CAS 360 United Kingdom

CAS 360 UK

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Notes

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
- Connect CAS 360 with Companies House
- Tips and Tricks
- Invite User and User Roles

1.1 Sign in

1.1.1 Let's get started

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

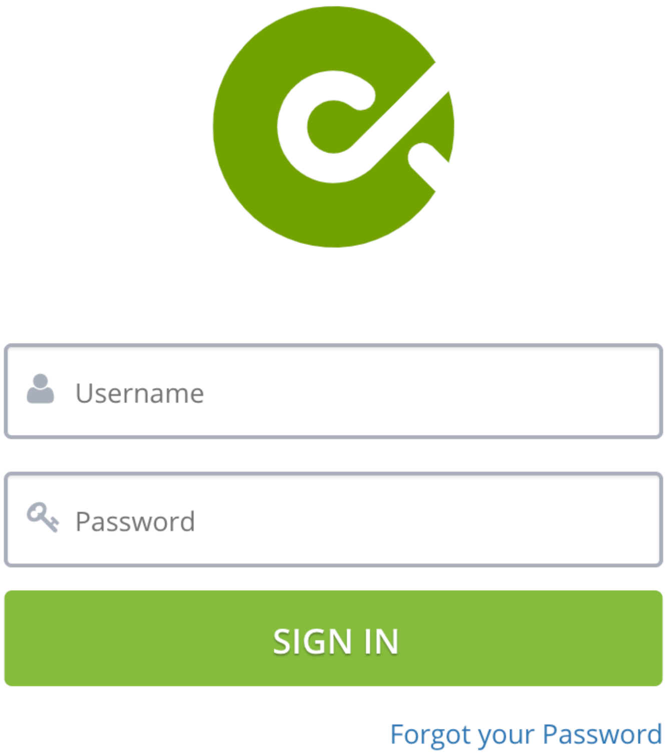
1.1.2 Sign into CAS 360

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

1. Go to the CAS 360 Login Page.
2. Enter your Username and Password

   Note

   In order for staff, clients, users and others to access CAS 360, an invitation needs to be sent containing a username and password which will be required to access CAS 360. A valid email address, which will become the username, will be required to complete the invitation. Refer to the lesson: **Invite Users and User Roles** for more information.



3. Select **Sign In**.

1.2 Connect CAS 360 with Companies House

1.2.1 Objective

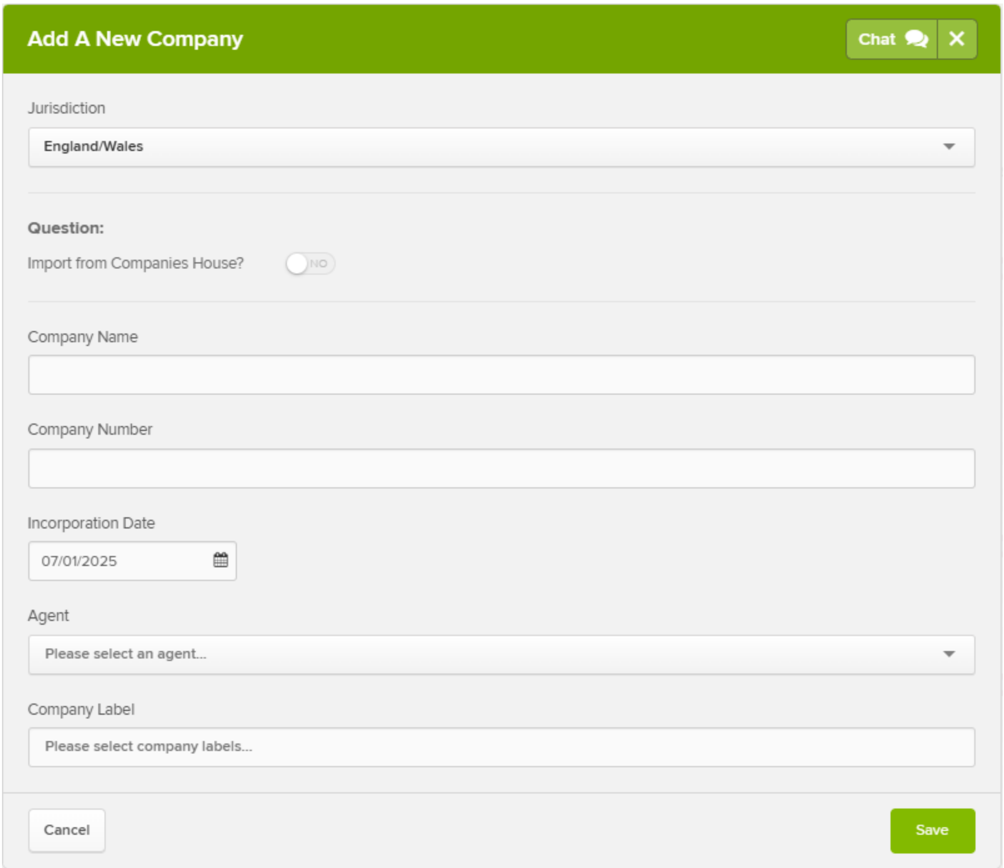
If you are new to BGL, use the **Company Selection** screen to Add Companies and connect CAS 360 to Companies House. CAS 360 can import registered companies through Companies House using company authentication codes.

1.2.2 Instructions

From the **Main Toolbar**, navigate to the **Company** screen	
Select **Add Company+**	

Select **Add a Company**

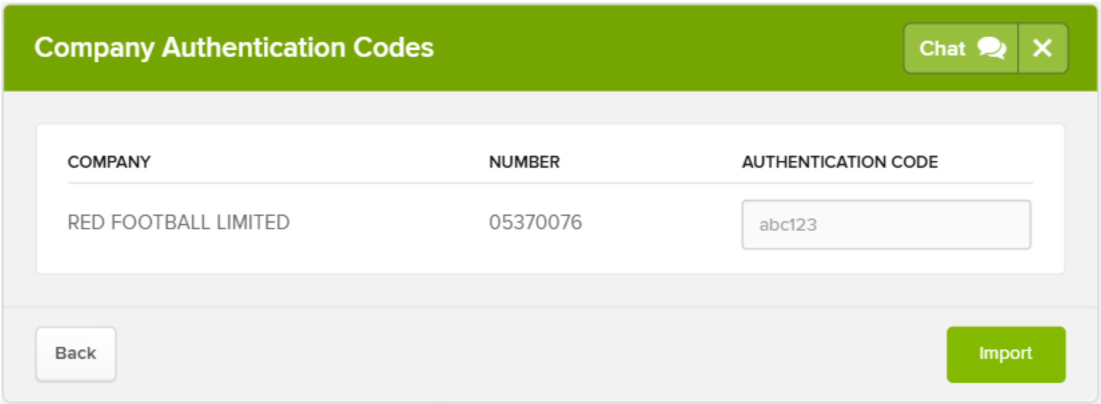
The **Add A New Company** screen will display.



Follow the steps below to import a company from Companies House.

Jurisdiction	Select **England/Wales**
Import from Companies House?	Select **Yes**
Company	Search for **Red Football Limited** then select Import alongside the company.
Company Label	Create labels to filter based on allocated labels from Company Selection.

Next	Select Next to proceed to the following screen where you enter the company's Authenticaton Code.



Select Import to import the company's data based on the Companies House Public API.

Private Data Import vs Public Data Import

CAS 360 offers two ways to import companies from Companies House:

1. Importing companies using Companies House Public API

Companies House holds public information on registered companies, this information is able to be imported through Companies House Public API.

The following information will be automatically entered into CAS 360 for each company selected using the Companies House Public API:

- Company Name
- Company Number
- Company Dates

- Company Status
- Charges
- Name Registrations
- Registered Office Address
- Officers
- Company Info
- Documents

2. Importing companies using the Company’s Authentication Code

Companies House also stores private data that can not extracted via the Public API. By entering the company’s Authentication Code when importing the company, this will import private data and data available from the Public API from Companies House.

The following information will additionally be automatically entered into CAS 360 for each company selected using their company's authentication codes with the data shown above:

- Date of Births
- People with Significant Control (PSCs)
- Residential Addresses
- Shareholders information, including Statement of Capital and Shares

1.3 Tips and Tricks

1.3.1 Objective

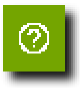
In this task, you will learn how to access all available resources for CAS 360. You will learn general navigation and shortcut tips that will improve your efficiencies.

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

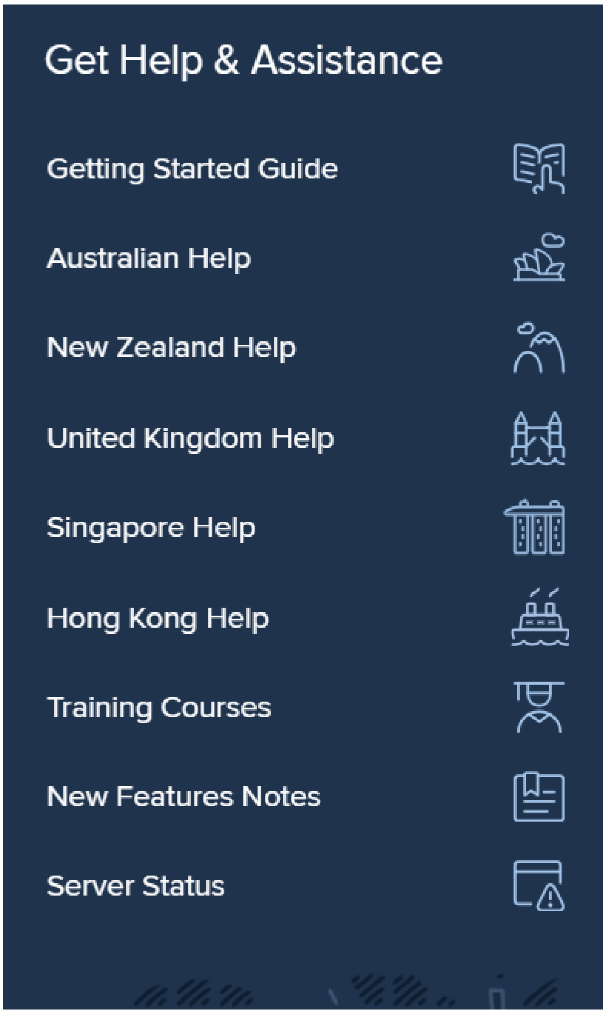
- Log a support call
- Access the help
- Navigate the CAS 360 program

1.3.2 Getting help and sending feedback

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



CAS 360 offers the following help sites.



Getting Started Guide

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 gain a deeper understanding of the screens throughout your CAS 360 software.

Australian Help

Navigate directly to our dedicated Australian Help page for our Australian users covering all things CAS 360 and ASIC.

New Zealand Help

Navigate directly to our dedicated New Zealand Help page for our New Zealand users covering all things CAS 360 and Companies Office.

United Kingdom Help

Navigate directly to our dedicated Unitied Kingdom Help page for our Unitied Kingdom users covering all things CAS 360 and Companies House.

Singapore Help

Navigate directly to our dedicated Singapore Help page for our Singaporean users covering all things CAS 360 and Accounting and Corporate Regulatory Authority.

Hong Kong Help

Navigate directly to our dedicated Hong Kong Help page for our Hongkongers users covering all things CAS 360 and Companies Registry.

Training Courses

Upskill by signing up for any BGL-related training courses run by our knowledgeable, certified and friendly BGL trainers.

New Features Notes

Keep up to date with all the new and wonderful things the team at BGL releases into CAS 360.

Server Status

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.

1.3.3 Help us improve!

If there is anything you would like to see added to CAS 360, please leave your feedback.

From the upper menu, select **Feedback**:

Feedback

1.3.4 Join the Community

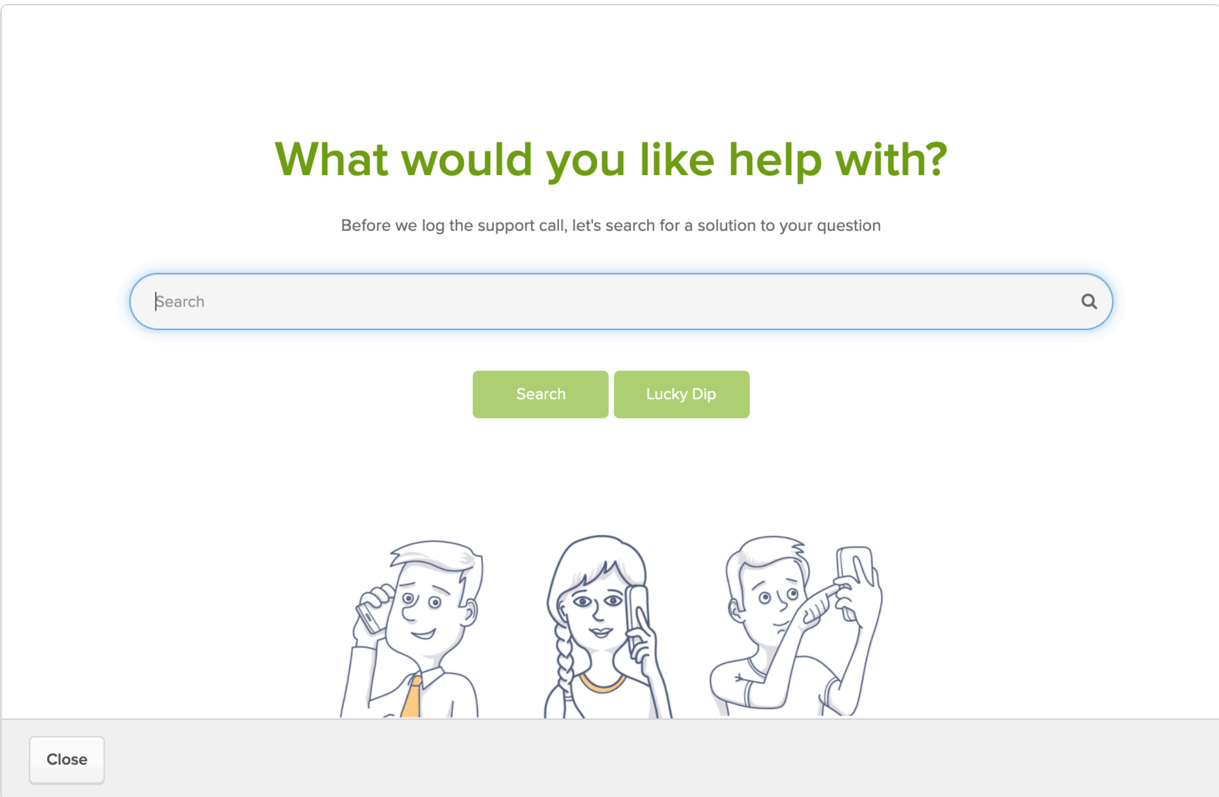
Community

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.

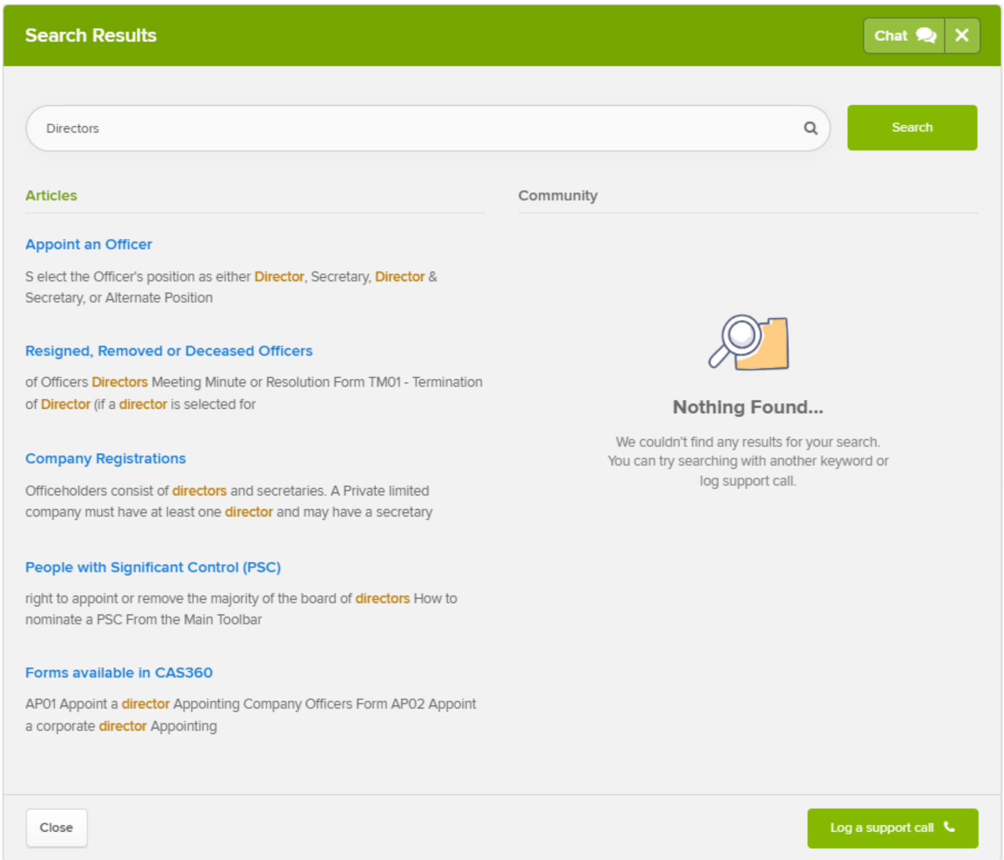
Log a Support Call

1. To log a support call, select the **Log a support call** icon at the top of the CAS 360 page.

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



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



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

5. Complete the following Support Call requirements:

Field	Explanation
User Name	CAS 360 will automatically select the current user

Field	Explanation
	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: ◦ 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. This email address will be used to provide updates on the status of your query with BGL Support.
Phone Number	If a phone call is selected as the correspondence method, input your preferred contact number. If an email is selected as the correspondence method, the phone number field is optional.
Problem Statement	From the drop-down list, select the topic that best fits your support query. • Agent Forms • Alerts • Annual Reviews • Can't Login • Company Incorporation • Company Selection • Comparison Report • Deregistration • Digital Signing

Field	Explanation
	• Documents • Internal Error • Invite User • Member Changes • Other • Practice Management (Integrations) • Registers • Reports • Reprint Documents • Settings • Urgent • Wishlist • Feedback If none of the above options relates to your query, please select **Other**.
How can we help you?	Provide a description of the issue you face to assist the agent in providing the best possible solution to your query.

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

6. CAS 360 will then confirm that your Support Call has been submitted.

You will also receive an automated email confirming that your support ticket has been submitted to the BGL Support Team, please check your email.

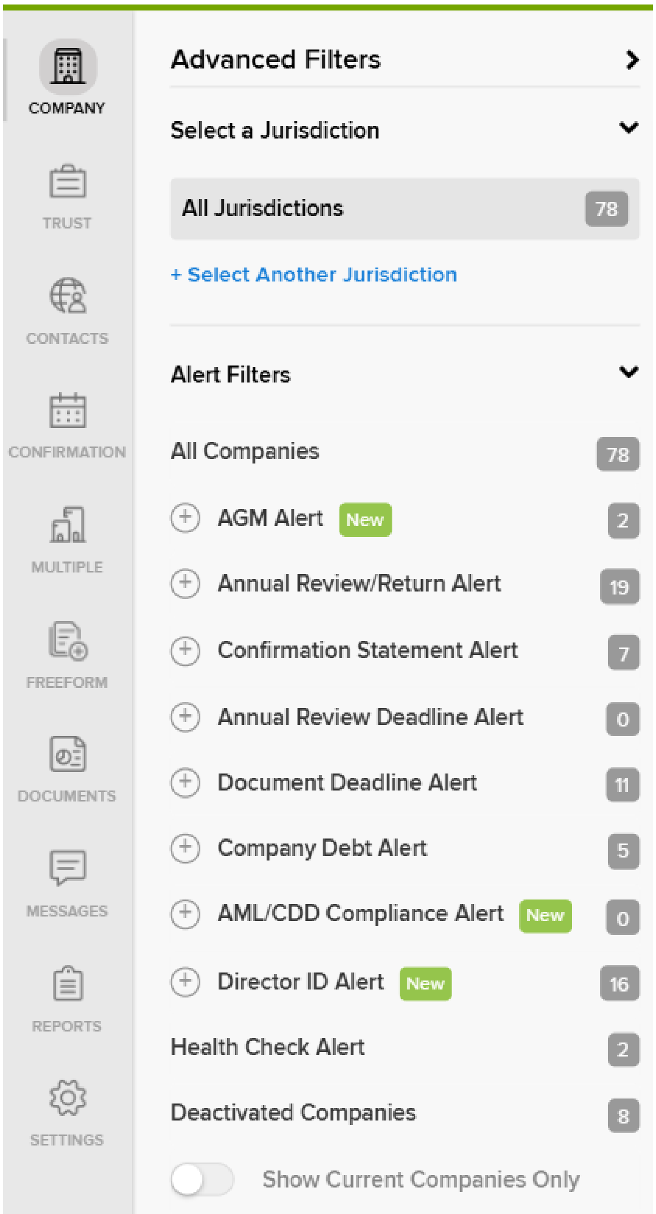
If you would like to add further information to your support call, simply reply to the email and add your response.

