Level 2

CAS 360 Singapore

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Welcome to CAS 360. This training manual will teach you how to prepare reports, Annual Returns and set up Digital Signing.

This training manual is divided into the following sections:

Lesson 1 - Reports

CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies.

Lesson 2 - Streamline your Annual Returns

Learn how to take control and manage your Corporate Compliance by using best practice tools to prepare for your Annual Return filing process.

Lesson 3 - Annual Return Filing and XBRL

Learn how to file an Annual Return and XBRL Financial Statements with ACRA each year.

Lesson 4 - Multi-Company Changes

The CAS 360 Multiple Changes screen gives users the ability to prepare documents for multiple companies where the same change or details apply.

Lesson 5 - Digital Signing

This section will teach you how to prepare your documents for digital signing.

Lesson 6 - Settings

This lesson provides an overview of the settings in CAS 360 including how to customise the look and feel of documents and emails produced from CAS 360 using the Templates.

1 Reports

CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies.

You can prepare Company Reports, Trust Reports, Company Registers, Trust Registers and Other Reports directly from the Reports Screen.

Lesson Overview:

- Company Report
- People Group Report
- Full Company Register Set

1.1 Company Report

1.1.1 Objective

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

- Generate a Company Report

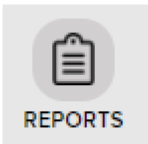
1.1.2 Details

To list all the details of a company as a Company Summary Report.

The data included is:

- Company details
- Addresses
- Public Officers
- Ultimate Holding Company
- Officers
- Members
- Registrable Controllers
- Issued Capital
- Trusts details
- Other positions
- Business Names
- Business Activities
- Company Notes
- Documents

1.1.3 Instructions

From the **Main Toolbar**, navigate to **Reports**	

Select **Company Report.**

CAS 360 will display the **Company Report** screen

Use the search field to filter the list of companies

Select the Company(s) to display in the report by flagging the tick box

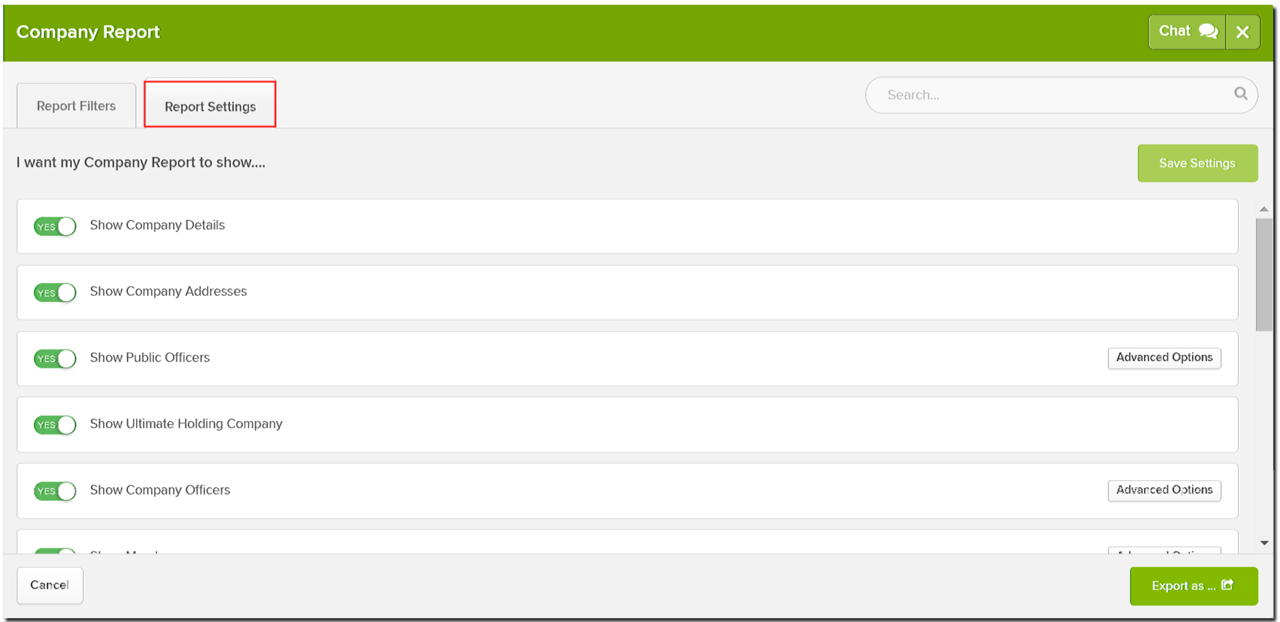
Filters

The following filters can be applied:

Filter	Explanation
Agent	Filter the list of companies on the **Agent** selected for the company from the **General Details** screen.
Report Date	Set a date to be displayed on the report.
Company Status Option	Filter the list of companies based on the company status.
Current Clients Only	**Toggle ON** to only show companies marked as current. The Current Client setting is located under **Company Info | Client Data.**
Positions and Holdings	Select **Current** to display current shareholders and officeholders. Select **All** to display all current and previous shareholders and officeholders.
Label	Set a **Company Label** as a filter when preparing the Report.
Download Options	Select **NO** to display each company on its own separate PDF.

Filter	Explanation
	Select **YES** to display register of all selected companies in a single PDF.

Review the **Report Settings** tab to display additional information for the Company Report.



Select the toggle beside the options to display the information on the Company Report.

Click **Save Settings** to save the selected settings as default.

Select one or multiple companies, and click **Export as...**

The company report can also be prepared from the **Company screen.** Beside the company, click **Options | Download Co. Report.**

1.2 People Group Report

1.2.1 Objective

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

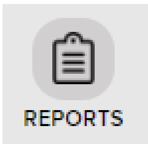
- Generate a People Group Report

1.2.2 Details

The People Group Report lists all the details of a contact. The data listed includes:

- Person details
- Public company directorships
- Officeholdings
- Other Appointments/Positions
- Shareholdings
- Unitholdings,
- Chargeholdings
- Debentureholdings
- Trusteeship, proprietorships
- Business Name Agent
- Officer Relationships

1.2.3 Instructions

From the **Main Toolbar**, navigate to **Reports**	

Select **People Group Report.**

CAS 360 will display the **People Group Report** screen.

Use the search field to filter the list of companies

Select the Contact(s) to display in the report by flagging the tick box

Filters

The following filters can be applied:

Report Filters	Explanation
Report Date	Set a Date to be displayed on the report.
Show Company Numbers	**Toggle ON** to display the **UEN** beside each contact in the people group report.
Positions and Holdings	Select **Current** to only display current positions and holdings. **All** will display all current and historical positions and holding

Select one or multiple contacts, and click **Export as...**

Export as ...

1.3 Full Company Register Set

1.3.1 Objective

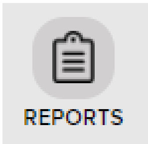
By the end of this task, you will be able to:

- Generate a Full Company Register Set

1.3.2 Overview

Prepare a **Full Company Register Set Report** which provides a report of all or selected registers that can be produced in CAS 360.

1.3.3 Instructions

From the **Main Toolbar**, navigate to **Reports**	

Select **Full Company Register Set.**

CAS 360 will display the **Full Company Register Set** screen

Use the search field to filter the list of companies

Select the Company(s) to display in the report by flagging the tick box

Filters

The following filters can be applied:

Report Filters	Explanation
Agent	Filter the list of companies on the **Agent** selected for the company from the **General Details** screen.
Report Date	Set a date to be displayed on the report.
Label	Set a **Company Label** as a filter when preparing the Company Listing Report.

Review the **Select Registers** tab to select registers for the Full Company Register Set.

Select the toggle beside the options to include registers on the Full Company Register Set.

Click **Save Settings** to save the selected settings as default.

Select one or multiple companies, and click **Export as...**

This report can be exported as a **single PDF or multiple PDFs** per company.

2 Streamline your Annual Returns

CAS 360 will revolutionise the way you work, in fact, you will wonder how you ever lived without it.

With CAS 360 you no longer need to manage extensive spreadsheets or spend the entire day going through and processing emails instead of focusing on managing your corporate affairs. CAS 360 will simply automate all of this for you.

Lesson Overview:

- Annual General Meeting and Annual Return Alerts
- Companies Listing Report
- Company Status Change

2.1 Annual General Meeting and Annual Return Alerts

2.1.1 Overview

This task will focus on how CAS 360 will simplify your compliance with built-in automated alerts. The following alerts are available directly from the **Company Selection** screen:

- **Annual General Meeting and Annual Return Alerts:** Manage all of your clients' Annual General Meeting and Annual Return dates (due, upcoming, overdue) with daily automated Smart Alerts.

2.1.2 Annual General Meeting and Annual Return Alerts

Each day, CAS 360 will automatically ascertain the Annual General Meeting and Annual Return Due Date for all companies and provide an alert to help you manage and track your workflow.

- The **Annual General Meeting Alert** is based on the Financial Year End date and the company type (Public or Private Company) within the General Details screen to determine the AGM due date.
- The **Annual Return Alert** is based on the annual return due date entered for the company in the General Details screen.
- If the Annual Return due date has not been entered in, the alert will calculate the due date as the **Next AGM Date + 30 days.**

From the **Company Selection** screen, use the **Advanced Filters** to manage **Annual Returns** across your entire CAS 360 database.

Colour	Description	Explaination
	**Annual Return due**	Advising the user that it is the annual return month for a company.

Colour	Description	Explaination
	Alert not active	The Annual Return Alert will be greyed out if both the **Annual Return Due Date AND AGM Date** have not been entered in the General Details Screen for the company. This will also occur for companies that have already lodged the Annual Return for the current year or marked it as 'filing not required'. The alert will also not be active for certain company statuses (see below).
	**Processed not filed - Overdue**	The Annual Return has been prepared for the year, but not yet filed from the Documents Screen (Annual Return due date has passed).
	**Annual Review date / Annual Return month has passed.**	A company's annual general meeting due date has passed by a month and the annual return has not been processed.
	**Financial Year End Date Approaching**	A company's financial year end is approaching within 30 days.
	**Annual General Meeting Due**	A company's annual general meeting is due to be held.
	**Processed not filed**	The Annual Return has been prepared for the year, but not yet filed from the Documents Screen (Annual Return due date has not passed).

Colour	Description	Explaination
	Due date passed	The Annual Return has **NOT** yet been processed from the Annual Return Screen and the Annual Return due date has passed for a company.

The Annual Return Alert will be in complete working order for your currently active companies.

The Annual Return Alert will not be active for Companies that have the following Company Status:

- Struck Off
- Liquidated
- Inactive
- Closed

Depending on the Annual Return alert status, certain options will be available:

Prepare AGM Documents	Available for: Financial Year End Date Approaching Annual General Meeting Due AGM Due Date Passed
Applied for Extension of Time for AGM/Annual Return	Available for: Financial Year End Date Approaching Annual General Meeting Due Annual Return Due AGM Due Date Passed
Exempt from/Dispense with holding an AGM	Available for: Financial Year End Date Approaching

	Annual General Meeting Due AGM Due Date Passed
Send Reminder	Available for: Financial Year End Date Approaching Annual General Meeting Due AGM Due Date Passed
Go to Documents	Available for: Processed and Not Filed Processed and Not Filed - Overdue
Go to Annual Returns	Available for: Annual Review date / Annual Return month passed

2.2 Companies Listing Report

2.2.1 Objective

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

- Generate a Companies Listing Report

2.2.2 Details

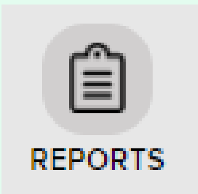
Prepare a company listing report that lists all selected companies on the CAS 360 database, using the built-in report filters.

Listings can be set based on:

- Company Name
- Company number
- Incorporation Date
- Agent
- Labels

The company listing will include other company information such as Client Number, Company Reference Number, Partner representatives, and if the company is a Current Client, will also include a number of companies counter at the bottom of the report.

2.2.3 Instructions

From the **Main Toolbar**, navigate to **Reports**	

Select **Companies Listing.**

CAS 360 will display the **Companies Listing Report** screen

Use the search field to filter the list of companies

Select the Company(s) to display in the report by flagging the tick box

Filters

The following filters can be applied:

Filter	Explanation
Report Order	The order in which the companies will display in the report.
Annual Return Period	Filter the list of companies based on the Annual Return year set in **General Details.**
Agent	Filter the list of companies on the **Agent** selected for the company from the **General Details** screen.
Report Date	The date that will be displayed on the report.
Company Status Option	Filter the list of companies based on the company status.
Company Subclass Option	Filter the list of companies based on the company sub class.
Company Type Options	Filter the list of companies based on the company type.
Labels	Set a Company Label as a filter when preparing the Report.

Select one or multiple companies and click **Export as...**

Export as ...

