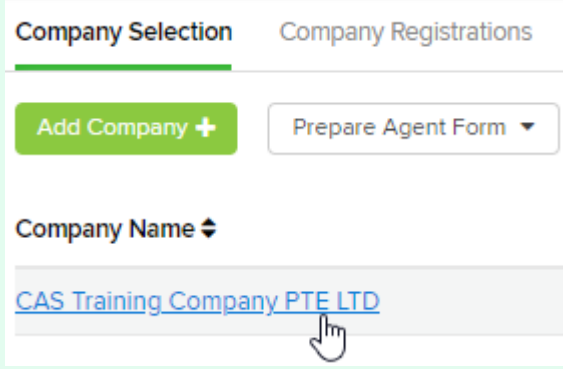

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.


4.1.7 Reprinting Company Change Documents




Lost or misplaced a document? Or has a client requested the document pack again? Not to worry, use CAS 360's easy-to-use features to prepare any document suite again at any time.

Task 4.5 - Reprint Director Appointment documents for Jenny Quantum

<p>From the Main Toolbar, go to Company.</p>	
<p>Select the Company from the list.</p>	
<p>Select Officers.</p>	

Beside Jenny Quantum's appointment, toggle the **Print** option to reprint the report pack for this transaction. When multiple print toggles have been selected, changes will be collated into one report pack.

Jenny Quantum 

POSITION	STATUS	MEETING	APPOINTED	CEASED	PRINT	OPTIONS
Director	Appointed 	Attendee 	04/06/2021	--	<input checked="" type="checkbox"/>	Options 

Select **Prepare Forms**.

Prepare Forms (1) 

CAS 360 will now display the **Document Production** screen. This will create a new report pack with a different trace number allocated.

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

5 Member Changes

This section will teach you about the different types of share transactions and how to process them in CAS 360. You will also learn how to prepare the required documentation.

Lesson Overview:

- [Allotment of Shares](#)
- [Transfer of Shares & Automated Document Deadline Reminders](#)
- [Nominee Shareholders & Document Review](#)
- [Register of Registrable Controllers](#)

5.1 Allotment of Shares

5.1.1 Objective

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

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

- Allot shares to a member in a company & prepare all the necessary documentation to support the change
- Navigate the Shareholders screen

5.1.2 Details

Shareholders are the owners of a company, through the purchase of shares. As owners of the company, shareholders are entitled to certain rights. Every company incorporated in Singapore must have at least one shareholder.

For a company limited by guarantee, the **Members Screen** will appear instead. Every CLG incorporated in Singapore must have at least one member

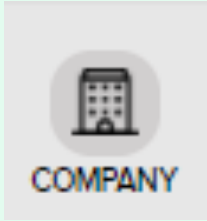
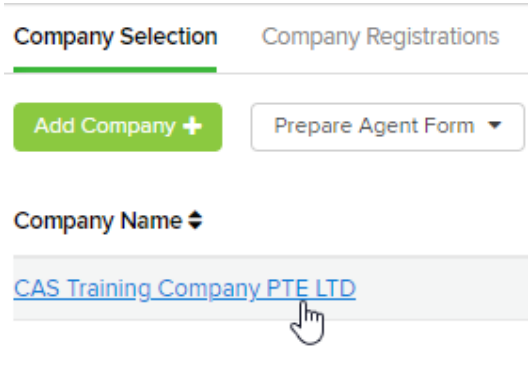
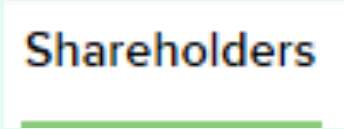
When a company allots shares, it must lodge the record with ACRA with a return of allotment within **14 days** of issuance.

A company may issue different types of shares with different conditions. Generally, a company issues two main types of shares:

1. **Ordinary shares:** Carry voting rights and entitle shareholders to variable rates of dividends (i.e., payments to shareholders from profits of the company).
2. **Preference shares:** Has preferential rights over ordinary shares, usually in respect of dividend distributions. The specific rights and benefits of preferential shares are commercial decisions decided by each company. They are contained in the constitution or resolutions passed during meetings.

 **Task 5.1 - Allot 100, \$1 Fully Paid, Ordinary shares to Jenny Quantum**

5.1.3 Instructions

<p>From the Main Toolbar, go to Company</p>	
<p>Select the Company from the list</p>	
<p>Select Shareholders</p>	

Click **Add Transaction +**



Select **Allotments**

CAS 360 will display the **Allotments** screen.

<p>Transaction Date</p>	<p>Input Today's Date</p>
<p>Allottee</p>	<p>Search and select Jenny Quantum</p>
<p>Beneficial Owner</p>	<p>Leave this toggled off as these shares are not held on behalf of another person, organisation, or trust.</p>

Share Type	Select ORD, Ordinary Shares
Number Of Shares	Input 100
Amount of Issued Share Capital	Input 1
Consideration Type	Leave this as Cash.
Meeting Status	Leave this as Attendee
Certificate Type	Leave as Tranasaction
Certification Number	Leave as 2

Click **Save**.

Document Production is now available for this change. Continue with the allotment by selecting **Prepare Forms**.



5.1.4 Document Production

 **Task 5.2 - Prepare Documents and Download PDFs**

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for the Allotment of Shares

- Cover Letter
- Register of Members
- Allotment Journal
- Directors Minutes or Resolution

Forms Prepared for the Allotment of Shares

- Notice of EGM
- Members Minutes or Resolution
- Members Consent to Short Notice
- Company Change Summary (Select **Options** to print *Increase in Number of Members Form 21*, *Return of Allotment of Shares Form 24*, and *Non-Cash Allotment of Shares Form 25* for Non-Cash Subscriptions)
- Share Certificate
- Application for Shares
- Declaration of Trusts (if there is a Beneficial Owner attached)
- Notices of Beneficial Ownership (If there is a Beneficial Owner attached)

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

5.1.5 Shareholders Screen

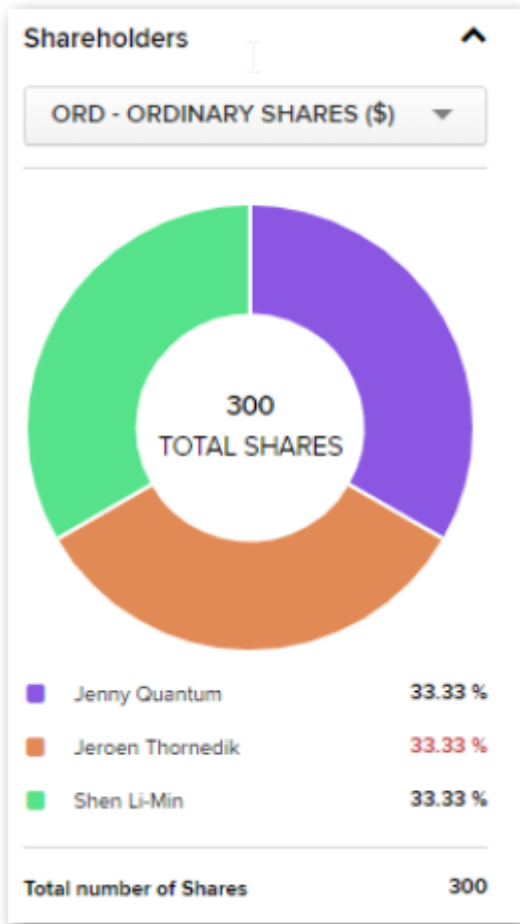
The transaction will now be added to the **Shareholders** screen.