If you have resolved your query, reply to the email to notify the BGL Support Team to close the support ticket.

1.3.5 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.

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



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

Company Selection

General Details*	This screen contains basic company details such as the Authorised Agent, important dates, the Company Status and Type.
Name Registrations*	The Name Registrations screen can hold a history of the company's previous and current names.
Addresses*	The Addresses screen contains all the address information for the company.
Officers*	The Officers screen contains all current and previous Officeholders for the selected company.
Shareholders*	The Shareholders screen in CAS 360 contains all the share transactions.
Company Info*	The Company Info screen is a collection of all company data that is not attached to a contact.
Relationships*	The Company Relationships screen is a collection of all the company data where contacts are attached to the company.
Documents*	The Documents screen contains all prepared forms and files generated for the selected company with CAS 360. Users can also upload files and other external documents into the Documents screen.

**Tab will be available once a company is selected*

CAS 360 Conventions

One of the main objectives of CAS 360 is to enable Company data to be entered as quickly as possible. 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 in 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 2025 can be entered as:

- 02072025
- 02/07/2025

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.

1.3.6 Global Search Function

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

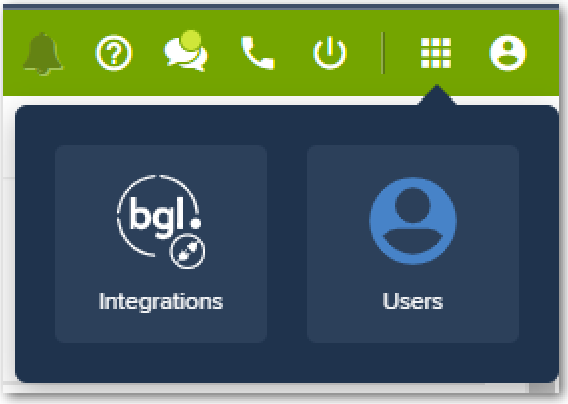
- Users can use the search to select a **Company** which will take the user directly into the Company.
- Searching for a **Contact** can be done by typing any part of that contact's name which will take the user directly into the contact details screen.
- For **Document** searching, users can enter in the document trace number or ASIC Docimage number and that document will appear in the search. This will take the user directly into the **Documents** screen with just that document showing.
- Search for **Trusts** by entering any part of the trust name. This will take users directly to **Trusts** screen where the trust was entered.

1.3.7 BGL Application Switcher

The application switch built into CAS 360 enables you to easily switch between applications that you have currently subscribed to through BGL. To use it, simply select the App Switcher in the top right-hand corner in your internet browser.

1.3.8 Learning Channel

The Learning Channel is a self-paced online platform that is fully integrated into BGL. Select the Learning Channel from the App Switcher to access training on demand.


Integrations
Users

1.4 Invite User and User Roles

1.4.1 Objective

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

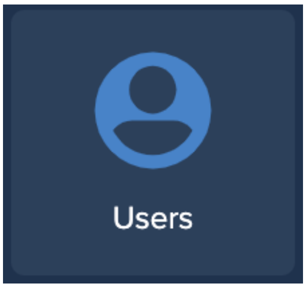
In this task you will learn:

- How to invite users

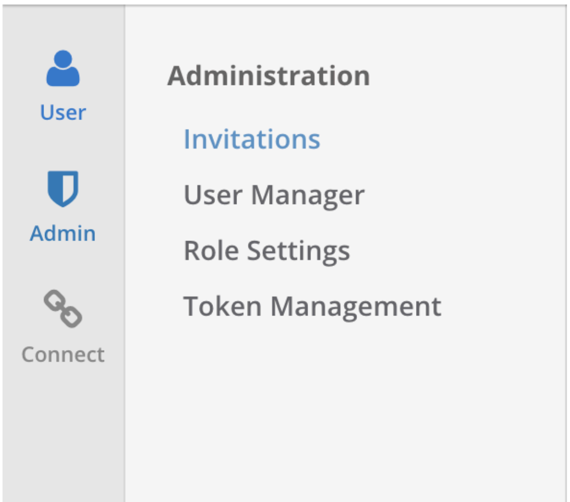
1.4.2 Instructions

CAS 360 allows unlimited users. Fellow employees and managers can be invited via the Access Manager in CAS 360. Only Admin users can invite others to CAS 360.

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



2. From BGL Account, hover your cursor over **Admin** and select **Invitation**.



3. You will be directed to the User Manager page. This will display all current users with access to your CAS 360 firm. Select **+ Invite New User**.

4. Input the user's email, first and last name and assign a **User Role**. A User Role is given to determine the access rights for this individual when accessing and completing tasks in CAS 360. You can select from the following roles:

User Role
User
View Only
Manager
Admin

User Role
BGL Support

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

2 Alerts

CAS 360 will revolutionise the way you work, in fact, you will wonder how you ever lived without it. Simplify your life with automated **Confirmation Statement** and **Document Deadline Alerts**.

CAS 360 Alerts are designed to replace all the manual processes firms use to manage **Confirmation Statements** and **Document Deadlines.**

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:

- Notifications
- Email Notifications
- Alerts in CAS360

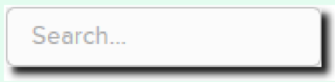
2.1 Notifications

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

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

If CAS 360 is integrated with your firm's practice management system, the notifications system can advise of any jobs or changes to contacts so the required forms can be processed with the click of a button.

2.1.1 Understanding Notifications

From the Main Toolbar, select **Messages**	
Use the **Advanced Filters** to help manage your Alerts.	
The **Search** allows you to search for alerts based on a Contact or Entity.	

2.1.2 CAS 360 Inbox

The inbox will display all messages received by CAS 360.

Search

Search allows you to search for messages based on the Contact/Entity of the Details of the message.

To view an alert select **Read** from the Read Column	
To mark a previously read alert as not viewed select **Unread** from the Read Column	
To mark all Alerts as read select the **Mark All As Read** button.	

2.1.3 Inbox Filters

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

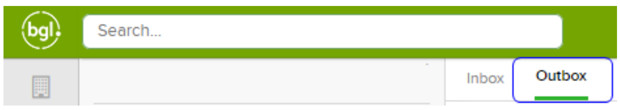
Filter	Explanation
All Alerts	Display all messages in the Messages screen
Unread Alerts	Show messages that have not yet been viewed
Today's Alerts	Show all messages that have been generated Today

Filter	Explanation
This Month's Alerts	Show all messages that have been generated this calendar Month
Last Month's Alerts	Show all messages that have been generated last calendar Month

2.1.4 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 forwarded from CAS 360.

2.1.5 Navigation

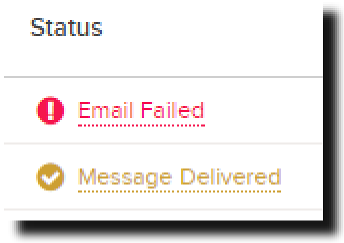
From the **Main Toolbar**, Select **Messages**	
Select the **Outbox.**	

From the outbox to view or resend messages click 

Option	Explanation
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

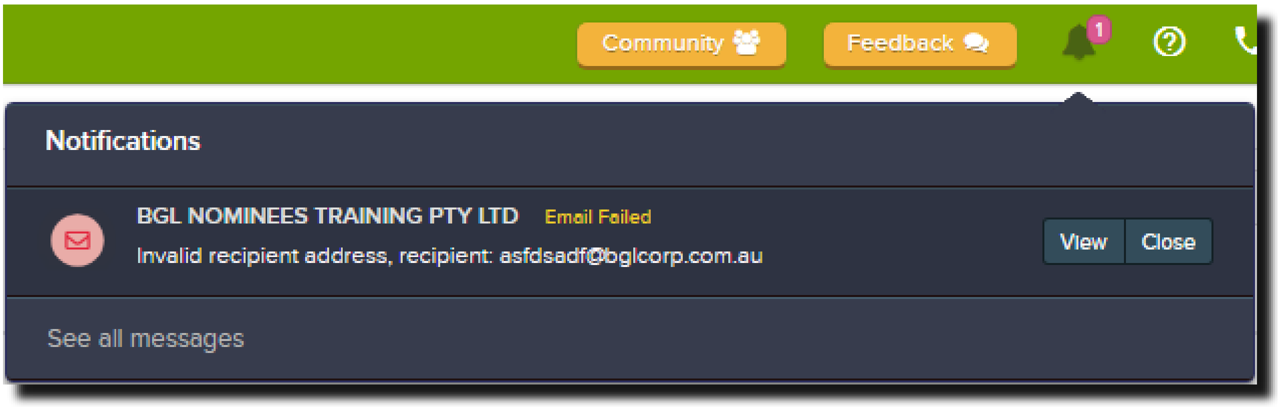
Users are able to track the status of each recipient from the CAS360 outbox when sending emails.



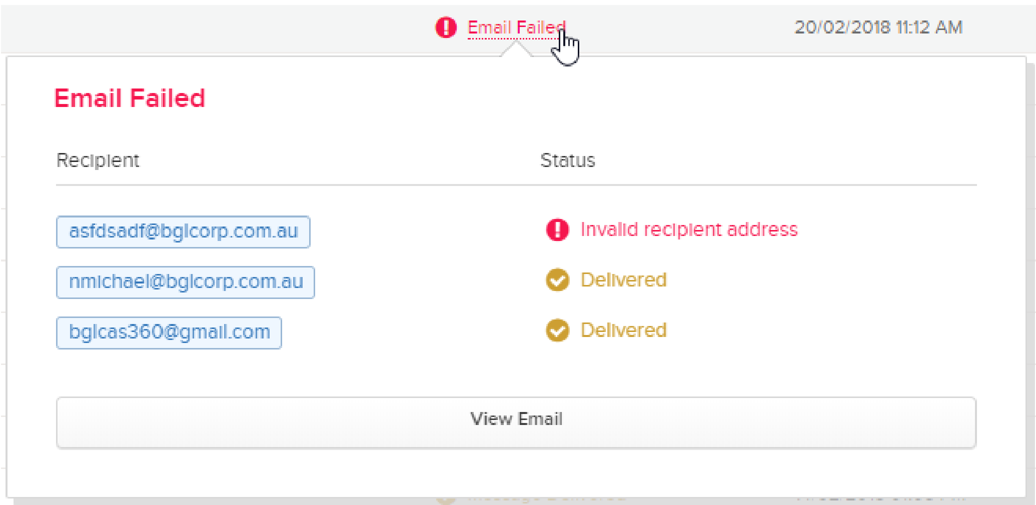
Status Name	Description
Delivery in Progress	An email has been sent from CAS360 and is awaiting a response to see if this has been correctly delivered.
Message Delivered	An email has been successfully received by the email account.
Email Failed	An email has not been received by the specified email account.

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

Emails sent from CAS360 users will now receive email fail **notification** 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.



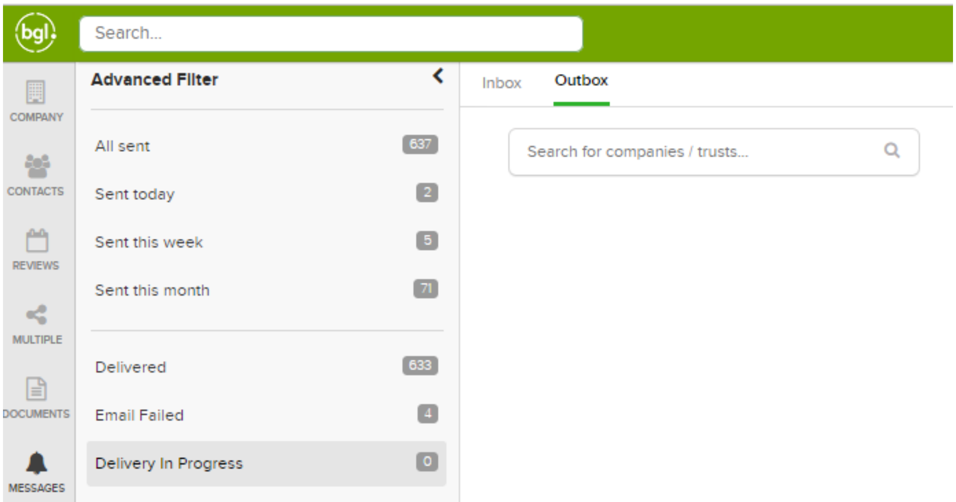
From the Outbox, CAS 360 Users are able to hover over a status to review a notification message.



Notification Message in CAS360	Suggestion
Please resend	You may be able to successfully retry sending to that recipient in the future.
Invalid recipient address	Recommended to review and correct the recipient's email address.
Check recipient's address and resend	Recommended to review and correct the recipient's email address. However, you may be able to successfully retry sending to that recipient in the future.
Recipient inbox is full	You may be able to successfully retry sending to that recipient in the future.
Email message size is too large	You may be able to successfully retry sending to that recipient if you reduce the message size.
Email content rejected by recipient	You may be able to successfully retry sending to that recipient if you change the message content.
Attachment rejected by recipient	You may be able to successfully retry sending to that recipient if you remove or change the attachment.

Outbox filters

Use the advanced filters in CAS 360 to easily manage the Outbox. Identify messages that have been delivered, failed or are currently being delivered.



Filter	Explanation
All Sent	Display all emails sent from CAS 360.
Sent Today	Display emails sent from CAS 360 today.
Sent this week	Display emails sent from CAS 360 in the last 7 days.
Sent this month	Display emails sent from CAS 360 in the last month.
Delivered	An email has been successfully delivered
Email Failed	Email has failed to be delivered to at least 1 of the email recipients
Delivery in Progress	Email is currently being sent.

2.2 Email Notifications

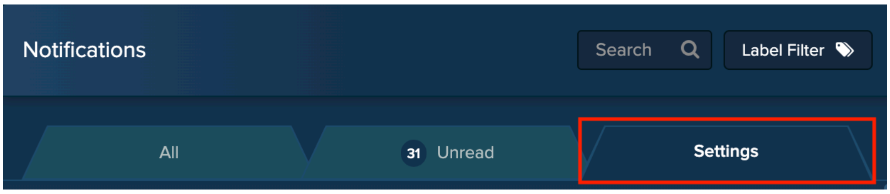
Register to receive automated daily, weekly or fortnightly emails for important notifications and events that have happened in CAS360 such as Confirmation Statements received, Companies House notifications received and upcoming deadlines.

Email notifications can be set up from the **Notifications** icon from the top menu.

2.2.1 How to set this up?

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

Users will now have access to a **settings** tab.



Email Subscriptions

Under Settings, toggle

Apply To...

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

Annual reviews received (Australian Companies)

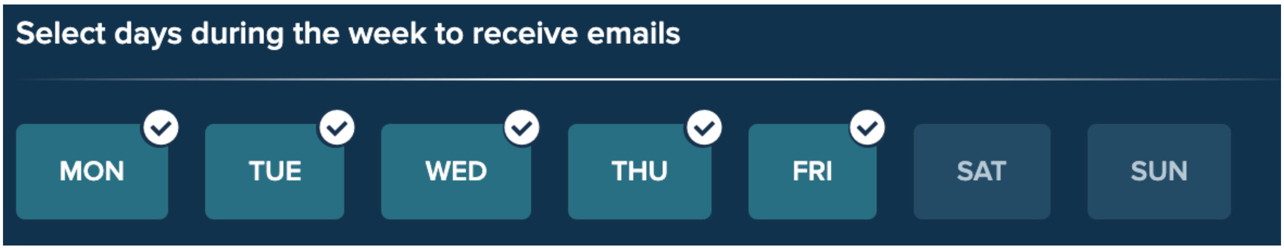
Annual reviews due in 14 days (Australian Companies)
Annual reviews due in 30 days (Australian Companies)
Regulator invoices
Documents due for Lodgement in 7 days
Documents due for Lodgement in 14 days
Companies with debt
Failed Emails
Rejected Lodgements
Confirmation statements due
Confirmation statements - date passed
Confirmation statements - processed, not filed
Confirmation statements - processed, not filed, overdue
Financial year end date approaching
Annual general meeting due
Annual general meeting due date passed

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

- Receive Email Daily
- Receive Email Weekly

- Receive Email Fortnightly

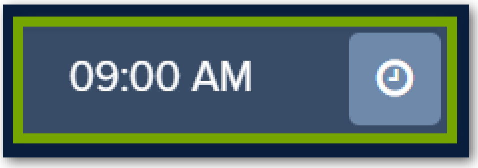
Once your notification frequency is set, select the day(s) in the week that this Notification will be sent.



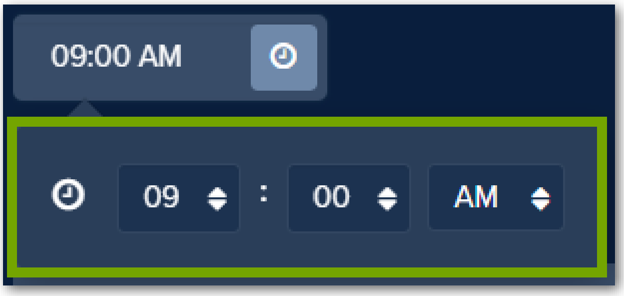
You can even set the time in the day that these notifications are sent to you.

Pro Tip

Where it says “Select the time you would like to receive the email”, click anywhere on the time:



CAS 360 will display a time picker where you can easily set your desired time:



Filter Entities

Set which companies you want to receive notifications for.

Only Favorite Label Companies	Only sends notifications for companies where you have attached your favourited label to. For more information on labels, please see Company Labels
Whole Firm	Sends notifications for all companies in your firm's CAS 360.
Both	Sends a notification for all companies in your firm's CAS 360 and a notification for companies where you have attached your favourited label to.

Click **Save Settings.** Get ready to start receiving your Daily Email Notifications!

2.3 Alerts in CAS360

2.3.1 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:

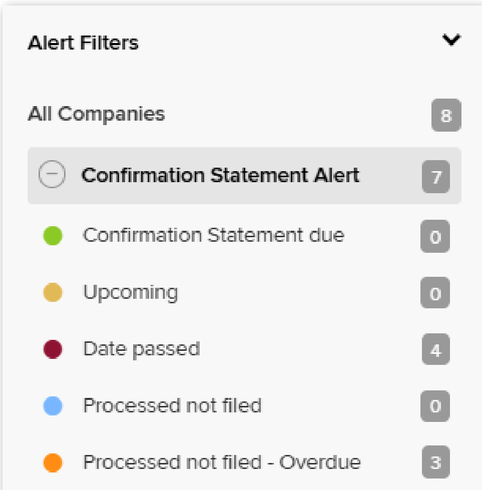
- Confirmation Statement Alert: Stay up to date on any Confirmation Statements that are due for filing or approaching.
- Document Deadline Alert: CAS 360 will automatically create alerts when document deadlines are fast approaching.

2.3.2 Confirmation Statement Alert

CAS 360 will automatically ascertain the Confirmation Statement period for all companies and provide an alert to help you manage and track your workflow.

The **Confirmation Statement period** for a company in CAS 360 can be found and updated by selecting the company from the Company Selection screen and navigating to **General Details** → **Company Dates**.