2.3 Company Status Change

2.3.1 Objective

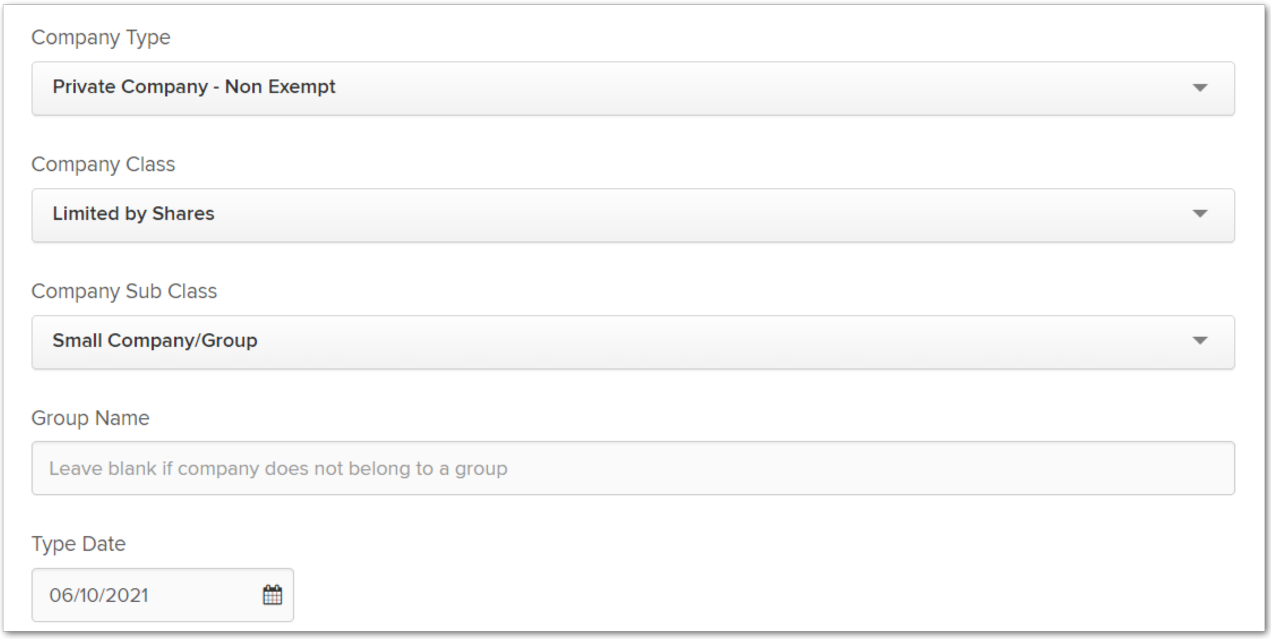
In this task, you will learn how to prepare the relevant forms and documents when changing a company's status.

By the end of this task:

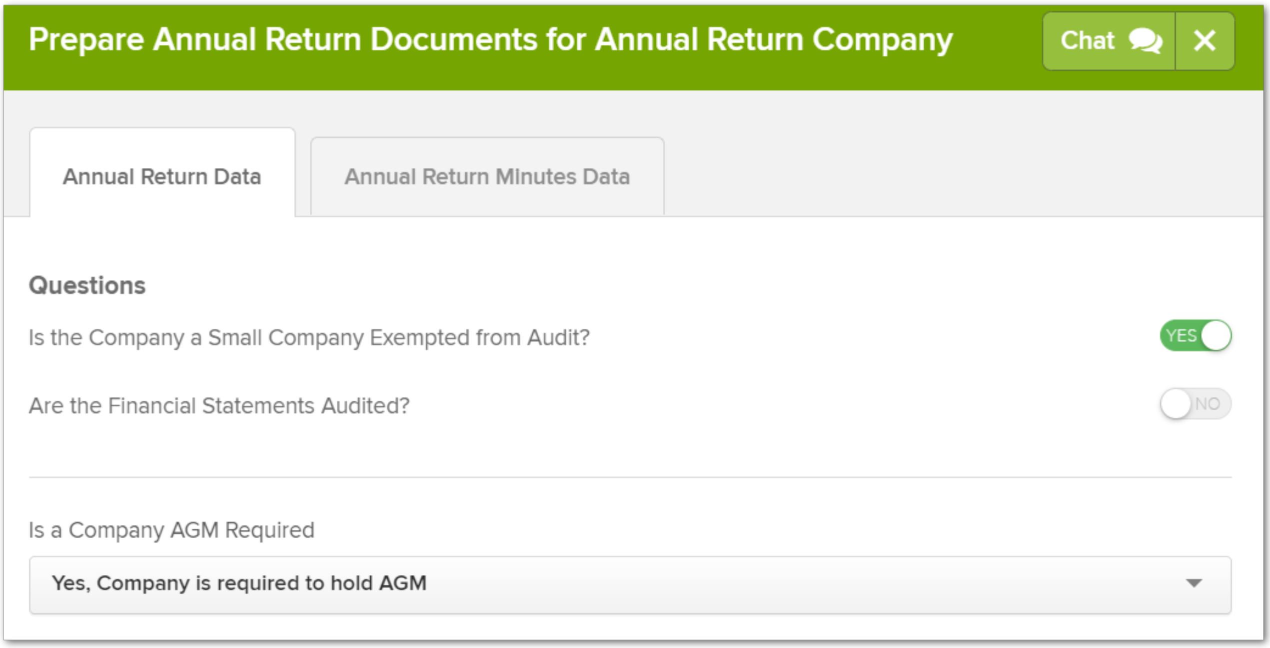
- Learn how the status of a company determines the Annual Return documents prepared
- Learn how to change a company's status and prepare the relevant forms and documents.

2.3.2 Details

The Company Status will determine the Annual Return Data Questionnaire and the type of Annual Return text paragraphs that will appear in your Annual Return documents. It is important to update if there are any changes in the company status, type, class, and subclass.

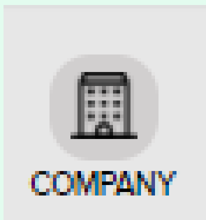
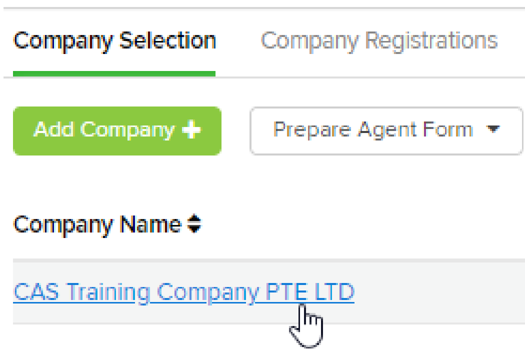


When preparing the **Annual Return**, the data questionnaire will appear based on the Company Status information given.



Task 2.1 - Change the company status of CAS Training PTE LTD to Pending Strike Off

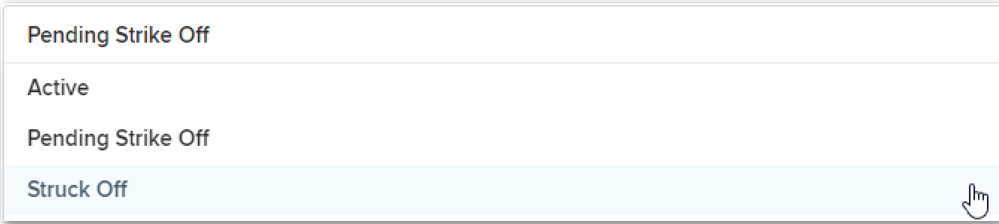
2.3.3 Instructions

From the **Main Toolbar**, go to **Company**	
Select the **Company** from the list	

Select **General Details**	

Scroll down to the **Company Status** section.

Under the **Company Status** section, change Status to **Pending Strike Off** or **Struck Off.**



You may apply to ACRA to strike off the company's name from the register. ACRA may approve the application if it has reasonable cause to believe that the company is not carrying on business and the company is able to satisfy key criteria for striking off. For more information on the key criteria, click here.

After 30 days from the approval, if there is no objection, ACRA will publish the name of the company in the Government Gazette.

Click **Prepare Forms**

Field	Explanation
Applicant Capacity	Director will be selected by default. However, you can choose a different position from the drop-down list. Select **Director**
Applicant	Select the director, alternate director, nominee director, secretary, or registered filing agent of the company. Select **Jenny Quantum.**

<table>
<tr><th>Field</th><th>Explanation</th></tr>
<tr><td>Reason for Strike Off</td><td>Select the reason for Strike Off: Whether the company has not started to carry on business or ceased to carry on business.

Select Company has not started to carry on business or begin operation.</td></tr>
<tr><td colspan="2">Note: Key Criteria for the Application of Strike Off needs to be satisfied in order to proceed.

Toggle on ALL and click Prepare Documents.</td></tr>
</table>

2.3.4 Document Production

⚠ **Task 2.2 - 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 *(optional)* • Application for Strike Off Summary • Directors Minutes or Resolutions • Directors Consent to Striking Off Application • Members Consent to Striking Off Application • Members Minutes or Resolutions • Notice of EGM

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 strike off the company. There is no filing fee for this transaction.

After 60 days from the initial publication, if there is no objection, ACRA will publish the name of the company in the Government Gazette again and the name of the company will be struck off the register.

3 Annual Return Filing and XBRL

Learn how to file an Annual Return and XBRL Financial Statements with ACRA each year.

To remain on the register, you must confirm or update particular information when you file your annual return.

Lesson Overview:

- Prepare XBRL Financial Statements and Notes
- Annual Return & AGM Documents

3.1 Prepare XBRL Financial Statements and Notes

3.1.1 Overview

All Singapore incorporated companies are required to file financial statements with ACRA, except for those which are exempted.

With CAS 360, you can prepare, validate, and upload your XBRL Financial Statements directly via the **CAS 360 XBRL tool** and file with ACRA.

3.1.2 Details

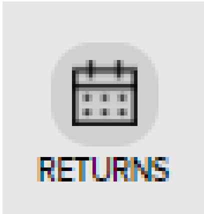
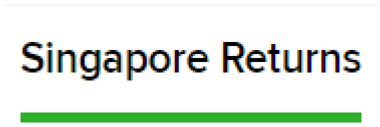
Filing XBRL Financial Statements will only be available for companies with the following statuses, noted on the **General Details** for the company:

1. Private Company – Exempt (Limited by Shares, Limited by Shares and Guarantee, Unlimited)
2. Private Company – Non-Exempt (Limited by Shares, Limited by Shares and Guarantee, Unlimited)
3. Public Company (Limited by Shares, Limited by Shares and Guarantee, No Liability)

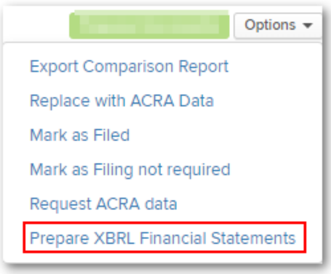
3.1.3 Pre-Requisites

1. Prior to preparing the financial statements, users will need to download and run the latest version of **XBRL Desktop exe.**
2. Ensure your user role is enabled to access the CAS 360 XBRL Tool via **User Role Settings** (where **XBRL FS** function is toggled on).
3. Ensure a **unique entity number (UEN)** is recorded for the company in **General Details**.
4. Ensure a **Registered Filing Agent** is set up, authorised with SingPass and attached to the company in **General Details.**
5. Currently, CAS XBRL is only available for **Windows** users.

3.1.4 Navigation

From the **Main Toolbar**, go to **Returns**	
Select **Singapore Returns**	

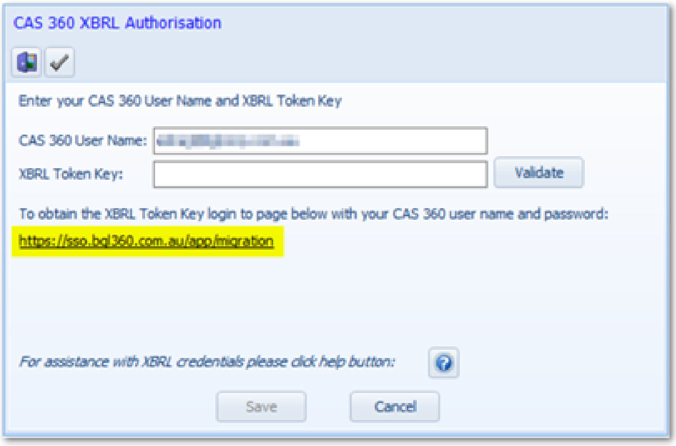
Select **Options** beside the company you would like to file Financial Statements for and click **Prepare XBRL Financial Statements** to open the XBRL tool.



The **CAS 360 XBRL application** will now load.

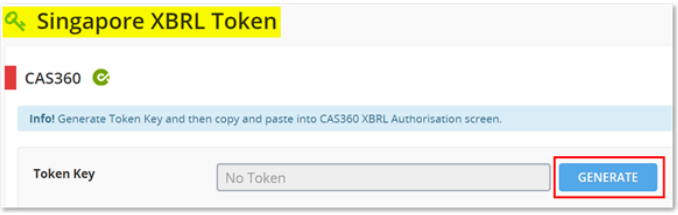
3.1.5 Link XBRL Tool to your CAS 360 Firm

The **CAS 360 XBRL Authorisation** will display, prompting you to validate your CAS 360 Firm.