CAS 360 is able to produce forms for a number of Shareholder changes such as:

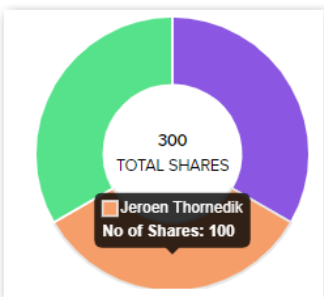
- Allotments
- Subscriptions
- Shareholders' Balances
- Non-Share Member
- Share Transfer
- Cancellations
- Redemptions
- Change to Beneficial Ownership
- Changes to Amounts Paid
- Subdivisions
- Consolidation
- Conversions
- Return of Capital

- Share Buy Backs

The Shareholder Filters section contains Doughnut Graphs that reflect the number of shares held between different shareholders and a comparison of the different share types issued by the company.



Hovering over the **Shareholders** graph will display the number of shares the shareholder holds of that share type.



Click **Options** on the main screen to view the following:

Options ▼

Print Current Register	This will produce a PDF of the register with only current shareholders.
Print Historical Register	This will produce a PDF of the register with current and previous shareholders.
Shareholder Report (.xlsx)	Download an excel spreadsheet with the general details of all shareholders & transactions in the Shareholders Screen.
Download Co. Report	To list all the details of a company as a Company Summary Report.

5.2 Transfer of Shares & Automated Document Deadline Reminders

5.2.1 Objective

In this task, you will learn 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
- Add a beneficial owner
- Set automated document deadline reminders

5.2.2 Details

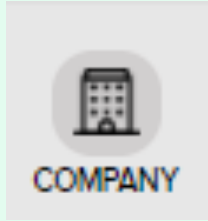
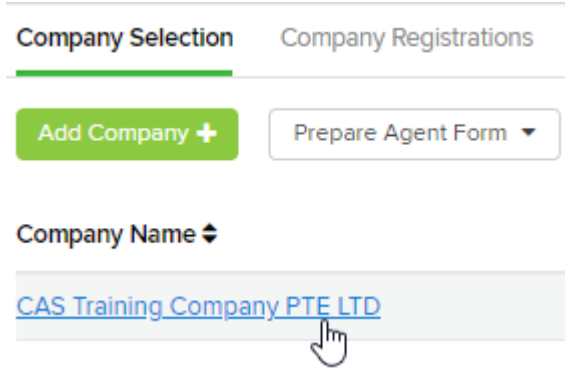
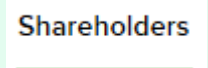
Shares are transferred (e.g. sold) from one member to another member. When a transfer of shares has occurred, the company must file a notice of transfer of shares with ACRA via [BizFile+](#) or report the transfer in the annual return.

⚠ Task 5.3 - Transfer Jenny's preference shares to Henry, where the beneficial ownership goes to Jenny

Beneficial Ownership is whether the shares are owned by the shareholder (where the benefits of the shares go to the shareholder) or are held by the shareholder on behalf of a trust or another party (where the benefits of the shares do not go to the shareholder but are passed on to another party).

In this task, we will transfer Jenny's shares to Henry, where Jenny is the beneficial owner. In this case, Henry will hold the shares on behalf of Jenny (the benefits of the shares remains with Jenny).

5.2.3 Instructions

<p>From the Main Toolbar, go to Company.</p>	
<p>Select the Company from the list.</p>	
<p>Select Shareholders</p>	

Click **Add Transaction +**



Select **Share Transfer**

CAS 360 will display the **Share Transfers** screen.

<p>Transaction Date</p>	<p>Input Today's Date.</p>
<p>Transfer From</p>	<p>Search and select Jenny Quantum</p>
<p>Transfer To</p>	<p>Search and select Henry Bendix Where the contact does not exist within the database, select Click + to add new...</p>

The **New Contact Details** screen will appear.

⚠ Task 5.4 - Add Henry Bendix as an Individual Contact

First Name	Input Henry
Last Name	Input Bendix
Email Address	Input henrybendix@bglcorp.com
Mobile	Input +65 1539 7823
Birth Country	Input Singapore
Birth Place	Input Jurong
Birth Date	Input 01/01/2001 as the date of birth
Nationality	Select Singaporean
ID Type	Select SG FIN
ID Number	Enter 4567
Address	Type and Select 302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862

Click **Save** to create the Individual Contact.

Are the shares held on behalf of another person, organisation or trust?	Toggle ON and select Jenny Quantum as the Beneficial Owner
--	--

Share Type	Click into the Search field to display a list of suggested Share Types. Select PRF, PREFERENCE SHARES
Number Of Shares	Input 100 .
Amount of Issued Share Capital	Leave this as \$1 .
Amount of Paid up Share Capital	Leave this as \$0 .
Meeting Status	Leave this as Attendee .

Click **Save**.



The transaction will now appear in the **Shareholders** screen. Hover the mouse over the **B icon** to display the name of the Beneficial Owner, as well as their Address, Email, Mobile, Place of Birth and other details.



To edit any of these details, select:



Document Production is now available for this change. Continue with the share transfer by selecting **Prepare Forms**.



5.2.4 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for the Transfer of Shares

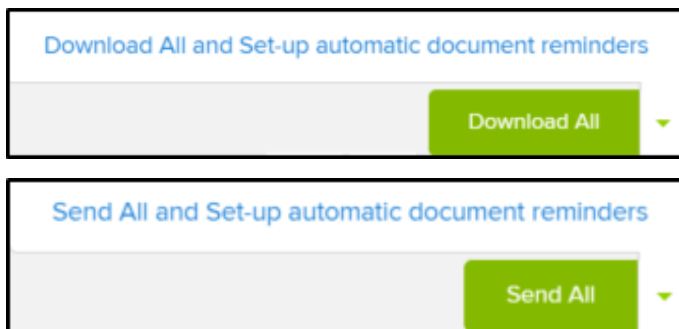
- Cover Letter (*optional*)
- Register of Members
- Transfer Journal
- Directors Minutes or Resolution
- Notice of EGM
- Members Minutes or Resolution
- Members Consent to Short Notice
- Company Change Summary (Select **Options** to print *Increase in Number of Members Form 21*)
- Share Certificate
- Share Transfer Form
- Declaration of Trusts (if there is a Beneficial Owner attached)
- Notices of Beneficial Ownership (If there is a Beneficial Owner attached)

Click **Options** to update your preferences across the documents.