From the **Company Selection** screen use the **Advanced Filters** to manage **Confirmation Statements** across your entire CAS 360 database.



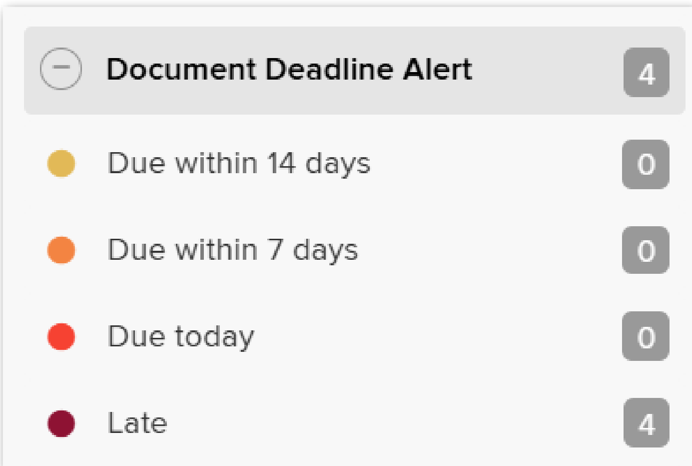
Colour	Description
Green	Confirmation Statement due within the next 14 days
Yellow	two weeks before the Confirmation Statement period
Red	Confirmation Statement period passed.
Blue	Confirmation Statement has been processed but not filed.
Orange	Confirmation Statement has been processed but not filed, and is now overdue.

Alerts will not trigger for companies that have processed their Confirmation Statement in CAS 360, or have set the Confirmation Statement as **filing not required**.

2.3.3 Document Deadline Alert

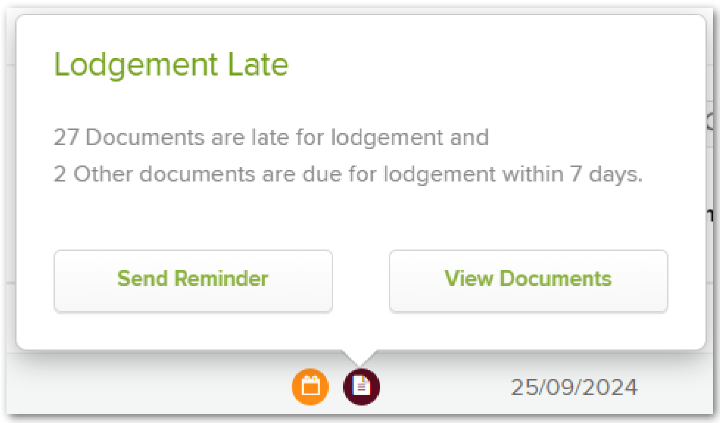
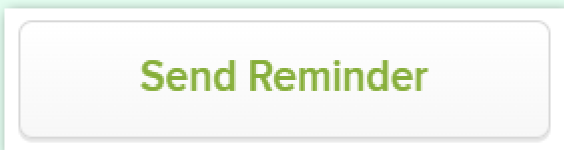
CAS 360 will automatically create alerts when document deadlines are fast approaching.

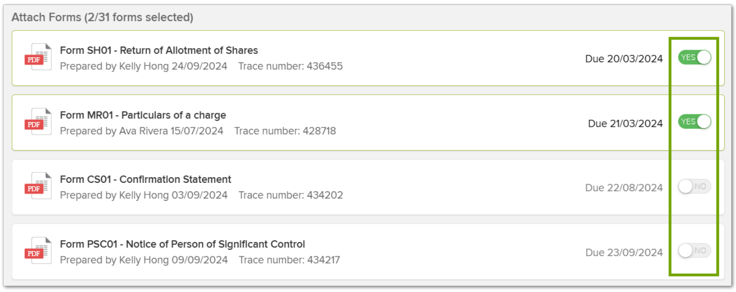
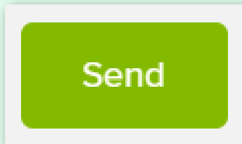
From the **Company Selection** screen use the **Advanced Filters** to manage all **Document Deadlines** across your entire CAS 360 database.



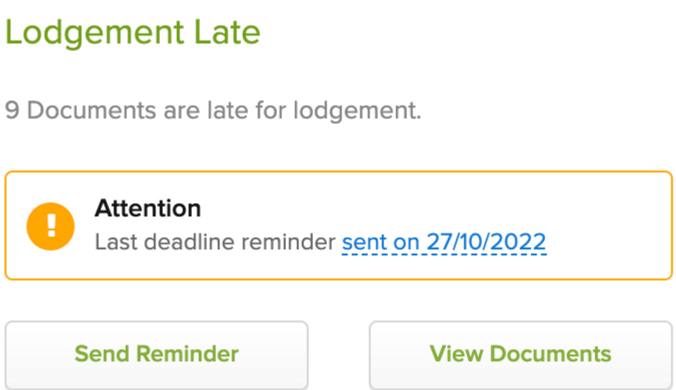
When any of the Lodgement Deadline alerts appear, CAS 360 users have the ability to send an email reminder to the company officers advising them to take action before the deadline to avoid any unnecessary late fees. The Deadline alert dates are calculated for Companies House forms, such as the form AD01, as the date of the change plus 28 days.

2.3.4 Send notification for a late document

From the Main Toolbar, go to Company.	
Locate **BGL PTY. LTD.**	
From the company selection screen, select the Document Deadline Alert for **BGL PTY. LTD.**	
To notify the company officer, select **Send Reminder** and add the **Recipient.**	

From the Main Toolbar, go to Company.	
Toggle any document to be included as an attachment in the reminder email.	
To send a notification, click **Send.**	

Hover your cursor over the Document Deadline Alert, CAS 360 will track and display when the last deadline reminder was sent.



3 Processing a Confirmation Statement (CS01)

A **confirmation statement (CS01)** is a legal requirement for UK companies, ensuring that Companies House has accurate and up-to-date information about the company. Filing the confirmation statement is an essential responsibility of company officers and must be completed annually or whenever company details change.

This manual provides a step-by-step guide to filing a confirmation statement, highlighting key requirements, the filing process, and updates to UK company law.

In this lesson, you will learn how to file a confirmation statement with Companies house each year and how CAS360 can be used to simplify the process.

Lesson Overview:

- What is a Confirmation Statement?
- Annual Return Listing Report
- File Your Annual Return

3.1 What is a Confirmation Statement?

3.1.1 What is a Confirmation Statement?

The confirmation statement is a statutory document submitted to Companies House to confirm or update specific company details, including:

1. **Company Details**
    - Registered office address
    - Directors and company secretary details
2. **People with Significant Control (PSC)**
    - Individuals or entities with at least 25% shares or voting rights.
3. **Shareholder Information**
    - Details of shareholders and share classes.
4. **Statement of Capital**
    - Number, nominal value, and rights of shares issued.
5. **Standard Industrial Classification (SIC) Codes**
    - Codes representing the company's business activities.
6. **Trading Status** (if applicable)
    - Whether the company is trading or dormant.

3.1.2 Legal Requirements

- Filing a confirmation statement is mandatory under the Companies Act 2006.
- Filing fee:
    - £13 for online submissions.

- £40 for paper submissions.

Penalties for non-compliance:
Failure to file may lead to fines, prosecution, or the company being struck off the register.

3.1.3 When to File

- **Filing Deadline**: A confirmation statement must be filed at least once every 12 months, regardless of whether there are changes to company details.
- **Review Period**: The “review period” starts the day after the previous statement or incorporation date and ends 12 months later.

3.2 Annual Return Listing Report

3.2.1 Objective

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

- Generate an Annual Return Listing Report

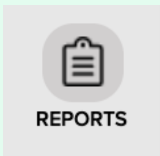
3.2.2 Overview

Before submitting the confirmation statement, generate and review the **Annual Return Listing Report** in CAS360. This report ensures the accuracy of key details and helps identify confirmation statement deadlines.

The report will summarise the following:

- Company
- Company Number
- Confirmation Statement Due date
- Confirmation Statement Status
- Confirmation Statement Status Date

3.2.3 Instructions

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

Select **Annual Return Listing.**

The following filters can be applied:

Filter	Explanation
Report Order	The order in which the companies will display in the report.
Annual Return Year	Filter the list of companies based on the Confirmation Statement year set in **General Details.**
Annual Return Month	Filter the list of companies based on the Confirmation Statement month set in **General Details.**
Agent	Filter the list of companies on the **Agent** attached to the company.
Report Date	The date that will be displayed on the report.
Company Status Option	Filter the list of companies based on the company statuses of **Operating, Deregistered, Pending Deregistration, Liquidation, Dormant, Registered, Voluntary Administration, Receivership, Statutory Administration, removed, inactive, and closed**
Annual Return Status Options	Filter the companies based on the Status of the Confirmation Statement document in the **Documents** screen.
Labels	Filter based on allocated labels from Company Selection.

Click **Export as**

The **Annual Return Listing report** can be exported as an XLS or PDF.

3.3 File Your Annual Return

3.3.1 Objective

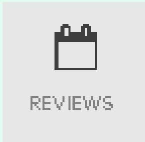
In this task, you will learn how to file your Compliance Statements in CAS 360.

Annual Returns

CAS360 is a powerful software tool designed to simplify company compliance tasks, including confirmation statement filing. Using CAS 360 you will be able to file your Compliance Statements in three simple stages.

1. Prepare a Comparison
2. Prepare Documents,
3. Lodge Return.

3.3.2 Reviews Screen

From the **Main Toolbar**, select **Reviews.**	

The Reviews Screen has a number of useful features to help and assist you to file the companies Compliance Statements.

3.3.3 Column Headings

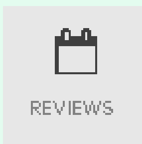
Use the column headings to sort the companies in the return screen (Company Name, Company number, Statement Date, Due Date). Simply click on a Column Heading.

3.3.4 Prepare a Comparison

When filing your Compliance Statements the following information needs to be confirmed or updated in CAS360.

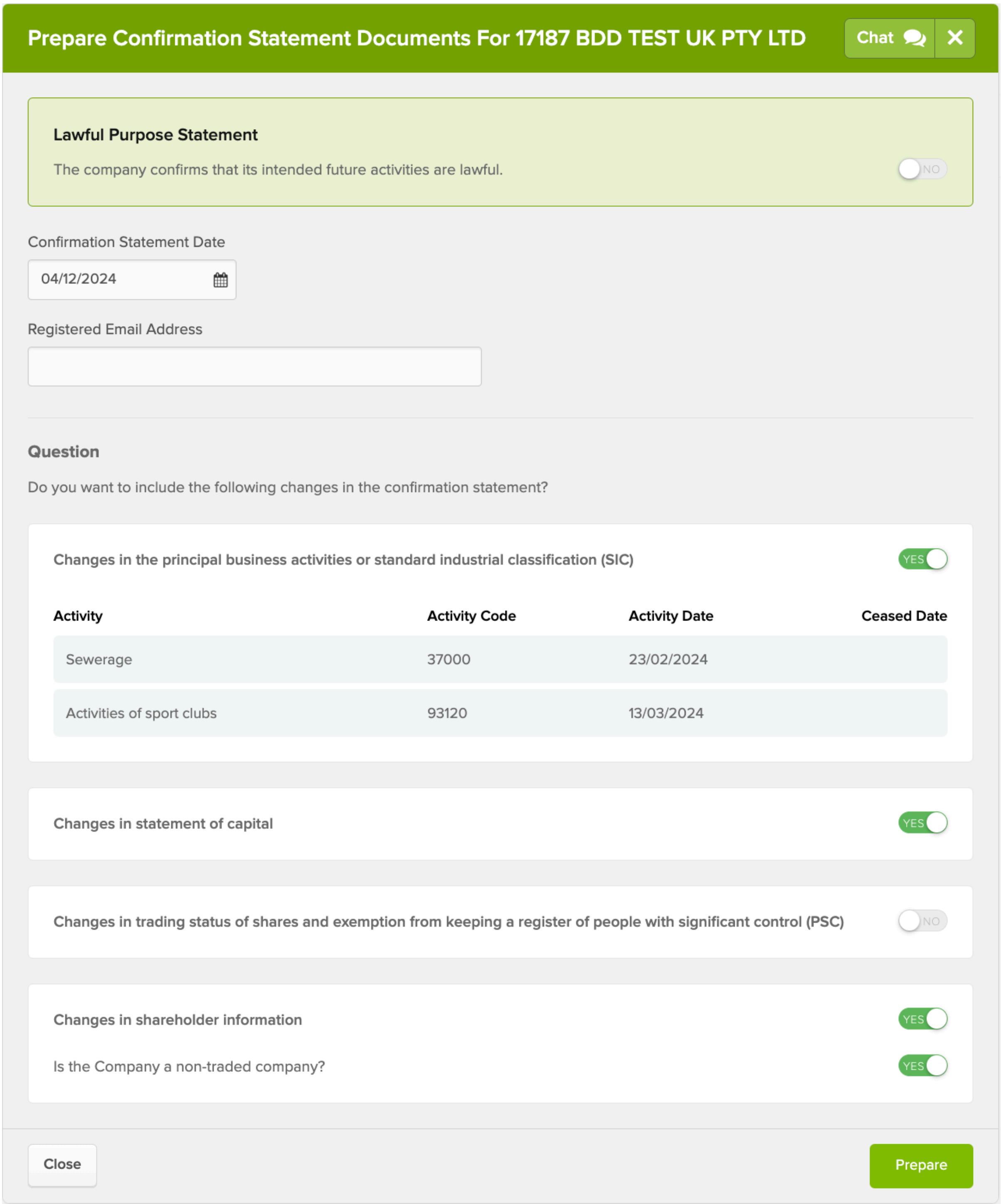
- **Company Information**:
  Confirm that the registered office address, officers (directors and secretary), and company trading status are correct.
- **PSC Register**:
  Check the People with Significant Control (PSC) register for accuracy. Update any changes in PSCs, such as new appointments, ceasing PSCs, or updates to existing PSC details.
- **Shareholder Details**:
  Review the shareholders’ information, including names, addresses, and share classes. Ensure the statement of capital is accurate.
- Update share allotments, transfers, or cancellations if applicable.
- **SIC Codes**:
  Confirm the company’s business activity codes. You can find a complete list of SIC codes here.

3.3.5 Prepare Documents

From the **Main Toolbar,** navigate to **Reviews.**	

Select **Prepare Documents** beside **BGL Limited**	

A **popup window** will appear with toggles for various document options. Use the following instructions to configure the document pack:


Prepare Confirmation Statement Documents For 17187 BDD TEST UK PTY LTD
Chat
Lawful Purpose Statement
The company confirms that its intended future activities are lawful.
NO
Confirmation Statement Date
04/12/2024
Registered Email Address
Question
Do you want to include the following changes in the confirmation statement?
Changes in the principal business activities or standard industrial classification (SIC)
YES
Activity
Activity Code
Activity Date
Ceased Date
Sewerage
37000
23/02/2024
Activities of sport clubs
93120
13/03/2024
Changes in statement of capital
YES
Changes in trading status of shares and exemption from keeping a register of people with significant control (PSC)
NO
Changes in shareholder information
YES
Is the Company a non-traded company?
YES
Close
Prepare

Field	What this means	Enter
Lawful Purpose Statement	In the documentation, it will state that the company confirms its intended future activities are lawful.	Toggle YES
Confirmation Statement Date	Date the Confirmation Statement is being prepared **Avoid entering a future date** in the form, as this will result in a rejected lodgement.	Enter **today's date**
Registered Email Address	The Company's Registered email address. Companies House will use the registered email address to communicate about the company, for example, to send reminders or to query or challenge information held on the public record.	Enter **Training@bglcorp.com**
Questions:		
Do you want to include the following changes in the confirmation statement?	Toggle any company details below that you wish to include in the confirmation statement. These options represent changes that have occurred since the last filed confirmation statement. Selecting the appropriate toggles ensures that all relevant updates are accurately reported.	Toggle for all

After selecting the required toggles, click **Prepare** to proceed.

Documents Generated in the Confirmation Statement Pack

Once prepared, CAS360 will generate the following documents as part of the Confirmation Statement pack:

Report	Report Options

Cover Letter - A letter addressed to the company director, summarizing the Confirmation Statement requirements.	• **Document Date**: Set the date for the document.
	• **Apply Date to All Documents**: Select this option to apply the same date to all generated documents in the pack.
	• **Letter Addressee**: Confirm or update the addressee details (e.g., company director).
	• **Document Template**:
	  • Select the desired letter template from **Settings > Document Templates**.
	  • Templates can be edited to match company preferences.

Company Summary - A detailed summary of the company's current information, including addresses, officeholders, share structure, etc.	• **Date Format**: Set the preferred date format for the document. • **Form Signatory**: Assign a signatory for the document (e.g., company secretary or director). • **Document Template:** Select or edit the template via **Settings > Document Templates**.

Report	Report Options

Form CS01 Confirmation Statement - The official Confirmation Statement form is required for filing with Companies House.	• **Presenter**:
	  • Select the presenter whose details will pre-fill the presenter information on the form.
	• **Form Signatory**:
	  • Choose the name of the contact who will appear as the signatory on the form.

Document Production Features

Once your document options have been defined, you are now ready to select which contact to notify.

Clients Emails	The client email field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required insert or remove email addresses.
Email Options	Switch between the customisable document templates.
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF.

	The status of the forms will update in the **Documents** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. The status of the forms will update in the **Document** screen to **Sent To Client.**

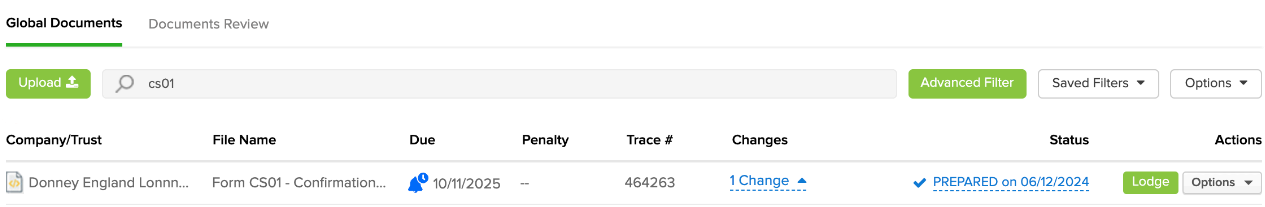
To prepare the Annual Return for filing select 

3.3.6 File the Confirmation Statement

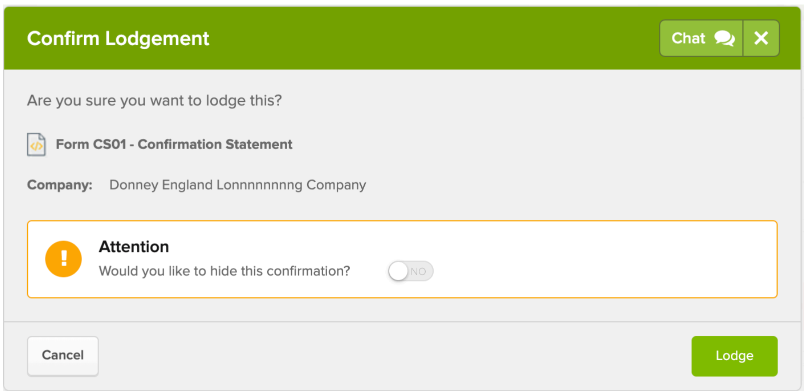
From the **Main Toolbar**, navigate to **Documents**

Input your company name into the Document Search.

Locate the Confirmation Statement and select **Lodge** to file the Annual Return.



To file the Annual Return Select **Lodge.**



After filing, you will receive a confirmation of a successful filing from Companies House. CAS360 will store the confirmation in the Documents Screen.

4 Officeholder Changes

In this lesson, you will learn how to resign and appoint directors, secretaries and alternates. This lesson will also cover how to prepare the supporting documentation for these changes.

Lesson Overview:

- Directors Live Check
- How to appoint a Company Officer
- How to resign a Company Officer
- Reprint Company Change Documents

4.1 Directors Live Check

Every time you access the **Officers** screen, CAS 360 checks the Company Directors against the Companies House database.