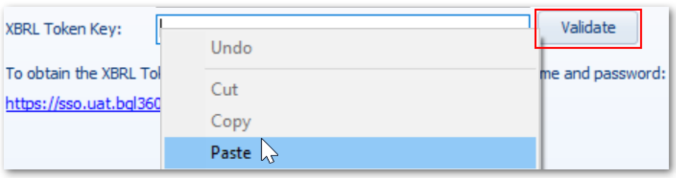
Step 1: Begin by entering your CAS 360 username (Note: All user roles except "View Only" and "BGL Success" can access the token key)

Step 2: Click the link highlighted to locate your XBRL Token Key. You will be taken to the **Token Management** screen in CAS 360. In order to generate an XBRL token key, click on the **Generate** button under **Singapore XBRL Token.**



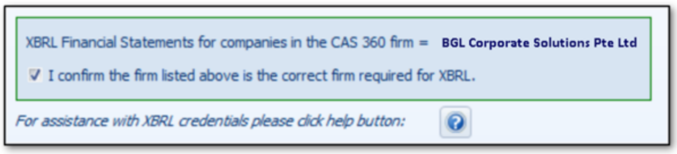
Once a Token Key has been generated, select the **Copy** button. **This key will be valid for 30 days.**

Step 3: Return to the **CAS 360 XBRL Authorisation page**. In the field assigned for the **XBRL Token Key**, right click your mouse (or Ctrl + V on your keyboard) to **Paste.**



Once the Token has been copied in, select **Validate.**

Step 4: You will then be asked to confirm which CAS 360 firm you are preparing XBRL Financial Statements for. If the firm listed is correct, then **check** the box to confirm.



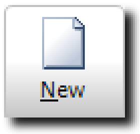
If the firm is **not** correct, press **Cancel**. Ensure you have generated the token from the right firm and try again.

If you need to re-enter these details at a later stage, select the **Settings** icon in the XBRL tool. Remove your CAS 360 username and re-run the application for the right firm from CAS 360.

3.1.6 Preparing Financial Statements and Notes

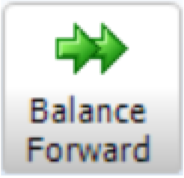
Once the user has entered the CAS XBRL application, the user has two options:

Option 1 – To create a new set of XBRL Financial Statements. This will generate the taxonomy and the tool will begin to retrieve existing company information from CAS 360. This is activated by clicking on the **'New'** icon:

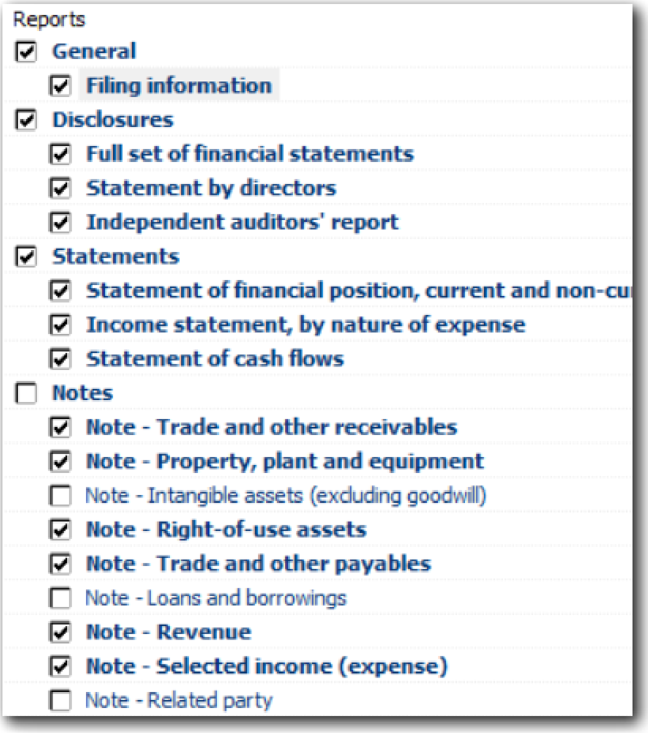


Option 2 – To load an existing XBRL file. This file could have been previously started in the CAS XBRL application or even loaded from BizFin. To load an existing set of XBRL Financial Statements, click on the **'Open'** icon:

Note: If importing a file from the prior year, select **Balance Forward** to move all current financial year details to the next year.

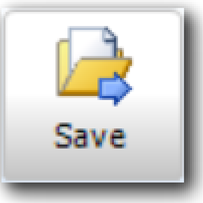


Using the left-hand side menu, begin to work through the reports and update the required fields.



For a detailed explanation on how to get started with the CAS 360 XBRL Tool, click here.

Select **Save** at the top of the XBRL screen, to save your progress.



This will prompt the user with two options.

1. **Validate and Export** – This will complete the full validation of the XBRL financial statements and prepare an export file that can be lodged with ACRA (BGL's export is compatible with the offline BizFin tool)

2. **Export –** This will not complete the validation and just prepare an export file. This file can be re-imported in CAS XBRL to continue data entry.

> **Important note** – BGL's XBRL application does not keep any of the data entered. In order to save an XBRL set of financials in progress this must be exported.

3.1.7 Validate & Upload

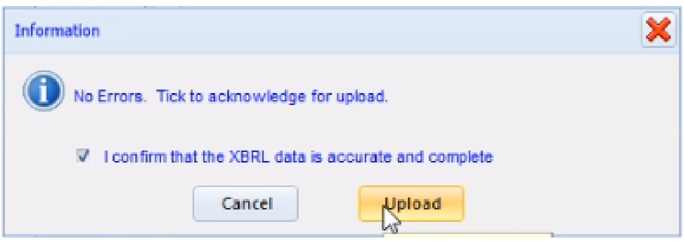
Before submission to ACRA, the XBRL financial statements need to be validated against a set of business rules. As a preparer, you will need to perform a review of your XBRL financial statements to ensure accurate and complete information is provided.

Click **Validate**

The tool will run a validation check and produce a report of validation errors to be rectified within CAS XBRL.

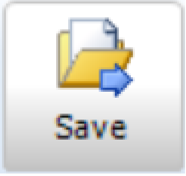
- **Genuine Errors:** These errors must be rectified. However, if you confirm the XBRL data is correct, apply for exemption from the specific business rule. Upon online validation, where the error is indicated as granted exemption / not applicable, no further action is required.
- **Possible Errors:** XBRL data might contain an error. If you confirm the XBRL data is incorrect, rectify it. Otherwise, no further action is required.

Once the validation has passed, users will be prompted to acknowledge the XBRL data is accurate and complete. Select **Upload** and the data will be saved upon preparing Annual Return documents in CAS 360.



Alternatively, once the validation has passed or errors have been granted an exemption, users can file the financial statements on its own to ACRA.

Click **Save** to export the XML file.

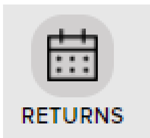
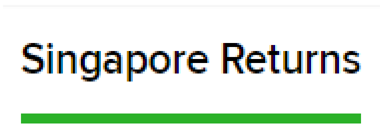


Select **Upload to ACRA.**

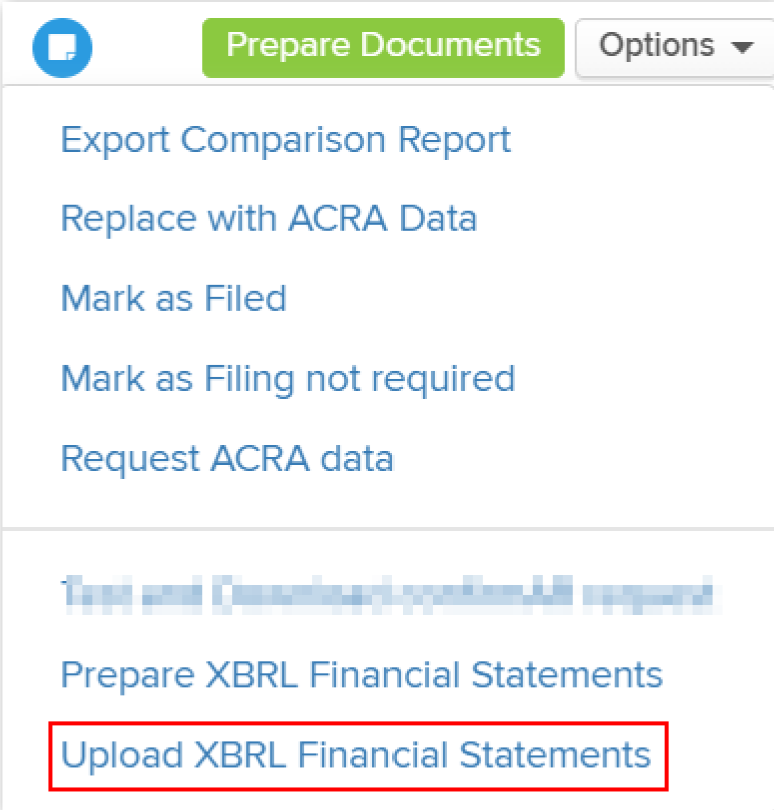
Users will be taken to the ACRA website to download the preparation tool where users can **validate the XBRL Financial Statements (XML file) and upload with ACRA.**

3.1.8 Upload XBRL Financial Statements

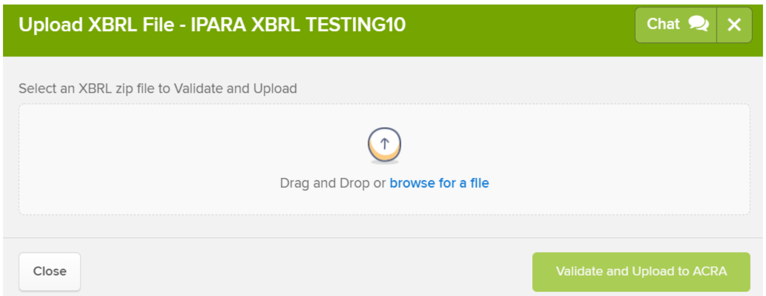
Users also have the option to upload XBRL Financial Statements prepared outside or using the CAS 360 XBRL Tool to file directly with ACRA.

From the **Main Toolbar**, Navigate to **Returns**	
Select **Singapore Returns**	

Select **Options** beside a company and select **Upload XBRL Financial Statements.**



The **Upload XBRL File** screen will display



Upload the file and select **Validate and Upload to ACRA** to file the statements with ACRA.

3.2 Annual Return & AGM Documents

3.2.1 Objective

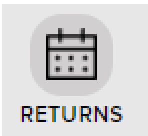
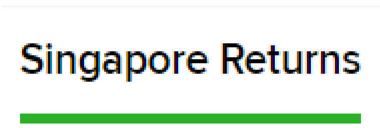
Under the Companies Act, all Singapore incorporated companies are required to file annual returns with ACRA to ensure that the company's information on ACRA's register is up to date.

With CAS 360, the annual return can now be filed directly through the software, making your filing processes easier than ever before!

Using CAS 360 you will be able to file your Annual Return in three simple stages:

1. Run a Comparison
2. Prepare Annual Return & AGM Documents

3.2.2 Navigation

From the **Main Toolbar**, Navigate to **Returns**	
Select **Singapore Returns**	

3.2.3 Annual Return Filters

The Annual Return screen has a number of filters allowing users to easily sort the annual returns that need to be actioned. These filters include:

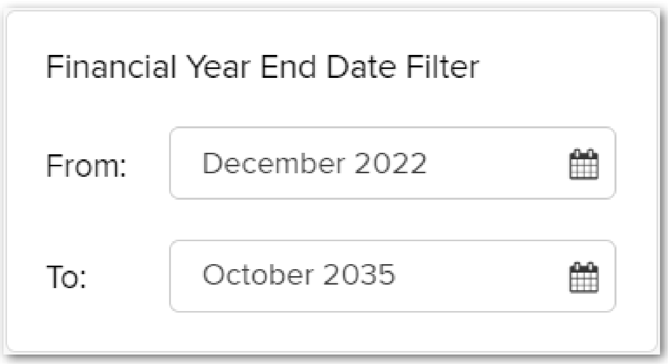
Comparison Report Status

Filter	Explanation
Comparison Reports Passed	Any returns where the ACRA database matches the CAS 360 database.
Comparison Reports Failed	Any returns where the ACRA database **IS NOT** matching the CAS 360 database. These companies will require further processing.
Annual Return Overdue	Any returns that are overdue based on the Annual Return Date noted on the General Details for the company.

Label Filter

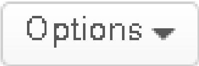
Filter	Explanation
Labels	Select label(s) to display only companies which have the label attached.

Ensure that the **Financial Year End Date filter** ranges to the company's financial year end date, for the annual return to appear on the Annual Returns screen.



Options

Select **Options** beside a company to view a range of tools prior to preparing the Annual Return.