5.2.5 Set Automated Document Reminders

When you prepare any documents in CAS 360 you can pre-set document reminders for your client.

To do this, simply click the **upward arrow** beside **Download All** or **Send All** and select **Set-up automatic document reminders**.



CAS 360 will open the **Add Automated Document Reminders** screen.

Send On/At	Select the date and time you want the reminders to be sent out at your local time.
Send Via	Specify if you want to send reminders by email, SMS or both.
Email Template	Select a template from the Email Template screen.
SMS Template	Select a template from the SMS Template screen.
Send to	Select the contact(s) from the Global Contact screen.
<i>Add another reminder +</i>	Click to add another reminder. Users can add up to 6 reminders per set of documents.
	Click to delete the scheduled reminder.

Click **Save** to create the Automated Document Reminder.


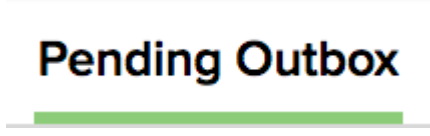


Documents with Document Reminders will display an **bell icon** in **Global Documents/ Company Documents** screen.



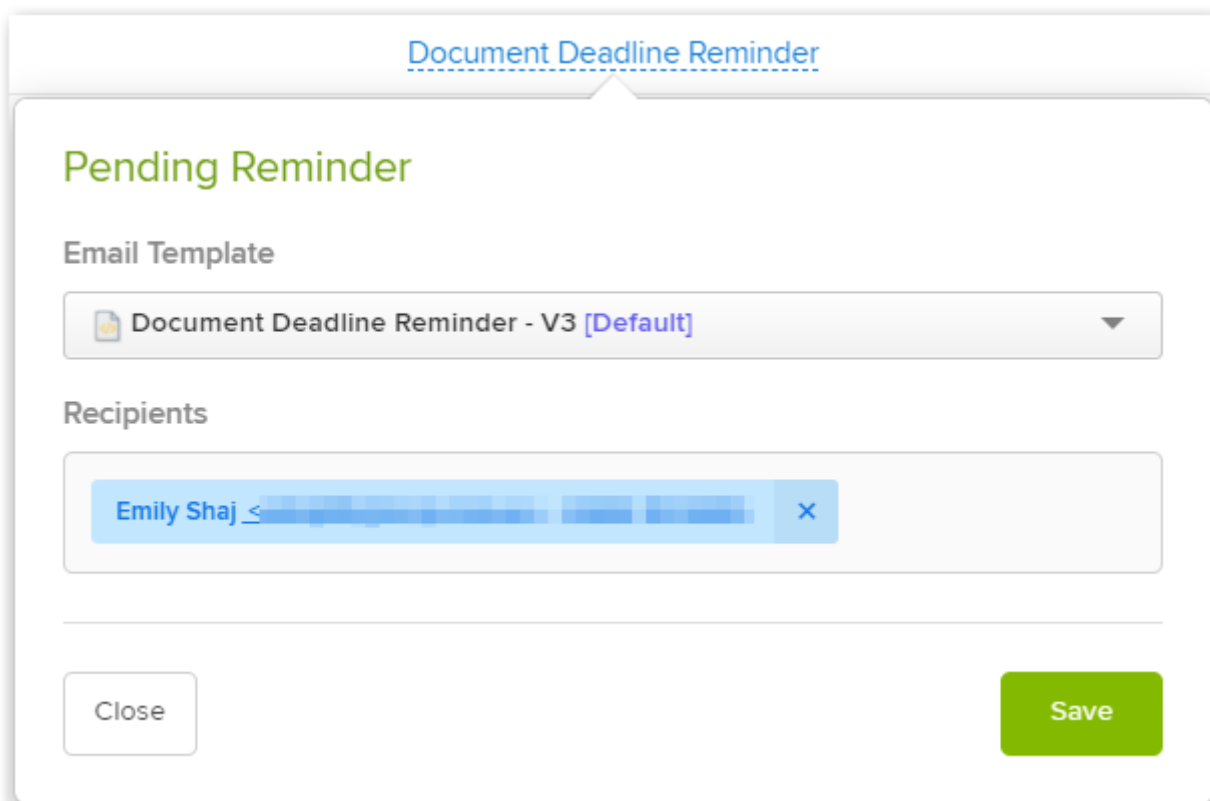
Where can I manage these Automated Reminders?


Once the reminders have been created they can be found in the **Pending Outbox** screen.

From the Main Toolbar, head into Messages	
Select Pending Outbox	

From this screen, you can view all pending reminders, see when reminders are going to be sent, and even change the details of the reminders or delete them.

Click on the reminder's **Subject** to quickly view the reminder details.



-  CAS 360 allows users to add Automated Document reminders to documents that have already been created. From the Main Toolbar, head into **Documents** (this can also be managed from **Company Documents**). Beside the document, click **Options**

Select **Add Automatic Document Reminders**

5.3 Nominee Shareholders

5.3.1 Objective

In this task, you will learn how to add Nominee Shareholders.

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

- Add, View and Print Nominee Shareholders
- Prepare supporting documentation.

5.3.2 Details

All companies incorporated in Singapore, must maintain a register of nominee shareholders (unless exempted). Click [here](#) to find out if your company is exempted from this requirement.

In particular, companies are required to:

- Keep a register of its nominee shareholders containing the particulars of the nominators of the company's nominee shareholders
- Ensure that information in the register of nominee shareholders is updated within 7 days after being informed of any change, and
- Produce this register and any related document to the Registrar, an officer of ACRA or a public agency, upon request

Who is a Nominee Shareholder?

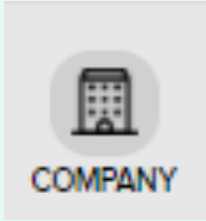
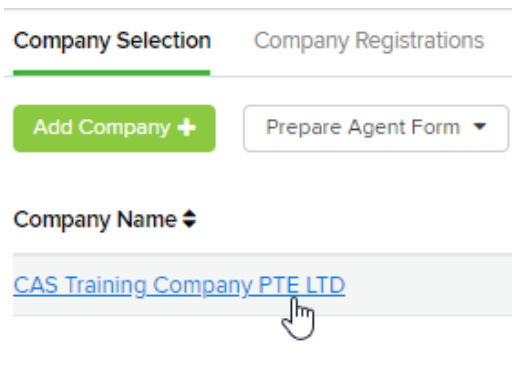
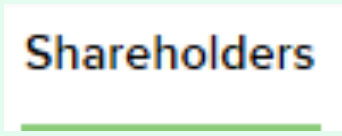
A shareholder is a nominee if the shareholder:

- Is accustomed or under an obligation (whether formal or informal) to vote, in respect of shares in the company of which the shareholder is the registered holder, in accordance with the directions, instructions or wishes of any other person; and
- Receives dividends, in respect of shares in the company of which the shareholder is the registered holder, on behalf of any other person.