Data is identical between CAS360 and Companies Office databases.

If there are any mismatches, CAS 360 will display either of the messages below:

- If the Director has not been added to CAS 360:

Director does not exist in CAS.

- If the Director's Name, Birth details, address or appointment details in CAS 360 do not match with the information in Companies House:

Mismatch

4.1.1 Director does not exist in CAS

Under the director, click and CAS 360 will import the director, director's information and appointment details for the company into CAS 360.

Import Director

4.1.2 Mismatch

To investigate the mismatches, hover over the mismatch error and select

See Errors

CAS 360 will display a comparison for the mismatches.

Click

Import Director

CAS 360 will proceed to download the Director's information update the information in CAS 360 to match Companies House.

4.2 How to appoint a Company Officer

4.2.1 Objective

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

4.2.2 Details

Officeholders are responsible for the overall management of a company. Officeholders consist of directors, secretaries and alternate directors. A proprietary company must have at least one director and may have a secretary if it chooses. The Companies Act 2006 requires companies incorporated in the United Kingdom to have **at least one director**.

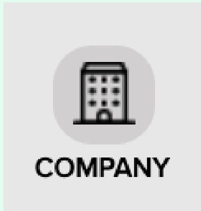
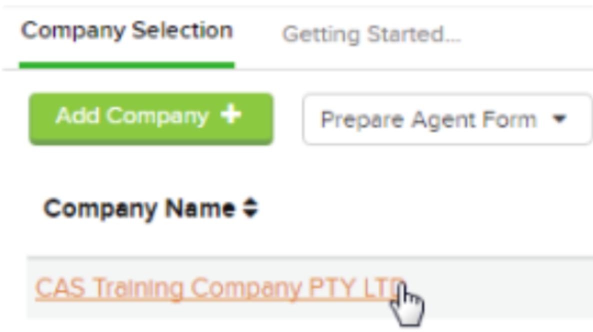
Alternate directors are appointed as a replacement when a director is unable to attend meetings or exercise powers as a director. Authorised Agent's requirement to notify changes to officeholders to the Companies House in a timely manner.

Appoint Arthur Wellesley as a new Director

Name	Mr Arthur Wellesley
Address	10 Downing St, London SW1A 2AB, United Kingdom
Date of Birth	01/05/1969
Nationality	British
Email	Training@bglcorp.com.au
Position	Director
Status	Appointed
Date Appointed	Today's Date

Signatory	Signatory
Print Flag	Print Documents

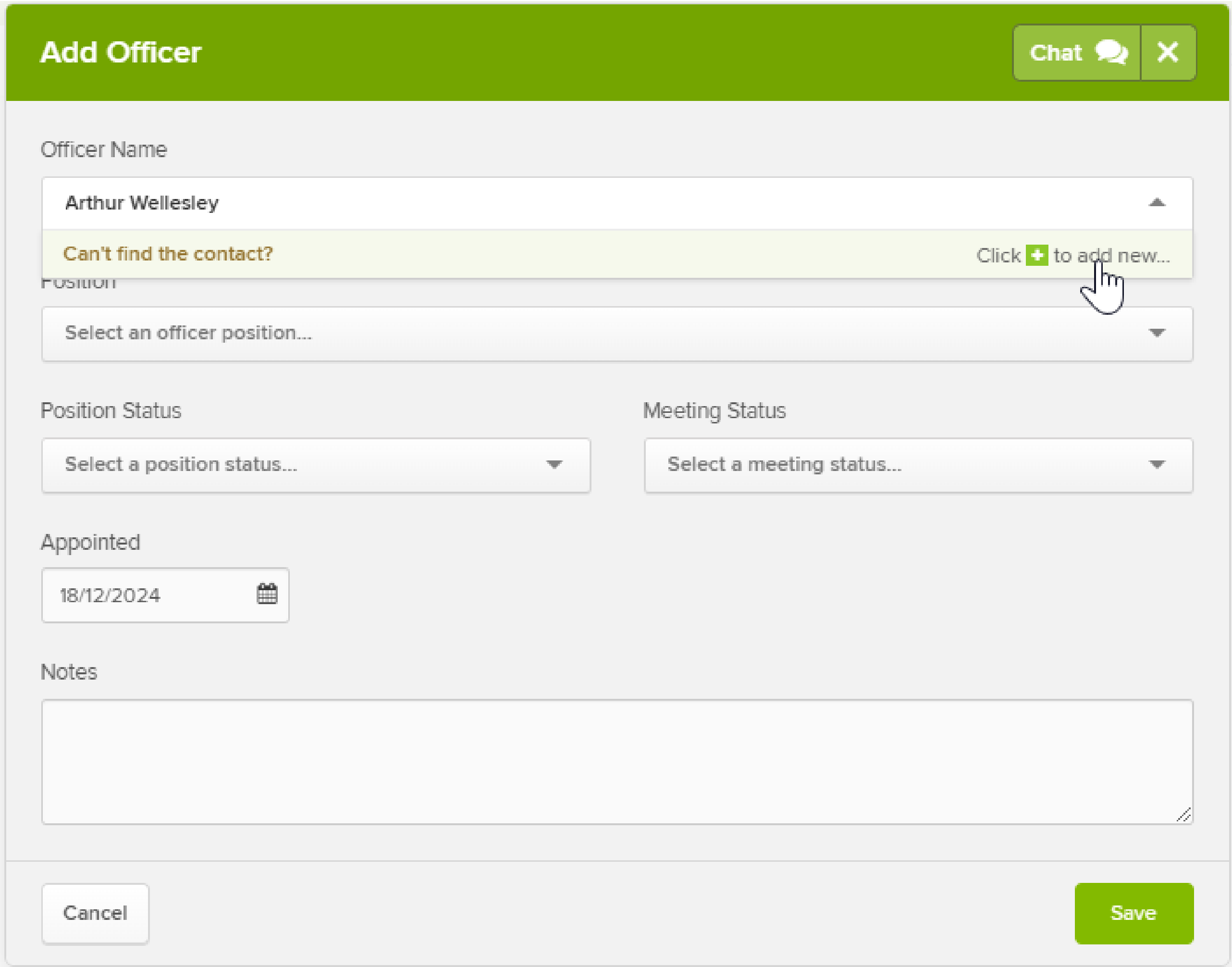
4.2.3 Instructions

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

Click **Add Officer +**

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

Officer Name	In the Officer Name field, begin typing the new Officer's name. CAS 360 will begin searching the Global Contacts screen for the person. If the Contact has not been previously added, **Click + to add a new contact.**



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

First Name	Input **Arthur**

Last Name	Input **Wellesley**
Email Address	Input Training@bglcorp.com.au
Nationality	Input **British**
Date	Input **01/05/1969** as the date of birth
Address	In the Address field, begin typing 10 Downing St, London SW1A 2AB, United Kingdom. CAS 360 will begin searching the Global Addresses. If the Contact has not been previously added, **Click + to add a new contact.**

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

Country	Select **United Kingdom**
Line 1	Input **10 Downing Street on the first line**
Line 2	Leave blank
Suburb	Input **London**
Postcode	Leave as **SW1A 2AB**

Click **Save** to create the Address and the Contact.

Position	Select the Officer's position as **Director**
Position Status	Select the Status as **Appointed**

Meeting Status	Leave as ***Signatory*** You can edit the **Meeting Status** to the following choices: • **Attendee** This person will be shown as present or in attendance (if the person is not a director) at meetings. If the person is a director or alternate, the person will be listed on resolutions. • **Signatory** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as chairperson on the meeting minutes and signatory on company forms and other documents. If the person is a director or alternate, the person will be listed on resolutions. • **Chairperson** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as chairperson at meetings. If the person is a director or alternate, the person will be listed on resolutions. • **Form Signatory** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as the signatory on company forms and other

	documents. If the person is a director or alternate, the person will be listed on resolutions. • **Apology** This person will be shown as an apology at meetings. If the person is a director or alternate, the person will be listed on resolutions. • **Non-Attendee** This person will not be shown on meeting minutes or resolutions.
Appointed	Input ***Today's Date***

Click **Save**

Document Production is now available for this change. Continue with Tony Saparno's appointment by selecting **Prepare Forms.**

4.2.4 Document Production

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

4.2.5 Forms Prepared by CAS 360

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 switch icon.

Forms Prepared for Appointment:
CAS 360 will *automatically* select the documents required:

Forms Prepared for Appointment:
• Cover Letter *(optional)* • Form AP01 - Appointment of Individual Director • Directors Minutes or Resolution • Register of Directors • Members Minutes or resolution *(optional)* • Consent to Act letter

4.2.6 Document Options

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

Document Type	Options
Cover Letter	• Date Document - update the date of signing • Letter addressee • Document Listing Options (bullet points or paragraph format)
Form AP01 - Appointment of Individual Director	• Presenter • Document signatory

Document Type	Options
Directors Meeting Minute	• Select Minute or Resolution • Include Chairperson Appointment • Include meeting attendees • Include previous meeting minutes • Select the Chairperson. • Update Meeting Address • Document Date - update the date of signing • Document template - Switch between document template • Export to Word
Register of Directors	• Historical Data - Displays the historical data • Show Directors' Service Address - displays the relevant address • Show Directors' Usual Residential Address - displays the relevant address • Date to appear on the document • Document template - Switch between document template

Document Type	Options
Consent to Act Letter	• Display other directorships • User appointment date by default • Document template - Switch between document template
Members Minutes or Resolution	• Select Minute or Resolution • Include Chairperson Appointment • Include meeting attendees • Include previous meeting minutes • Select the Chairperson. • Update Meeting Address • Document Date - update the date of signing • Document template - Switch between document template • Export to Word

4.3 How to resign a Company Officer

4.3.1 Objective

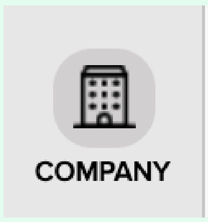
By the end of this task, you will be able to prepare the relevant forms and documents to resign a director.

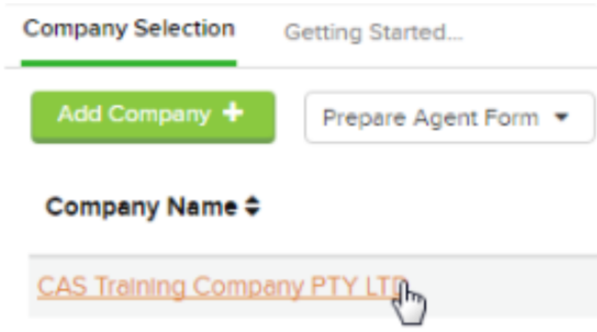
4.3.2 Details

Resign Napoleon as a Director

Officer's Name	Napoleon Bonaparte
Position	Director
Date Ceased	Today's Date
Signatory	Non-Attendee
Print Flag	Print Documents

4.3.3 Instructions

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

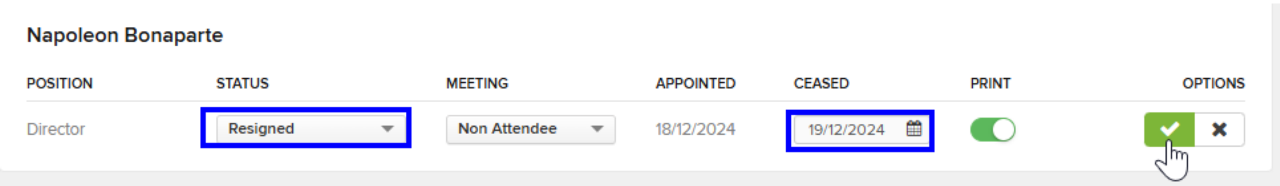
Select the **Company** from the list.	
Select **Officers.**	

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

Beside Napoleon, change the status field from Appointed to **Resigned.**

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

To accept and save the change, under **Options**, click



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

4.3.4 Document Production

Document Production is where users can see a list of all changes being made and preview all documents that CAS 360 will generate based on the selected change.

Forms Prepared for Resignation
CAS 360 will *automatically* select the documents required: • Cover Letter *(optional)* • Form TM01 - Termination of Director • Directors Meeting Minute or Resolution • Register of Directors • Members Meeting Minute or Resolution *(optional)* • Resignation Letter

4.3.5 Forms Prepared by CAS 360

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 switch icon.

4.3.6 Document Options

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

Document Type	Options
Cover Letter	• Date Document - update the date of signing • Letter addressee

Document Type	Options
	• Document Listing Options (bullet points or paragraph format)
Form TM01 - Termination of Director	• Presenter • Document signatory
Directors Meeting Minute	• Select Minute or Resolution • Include Chairperson Appointment • Include meeting attendees • Include previous meeting minutes • Select the Chairperson. • Update Meeting Address • Document Date - update the date of signing • Document template - Switch between document template • Export to Word
Register of Directors	• Historical Data - Displays the historical data • Show Directors' Service Address - displays the relevant address

Document Type	Options
	• Show Directors' Usual Residential Address - displays the relevant address • Date to appear on the document • Document template - Switch between document template
Resignation Letter	• Date Document - update the date of signing Select to use the Officer Cease Date as the signing date. Select to manually enter a signing date. • Switch between the customisable document templates,
Members Minutes or Resolution	• Select Minute or Resolution • Include Chairperson Appointment • Include meeting attendees • Include previous meeting minutes • Select the Chairperson. • Update Meeting Address • Document Date - update the date of signing

Document Type	Options
	• Document template - Switch between document template • Export to Word

To generate the Report Pack Select **Download All.**

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

Clients Emails	The Clients Emails Field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required insert additional contacts or email addresses to be notified. Remove contacts by selecting the backspace button.
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF. The status of the forms will be updated in the **Document** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field.

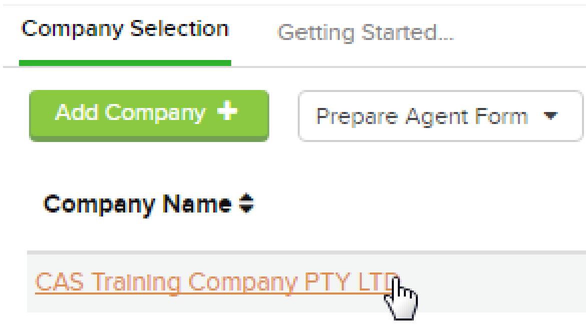
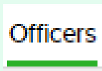
	The status of the forms will be updated in the **Document** screen to **Sent To Client.**

4.4 Reprint Company Change Documents

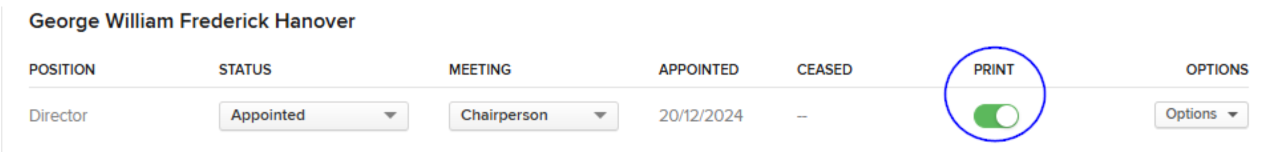
4.4.1 Objective

In this task, you will learn to Reprint and Reprepare company documents.

4.4.2 Re-prepare Documents

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

Besides George'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.



Select **Prepare Forms**

CAS 360 will now display the **Document Production** screen.

This will create a new report pack with a different trace number allocated.

5 Shareholder 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

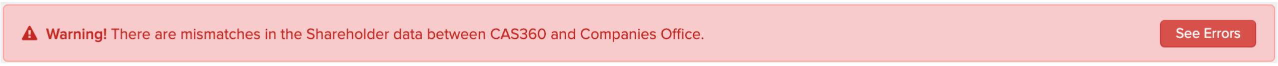
Lesson Overview:

- Shareholder live check
- Digital Signing with Docusign
- Allotment of Shares
- How to Digitally Sign documents in CAS 360
- Transfer of Shares & Automated Document Reminders
- Joint Shareholders & Document Review

5.1 Shareholder live check

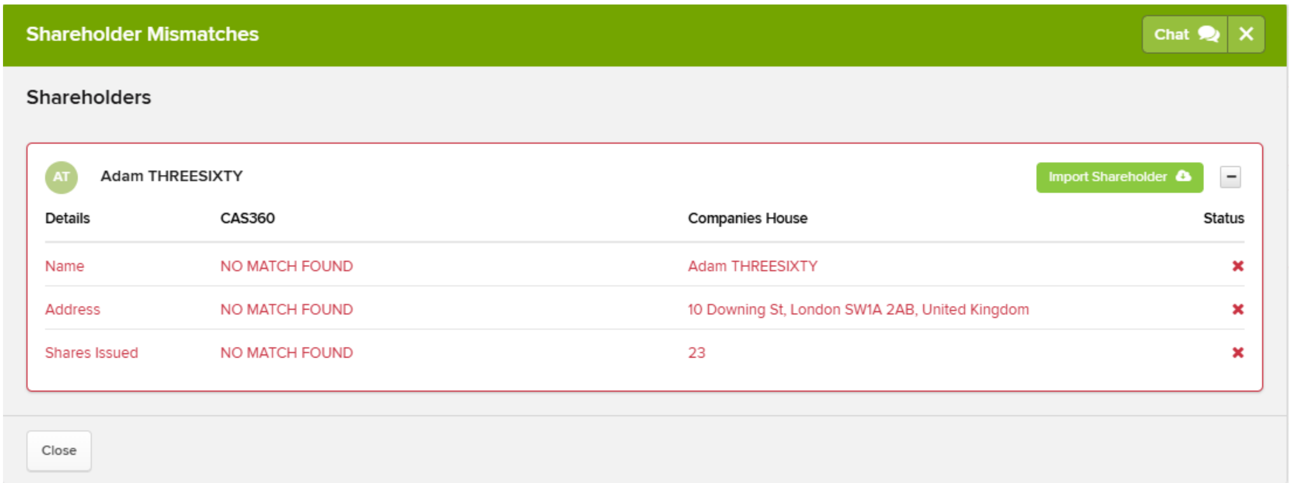
Every time users access the Shareholders screen, CAS 360 checks the Company Shareholders against the Companies House database.

If there are any mismatches, CAS 360 will display the message below:



To investigate the mismatches, click

CAS 360 will display a comparison report for the mismatches.



If the shareholder does not exist in CAS 360, Click

CAS 360 will proceed to download the shareholder information and record the shareholding into the shareholders screen.

5.2 Digital Signing with Docusign

5.2.1 Overview

DocuSign and CAS 360 are changing how compliance gets done by empowering you to sign, send and manage documents anytime, anywhere, on any device, with confidence.

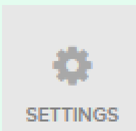
Digital signing replaces printing, faxing, scanning and overnighting documents with the easiest, fastest, most trusted way to make every approval and decision digital.

Organisations of all sizes are getting the job done faster than ever by accelerating contracts, faster approvals and improved workflow.

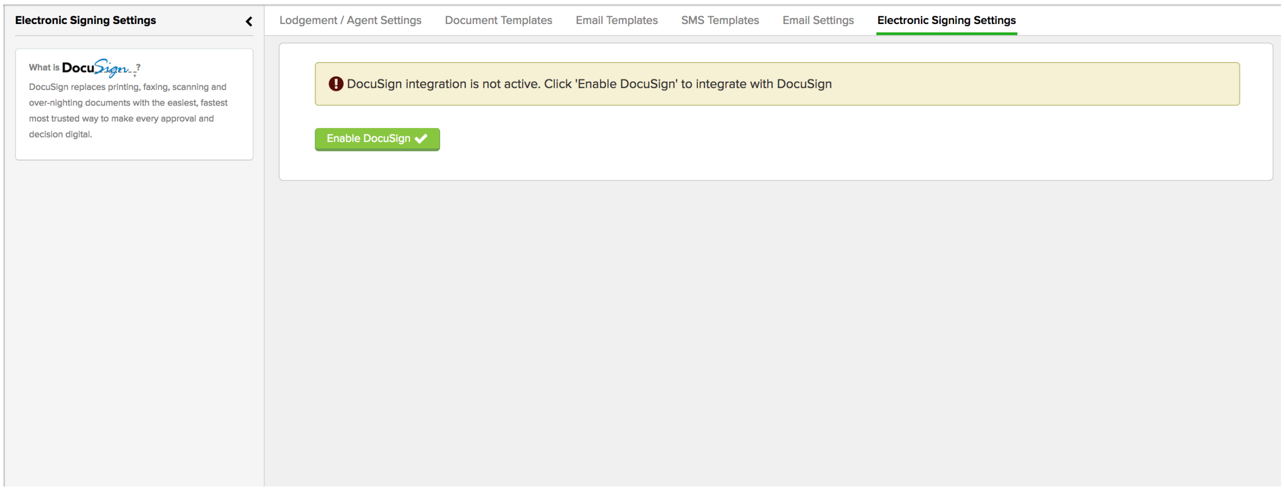
Complete integration between other electronic signing providers and CAS 360 are also available. CAS 360 currently integrates with DocuSign, Adobe Sign, FuseSign, and PleaseSign for your digital signing needs. This Lesson will focus on the digital signing process using DocuSign, however the process is similar with the other electronic signing providers.