Option	Explanation
Export Comparison Report	Prepare a printable version of the comparison report.
Replace with ACRA Data	Replace the company data in CAS 360 with data from ACRA's database. BGL recommend you use this option with extreme care as the entire history for this company will be **deleted from CAS 360** and will be **replaced with the balances from ACRA.**
Mark as Filed	Remove the annual return from the Annual Return screen. The annual return documents will be saved in the **Document Screen**, marked as **manually filed.**
Mark as Filing not required	Remove the annual return from the Annual Return screen.
Request ACRA Data	Select to run a **comparison report** to check CAS 360 data against the ACRA Register, to match for accuracy.
Prepare XBRL Financial Statements	Select to prepare XBRL Financial Statements to file with ACRA via CAS 360.

Option	Explanation
Upload XBRL Financial Statements	Select to upload XBRL Financial Statements to ACRA. The statements can be prepared using or outside the CAS 360 XBRL Tool.

3.2.4 Confirm Company Information

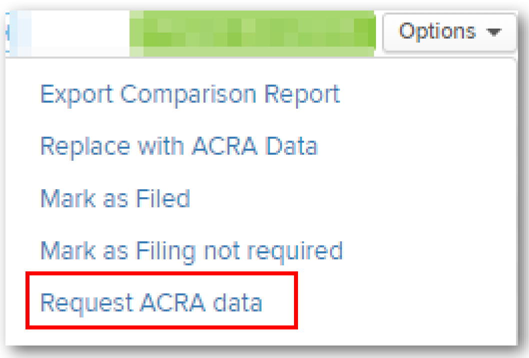
Before filing your annual return, you may find it useful to review the current company information. When filing your Annual Return, the following information needs to be confirmed or updated in CAS 360:

- Company details
- Registered Office Address
- Officer details
- Shareholder details
- Business activities
- Auditors

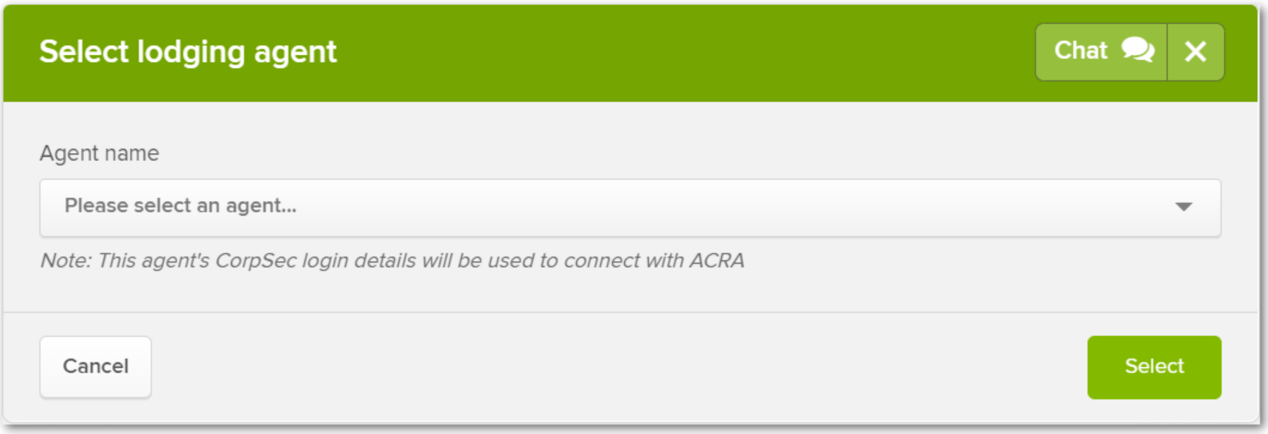
Comparison Report

Easily compare data recorded on CAS 360, against the ACRA Register using the Comparison Report. This advises users of specific inaccuracies in company information.

Select **Options** beside a company and select **Request ACRA data.**



Select the **lodging agent** from the dropdown list:



Users will be directed to the SingPass login, to connect with ACRA. Once connected, the comparison report will automatically run for the company.

✖ Failed	Data on CAS 360 matches with the ACRA Register
✔ Passed	Inaccuracies between data recorded on CAS 360 and the ACRA Register

Click **Passed** or **Failed** to display a comparison.

Any inaccuracies between CAS 360 and ACRA will display with an **X** beside the status column and will also be highlighted in RED.

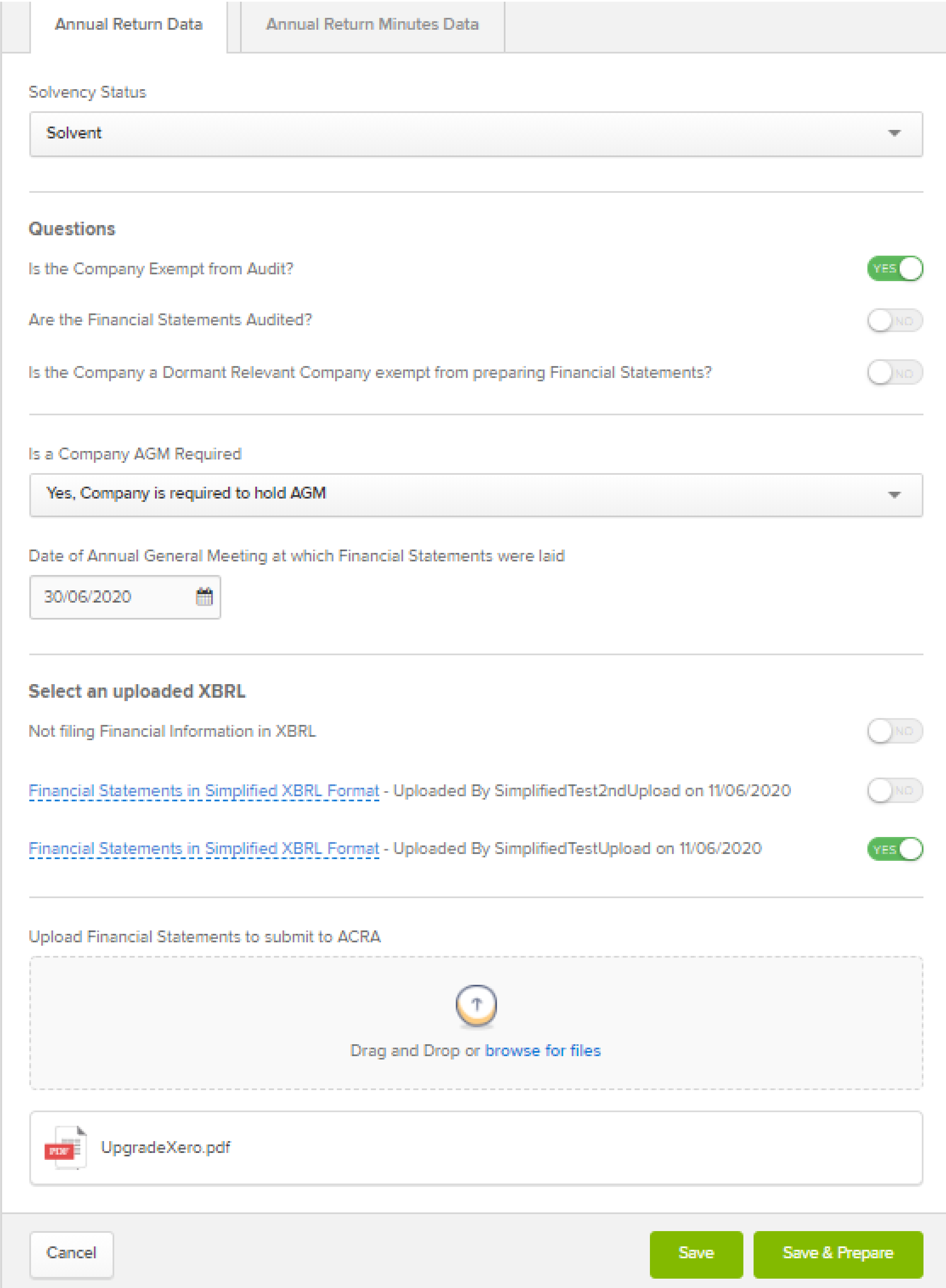
Any company data that does not match in the Comparison Review can be fixed in CAS 360 before preparing the Annual Return Report Pack.

3.2.5 Prepare Annual Return & AGM Documents

Beside the Company, click **Prepare Documents**

Note: The comparison report does not need to be passed in order to prepare documents.

CAS 360 will display the **Prepare Annual Return Documents** screen.



The Company Status will determine the **Annual Return Data** Questionnaire and the type of Annual Return text paragraphs that will appear in your Annual Return documents.

It is important to update if there are any changes in the company status, type, class, and subclass. To update, refer to the General Details screen.

When preparing the Annual Return, information added and recorded in the **Annual Return Minutes Data** tab will appear in your AGM Member Minutes or Resolution. The following information will appear if these have been recorded in the questionnaire:

- Re-appointment of Auditor
- Currency
- Profit / Loss Period
- Dividends: Interim, Final, Last Year
- Directors Emolument/ Remuneration
- Directors Fee
- Re-election of Directors

Follow the prompts and select **Save & Prepare.**

> Financial Statements formatted in XBRL using the CAS 360 XBRL Tool will automatically appear on the **Prepare Annual Return Documents** screen. Any additional attachments related to the filing transaction can be uploaded on screen as well.

3.2.6 Document Production

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

Annual Return and AGM Documents Prepared:

- Cover Letter *(optional)*
- Annual Return
- Solvency Resolution
- Annual Statement Certificate
- Notice of Directors Meeting
- Directors Minutes or Resolution
- Notice of Members AGM
- Members Minutes or Resolution

Annual Return and AGM Documents Prepared:

- Members Consent to Short Notice

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

Select **Download All** to download the document suite as a single PDF file. Alternatively, select **Send All** to send to clients. 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.**

The Annual Return will be removed from the Annual Return screen once the Annual Review is lodged or marked as filed/filing not required.

4 Multi-Company Changes

The CAS 360 Multiple Changes screen gives users the ability to prepare documents for multiple companies where the same change or details apply.

Lesson Overview:

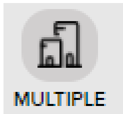
- Registered Office Address Change
- Officer Changes

4.1 Registered Office Address (Multi-Company Change)

4.1.1 Objective

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

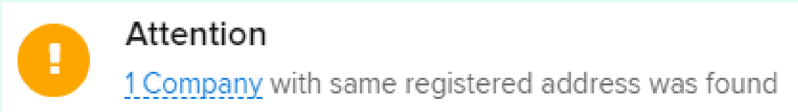
4.1.2 Instructions

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

Select **New Change +** and select **Registered Address**

The **Company Registered Address Change** screen will display

Company	Select **CAS Training PTE LTD**
New Address	In the Address field, begin typing the new address. CAS 360 will begin searching the **Global Contacts | Addresses** screen for the Address. If the Address has not been previously added to the Global addresses screen, **Click + to add new...**to add a new address. 
Resolution Date	Input **Today's Date.** This date represents the date of change to the registered office address of the companies.
Apply change to other Company Addresses for CAS Training PTE LTD?	Toggle **YES** to apply the change to other company addresses for the company selected: • Business Address • Postal Address

	• Meeting Address • Location of Registers Location of Registers includes: Registers Address, Members Register Address, Debentures Register Address, Directors Shareholdings Address, Registrable Controllers Register Address and Nominee Directors Register Address.
Apply change where Companies Registered Address is the same?	Toggle **YES** to apply registered office address change to **ALL** companies using the original Registered Address and prepare all documents for the change of address. **Note:** CAS 360 will inform users of all companies where the original registered address was found. 

Click **Proceed.**

Document Production is now available for this change across multiple companies. Continue with the registered office address change by selecting **Prepare Forms.**

4.2 Officer Changes (Multi-Company Change)

4.2.1 Objective

In this task, you will learn how to process and prepare the relevant forms for an appointment of an officer across multiple companies.

4.2.2 Details

The Mulitple Changes feature in CAS 360 allows users to appoint and cease officers for multiple companies.

> **Note:** Currently only director and secretary changes are supported for multiple changes.

> **Task 7.1 - Appoint Henry Bendix as Director of all CAS Training Companies**

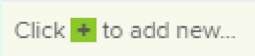
4.2.3 Instructions

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

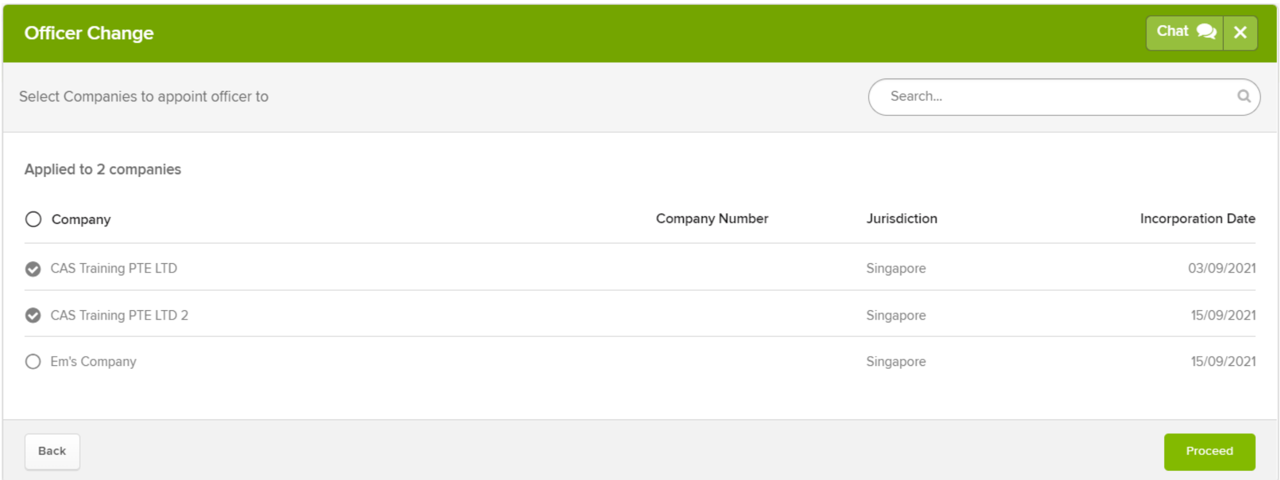
Select **New Change** + and select **Officer Change.**

The **Officer Change** screen will display.