For more information, refer to the [Register of Nominee Shareholders - Guidance for Companies](#) issued by ACRA.

Task 5.5 - Add Jenny Quantum as a Nominee Shareholder

5.3.3 Instructions

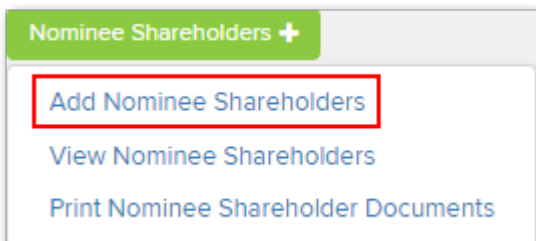
<p>From the Main Toolbar, go to Company</p>	
<p>Select the Company from the list</p>	
<p>Select Shareholders</p>	

5.3.4 Add Nominee Shareholders


If your company maintains a Register of Nominee Shareholders, select **Nominee Shareholders +**



Select **Add Nominee Shareholders**.



The **Nominee Shareholders** screen will display:

Field	Explanation
Nominee Shareholders Name	Select Jenny Quantum
Nominator	<p>Begin typing the Nominator. CAS 360 will search the Global Contacts screen for the contact. If the contact has not been previously saved to the database, select Click + to add new... to create the contact.</p> <p>Click  to add new...</p> <p>Select CAS 360 PTE LTD</p>
Position Status	Select between appointed.
Appointed Date	Date of becoming a Nominee Shareholder. Leave as today's date.
Date of Entry	Date when the Nominee Shareholder is added to the register, or when the entry has been updated. Leave as today's date.

Select **Save & Prepare**

5.3.5 Document Production

 **Task 5.5 - Prepare Documents and Download PDFs**

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for the Register of Nominee Shareholders

- Register of Nominee Shareholders

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

5.4 Register of Registrable Controllers & Document Review

5.4.1 Overview

In this task, you will learn how to prepare the relevant forms and documents for a Registrable Controller.

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

- Generate notices to confirm Registrable Controllers
- Appoint a Registrable Controller
- Generate a Registrable Controllers Listing Report that can be filed with ACRA
- Send documents for review.

5.4.2 Details

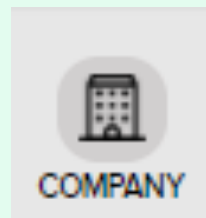
The **Register of Registrable Controllers** aims to make the ownership and control of corporate entities more transparent.

Who is a registrable controller? A registrable controller is defined based on various criteria. For companies, it includes:

- Interest in more than 25 per cent of shares
- Right to appoint or remove directors holding a majority of the voting rights at directors' meetings
- Exercises or has the right to exercise significant influence or control over the company.

All companies incorporated in Singapore, foreign companies and all limited liability partnerships registered in Singapore (unless exempted) are required to maintain registers of registrable controllers.

From the **Main Toolbar**, go to **Company**



Select the Company from the list	<p>Company Selection Company Registrations</p> <p>Add Company + Prepare Agent Form ▾</p> <p>Company Name ⇅</p> <p>CAS Training Company PTE LTD</p>
Select Shareholders	<p>Shareholders</p>

If your company is **NOT** required to maintain a Register of Registrable Controllers, **toggle off Required to maintain Registrable Controllers Register:**

Required maintain Registrable
Controllers Register


Users will be able to prepare the following notices:

- Notice for Controllers – 386AG(2)(a)
- Notice for Persons who knows Controllers – 386AG(2)(b)
- Notice for Change in Particulars – 386AH(1)
- Notice for Incorrect Particulars – 386AI(1)

⚠ Task 5.6 - Generate Notice to confirm if Jenny Quantum is a Registrable Controller

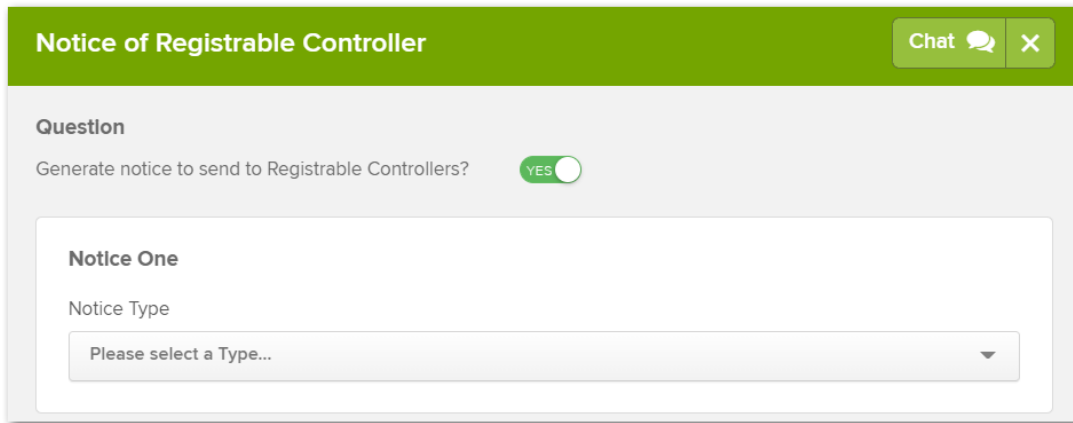
Select **Registrable Controllers + | Print Register of Registrable Controllers**

Registrable Controllers +

Print Registrable Controller Documents 


The **Notice of Registrable Controller** screen will display.

Toggle on **Generate notice to send to Registrable Controllers?**



Notice Type	Select Notice for Controllers 386AG(2) (a)
Letter Addressee	Select Jenny Quantum
Signatory Capacity	Select Director
Signatory	Select Jenny Quantum

Click **Prepare Documents**.