5.2.2 Enabling DocuSign in CAS 360

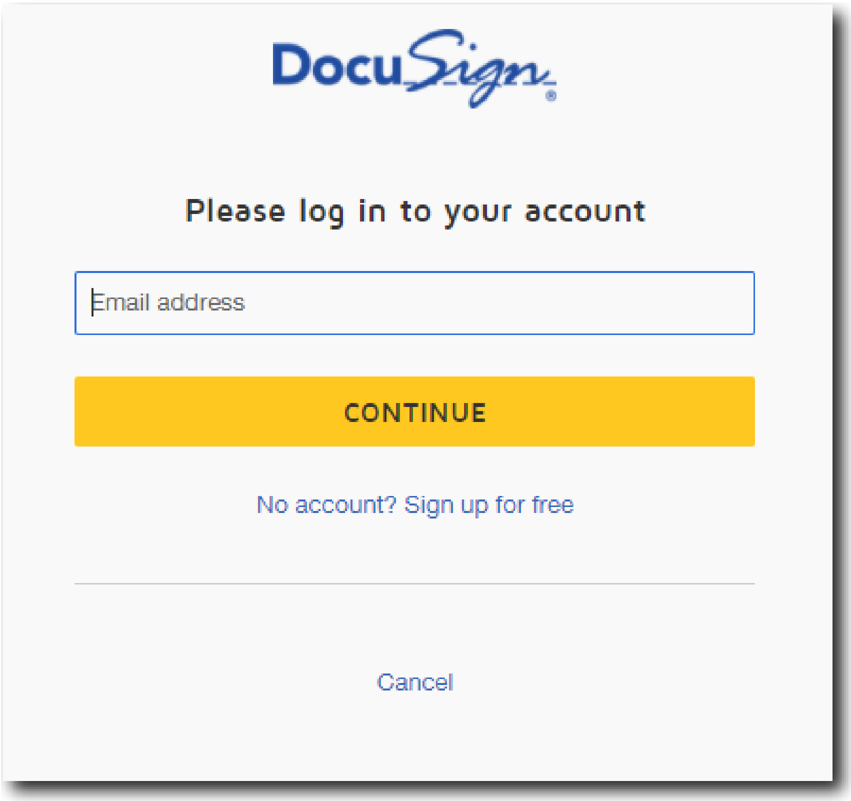
For the integration between CAS 360 and DocuSign to become active users will need to enable this feature in CAS 360 under **Settings.**

From the **Main Toolbar**, go to **Settings**	
Select **Electronic Signing Settings**	

Select **Enable DocuSign**.



You will be redirected to the DocuSign website where you will need to input your DocuSign account credentials.



Once your details have been confirmed, you will be redirected back to CAS 360.

The integration status will change to active.

For firms that do not currently have an active account with DocuSign, please contact your BGL Account Manager on 0800 444 408.

In the next task you will be appointing a director and learning how to digitally sign documents using CAS 360.

5.3 Allotment of Shares

5.3.1 Objective

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

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

- allot new shares in a company
- prepare all the necessary documentation to support the change.

5.3.2 Details

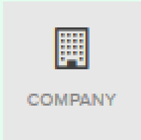
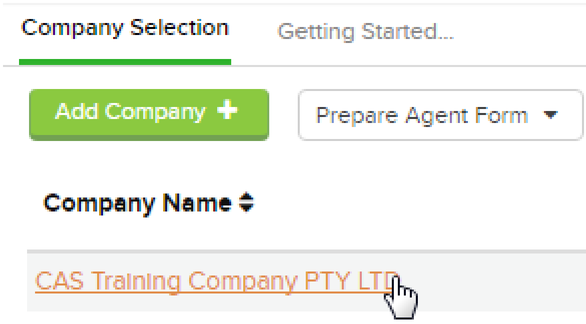
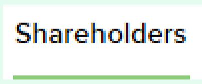
When a company allots shares, they must inform the Companies House.

A company can issue different classes of shares. The rights and restrictions attached to shares in a class distinguish it from other classes. A company can use the standard class titles such as ordinary, A class or B class shares or choose their own title for each class of share.

Allot 100 Ordinary shares to Arthur Wellesley

Date	Today's Date
Share Type	£1 Ordinary Shares
Allottee	Arthur Wellesley
Number	100

5.3.3 Instructions

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

Click **Add Transaction +**

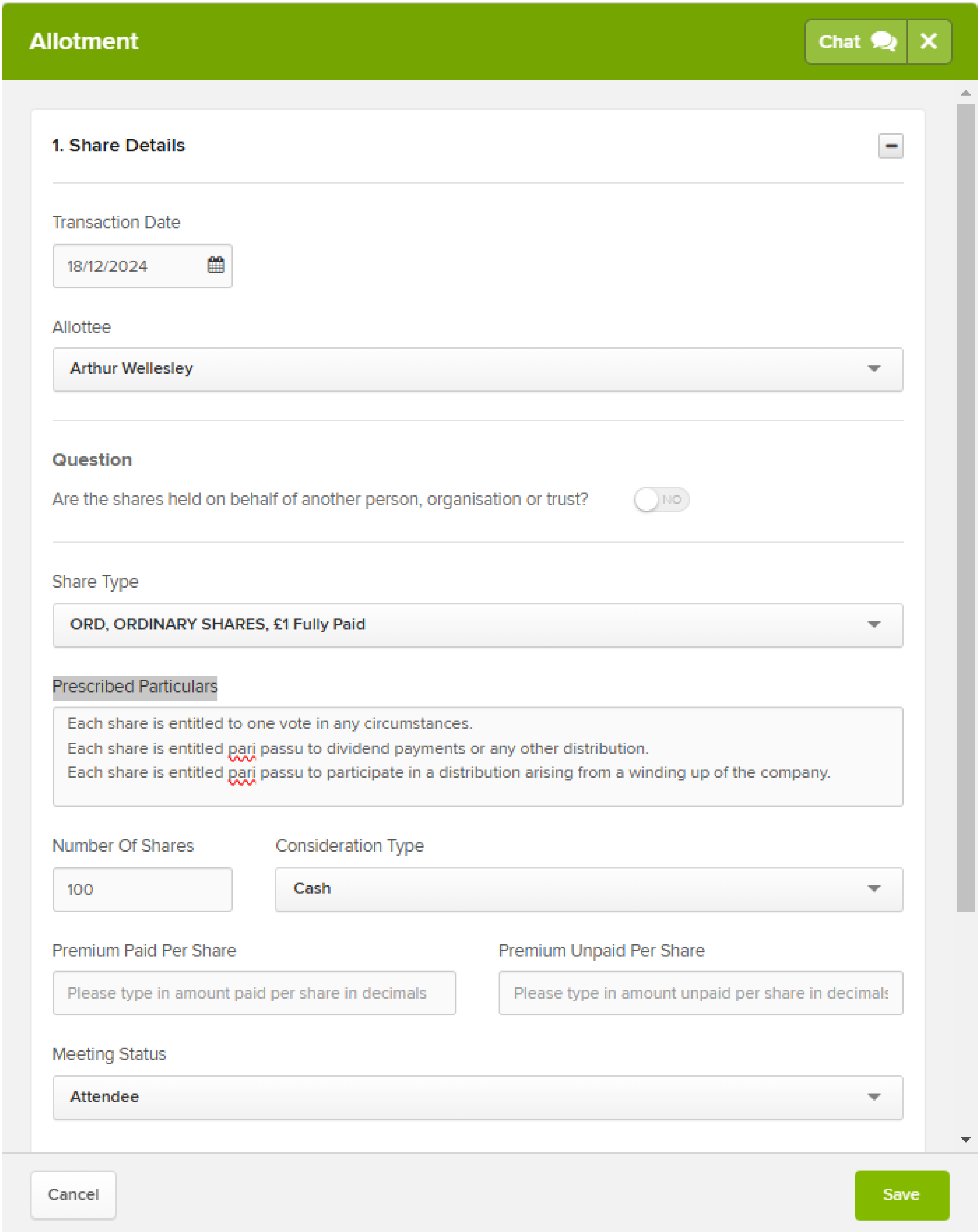
.

Select **Allotments.**

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

Transaction Date	Input **Today's Date**

Allottee	Search and select **Arthur Wellesley.**
Beneficial Owner	Leave this blank as these shares are not held in trust.
Share Type	Click into the Search field to display a list of suggested Share Types. Select **ORD, Ordinary Shares, £1 Fully Paid**
Prescribed Particulars	Input **Each share is entitled to one vote in any circumstances. Each share is entitled pari passu to dividend payments or any other distribution.** **Each share is entitled pari passu to participate in a distribution arising from a winding up of the company.**
Number Of Shares	Input **100**.
Consideration Type	Leave this as **Cash**.
Meeting Status	Leave this as **Attendee**.


Allotment
Chat
1. Share Details
Transaction Date
18/12/2024
Allottee
Arthur Wellesley
Question
Are the shares held on behalf of another person, organisation or trust?
NO
Share Type
ORD, ORDINARY SHARES, £1 Fully Paid
Prescribed Particulars
Each share is entitled to one vote in any circumstances.
Each share is entitled pari passu to dividend payments or any other distribution.
Each share is entitled pari passu to participate in a distribution arising from a winding up of the company.
Number Of Shares
100
Consideration Type
Cash
Premium Paid Per Share
Please type in amount paid per share in decimals
Premium Unpaid Per Share
Please type in amount unpaid per share in decimals
Meeting Status
Attendee
Cancel
Save

Click **Save**

.

5.3.4 Document Production

Select **Prepare Forms**

CAS 360 will automatically select the required documents for the selected change.

Forms Prepared

You will be able to prepare a report pack based on the following options:

- Cover Letter
- Form SH01 - Return of Allotment of Shares
- Register of Members
- Allotment Journal
- Directors Meeting Minute or Resolution
- Notice of Members Meeting
- Members Minute or resolution
- Member Consent
- Share Certificate
- Application for Shares

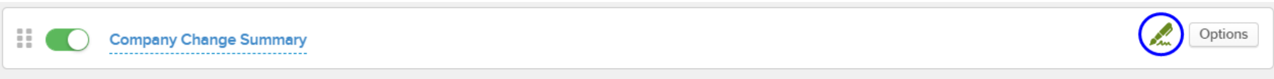
5.3.5 Create Documents and Forms

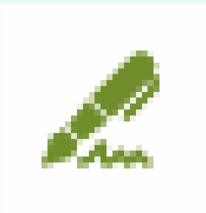
Once your document options have been defined, you are now ready to select which contact to notify.

Client Emails	The **Clients Emails** Field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required, insert additional contact or email address to be notified. Remove contact by selecting the backspace button.
Document Template	Switch between the customisable document templates,
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF. The status of the forms will update in the **Document** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field The status of the forms will update in the **Document** screen to **Sent to Client**.

5.4 How to Digitally Sign documents in CAS 360

With DocuSign enabled under Settings. From Document Production, 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.

Disable all documents except **FORM 9 - Consent and Certificate.**

To deliver the document for digital signing using Docusign click **Send All**.

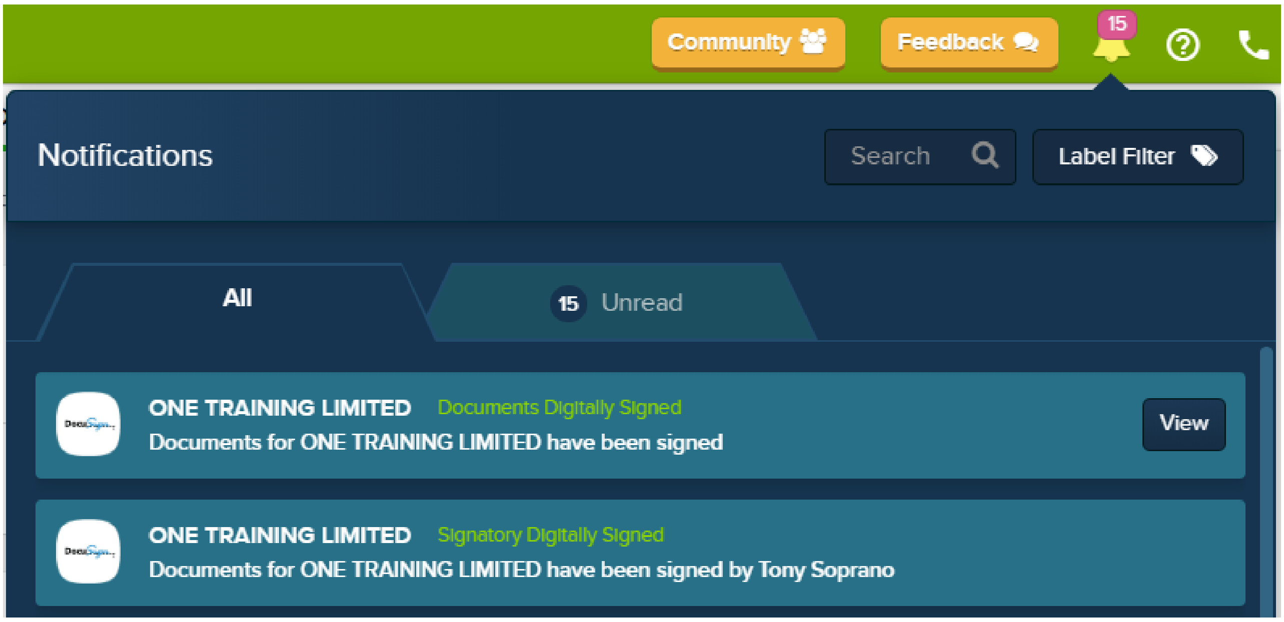
5.4.1 The Documents

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

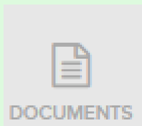
For instructions on how to digitally sign a document with DocuSign, please refer to the **DocuSign website.**

5.4.2 Notifications

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



5.4.3 View the digitally signed documents

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

When a document is sent to be digitally signed using DocuSign, the status in the Documents screen will be set to **DocuSign Sent to Client.**

Once all the signatories have digitally signed the Status will update to **DocuSign Signed by Client**

Under **Options | Attachments**, you will have two copies of the document: the original PDFs that were emailed from CAS 360 and the digitally signed documents as a PDF. The certificate of completion will also be attached.

5.5 Transfer of Shares & Automated Document Reminders

5.5.1 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:

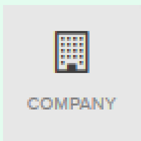
- Transfer shares to a new member in the company
- Prepare all the necessary documentation to support the change.
- Set automated document reminders.

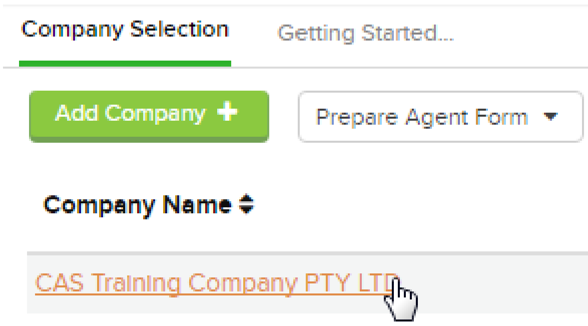
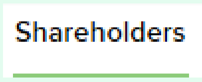
5.5.2 Details

Shares are transferred (e.g. sold) from one member to another or new member.

Transfer Napoleon's shares to Arthur

5.5.3 Instructions

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

	
Select **Shareholders**	

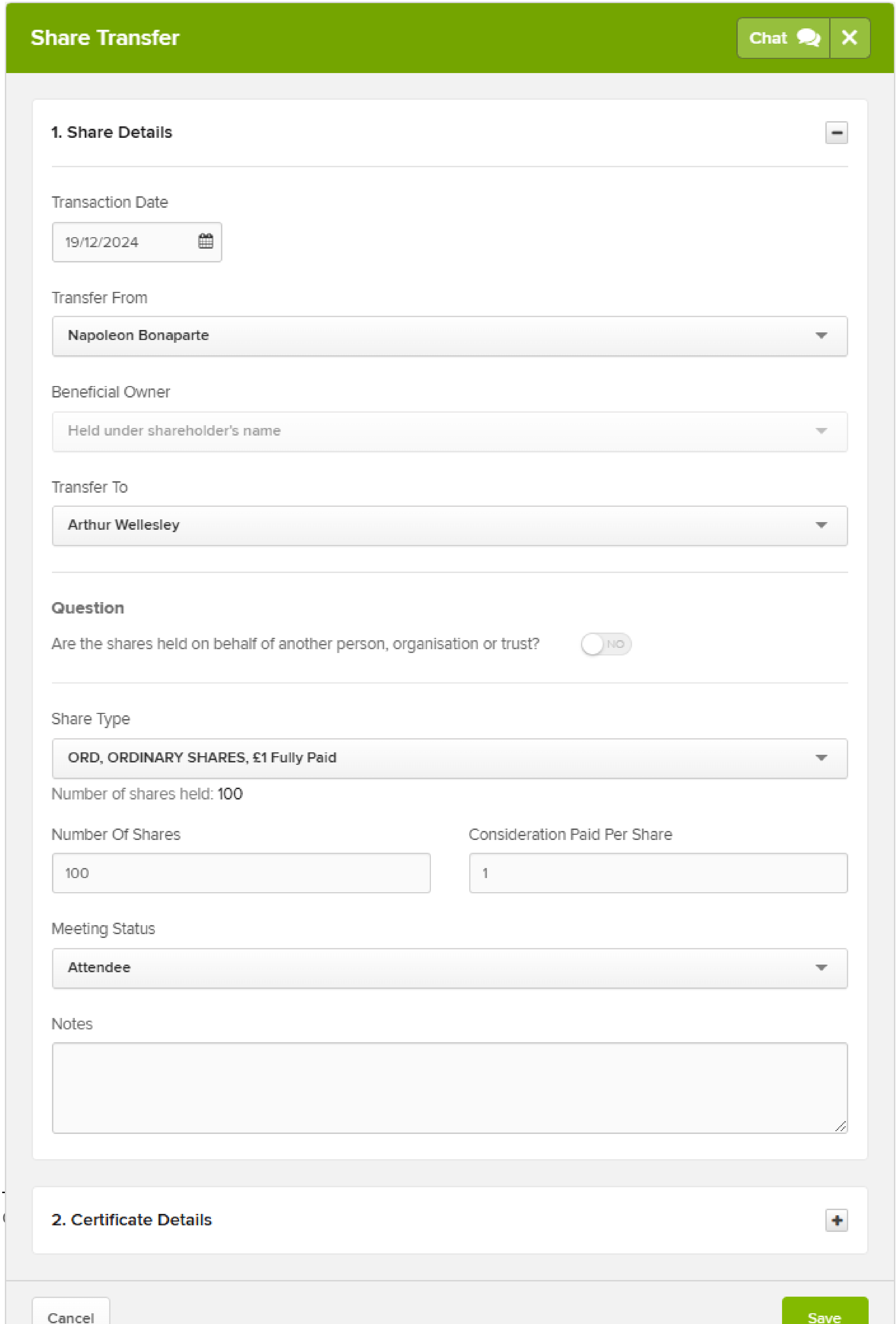
Click **Add Transaction +**

Select **Share Transfers.**

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

Transaction Date	Input **Today's Date.**
Transfer From	Search and select **Napoleon Bonaparte**
Transfer To	Search and select **Arthur Wellesley**
Share Type	Click into the Search field to display a list of suggested Share Types. Select **ORD, Ordinary Shares, £1 Fully Paid**.
Number Of Shares	Input **100**.