Contact	Start by typing **Henry Bendix** 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.

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

Click **Next** proceed to the following screen where you can select the companies.

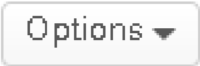
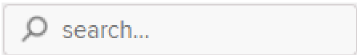


Select the company(s) for which to process the change and select **Proceed.**

The **Multiple Changes** screen will display with a list of the companies and the changes.

Document Production is now available for this change across multiple companies. Continue with the officer change by selecting **Prepare Forms.**

4.2.4 Multiple Changes Screen

	To quickly reverse all the changes from the **Multiple Changes** screen, click **Options** on top of the screen and select **Delete All Multi-Change Records.** Selecting **Options** beside the individual change, allows you to edit or delete the change.
	You can look for a specific change by typing the entity/ contact in the search box
	If you wish to modify the **Date of change**, click on the date and input the new date. Select **Save** to confirm changes
	Where other changes apply outside of the Multiple Changes Screen, toggle **ON** to prepare all documents for the company changes in the document production screen.

5 Digital Signing

This lesson will go through how to integrate Digital Signing in CAS 360.

Lesson Overview:

- Digital Signing in CAS 360

5.1 Digital Signing in CAS 360

5.1.1 Overview

Integrate with leading Electronic Signing solutions to automate the electronic signing of documents for your firm.

CAS 360 has partnered with the following Digital Signing providers:

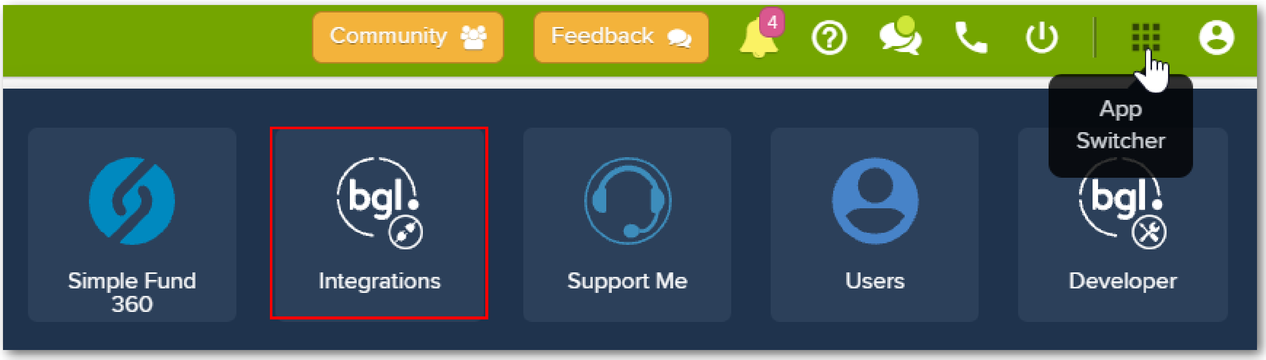
- DocuSign
- Adobe Sign
- FuseSign

5.1.2 Integrate Digital Signing with CAS 360

BGL does not charge for the integration. However, your firm will need a DocuSign, AdobeSign or FuseSign subscription to proceed. Please refer to the Digital Signing provider's website on pricing and subscription details.

Once an account is active, to set up the digital signing integration from within CAS 360, please take the following steps.

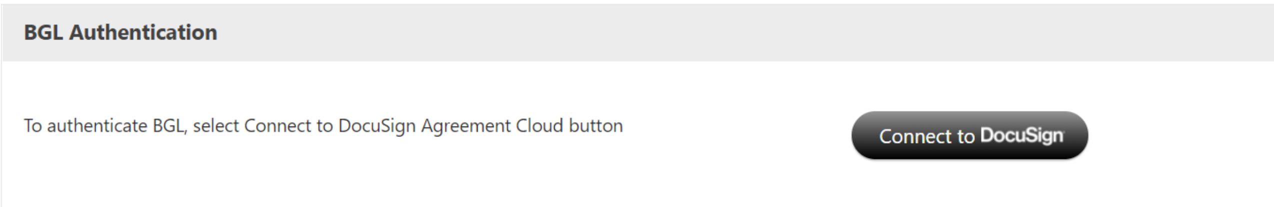
1. Hover over the app switcher icon and select Integrations:



2. You will be directed to our BGL API Home screen. In the top right-hand corner, click on Digital Signing.

3. Under 'Digital Signing' click the gear icon beside the Digital Signing Provider. For example, the DocuSign app:

4. From within the Digital Signing tab, select Connect to Digital Signing:



5. Follow the prompts on screen, to either login to your account or accept any terms and conditions.

6. Once your details have been confirmed, you will be taken back to CAS 360, where the status for the Digital Signing integration will change to active.

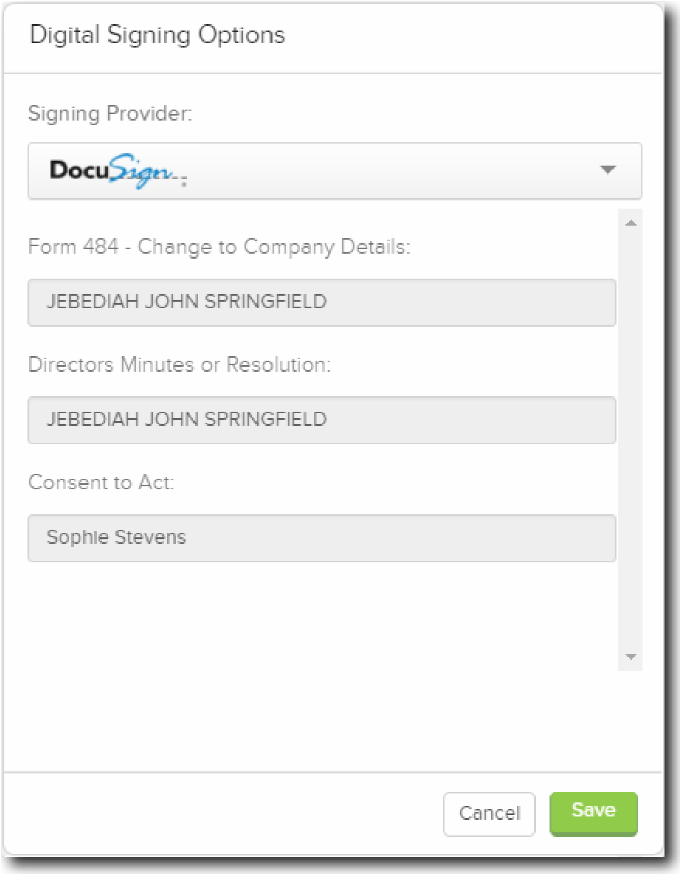
5.1.3 Setting up Digital Signing

With Digital Signing integrated, in the **Document Production** screen, sign options will now display next to documents that require a signature.

When selected, Digital Signing will be active for this document.

When disabled, Digital Signing will be deactivated for this document.

An **Electronic Signing Options** icon will be available to allow you to view the signatories that have been selected for digital signing for each document.



If you need to change the signatory for any of these documents, you can click on **Options** next to the document to select a different signatory.

The number of documents that have been flagged to be signed using Digital Signing will display at the top.

To send the documents to the selected signatories, select **Send All**.

Selecting **Download All** will only save the documents on your device and not send them to the signatories.

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 forwarded from CAS 360.

5.1.4 Digitally Signing the Documents

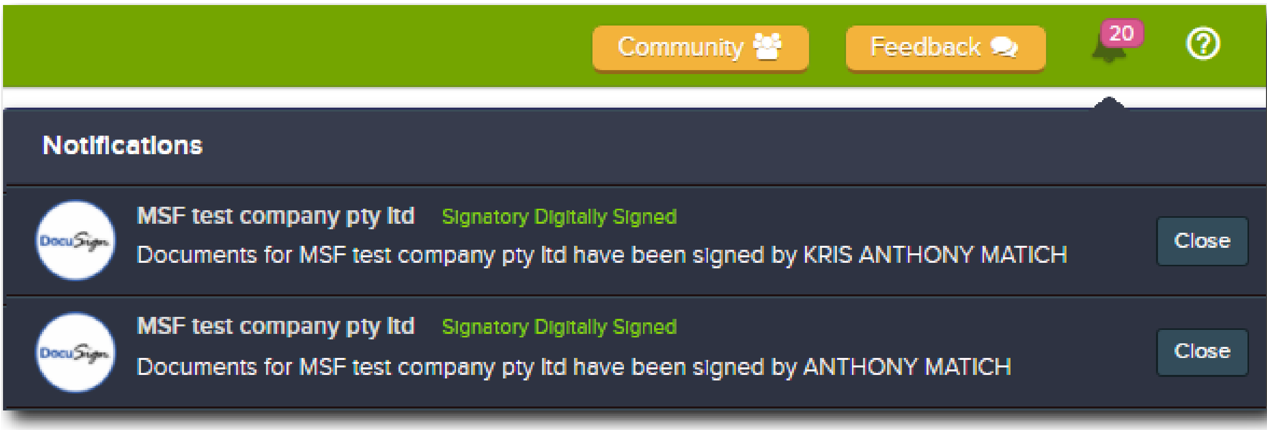
Each signatory will receive an email to review and sign the document.

For instructions on how to digitally sign a document, please refer to the:

- DocuSign website
- FuseSign webiste
- Adobe Sign webiste

5.1.5 Notifications

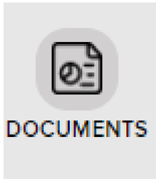
A notification will pop up whenever a signatory has digitally signed a document.



Once all the signatories have signed the document, you will receive another notification with a **View** and a **Lodge** option.

Users will also receive a message in the **Email Inbox** when documents have been digitally signed.

5.1.6 View the Digitally Signed Documents

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

When a document is sent to be digitally signed, the status in the Documents screen will be set as per below depending on the signing provider:

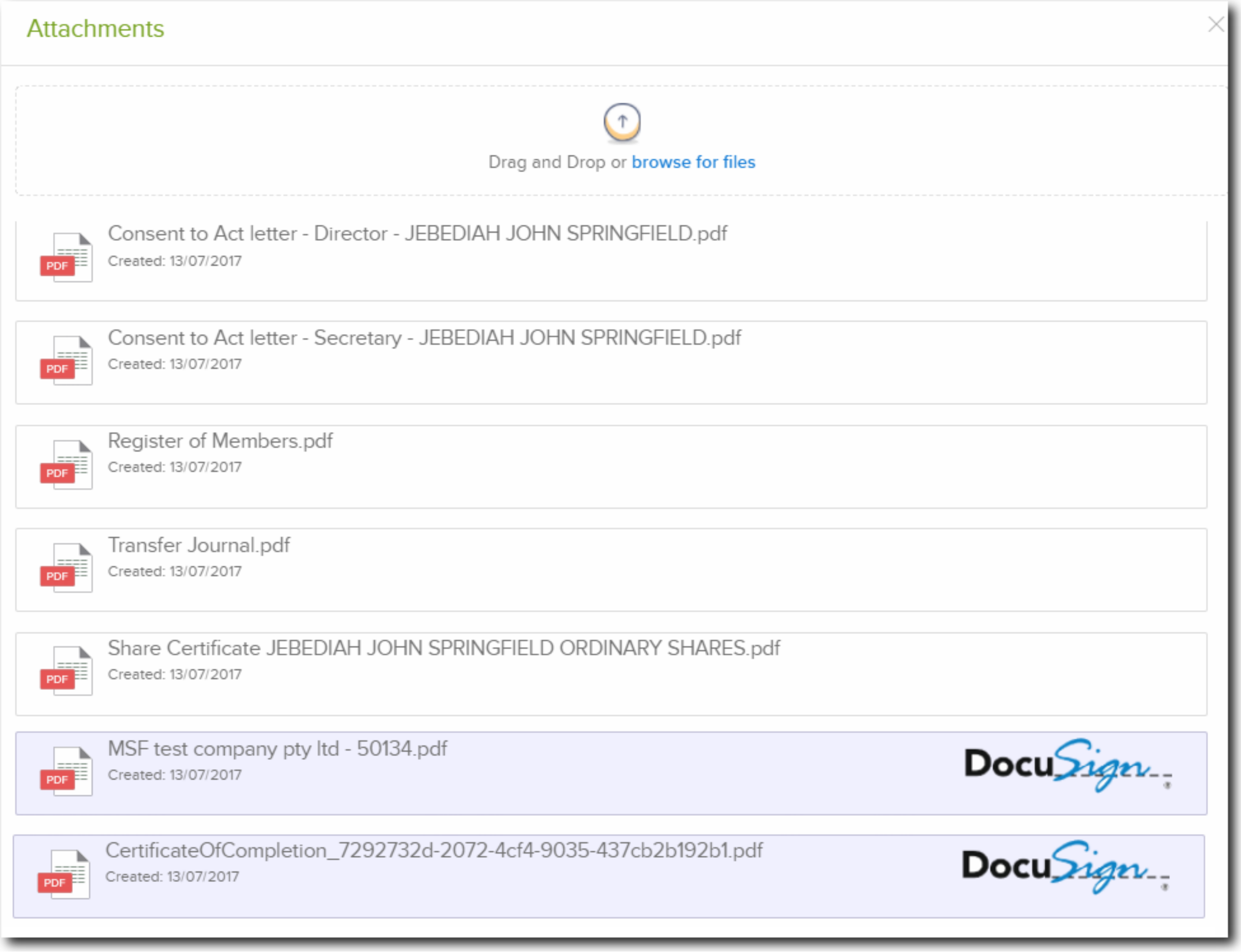
✔ DOCUSIGN SENT TO CLIENT on 13/07/2017

Once all the signatories have digitally signed, the status will change as per below depending on the signing provider:

✔ DOCUSIGN SIGNED BY CLIENT on 13/07/2017

Under **Options | Attachments**, you will have two copies of the document:

1. The original PDFs that were emailed from CAS 360 and,
2. The digitally signed documents as a PDF. The certificate of completion will also be attached.