 **Task 5.7 - Prepare Documents and Download PDFs**

5.4.3 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for Notice of Registrable Controllers

- Confirmation Letter
- Register of Registrable Controllers

Forms Prepared for Notice of Registrable Controllers

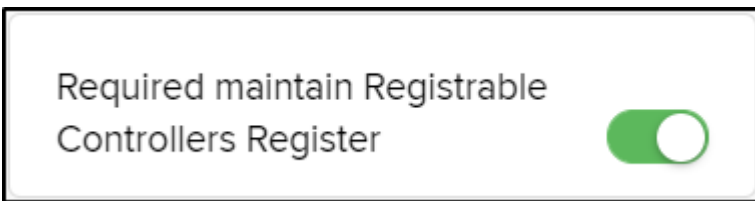
- Notice of Controllers 386AG(2)(a)

Click **Options** to update your preferences across the documents:

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

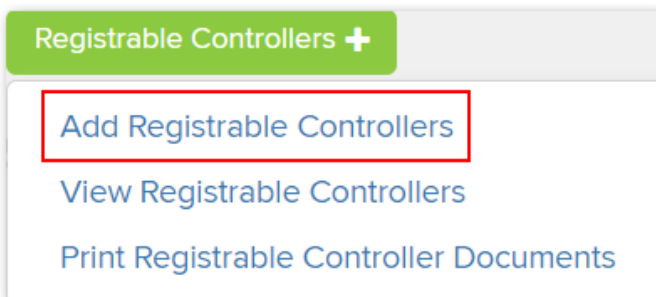
⚠ Task 5.8 - Appoint Jenny Quantum as a Registrable Controller

If your company is required to maintain a Register of Registrable Controllers, **toggle on Required to maintain Registrable Controllers Register**:



This will enable you to add, view or print the Registrable Controller.

Select **Add Registrable Controllers +**



The **Registrable Controllers** screen will display:

Registrable Controllers Name	Input Jenny Quantum
Position Status	Select Appointed
Appointed	Date of becoming a Registrable Controller.

	Leave as Today's Date
Date of Entry	Date when the Registrable Controller is added to the register, or when the entry has been updated. Leave as Today's Date
Date of Notice sent	Leave as Today's Date
Date of confirmation received	Leave as Today's Date

Select **Save & Prepare**.



5.4.4 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name, users are also able to select or deselect documents by using the toggle.

Forms Prepared for Appointment of Registrable Controllers

- Confirmation Letter
- Register of Registrable Controllers

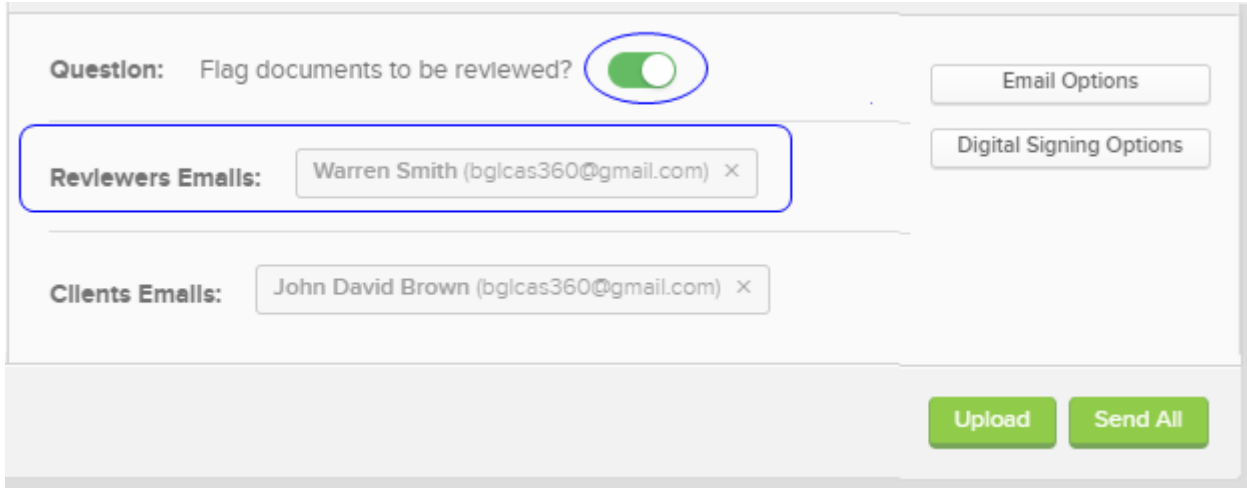
Click **Options** to update your preferences across the documents.

5.4.5 Document Review

Document Review has been designed to allow managers, partners or team leaders review a set of documents to be sent to a client prior to dispatch. This feature is an extension of the Document Production process in CAS 360.

Instructions

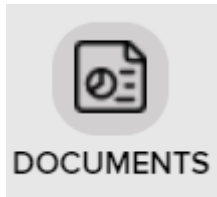
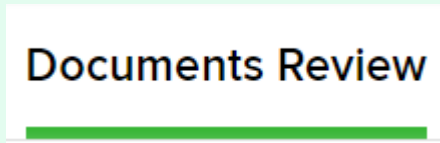
From the Document Production screen, select **Flag documents to be reviewed** and select **the user’s email as the reviewer (must be an invited user)** as the **Reviewers Email**.



i More than one reviewer can be selected, However, the users must be invited to your CAS 360 firm.

Select **Send All**.

The reviewer will receive an email with a link to login to CAS 360. The link will direct them to the Document Review screen in CAS 360.

<p>From the Main toolbar, go to Documents</p>	
<p>Select Documents Review</p>	

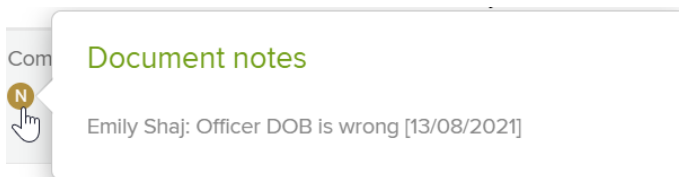
To review documents, select **Review Documents**.



After reviewing the documents, the reviewer will select either **Approve Document** or **Reject Document**.

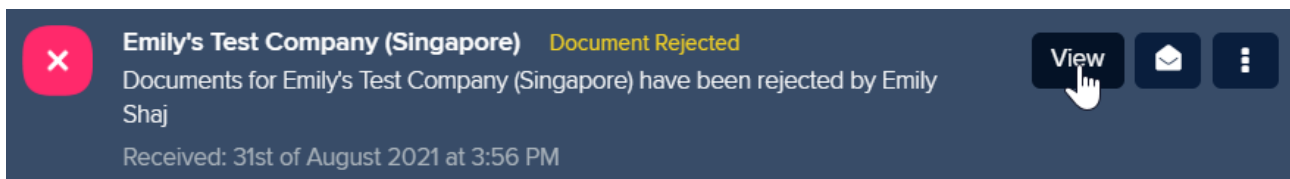
If declined, the document will not be sent to the client and will remain in the Documents Review screen and in **Global Documents/Company Documents** screen with the document status as **Review Failed**.