Consideration Paid Per Share	Leave this as **£1**.
Meeting Status	Leave this as **Attendee**.


Share Transfer
Chat
1. Share Details
Transaction Date
19/12/2024
Transfer From
Napoleon Bonaparte
Beneficial Owner
Held under shareholder's name
Transfer To
Arthur Wellesley
Question
Are the shares held on behalf of another person, organisation or trust?
NO
Share Type
ORD, ORDINARY SHARES, £1 Fully Paid
Number of shares held: 100
Number Of Shares
100
Consideration Paid Per Share
1
Meeting Status
Attendee
Notes
2. Certificate Details
Cancel
Save

Click **Save**

5.5.4 Prepare the Supporting Documentation & Set Automated Document Reminders

Select **Prepare Forms**

CAS 360 will automatically select the required documents for the selected change.

- Cover Letter
- Register of Members
- Allotment Journal *(optional)*
- Share Transfer Journal
- Directors Meeting Minute or Resolution
- Notice of Members Meeting *(optional)*
- Members Minutes or Resolution *(optional)*
- Members Consent *(optional)*
- Share Certificate
- Share Transfer Form

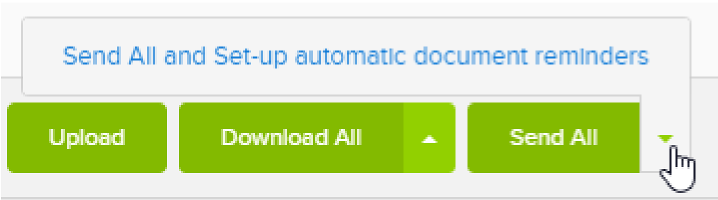
Automated Document Reminders

When you prepare any documents in CAS360 you can pre-set document reminders for your client.

The following section will show you how to set Automated Document Reminders in CAS 360

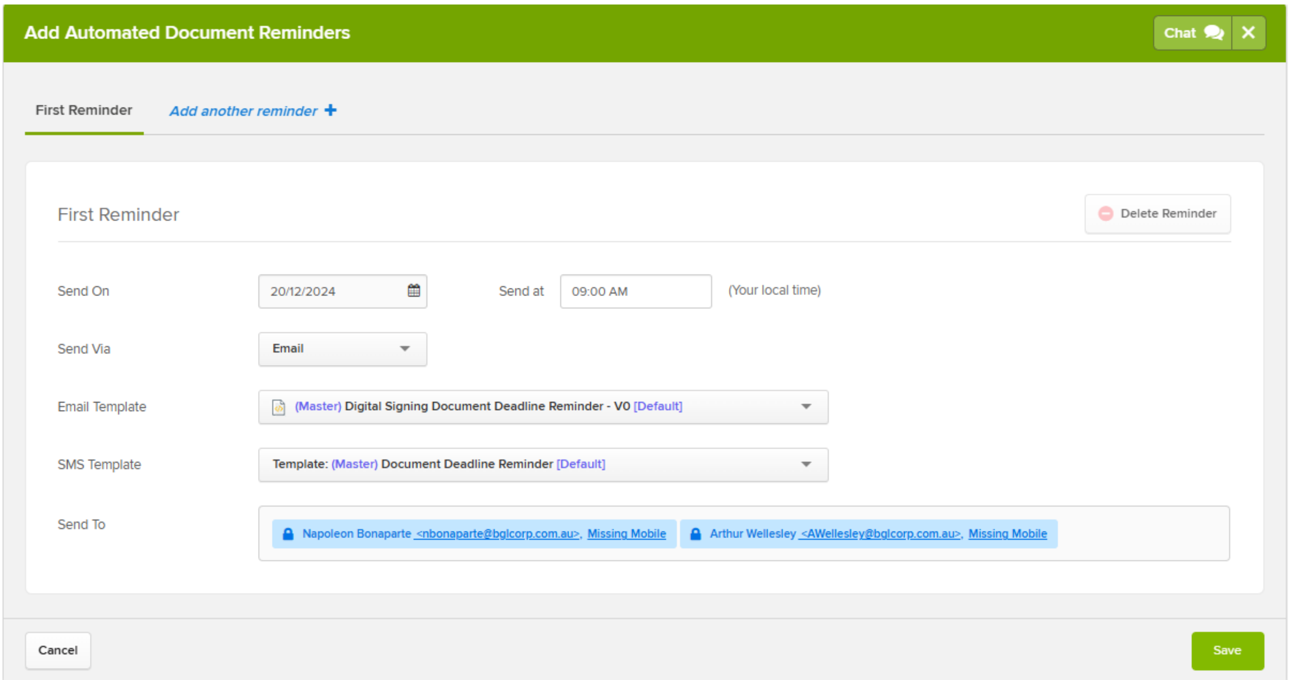
Instructions

When preparing documents in the **Document Production** screen, simply click  beside **Download All** or **Send All** and select Send All and Set-up automatic document reminders**.**



CAS 360 will continue to prepare the report pack and will send the email to the client.

Once completed, the **Add Automated Document Reminders** screen will display.



Send On	Select the date and time you want the reminders to be sent out
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.
Add another reminder +	Click to add another reminder. Users can add up to 6 reminders per set of documents.
Delete Reminder	Click to delete the scheduled reminder.

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

Save

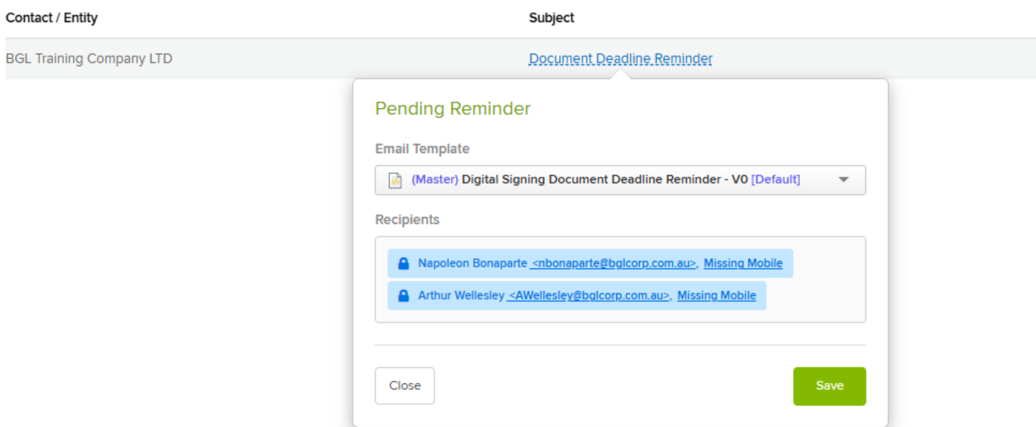
5.5.5 Where can I manage these Automated Reminders?

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.

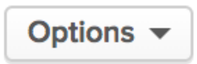


.

CAS 360 allows users to add Automated Document reminders to documents that have already been created.

From the Main Toolbar, head into **Documents**

Besides the document, click **Options**



And select **Add Automatic Document Reminders**

5.6 Joint Shareholders & Document Review

5.6.1 Objective

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

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

- create a joint entity and attach representatives to the entity
- allot shares to a new joint shareholder
- prepare supporting documentation.

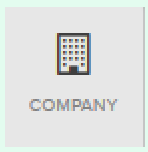
5.6.2 Details

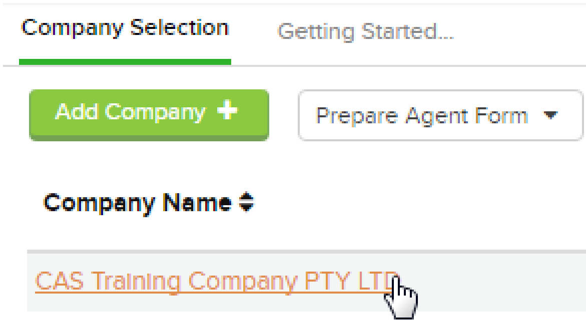
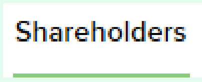
Shares are not always held by a single entity. Two or more people are able to jointly hold shares in a company.

In this case, the shares will be held jointly by a husband and wife - Charlotte Mecklenburg-Strelitz and George William Frederick Hanover.

Allot 100 Ordinary shares to the joint member - Charlotte Mecklenburg-Strelitz, George William Frederick Hanover.

5.6.3 Instructions

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

Select the **Company** from the list.	
Select **Shareholders**	

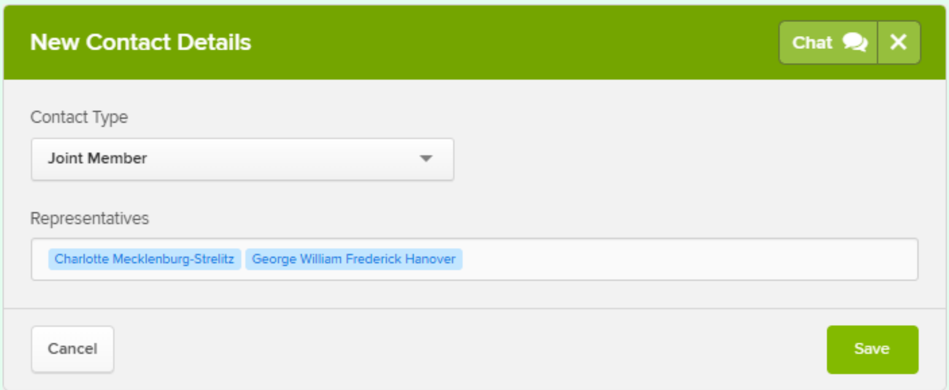
Click **Add Transaction +**

Select **Allotments.**

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

Transaction Date	Input **Today's Date.**
Allottee	Begin typing the name of the new shareholder. CAS 360 will start searching the Global Contacts screen for the person. If the Contact has not been previously added to the Global Contacts screen,  will appear. Click  to add a new contact.

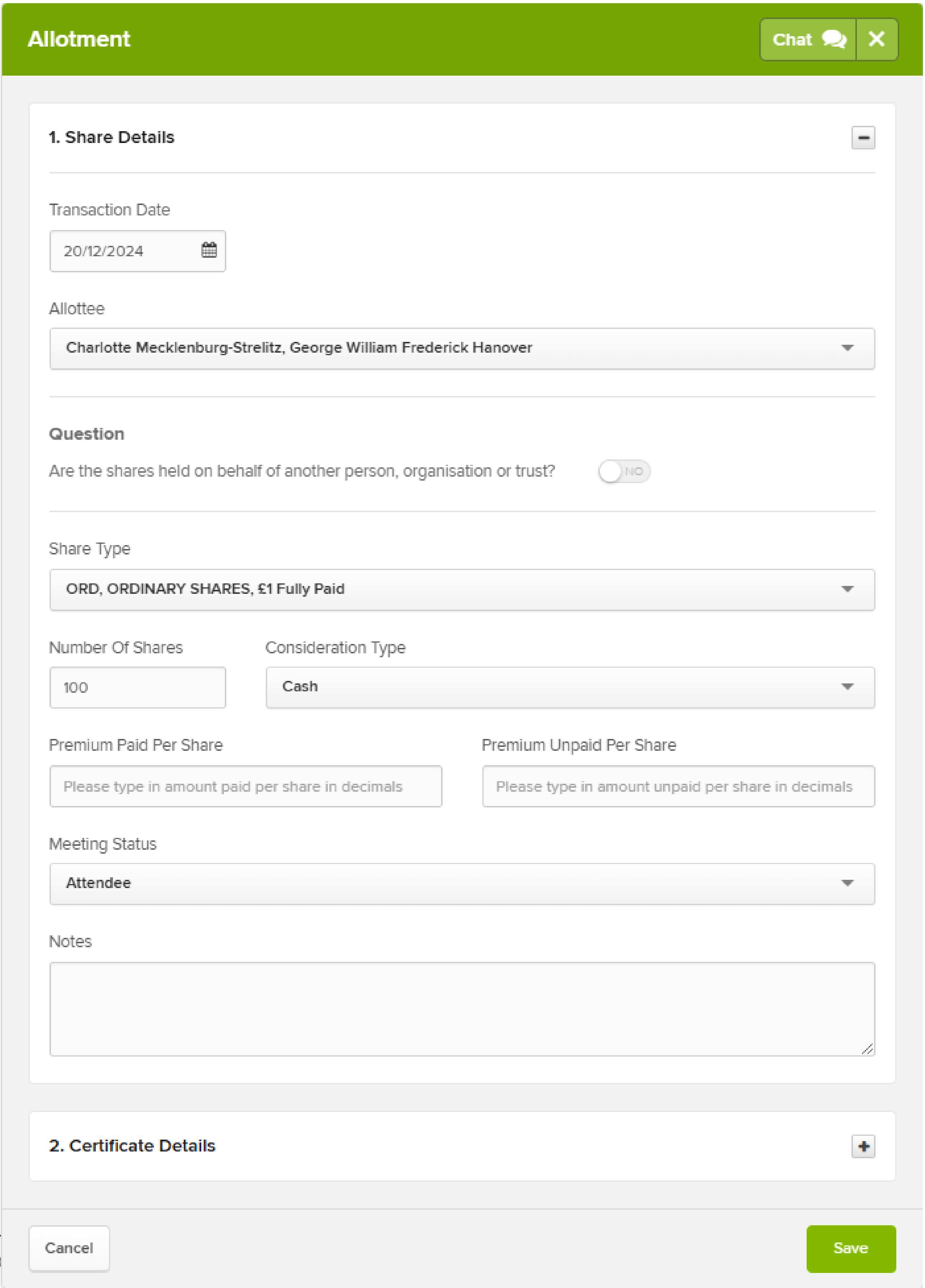
<table>
<tr>
<td>Contact Details</td>
<td>
The individuals must be added to the Global Contacts screen first before the joint member can be created. Up to 10 representatives can be added to a joint member.
Change the type to Joint Member.
In the Please select representatives field, search the Global Contacts screen for the following contacts:

Charlotte Mecklenburg-Strelitz; and
George William Frederick Hanover


Click 

to create the Joint Member.
</td>
</tr>
<tr>
<td>Shares held on behalf of another person</td>
<td>Leave this as NO.</td>
</tr>
<tr>
<td>Share Type</td>
<td>Click into the Search field to display a list of suggested Share Types. Select ORD, Ordinary Shares, £1 Fully Paid.</td>
</tr>
<tr>
<td>Number Of Shares</td>
<td>Input 100.</td>
</tr>
</table>

Certificate Type	CAS 360 will automatically select **Transaction**. Leave as is.
Certificate Number	CAS 360 will automatically prefill this with the next share certificate number.
Considerati on Type	Leave this as **Cash**.
Meeting Status	Leave this as **Attendee**.


Allotment
Chat
1. Share Details
Transaction Date
20/12/2024
Allottee
Charlotte Mecklenburg-Strelitz, George William Frederick Hanover
Question
Are the shares held on behalf of another person, organisation or trust?
NO
Share Type
ORD, ORDINARY SHARES, £1 Fully Paid
Number Of Shares
100
Consideration Type
Cash
Premium Paid Per Share
Please type in amount paid per share in decimals
Premium Unpaid Per Share
Please type in amount unpaid per share in decimals
Meeting Status
Attendee
Notes
2. Certificate Details
Cancel
Save

Click **Save**.

5.6.4 Document Production

Select **Prepare Forms**

CAS 360 will automatically select the required documents for the selected change.

Forms Prepared

CAS 360 will *automatically* select the documents required:

- Cover Letter *(optional)*
- Form SH01 - Return of Allotment of Shares
- Register of Members
- Allotment Journal
- Directors Meeting Minute or Resolution
- Notice of Members Meeting *(optional)*
- Members Minutes or Resolution *(optional)*
- Member Consent *(optional)*
- Share Certificate
- Application for Shares

5.6.5 Document Review

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

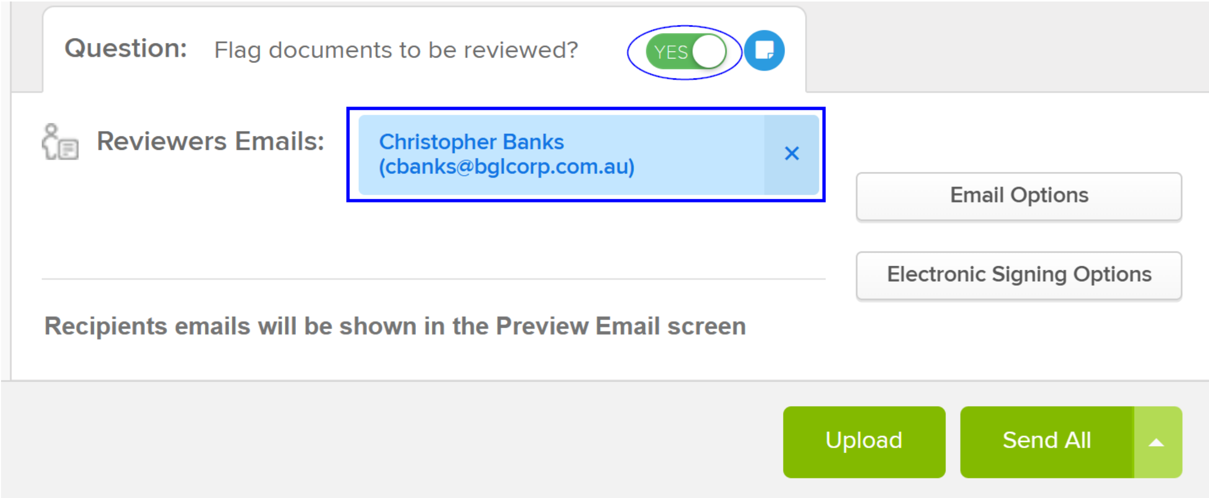
5.6.6 Workflow

Step	Explanation
Complete a change to a company's details	Process a change for a company in CAS 360.
Prepare documents in CAS 360	Prepare associated forms and minutes.
Flag documents for review and User to review	Prior to dispatch, flag the Document Review.
Documents emailed to reviewer	CAS 360 will send the documents to the reviewer selected.
Accepted/Declined	The reviewer will accept the documents and they will be dispatched to the client for signing. The reviewer may decline the documents and a Notification will be received in CAS 360. Documents will not be sent to the client.
CAS 360 Notifications	CAS 360 will update all users of the acceptance/ declining of documents produced via CAS 360 Alerts.

Instructions

Select **Prepare Forms,** CAS 360 will now generate a report pack for the Joint Shareholding.

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



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. After reviewing the documents the reviewer can either **Accept** or **Decline**. If declined, the document will not be sent to the client and will remain in document production. Notes can be made by the reviewer to explain the reason for declining.

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.

6 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:

- Officer Changes
- Contact Address Change
- Address for Service Change

6.1 Officer Changes

6.1.1 Objective

In this task, you will learn how to process an appointment of an officer across multiple companies.

6.1.2 Details

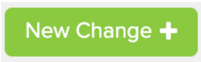
The Mulitple Changes feature in CAS 360 allows to appoint and cease officers for multiple companies.

Appoint Paul Wheeler as Director of all BGL T_ PTY LTD Companies.

Name	Paul Wheeler
Address	1 Park Lane, London, UK
Date of Birth	14/08/1988
Place of Birth	Birmingham
Email	SD@cas360.com
Position	Director
Meeting Status	Appointed
Resolution Date	Today's Date
Signatory	Attendee
Print Flag	Print Documents

6.1.3 Instructions

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

Select 

Select **Officer Change.**

Officer Name	In the Officer Name field, begin typing the new Officer's name. CAS 360 will begin searching the Global Contacts screen for the person. If the Contact has not been previously added to the Global Contacts screen, + will appear. Click + to add a new contact.

The **Add New Contact** Screen will display.