Attachments
Drag and Drop or browse for files
PDF
Consent to Act letter - Director - JEBEDIAH JOHN SPRINGFIELD.pdf
Created: 13/07/2017
PDF
Consent to Act letter - Secretary - JEBEDIAH JOHN SPRINGFIELD.pdf
Created: 13/07/2017
PDF
Register of Members.pdf
Created: 13/07/2017
PDF
Transfer Journal.pdf
Created: 13/07/2017
PDF
Share Certificate JEBEDIAH JOHN SPRINGFIELD ORDINARY SHARES.pdf
Created: 13/07/2017
PDF
MSF test company pty ltd - 50134.pdf
Created: 13/07/2017
DocuSign
PDF
CertificateOfCompletion_7292732d-2072-4cf4-9035-437cb2b192b1.pdf
Created: 13/07/2017
DocuSign

6 Settings

This lesson provides an overview of the settings in CAS 360 and explains how to customise the look and feel of Documents, Emails and SMS messages produced from CAS 360, using templates.

Lesson Overview:

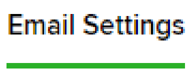
- Email Settings
- Document Templates
- Email Templates
- Global Automated Document Reminders

6.1 Email Settings

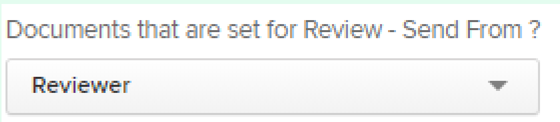
6.1.1 Overview

The Email Settings screen allows you to set the **email sender name** and **reply-to address** for emails sent from CAS 360. You can also add default **CC** and **BCC email addresses.**

6.1.2 Navigation

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

6.1.3 Email Settings

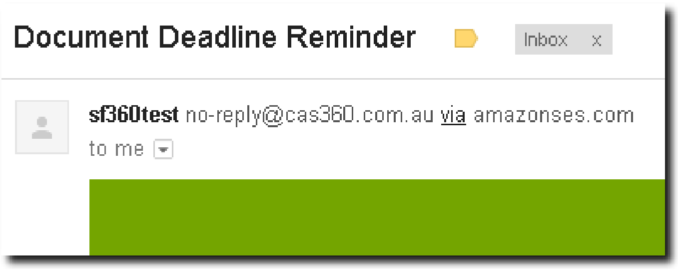
Field	Explanation
Use user's full name as the sender name?	**TOGGLE ON** and CAS 360 will populate the **User's Profile** name in the **sender's name** field of the email. For documents that have been approved after review via the **Document Review** screen. Users can select between **Reviewer** or **Preparer** as the sender of the email.  **TOGGLE OFF** and users can manually enter the name to appear in the **sender's name** field of the email.

Field	Explanation
Use username as the reply to address?	**TOGGLE ON** and CAS 360 will use the **user's login email address** as the **reply to address.** **TOGGLE OFF** and users can manually enter an **email address** as the **reply to address.** Only one email address can be entered.
CC Addresses	A copy of the email will be sent to the email addresses entered here. Multiple email addresses can be entered. These email addresses will be visible to all email recipients.
BCC Addresses	A copy of the email will be sent to the email addresses entered here. Multiple email addresses can be entered. These email addresses will **not** be visible to any email recipients.

6.1.4 Important: Email Sender Field

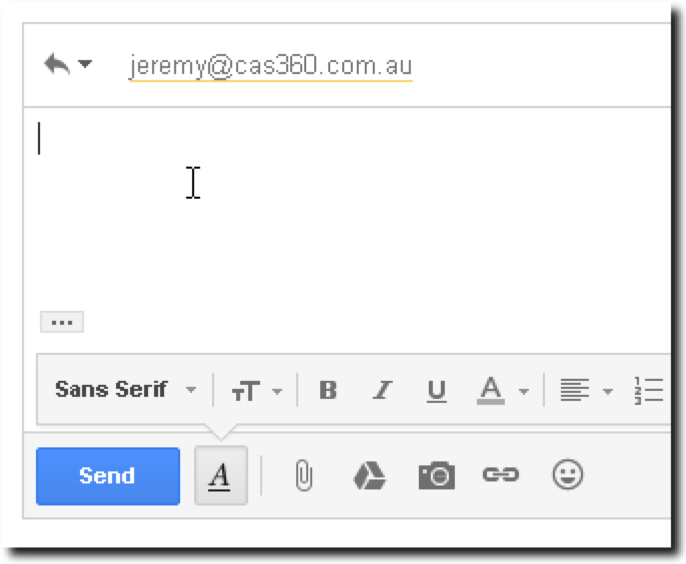
CAS 360 will still display *no-reply@cas360.com.au* in the **sender email field**.

Example:



However, when the email recipient replies to the email, the email address set in the **reply-to address section** via the **Email Settings** screen will display.

Example:



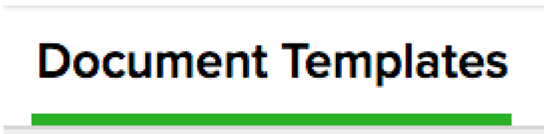
Users can now update the sender's email address, using Amazon SES with a once off set-up fee. For more information, click here.

6.2 Document Templates

6.2.1 Overview

Through CAS 360 you have complete control to produce your own document suite. Change the look and feel of your compliance documentation by building custom templates.

6.2.2 Navigation

From the **Main Toolbar**, go to **Settings**	
Select **Document Templates**	

6.2.3 Document Set Filter

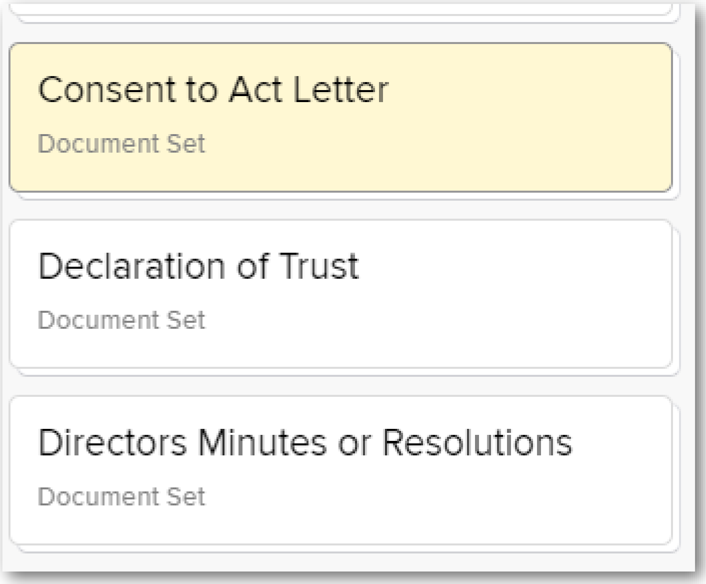
Task 6.1 - Edit the Consent to Act Letter

The **search** field can be used to filter and locate document templates.

Select your **Jurisdiction** to edit templates between other supported jurisdictions in CAS 360.

Customisation is currently available for the documents listed under this filter.

To begin editing a template, select a template from the Templates section on the left-hand side. Select the **Consent to Act** template from the list.



6.2.4 How to Edit a Template

Step 1: Once a template is selected, the CAS 360 Master Template can be downloaded by clicking **Options** and selecting **Download.**

Step 2: This will download the template as a Microsoft Word document, which can then be customised.

Open the word document and add the following dot point:

"*Financial Year End Date ${FinancialYearEndDate}*"

CAS 360 can include codes or merge fields in the document templates.

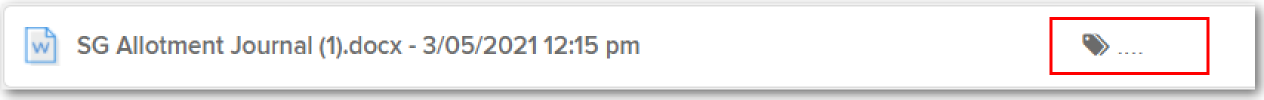
These codes can be used when users wish to select a variable rather than a fixed item. For example, rather than creating a document with "606 Hawthorn Road, Brighton East" as the Postal Address, "${CompanyPostalAddress}" could be entered. CAS 360 will automatically insert the Postal Address for the company.

See **The CAS 360 Dictionary** for all merge fields you can use to customise your documents.

Step 3: To upload your custom template, click **Upload** and locate your custom template from your computer.

Step 4: Once uploaded, the customised document will be noted with a time stamp.

Users can also choose to attach a **label** to an uploaded template.



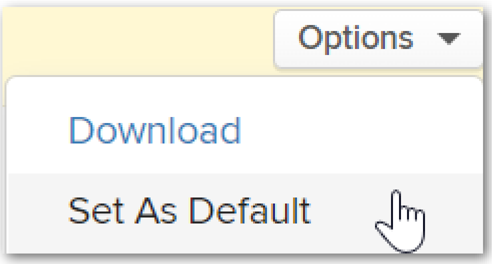
When in the **Document Production** screen, you will then be able to select the document template to be used by selecting the label name.

6.2.5 Set a Default Template

Users are able to set a default template in the document template screen.

By setting a template as the Default, CAS 360 will have the template automatically selected in the **Document Production** screen.

Beside the document template, click **Options** and select **Set As Default**.



6.3 Email Templates

6.3.1 Overview

The **Email Templates** screen allows you to customise emails sent from CAS 360. Add your own text, images, logos and even videos to the emails that are sent.

Default email templates are already set up for you for each email template type. However, you are in complete control to personalise them.

6.3.2 Navigation

From the **Main Toolbar**, go to **Settings**	
Select **Email Templates**	

6.3.3 Email Template Filter

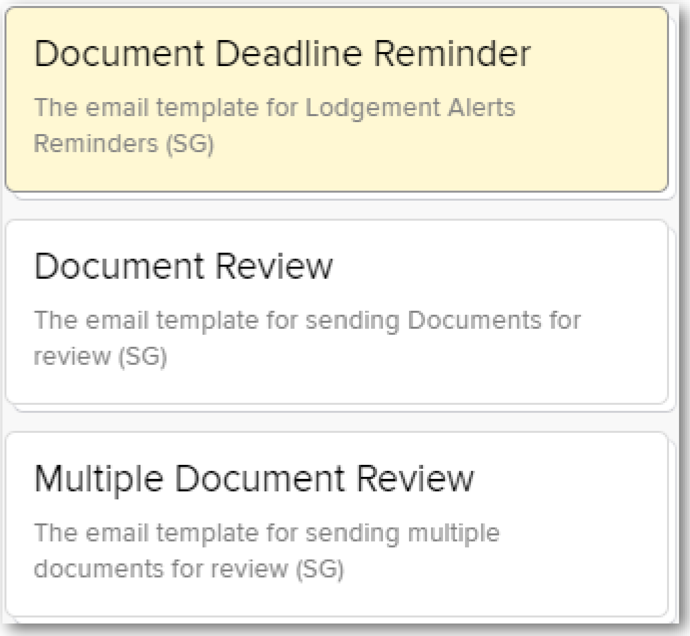
Task 6.2 - Edit the Document Deadline Reminder Email Template

The **search** field can be used to filter and locate email templates.