Notes can be made by the reviewer to explain the reason for declining. Hover over the **N** icon in **Global Documents/Company Documents** screen to view document notes.



If accepted, the documents will be dispatched to the client for signing.

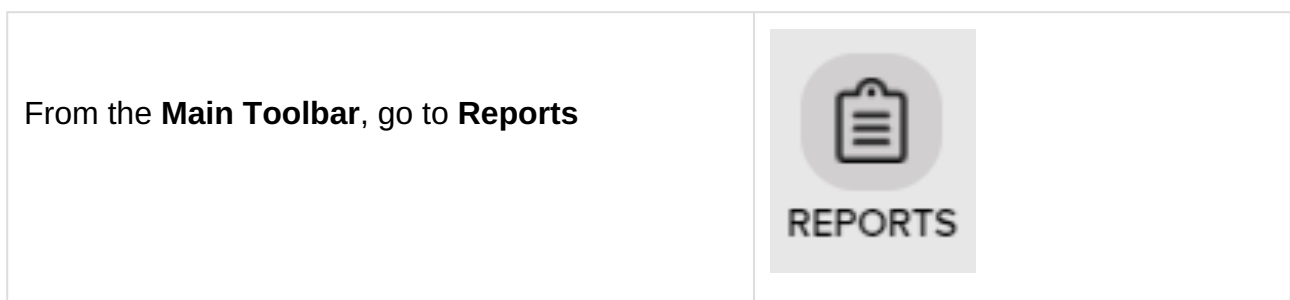
CAS 360 will display an update of acceptance or decline of documents for all users via the Notification System.



5.4.6 Registrable Controllers Listing Report

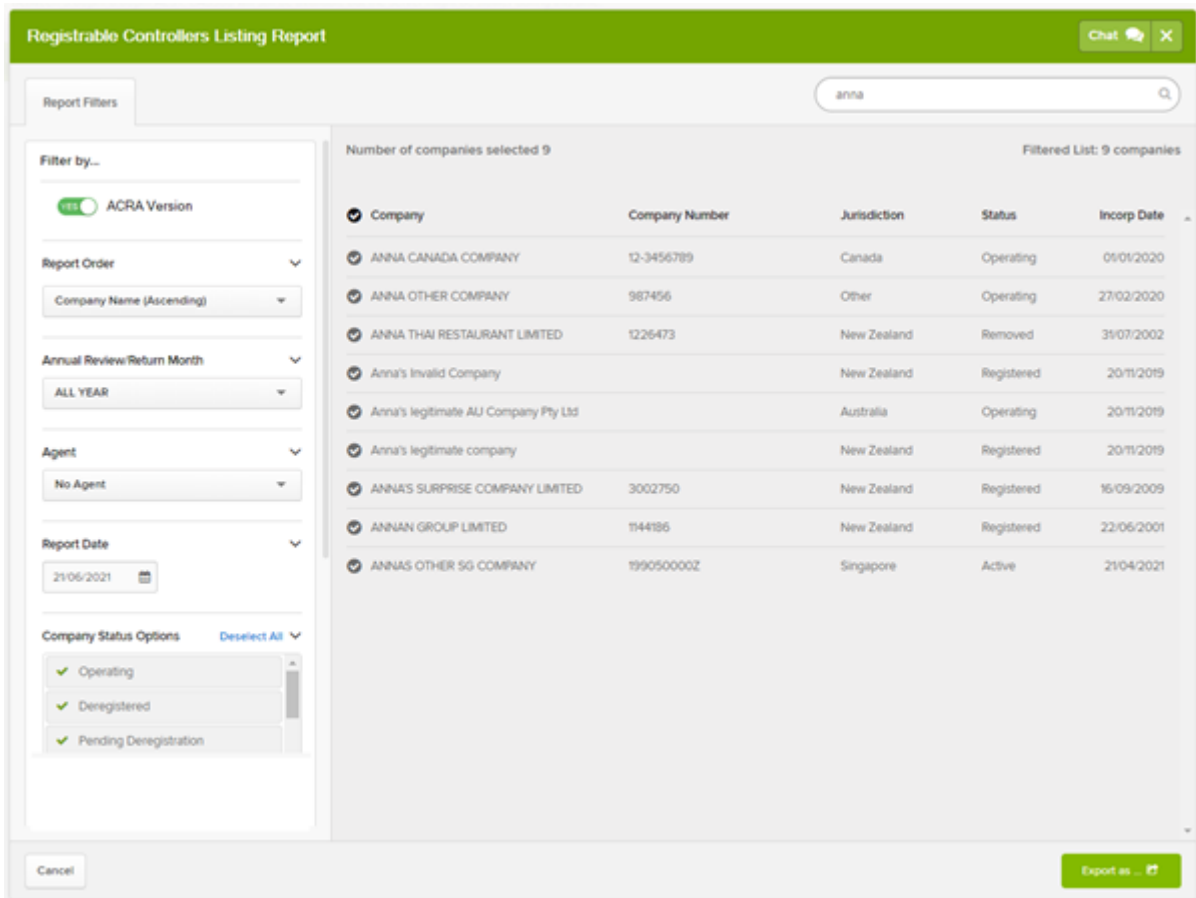
The **Registrable Controllers Listing Report** lists all Registrable Controller information for all companies, to file with ACRA all in one go.

The report can also be generated under a **CAS 360 version**, which can be used internally to manage and keep track of registrable controllers. This report lists additional information that is not required to be filed with ACRA.



Select **Registrable Controllers Listing Report**.

CAS 360 will display the **Registrable Controllers Listing Report** screen:




Use the search field to filter the list of companies



Select the Company(s) to display in the Registrable Controllers Listing Report by flagging the tick box



Filters

 ACRA Version	<p>Toggle on ACRA Version to produce the Registrable Controllers Listing Report that can be filed with ACRA.</p>
--	---

<input type="checkbox"/> NO ACRA Version	Toggle off ACRA Version to produce an internal Registrable Controllers Listing report that can be used for record-keeping purposes.
--	--

Click **Export as....** to prepare the document in **PDF** or **Excel**.

6 Company Name Changes

This section will teach you how to process a company name change in CAS 360.

Lesson Overview:

- [How to Prepare a Company Name Change](#)

6.1 How to Prepare a Company Name Change

6.1.1 Overview

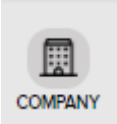
Singapore companies may apply to ACRA to change their company name, through a "Change in Company Information" application. This will require you to log into the [BizFile+ website](#).

It is possible to change the name of a registered company. However, the new name must be available. This means that the new name of your company **cannot be**:

- Prohibited and undesirable;
- Identical to the name of any other company and/or registered business;
- Identical to a name reserved by another company and/or registered business; or
- Prohibited by order of the Minister of Finance

Once a name is chosen, the company must pass a special resolution for the change of company name. Your company name change will be updated after the resolution has been filed with ACRA.