First Name	Input **Paul**
Last Name	Input **Wheeler**
Email Address	input SD@CAS360.com

Birth Country	Input **United Kingdom** at the search bar. The search will display United Kingdom**.**
Birth Place	Input **Birmingham**
Date	Input **14/08/1988** as the date of birth
Address	In the Address field, begin typing **1 Park Lane.** CAS 360 will begin searching the Global Addresses for a previously added address. Click + if the address has not been previously added.

Enter the address:

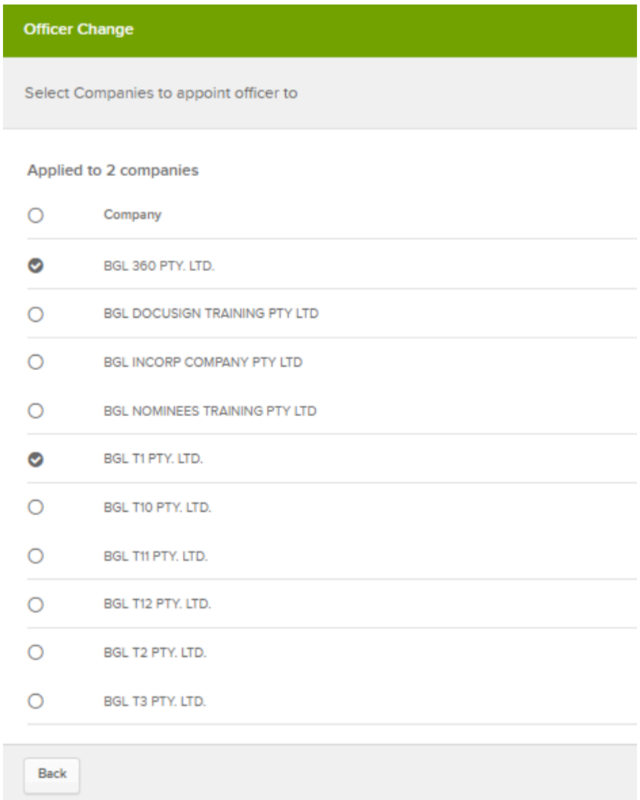
Country	Enter **United Kingdom.**
Address Line 1	Input a search for **1 Park Lane London** on the first line, then select the result displayed.
Address Line 2	Leave blank.
Post Town	**London** will be pre-filled via the address selected in Line 1.
County/ Region	**Greater London** will be pre-filled.
Postcode	**W1J 7QY** will be pre-filled.

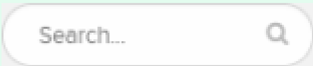
Click **Save** to create the Address and the Contact.

Position	Select the Officer's position as **Director**
Position Status	Select the Status as **Appointed**
Meeting Status	◦ **Attendee** This person will be shown as present or in attendance (if the person is not a director) at meetings. If the person is a director or alternate, the person will be listed on resolutions. ◦ **Signatory** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as chairperson at meetings and signatory on company forms and other documents. If the person is a director or alternate, the person will be listed on resolutions. ◦ **Chairperson** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as chairperson at meetings. If the person is a director or alternate, the person will be listed on resolutions. ◦ **Form Signatory** This person will be shown as present or in attendance (if the person is not a director) at meetings. The person will be shown as the signatory on company forms and other documents. If the person is a director or alternate, the person will be listed on resolutions. ◦ **Apology** This person will be shown as an apology at meetings. If the person is a director or alternate, the person will be listed on resolutions.

	◦ **Non-Attendee** This person will not be shown on meeting minutes or resolutions.
Resolution Date	Input *Today's Date*
Next	Select to proceed to the following screen where you can select the companies.

Select the company(s) for which to process the changes.



Field	Description
	You can look for a specific by typing the name in the search box.
	Select to prepare the forms.

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

6.1.4 Document Production

Select 

CAS 360 will automatically select the required documents for the selected change.

Forms Prepared

CAS 360 will *automatically* select the documents required:

- Form AP01 - Appointment of Individual Director
- Directors Meeting Minute or Resolution
- Register of Directors
- Consent to Act

6.1.5 Document Options

Click **Options** to update any document settings before document production.

Options available for selection will be based on the document type.

Changes	Default Documents
(Director) Appointment	• Cover Letter(flagged off) • Form AP01 - Appointment of Individual Director • Director Meeting Minute or Resolutions • Register of Directors • Consent to Act • Members meeting minute (flagged off)
(Director) Cessation	• Cover Letter(flagged off) • Form TM01 - Appointment of Individual Director • Director Meeting Minute or Resolutions • Register of Directors • Resignation Letter • Members meeting minute (flagged off)

6.1.6 Create Documents and Forms

Once your document options have been defined, you are now ready to select which contact to notify.

Clients Emails	The Clients Emails Field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required insert additional contacts or email addresses to be notified. Remove contacts by selecting the backspace button.

Document Template	Switch between the customisable document templates.
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF. The status of the forms will update in the **Document** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. The status of the forms will update in the **Document** screen to **Sent To Client.**

6.2 Contact Address Change

6.2.1 Objective

In this task, you will learn how to process a change of Address of an Officer and/or Shareholder in CAS 360.

6.2.2 Details

The Multiple Changes feature in CAS 360 allows users to update address details for a contact (who may hold a director or shareholder position for multiple companies) from a single screen.

In this task, the Address for **Arthur Wellesley**.

New Contact Address	**50 King Street, London, UK**
Date of Change	Today's date

6.2.3 Instructions

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

Select 

Select **Contact Address Change**

Contact	Select the Officer/Member
Field	**Explanation**
New Address	In the New Address field, begin typing the new Address. CAS 360 will begin searching the Global Address screen for the Address. If the Address has not been previously added to the Global addresses screen, will appear. Click to add a new Address. Enter **50 King Street, London, UK.** Create the address if needed.
Resolution Date	Enter **Today's Date.**
Options:	
Apply change where Companies Address for Service is the same?	Select the toggle only if you want to prepare an address change for other **Companies** which have the same **Address for Service.** **Keep as untoggled .**
Apply change to other contacts with the	Select the toggle only if you want to prepare an address change for other **Contacts** which have the same address. **Keep as untoggled .**

Contact	Select the Officer/Member
Field	**Explanation**
same address?	

Click **Proceed**

6.2.4 Document Production

Select **Prepare Forms**.

CAS 360 will automatically select the required documents for the selected change.

Forms Prepared

CAS 360 will *automatically* select the documents required:

- Cover Letter
- Directors Meeting Minute or Resolution
- Members Minutes or Resolution

Document Options

Click **Options** to update any document settings before document production.

Options available for selection will be based on the document type.

Create Documents and Forms

Once your document options have been defined, you are now ready to select which contact to notify.

Clients Emails	The Clients Emails Field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required insert additional contacts or email addresses to be notified. Remove contacts by selecting the backspace button.
Document Template	Switch between the customisable document templates, refer to Lesson 6 for more details.
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF. The status of the forms will be updated in the **Document** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. The status of the forms will be updated in the **Document** screen to **Sent To Client.**

6.3 Address for Service Change

6.3.1 Objective

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

6.3.2 Details

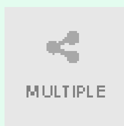
The Address for Service must be a physical address.

CAS 360 gives users the ability to prepare Address for Service Changes across multiple companies in a single screen.

Change the Address for Service for all companies using the same address.

New Service Address	**22 Grange Road, London, UK**
Date of Change	Today's date

6.3.3 Instructions

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

Select 

Select **Registered Address Change.**

Company	Select **CAS Training Company Limited**
New Address	
Resolution Date	Input **Today's Date.** This date represents the last date of change to the registered office address of the company
Is the premises occupied by someone other than the company?	Select
Apply change where Companies Registered Address is the same?	Select YES This option will display **ALL** companies using the original Registered Address and prepare all documents for the change of address.

Click **Proceed**

> To quickly reverse all the changes from the **Multiple Changes** screen, click **Options** and select **Delete All Multi-Change Records**.

6.3.4 Document Production

Select **Prepare Forms**.

CAS 360 will automatically select the required documents for the selected change.

Forms Prepared

CAS 360 will *automatically* select the documents required:

- Cover Letter
- Directors Meeting Minute or Resolution
- Members Minutes or Resolution

6.3.5 Create Documents and Forms

Once your document options have been defined, you are now ready to select which contact to notify.

Clients Emails	The Clients Emails Field will automatically select all officers for the company that has a valid email address entered in the contact screen. If required insert additional contacts or email addresses to be notified. Remove contacts by selecting the backspace button.
Document Template	Switch between the customisable document templates.
Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF. The status of the forms will be updated in the **Document** screen to **Document Prepared**.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. The status of the forms will be updated in the **Document** screen to **Sent To Client.**

7 Documents and Filing

This lesson will go through the functions of the document screen. CAS 360 has combined the Document Tracking, Document Management and electronic lodgement screens into one single screen. This allows clients to manage company documents and file forms much simpler, quicker, and with fewer clicks.

Lesson Overview:

- The Documents Screen
- Lodgement

7.1 The Documents Screen

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:

- Change a document status
- Attach external files to a document
- Send document reminders from the **Documents** screen
- View the document history

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 **trace numbers** and view the **number of company changes** contained in a set of documents.

7.1.3 Update Document Status

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

Select **Options** and click **Edit**.

The **Edit Document Details** screen will display.

Field	Explanation
Date of Document	The original document signing date
Document Status	The current status of the document. This can be changes to statuses such as **Lodged** and **Lodged Manually**. **Note:** When documents are generated, the status will automatically be set to **Document Prepared**. Once a document is lodged, the status will automatically change to **Lodged**.

Click **Save**

7.1.4 Attach additional documents in CAS 360

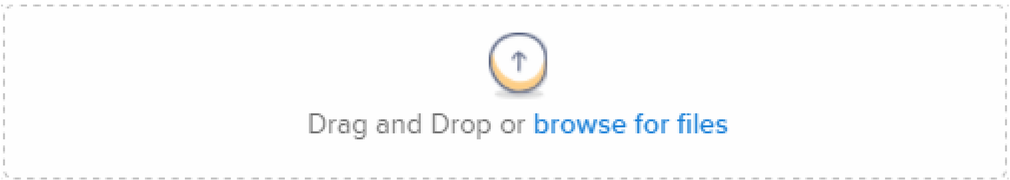
From the **Main Toolbar**, go to **Documents.**	

Click **Options**

Select **Attachments.**

The **Attachments** screen will display.

Users are also able to drag and drop external files to CAS 360 or click on ***browse for files*** to select the files to be uploaded. Files may include client letters and other supporting documents.

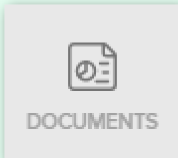


The **Attachments** screen also allows users to view all relating documents generated for the document. The size limit of attachments is 10 MB.
To view the attachments, hover your mouse over the document.

Icon	Explanation
	Delete an attachment. Attachments generated by CAS 360 or migrated from CAS desktop cannot be deleted.

Icon	Explanation
	
	Download a copy of the attachment to your computer.
	Instantly generate the attachment for you to view.

7.1.5 Send clients document reminders

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

Click **Options**

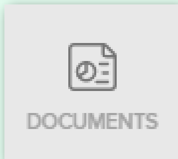
Select **Send Document Reminder**.

The **Send Document Reminder** screen will display.

Field	Explanation
Recipient	CAS 360 will automatically select the Officers of the company.
Email Template	A preview of the reminder that will be sent to the recipient.

Click **Send.**

7.1.6 View Document History

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

Click **Options**

Select **History**.

The **Document History** screen will display.

This will display a timeline of the status of the document, which shows the time and date of any status changes and the user who has changed the status.

7.1.7 Document Alerts filter

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

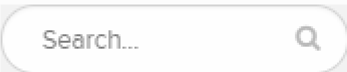
Document Alerts

Filter	Explanation
View all Documents	Display all documents in the documents screen
Overdue Documents	Show documents that are now late 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 which have the Lodge button available
Documents Lodged	Show only documents that have already been lodged
Electronic Signing - Signed by client	Show only documents that have been signed by clients using Digital Signing
Electronic Signing - Signed and not lodged	Show only documents that have been signed by clients using Digital Signing but have not been lodged

Awaiting Signature Filter

Filter	Explanation
Sent to clients still require signing	Documents with the status **Sent to clients**
Electronic Signing - Sent to clients	Documents sent to clients to be signed using Digital Signing

Use the **Search box** to filter the Document screen by Companies.



7.2 Lodgement

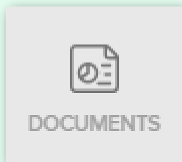
7.2.1 Objective

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

- Complete the Lodgement process for various documents from CAS 360

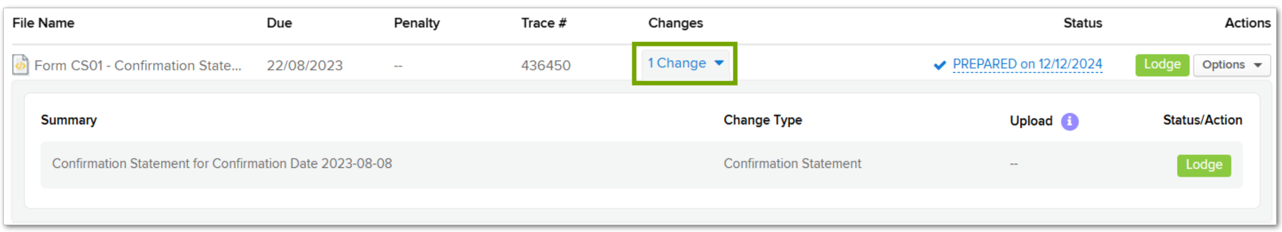
7.2.2 Instructions

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

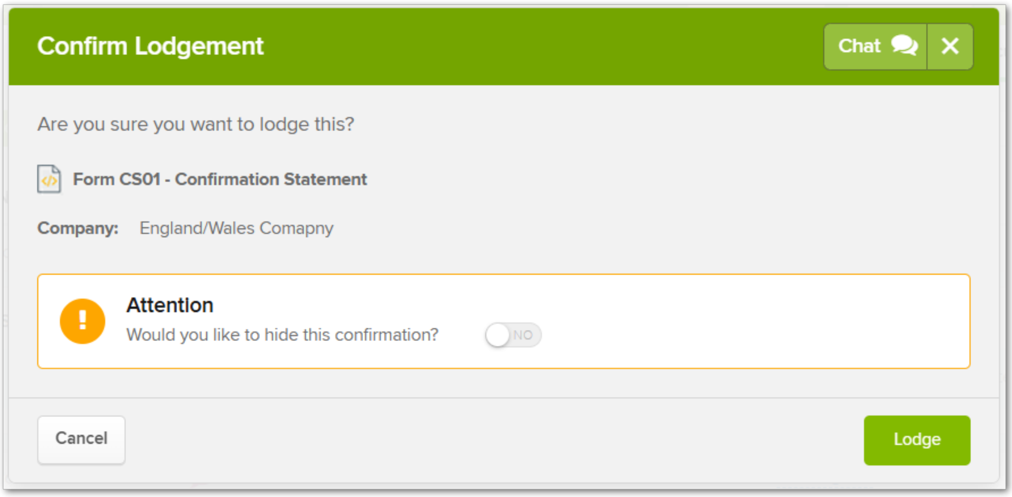


For documents that can be filed electronically via CAS 360, the **Lodge** button will display.

Click on the changes column to select a specific change that you wish to lodge.
Alternatively, simply select **Lodge** on the right-hand side.

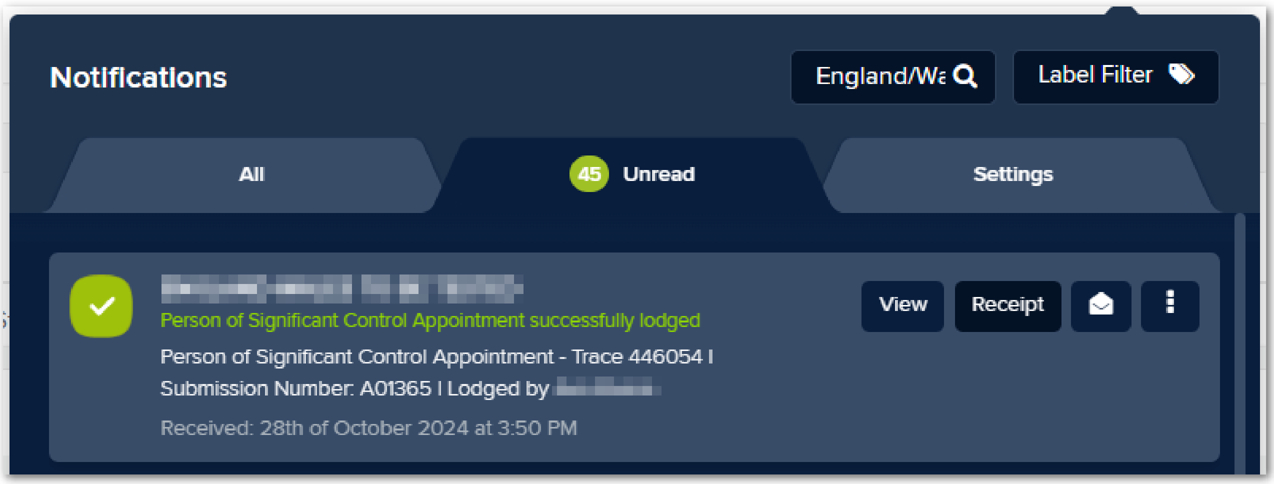


A confirmation message will display, Click **Lodge** again.

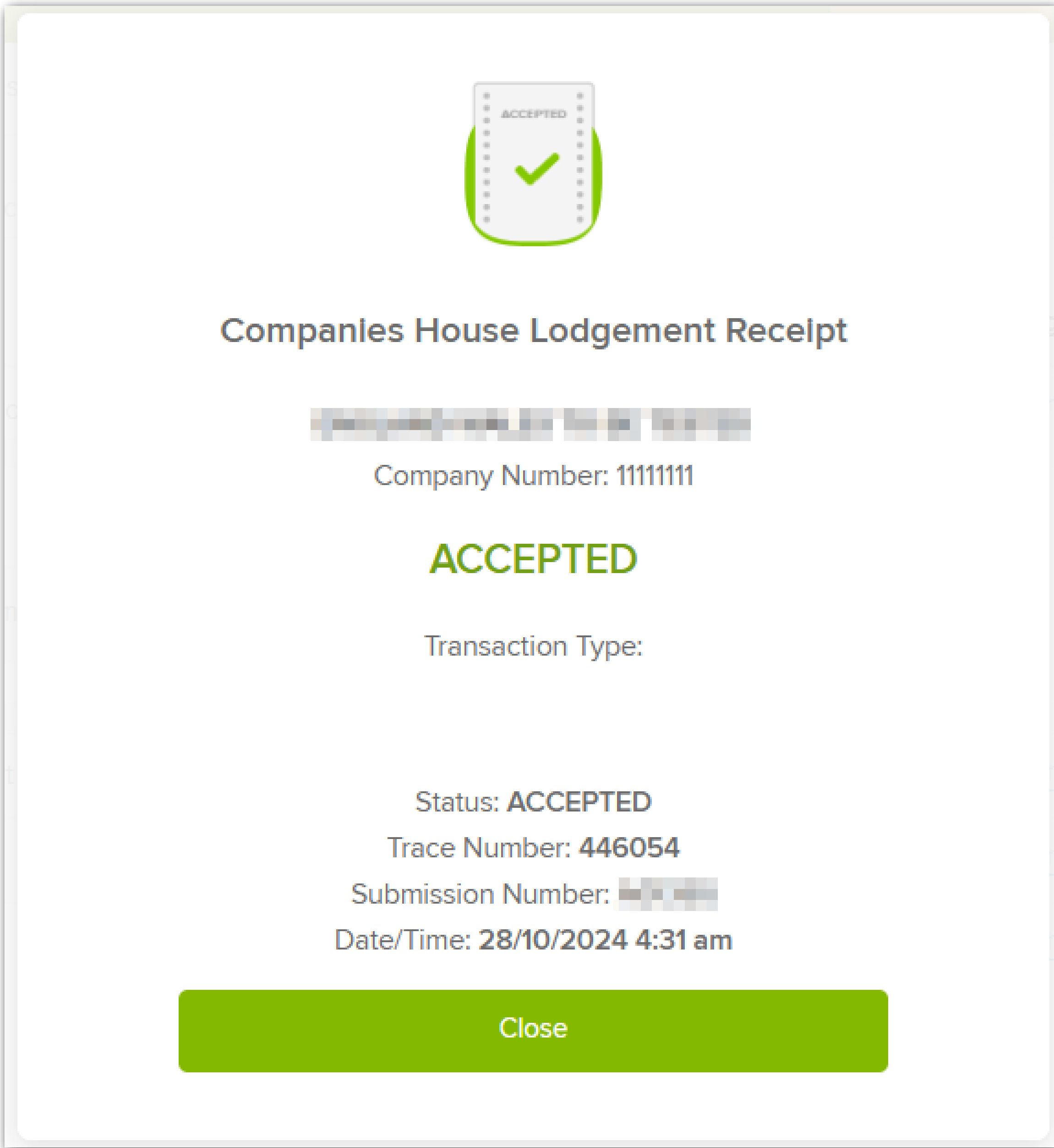


7.2.3 Lodgement Notification

When lodgement has been successfully completed a notification will display. Below is an example of successful lodgement:



Select **Receipt**, Once the change has been accepted CAS 360 will prepare a lodgment receipt.