Select your **Jurisdiction** to edit templates between other supported jurisdictions in CAS 360.

Customisation is available for the templates listed under this filter.

To begin editing a template, select a template from the Templates section on the left-hand side. Select the **Document Deadline Reminder** template from the list.



6.3.4 How to Edit a Template

Step 1: Simply click on a template to start editing, alternatively, select **Create New** to create new email templates.

Click **Create New** to create a template. Make the desired changes in the text field.

Step 2: Remove "*If you have any questions or issues can you please email ${UserName}.*" and replace it with "*If you require further assistance please contact BGL directly on +65 6521 3826*".

See **The CAS 360 Dictionary** for all merge fields you can use to customise your emails.

Step 3: Once text changes have been made, select **Make Default.**

By setting a template as the Default, CAS 360 will have the template automatically selected in the **Document Production** screen.

Step 4: Click **Update.**

When in the **Document Production** screen, you will then be able to select the email template to be used before sending the email.

6.3.5 Toolbar Functions

For a detailed explanation on the toolbar functions, refer to the **Email Templates** help article within the Knowledge Centre.

6.4 Global Automated Document Reminders

6.4.1 Overview

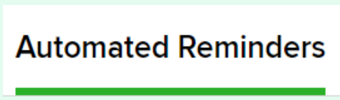
Global Automated Document Reminders exist to offer users a completely automated, set-and-forget option for reminding clients about document deadlines.

These are available for **documents**, **annual returns**, and **other non-regulator forms** that do not have a deadline date.

These global settings will enable you to do the following:

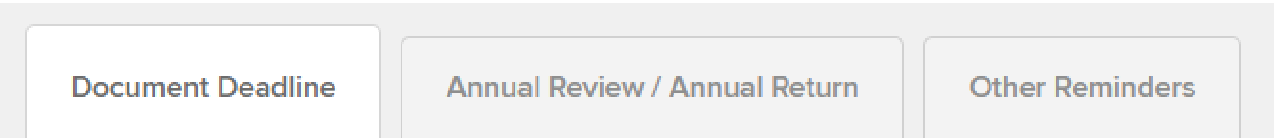
- **Set up multiple reminders:** You can pre-set up to 6 separate reminders on a global scale.
- **Control when reminders are sent:** You can select the date and time you want the reminders to be sent out.
- **Email, SMS or Both:** You can specify if you want to send reminders by email, SMS or both.
- **Templates:** You are also able to select which template you would like to use for sending the reminders.
- **Send To:** You are able to control who the reminders are sent to.
- **Attachments:** You can choose whether or not to attach documents to these reminders.
- **Labels:** Choose a label to apply Global Document Reminders to specific companies.

6.4.2 Navigation

From the Main Toolbar, head into **Settings**	
Select **Automated Reminders**	
In the left column, select **Document Reminder**	

6.4.3 Instructions

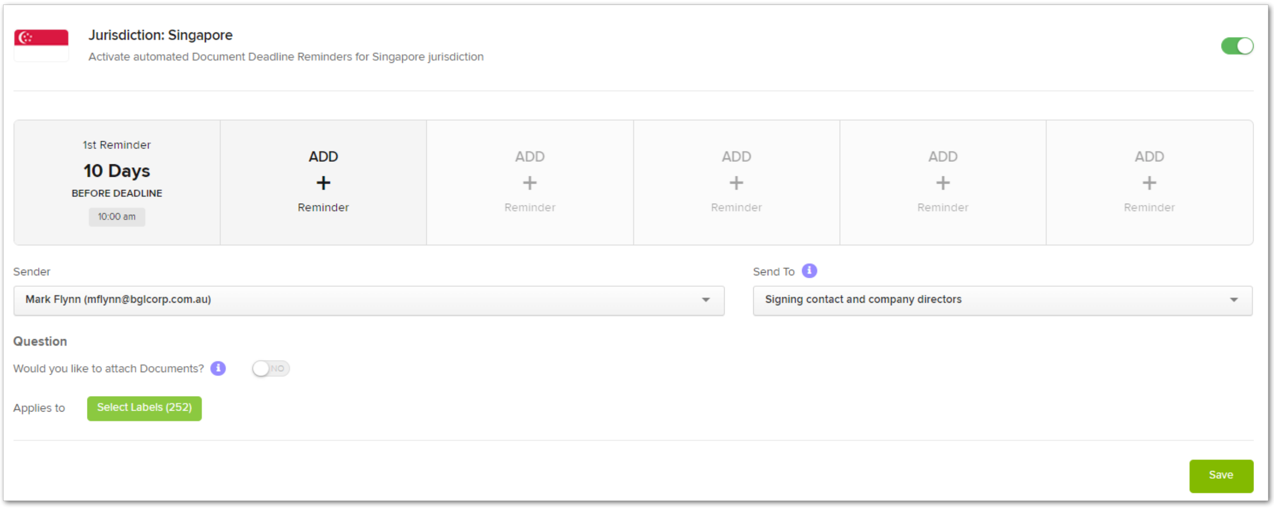
Three options are available for Global Automated Document Reminders:



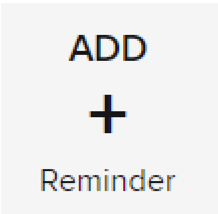
Reminder Type	Details
Document Deadline	Document Deadline Reminders are regulator forms that have a set deadline date, automated reminders will be sent based on the number of days before the deadline
Annual Review / Return	Annual Review / Return, automated reminders will be sent based on the number of days before the deadline
Other Document	Other Documents Reminders are non regulator forms that do not have deadline date, automated reminders will be sent based on the number of days since the document has been prepared

Once the desired document type is selected, activate Global Automated Document Reminders by selecting the toggle **ON** the right-hand side of the Singapore jurisdiction.

The following section will now appear:



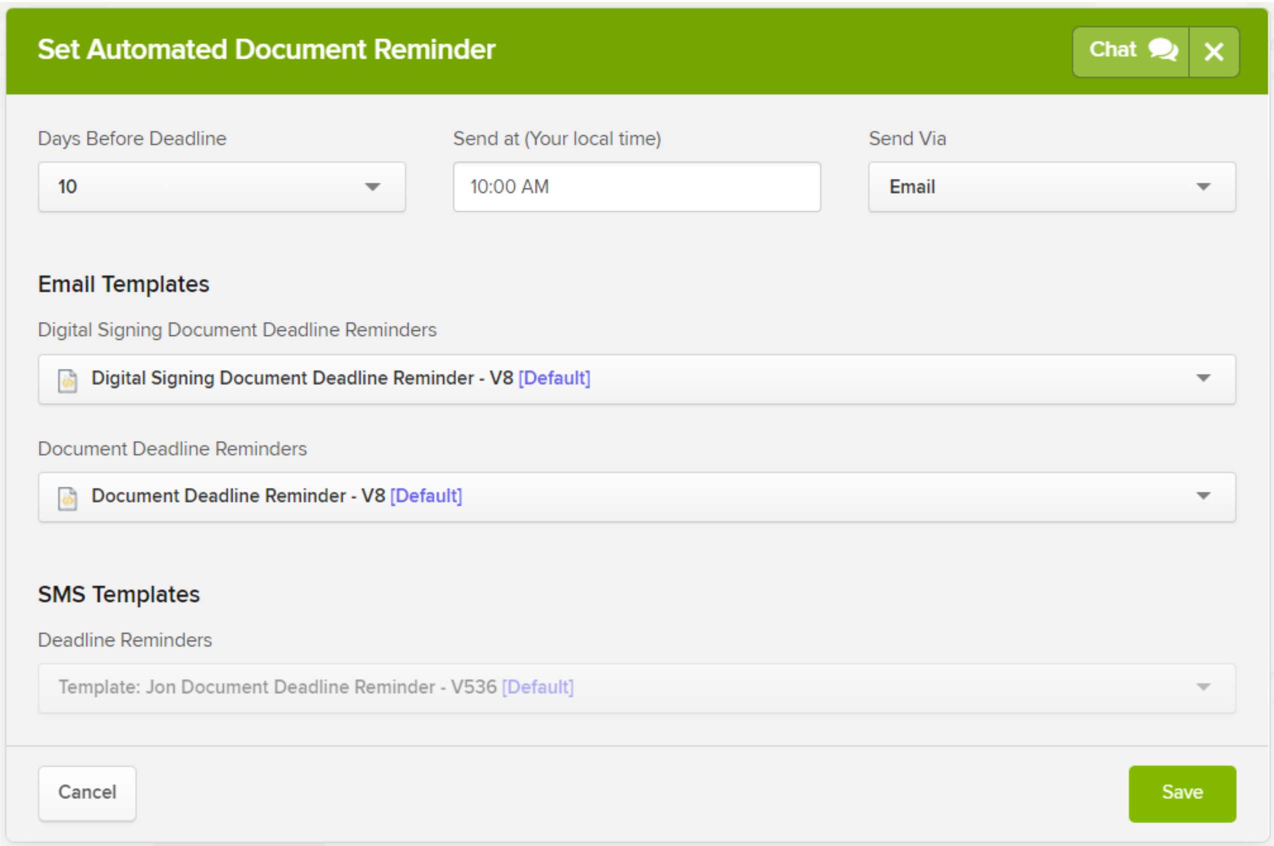
1. To begin adding global document reminders, select **ADD + Reminder.**



2. In the following window, select the desired days before deadline, send time, method of reminder, and template for the reminder:

3. Click **Save.**

4. Choose to repeat steps 1-3 to continue adding up to **6 reminders.**



5. Choose the **Sender** and to whom the reminders are being **Sent To**.

Sender	Specify who the emails about the document reminders are coming from.
Send To	Select who these reminders are sent to (note this is only for non-digital signing. If digital signing is used, the system will always send to all outstanding signers). • Send to Company Directors • Send to Signing Contact • Send to both Company Directors and Signing Contact

6. Choose to **Attach Documents.**

Attach Documents	Toggle this option to automatically attach the documents to the reminder email.

	• Note - if the document is a digital signing document there will be no attachments, only a link.

7. Choose the **label** that these global reminders will apply to.

Select Labels	Companies attached against the selected label will have these reminders applied to them automatically.

6.5 Global Automated AGM Reminders

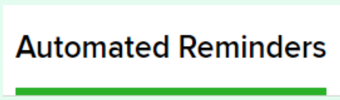
6.5.1 Overview

Global Automated AGM Reminders exist to offer users a completely automated, set and forget option for reminding clients about AGM deadlines.

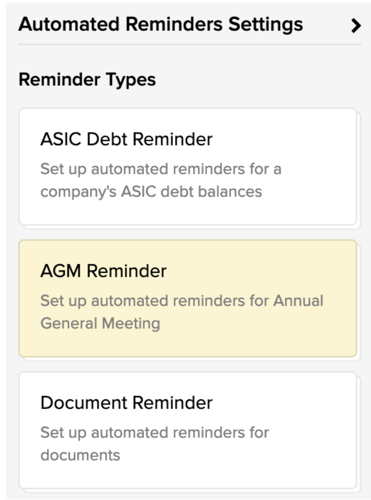
These global settings will enable you to do the following:

- **Set up multiple reminders:** You can pre-set up to 6 separate reminders on a global scale.
- **Control when reminders are sent:** You can select the date and time you want the reminders to be sent out.
- **Email, SMS or Both:** You can specify if you want to send reminders by email, SMS or both.
- **Templates:** You are also able to select which template you would like to use for sending the reminders.
- **Send To:** You are able to control who the reminders are sent to.
- **Attachments:** You can choose whether or not to attach documents to these reminders.
- **Labels:** Choose a label to apply Global Reminders to specific companies.

6.5.2 Navigation

From the Main Toolbar, head into **Settings**	
Select **Automated Reminders**	

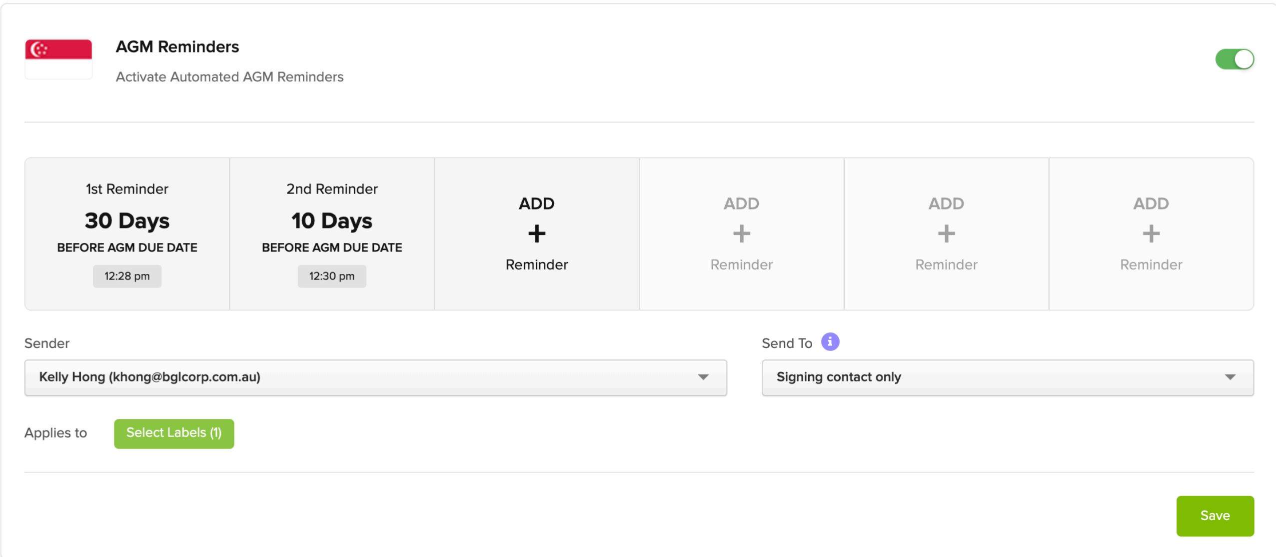
In the left column, select **AGM Reminder**



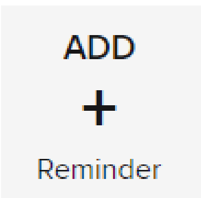
6.5.3 Instructions

Activate Global Automated Document Reminders by selecting the toggle on the right-hand side of the Singapore jurisdiction.