6.1.2 Navigation

<p>From the Main Toolbar, go to Company</p>	
<p>Select the Company from the list</p>	<div data-bbox="826 1424 1385 1794"> <p>Company Selection Company Registrations</p> <p>Add Company + Prepare Agent Form ▾</p> <p>Company Name ⇅</p> <p>CAS Training Company PTE LTD</p> </div>

Select Name Registrations	Name Registrations <hr style="border: 2px solid green;"/>
---------------------------	---

Click **Add Name+**

Add Name +

Select **Change Company Name**

6.1.3 Company Name Change

Field	Explanation
Company has obtained approval from the Registrar to register as a Company without the addition of the word 'Limited' or 'Berhad' to its name	Toggle ON if approval has been granted. Only applicable to Private Companies - Exempt Limited by Shares
The Company has obtained charity status from MCCY/sector administrators and is allowed to omit the word 'Limited' or 'Berhad' in its name	Toggle ON if approval has been granted. Only applicable to Private Companies - Exempt Limited by Shares
Proposed Entity Name	Enter the proposed company name .
Suffix	Select the appropriate suffix for the company. Applicable where there is no approval granted to omit legal elements from the company name.
In-Principle Approval Obtained from Other Authorities	Toggle ON if approval has been obtained. If so, select the Referral Authority .

Resolution Date	Input the Resolution Date to appear on the Company Change Summary
------------------------	---

Click **Save & Prepare Documents**

6.1.4 Document Production

CAS 360 will automatically select the required documents for the selected changes. To preview a document, click the document name.

Forms Prepared for the Allotment of Shares

- Cover Letter (*optional*)
- Company Change Summary
- Directors Minutes or Resolution
- Members Minutes or Resolution
- Notice of Members Meeting
- Members Consent to Short Notice

Click **Options** to update your preferences across the documents.

Select **Download All** to download the document suite as a single PDF file. CAS 360 will then save the documents in the **Global Documents/Company Documents** screen, with a unique trace number. The status of the forms will update to **Document Prepared**.

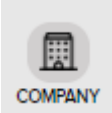
Submit an online application via [BizFile⁺](#) using **SingPass** or **CorpPass** to change the company name.

6.1.5 Updating the Company Name

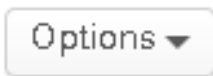
After preparing the Name Change forms, the new company name will display as **pending** in the **Name Registrations** screen. The Old company name will continue to display in the [Company Selection](#) screen.

Company Name			
Name	EFFECTIVE DATE	CEASED DATE	OPTIONS
Bglcorp	Pending ⓘ		Options ▾
ABC PTY LTD	12/03/2012		Options ▾

Once the relevant forms have been lodged to ACRA, and approved, users can update the pending status.

From the Main Toolbar , go to Company	
Select the Company from the list	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Company Selection Company Registrations </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Add Company + Prepare Agent Form ▾ </div> <div style="margin-top: 10px;"> <p>Company Name ⇅</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p style="color: #4285F4; text-decoration: underline;">CAS Training Company PTE LTD</p> </div> </div> </div>
Select Name Registrations	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="margin: 0;">Name Registrations</p> <hr style="border: 2px solid #4CAF50; margin-top: 5px;"/> </div>

Beside the pending name change, click **Options**.



Select **Remove Pending Status**.

Enter the effective date (date of successful lodgement).

The company name in the [Company Selection](#) screen will be updated and the **pending** status will be removed from the **Name Registrations** screen.

7 Documents

This section will look at Global Documents/Company Documents to learn more about all the documents prepared throughout this level.

Lesson Overview:

- [Global Documents and Company Documents](#)

7.1 Global Documents and Company Documents

7.1.1 Objective

In this task, you will learn to navigate to the **Documents** screen and its many functions.

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

- Export Document List (.CSV)
- Attach external files to a company
- Change a document status
- View the document history and other options

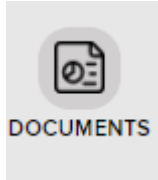
7.1.2 Details

The **CAS 360 Global Documents** screen allows users to view all documents for all companies from one central location.

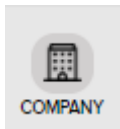
At first glance, users will be able to immediately identify and group documents that are **due for lodgement**, check the internal **trace number** CAS 360 has given for the document and view the **number of company changes contained** in a set of documents.

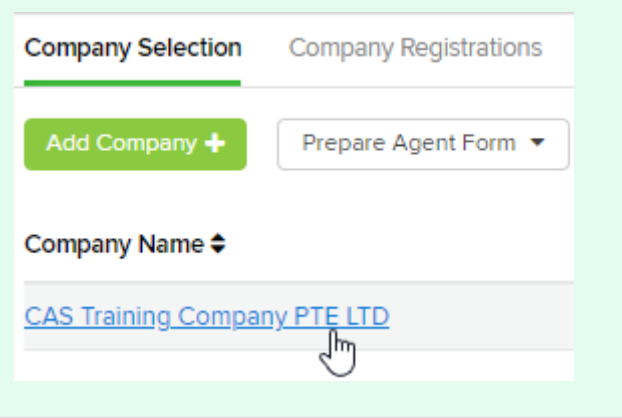
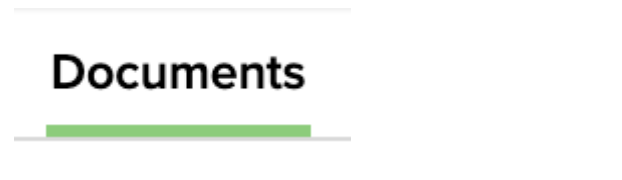
The **Company Documents** screen has all the features of Global Documents, but allows you to manage documents specifically for a company you have selected.

7.1.3 Navigation

<p>From the Main Toolbar, go to Documents.</p>	
--	---

OR

<p>From the Main Toolbar, go to Company.</p>	
--	---

Select the Company from the list.	
Select Documents	

7.1.4 Export Document List (.CSV)

Export a list of all documents in the Global Documents screen by selecting **Options** on top of the screen.



Select **Export Document List (.CSV)**.

This will export all documents listed on the Global Documents Screen to a .csv file, with the following information:

- Company/Trust Name
- Company Number
- Document Type
- Document Custom Name
- Trace Number
- Status
- Status Date
- Last Updated by

7.1.5 Upload Documents

Users are able to upload their own documents outside of CAS 360 and save them into the software.