The following section will now appear:



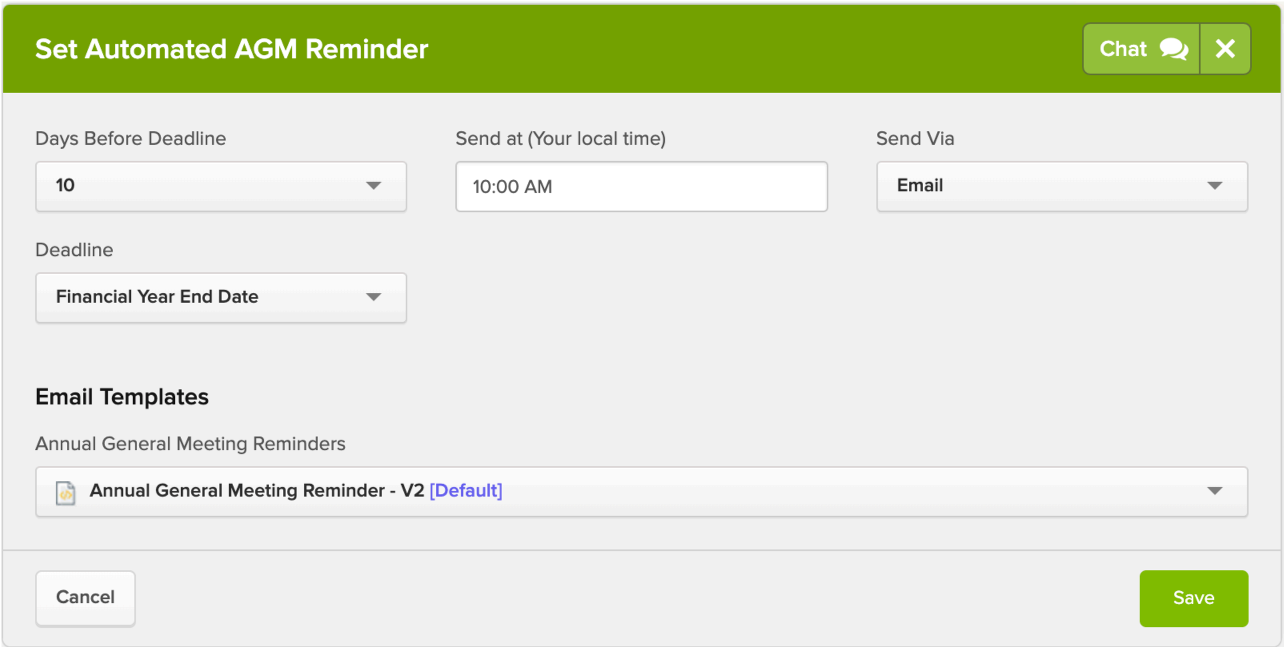
1. To begin adding global document reminders, select **ADD + Reminder.**



2. In the following window, select the desired days before deadline, send time, method of reminder, and template for the reminder:

3. Click **Save.**

4. Choose to repeat steps 1-3 to continue adding up to **6 reminders.**



5. Choose the **Sender** and to whom the reminders are being **Sent To**.

Sender	Specify who the emails about the document reminders are coming from.
Send To	Select who these reminders are sent to (note this is only for non-digital signing. If digital signing is used, the system will always send to all outstanding signers). • Send to Company Directors • Send to Signing Contact • Send to both Company Directors and Signing Contact

6. Choose the **label** that these global reminders will apply to.

Select Labels	Companies attached against the selected label will have these reminders applied to them automatically.

7 Freeform Documents

This lesson will go through how to create your freeform documents in CAS 360.

Lesson Overview:

7.1 Creating Freeform Documents

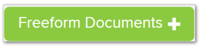
7.1.1 Overview

Freeform Documents enables CAS360 users to create and store their own custom documents and templates. Additionally allows users to prepare documents that are usually outside of the CAS360 workflows.

7.1.2 Navigation

From the **Main Toolbar**, go to **Freeform Documents**	

7.1.3 Create a Freeform Document

Select 

After selecting Freeform Documents Press on **Create New Freeform Template**

1. Enter the **Document Title** for the Template
2. **Document Type & Document Type**

Document Style	Explanation
Minutes and Resolutions	Selecting the following; **Directors, Members, Trustees, Unitholders** Selecting these different Document Types will change the format of the Template as well as changing the signatories of the document. For Example, selecting Directors will make the signatories the Directors of the company.

Document Style	Explanation
Letters	Selecting the following; **Company, Contacts, Trust** Selecting the different entity types will create a letter that will be addressed to the entity type selected.
Freeform Documents	Selecting the following; **Company, Contacts, Trust** Selecting these options will make the template available for the following entity types

3. Select the relevant **Jurisdiction** of the Template.

Content Section

Users can enter the text of the document that is being created.

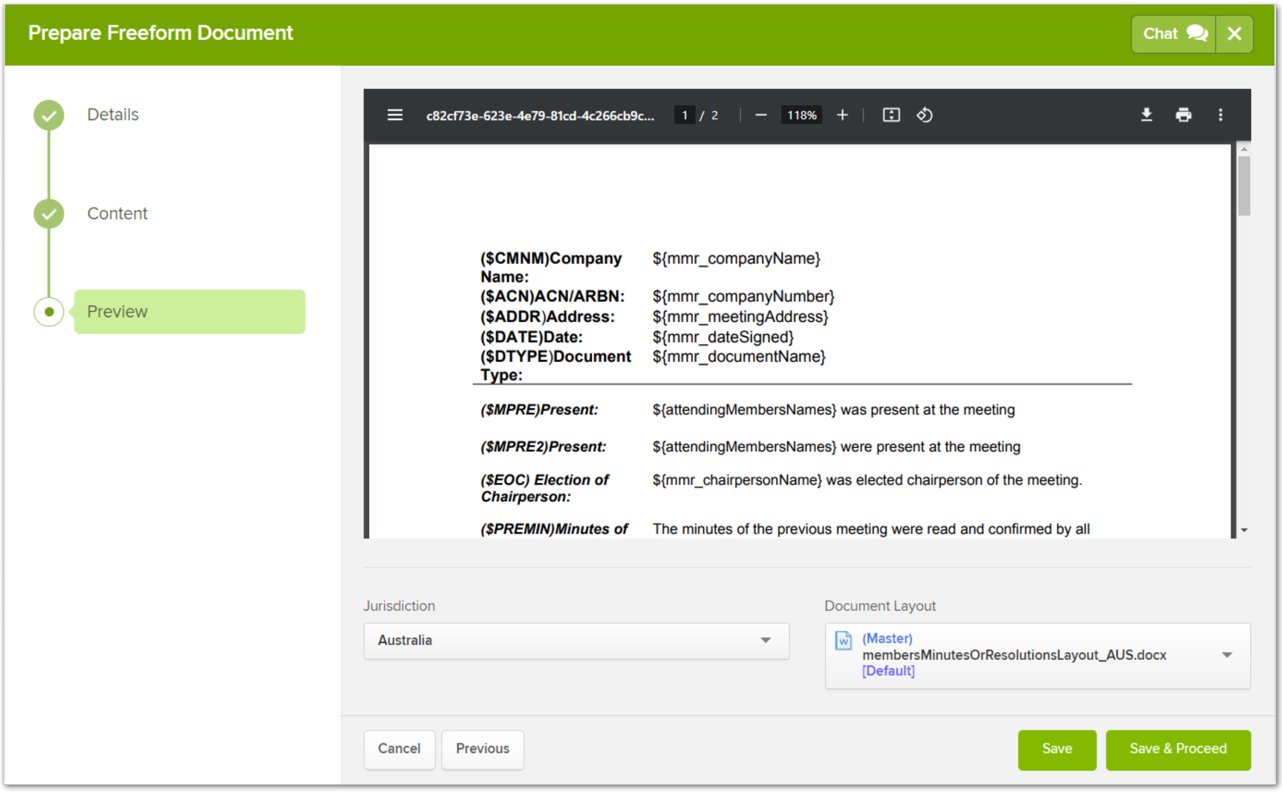
The Content section toolbar provides users with the ability to customise the colour, font, and format much like in Word.

Users can use the **CAS360 Dictionary Codes** to quickly and easily prefill information as needed

If Document Style is Freeform Document - the users are given a blank page to create their document.
Any text added to the content section will appear in the document along with the formatting added.

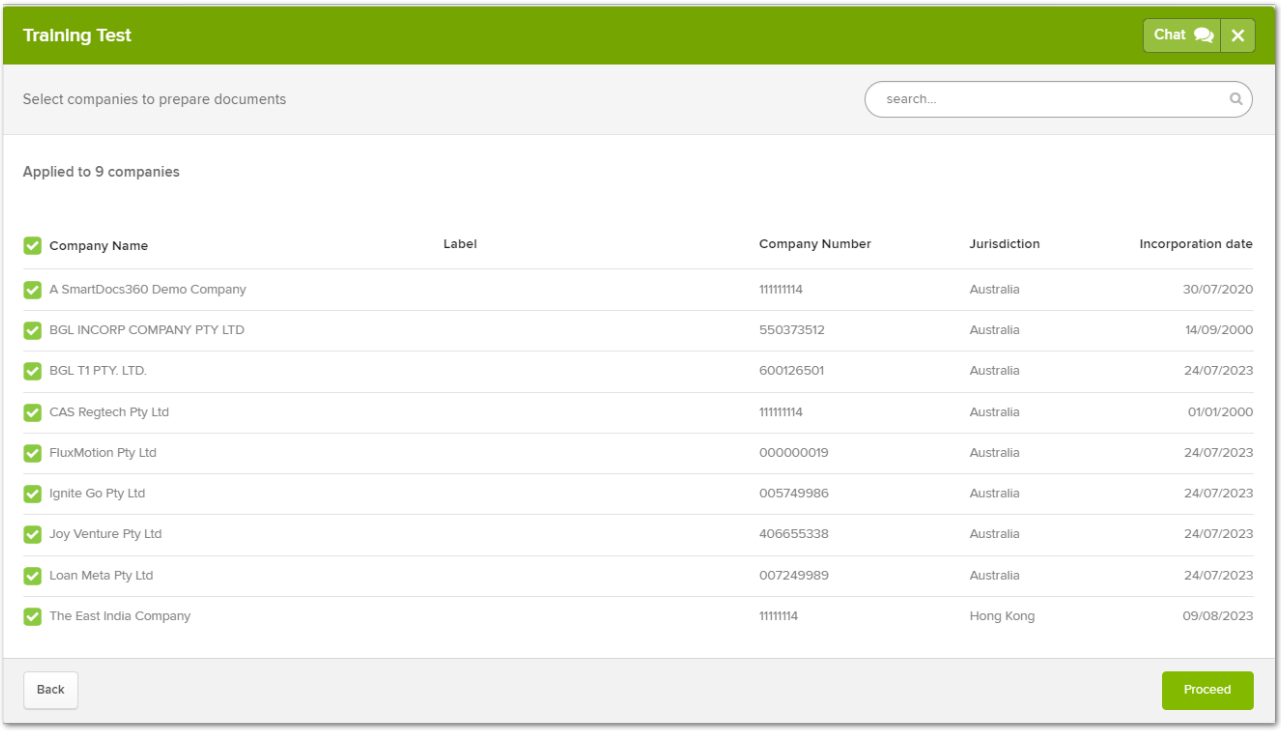
Preview Section

This next screen will display a preview of the template being created. If the template is linked to multiple jurisdictions, users can change the jurisdiction using the drop-down menu. Users can select and change the document layout using the Document Layout drop-down.



Once reviewed either Press Save to save the Template and prepare the documents later.

Or Select Save & Proceed to continue and prepare the Documents



After selecting Save & Proceed the system will ask you to apply the document to the selected category. Select 

The Document Production screen will display the Freeform documents created and users can utilise all the CAS360 options to Email, Digitally Sign or Download the documents.