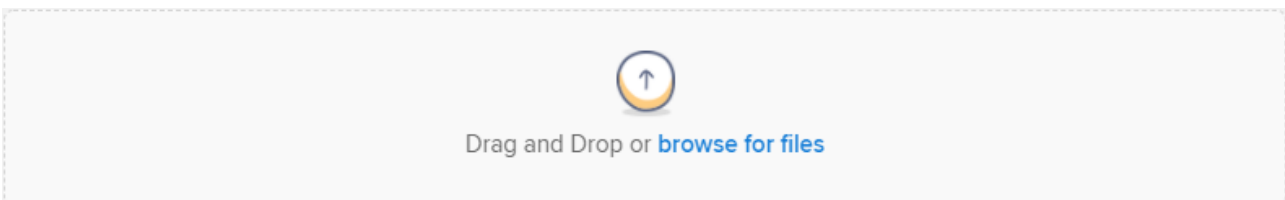
To upload a document, select **Upload**.




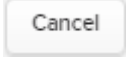
The **Upload Document** screen will display.

Field	Explanation
Attach documents to existing Company	Toggle ON to upload the documents for the selected company. You will then need to select a company.
Attach documents to existing Trust	Toggle ON upload documents for the selected trust. You will then need to select a trust.
Document Name	Input a name for the document or document pack.
Document Status	Select a status from the list.
Status Date	Input the date for the status.
Document Date	Input the date for the document.

Drag and drop the files you wish to upload. Alternatively, select **Browse** and pick the document(s) you want to upload.



TIP: Press and hold the CTRL key on your keyboard and click on the files to select multiple documents at a time.

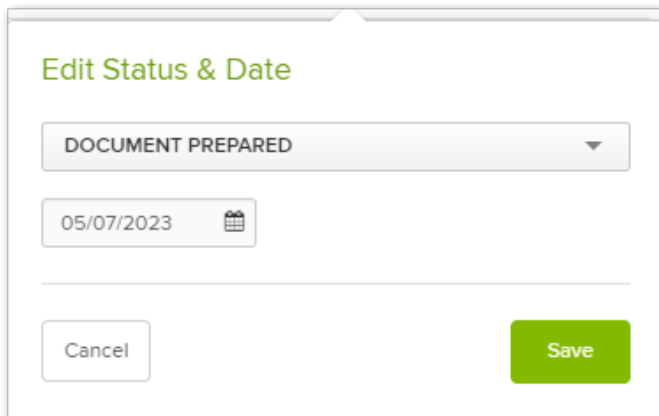
	<p>Select Save to upload the selected documents.</p>
	<p>Select Cancel to exit out the screen without saving.</p>

7.1.6 Quick Status Change

Users are able to quickly and easily change the status of a document.

Click on the Document status field to change the document to a new status.

Click **Save** to accept changes or **Cancel** to ignore changes.






7.1.7 Document Options

Selecting **Options** beside a document, provides users with a number of functions to manage company documents.

Options	Explanation
<p>Edit</p>	<p>Edit document details including date of document and document status.</p> <p>Note: Changing this date of document will not change the date on the document PDFs.</p>

Options	Explanation
Attachments	View all the documents generated for the company. Users are also able to upload external files to CAS 360 to attach to the company. See below on icons and their explanations.
History	Displays a timeline of the document status, such as the time and date of any status changes and the user that has changed the status.
Delete	Removes the document and its attachments from CAS 360.
Void	Allows users to void a Digital Signing document from within CAS 360, to prevent the recipients of the document from signing.
Comment	Allows users to add new comments or view existing comments attached to a document.
Send Document Reminder	Allows users to send a copy of the document to one of the contacts from the Contacts screen via email or SMS.
Add Automatic Document Reminders	Users can send an automated document reminder to one of the contacts from the Contacts screen to review a document. Up to 6 separate reminders can be added to a document.

Icon	Explanation
	Delete an attachment. Attachments generated by CAS 360 or migrated from CAS desktop cannot be deleted.
	Download a copy of the attachment to your computer.

Icon	Explanation
	Preview the document.

7.1.8 Document Alerts Filters

The Documents screen also has a number of filters allowing users to easily see documents that need action. These filters include:

Filter	Explanation
All Documents	Display all documents in the documents screen.
Overdue Documents	Show documents that are now late and where the late fee will apply.
Due for Lodgement in 7 Days	Show documents which have within 7 days to be lodged before the late fee applies.
Due for Lodgement within 14 days	Show documents which have within 14 days to be lodged before the late fee applies.
Documents to be Lodged	Shows documents that have the Lodge button available, and can be lodged directly from CAS 360.
Documents Lodged	Show only documents that have already been lodged.
Annual Returns	Show only Annual Return documents in the documents screen.
Electronic Signing - Signed by client	Show only documents that have been signed by clients using Digital Signing.

Filter	Explanation
Electronic Signing - Signed, not lodged	Show only documents that have been signed by clients using Digital Signing but have not been lodged.

8 Appendix

Company Name	CAS Training PTE LTD
Company Type & Class	Private Company - Exempt, Limited by Shares
UEN	23456789K
Incorporation Date	06/10/2021
Financial Year End and Period	31/12/2025, 12 months
Primary Activity Code	802, Detective and Investigation Activities
Registered Office Address Working Hours	At least 5 hours during ordinary business hours on each business day.
Registers Address and Directors Shareholdings Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
Officeholders	Jenny Quantum, Director
Shareholders	Jenny Quantum, Henry Bendix
Nominee Shareholder	Jenny Quantum
Registrable Controller	Jenny Quantum
Auditor	CAS 360 PTE TD
Type of Constitution	Model Constitution for Company Limited by Shares

Contact Name	Jenny Quantum
Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
Date of Birth	01/01/2000
Place of Birth	Jurong, Singapore
Email	jennyquantum@bglcorp.com
Mobile	+65 1359 7283
Unique ID	SG FIN: 1234

Contact Name	Henry Bendix
Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
Date of Birth	01/01/2001
Place of Birth	Jurong, Singapore
Email	henrybendix@bglcorp.com
Mobile	+65 1539 7823
Unique ID	SG FIN: 4567
Nationality	Singaporean

	During Registration	After Registration
Registered Office Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862	11 Collyer Quay 13-06 The Arcade, Singapore. 049317
Shareholders	Jenny Quantum: 100 \$1 Fully Paid Preference Shares	Jenny Quantum: 100 \$1 Fully Paid Ordinary Shares Henry Bendix: 100 \$1 Fully Paid Preference Shares (With Jenny as Beneficial Owner)

Company Contact	CAS 360 PTE LTD
UEN	12345678K
Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
Signing Contact	Jenny Quantum
Public Accountant Registration Number	1234

Company Contact	DBS Bank LTD
UEN	12345678K
Address	302 Orchard Road, #07-03 Tong Building, SINGAPORE 238862
Account Name	Jenny's Bank Account

Account Number	1234
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