ACCEPTED
Companies House Lodgement Receipt
Company Number: 11111111
ACCEPTED
Transaction Type:
Status: ACCEPTED
Trace Number: 446054
Submission Number:
Date/Time: 28/10/2024 4:31 am
Close

8 Trusts

CAS 360 gives users the ability to enter Trust information and create Trust documents. Upon completion, you will learn how to create a range of trusts, including: **Discretionary, Unit**, **Hybrid**, or **Bare** trust, and how to prepare supporting documentation.

Lesson Overview:

- How to add a Family Trust
- Create Trust Relationships
- How to Create Trust Events

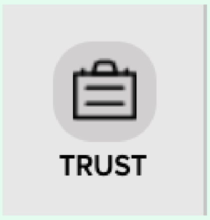
8.1 How to add a Family Trust

8.1.1 Objective

Learn how to create a Family Trust and manage your trust obligations using CAS 360.

The CAS Training Company PTY LTD will act as the trustee for the **CAS Unit Trust.**

8.1.2 Navigation

From the **Main Toolbar**, go to **Trusts.**	
Select **Add Trusts**	

Select **Add a New Trust**

The **Add Trust** window will display

8.1.3 Instructions

Trust Name*	Begin typing the trust name. CAS 360 will begin searching the Global Contacts screen for the trust. If the trust has not been previously added to the Global Contacts screen, will display.  

	Click to add a new contact.

The **Contact details** screen will display

Contact Type	Other Entity
Entity Type	Trust
Entity Name	CAS Unit Trust
Place of Incorporation	United Kingdom
Establishment Date	01/01/2000
Address	10 Downing Street, London, SW1A 2AA, United Kingdom

Click

Trust Type	Unit
Trust Formed	01/01/2000
Is the trustee a company managed in CAS360?	Toggle ON
Trustee	Select **CAS TRAINING COMPANY PTY LTD**
Label	Select **BGL**

Trustee Appointed	01/01/2000

Click **Save**

The ***CAS Unit Trust*** will now appear on the Trust Selection screen. Select the ***CAS Unit Trust*** from the Trust selection list.

8.2 Create Trust Relationships

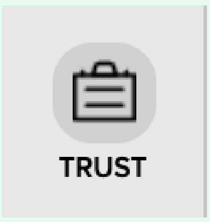
8.2.1 Objective

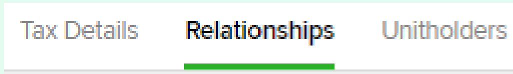
The Following Relationships can be set up in CAS 360:

- Settlor
- Appointor
- Trustee
- Accountant
- Auditor
- Bank
- Business Name
- Investment Advisor
- Lawyer
- Liquidator

In this task, you will learn how to set up a relationship for a trust.

8.2.2 Navigation

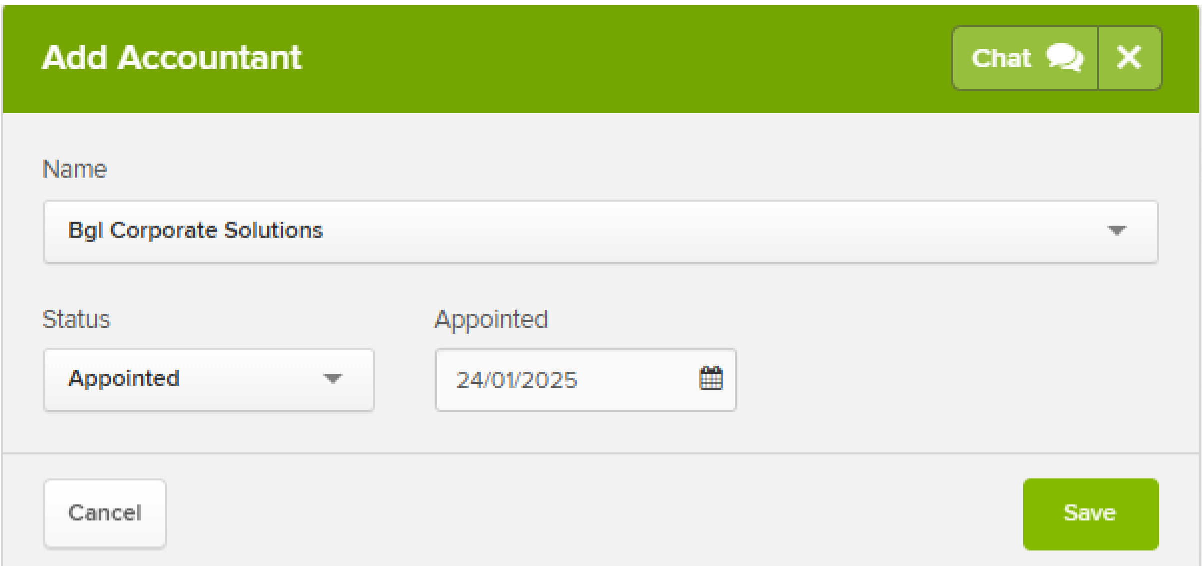
From the **Main Toolbar**, go to **TRUST.**	

From Trust Selection choose **CAS Unit Trust**	
Navigate to the **Relationships** screen	

In this example, we will be creating a relationship between CAS Unit Trust and the **Accountant**.

To add the relationship, click on **Add Relationship** and select **Accountant.**

Name	Select **BGL Corporate Solutions**
Status	Leave as **Appointed.**
Appointed	Leave as today's date.



Select **Save**.

8.2.3 Document Production

Select **Prepare Forms**

CAS 360 will automatically create the required documents for the relationship

Forms Prepared

- Cover Letter
- Trustee Minute or Resolution

8.2.4 Document Options

Click **Options** to update any document settings before document production.

Options available for selection will be based on the document type.

Document Type	Options
Cover Letter	• Document Date • Letter Addressee • List Document with bullet points • List documents in a paragraph • Document template - Switch between document templates.
Trustee Minute or Resolution	• Select either a Minute or Resolution

Document Type	Options
	• Include Chairperson Appointment • Include Meeting Attendees • Include Previous Meeting Minutes • Select the Chairperson. • Update Meeting Address • Document Date - update the date of signing • Document template - Switch between document templates. • Export to Word

8.2.5 Create Documents

Once your document options have been defined, you are now ready to create your documents.

Upload	Upload any additional documents which will be included in the document pack.
Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field.

8.3 How to Create Trust Events

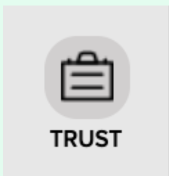
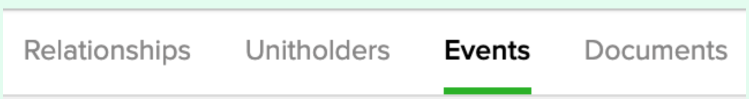
8.3.1 Objective

In this task, you will learn how to add Events into CAS 360. The following events can be recorded in CAS 360.

- Asset Acquisitions
- Loans
- Income Transactions
- Expense Transactions
- Other

Trustee Minutes/Resolution can be generated once the events have been added into CAS 360.

8.3.2 Navigation

From the **Main Toolbar**, go to **TRUST.**	
From Trust Selection choose **CAS Family Trust**	
Navigate to the **Events** screen	

To add an event, Click **Add Event**

In this example, we are going to record a property acquisition.

To record a property acquisition, select **Asset Acquisitions** under **Asset Transactions** and input the following information.

Date of Acquisition	Enter **01/01/2025**
Type of Asset	Select **Real Estate**
Description of Asset	**Enter Castlehill, Edinburgh EH1 2NG, United Kingdom**
Value	Enter **950000**
Details of acquisition of the Asset	Select **Purchased by the trust**

Select **Save**

8.3.3 Document Production

Select **Prepare Forms**

CAS 360 will automatically create the required documents for the relationshi[

Forms Prepared

- Cover Letter
- Trustee Minute or Resolution

8.3.4 Create Documents

Once your document options have been selected, you are now ready to create your documents.

Upload	Upload any additional documents which will be included in the document pack.

Download All	By selecting this option, CAS 360 will automatically download the selected documents as a PDF.
Send All	By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field.

9 Reports

CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies and trusts.
You can prepare Company Reports, Company Registers, Trust Reports, Trust Registers, Other Reports and AML Reports directly from the Reports Screen.

Lesson Overview:

- Company Listing Report
- Address Usage Report
- Company Report
- People Group Report

9.1 Company Listing Report

9.1.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Company Listing Report

9.1.2 Overview

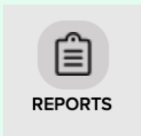
Prepare listing reports for all types of data maintained on the **CAS 360** database using the built-in report filters.

Listings can be set based on:

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

The company listing will include other company information such as Client Number, Company Reference Number, if the company is a Current Client and Partner

Instructions

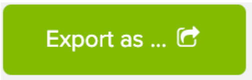
From the **Main Toolbar**, navigate to **Reports**	

Select **Companies Listing.**

CAS 360 will display the **Report Settings** screen.

Report Filters	Explanation
Report Order	The order in which the companies will display in the report. Select **Annual Return Date.**
Annual Review Month	Filter the list of companies based on the annual review month set in **General Details.** Keep as **All Year.**
Agent	Filter the list of companies on the **Agent** selected for the company from the **General Details** screen Select **All Agents.**
Report Date	Set a date to be displayed on the report. Keep as **Today's Date.**
Company Status	Filter the list of companies based on the company statuses of **Operating, Deregistered, Pending Deregistration, Liquidation, Dormant**. Click on a status to hide/display companies. Select  ***Current Client Companies Only*** to only show companies marked as current. The **Current Client** setting is located under **Company Info | Client Data**.
Label	Set a Company Label as a filter when preparing the Company Listing Report.

Click **Export as**



The Company Listing Report can be exported to **PDF** or **Excel.**

9.2 Address Usage Report

9.2.1 Objective

In this task, you will learn to generate reports from the Reports screen.

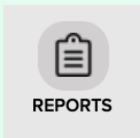
By the end of this task, you will be able to:

- Generate an Address Usage Report

9.2.2 Details

The Address Usage Report shows where an address is used in CAS 360.

9.2.3 Instructions

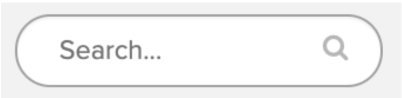
From the **Main Toolbar**, go to **Reports**	

Select **Address Usage Report**

Selecting an Address

Select the address(s) to appear in the Address Usage Report by flagging the tick box

Use the search field to filter the list of companies



Field	Explanation
Report Date	Date to display on the report.
Show Current Address Only	Toggle to display addresses that are currently used by a company

The Report settings will now save as a default once selected.

Click **Export as**

The Address Usage Report can be exported as an PDF or Excel file.

9.3 Company Report

9.3.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Company Report

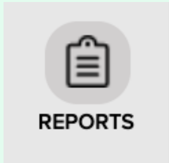
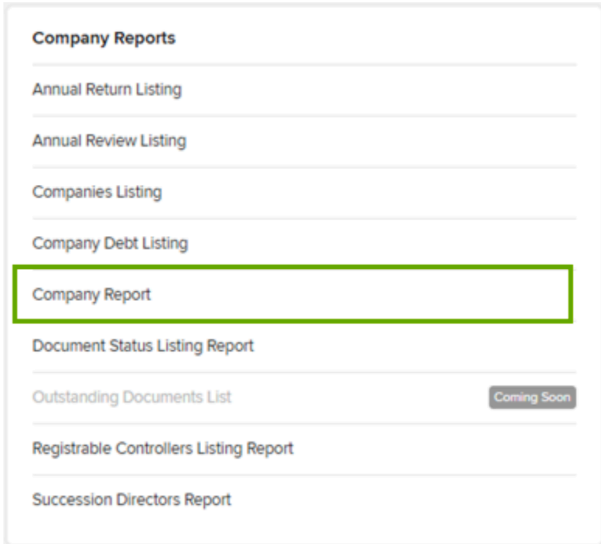
Overview

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

The data listed is:

- Company details
- Addresses
- Officers
- Members
- Issued Capital
- Trusts details
- Business Activities
- Company Notes
- Documents

9.3.2 Instructions

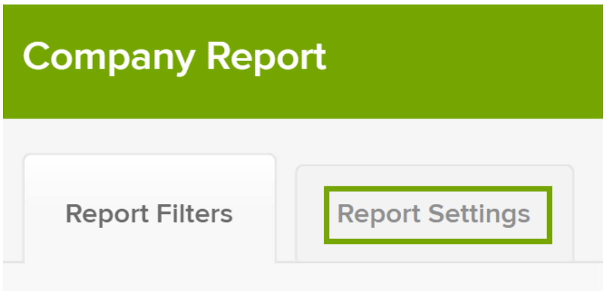
From the **Main Toolbar**, go to **Reports**	
Select **Company Report**	

CAS 360 will display the **Report Filter** Tab.

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.

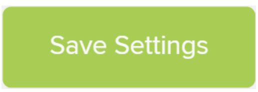
Filter	Explanation
Company Status	Filter the list of companies based on the company statuses of **Operating, Deregistered, Pending Deregistration, Liquidation, Dormant**. Click on a status to hide/display companies.
Positions and Holdings	Select **Current** to display current shareholders and officeholders Select **All** to display all current and previous shareholders and officeholders

Review the **Report Settings** to customise the 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.



Click **Export as**

The Company Report can be exported as a PDF or Word document.

9.4 People Group Report

9.4.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

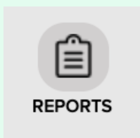
- Generate a People Group Report

9.4.2 Details

The People Group Report lists all the details of a person. The data listed include:

- Person details
- Officeholdings
- Other Appointments/Positions
- Shareholdings
- Unitholdings

9.4.3 Instructions

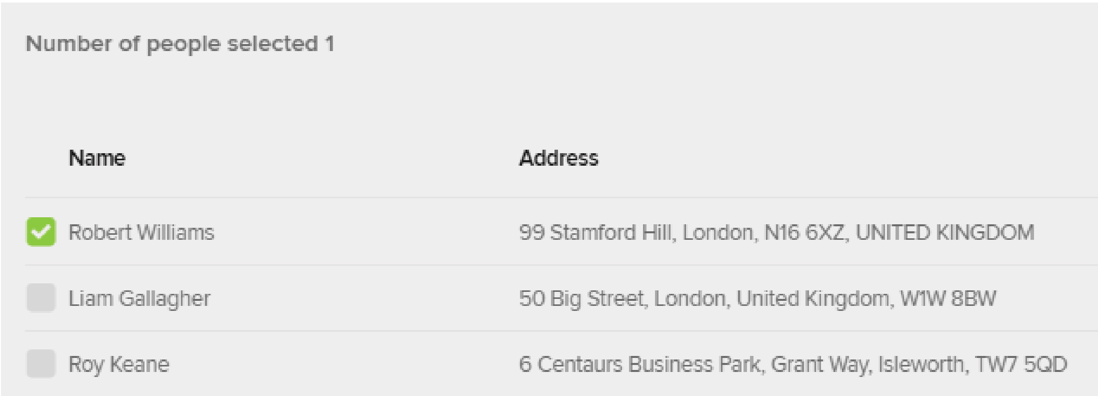
From the **Main Toolbar**, go to **Reports**	

Select **People Group Report.**

CAS 360 will display the **Report Settings** screen.

<u>**Selecting a person**</u>

Select the person(s) to appear in the people group report by flagging the tick box



Use the search field to filter the list of people

Filter	Explanation
Report Date	The date on the people group report. The date will also determine the people information to appear on the people group report.
Positions and Holdings	Select **Current** to only display current position and holdings. **All** will display all current and historical positions and holding
Show Company Numbers	Toggle  to include Company Numbers on the Report

Click **Export as**

The People Group Report is able to be exported as a **PDF** and **Word** file.

10 Settings

This lesson provides an overview of the Registered Agent settings in CAS 360 and explains how to customise the look and feel of Documents and Emails produced from CAS 360, using the Document Templates and Email Templates screens.

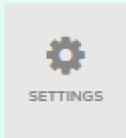
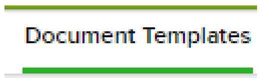
Lesson Overview:

- Document Templates
- Email Templates
- SMS Templates
- Email Settings

10.1 Document Templates

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. CAS 360 offers fully customizable document templates to suit your business needs.

10.1.1 Navigation

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

Select the **Confirmation Statment Cover Letter** template from the list.

1. Once a template has been selected, click 
2. Select **Download**.

3. This will download the template as a Microsoft Word document.

Note: Templates used in CAS 360 must be formatted using Microsoft Word.

Editing the Template:

1. Open the downloaded Word document.
2. Locate and remove the following paragraph:
   - "If all details are correct, please sign all documents where indicated and return them to this office."
3. Replace it with:
   - "If all details are correct, please complete the digital signing process."
4. Save the edited Word document.

Uploading the Customised Template:

1. Return to the **Document Templates screen** in CAS 360.
2. Select **Upload**.
3. Browse to the saved, customised Word template.

10.1.2 Set a Default Template

By setting a template as the default, CAS 360 will automatically apply it in the Document Production screen.

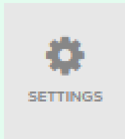
1. On the **Document Templates** screen, locate the template you want to set as the default.
2. Click **Options** next to the desired template.

3. Select **Set As Default**.

10.2 Email Templates

CAS 360 offers fully customisable email templates. Default templates are pre-set for each template type; however, you have complete control to personalise them.

Navigation

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

How to customise an Email Template

1. Under My Email Template, select a template to personalise (e.g., Document Deadline Reminder).
2. Once a template is selected, click  to create a customised template.
3. Edit the content:
   - Remove: "If you have any questions or issues can you please email ${UserName}."
   - Replace with: "If you require further assistance, please contact BGL directly on 1300 654 401."
4. Once changes are made, select **Make Default**.
   - By setting a template as the **default**, CAS 360 will use it automatically when generating emails. Users can also select a different template from the Document Production screen before sending an email.
5. Click **Update** to save changes.

10.2.1 Toolbar Functions

When editing an email template the following functions are available from the toolbar

Icon	Name	Description
	Paragraph Format	Block elements used to designate headings of both different sizes and importance. For example, the h1 heading is the most important and the h4, the least important.
	Paragraph Style	Preformatted text styles. Choose to have text in Uppercase, bordered, paced or grayed out.
	Inline Style	Preformatted text styles. Choose to have text in large red or small blue.
	Full Screen	Expands the Email template editor to cover the browser.
	Print Page	Print the Email template.
	Quote/ unquote selection or paragraph	Block elements used to designate headings of both different sizes and importance. For example, the h1 heading is the most important and the h6, the least important.
	SubScript/ SuperScript	A subscript or superscript is a number, figure, symbol,indicator or rotas that is smaller than their normal line of type and is set slightly

Icon	Name	Description
		below or above it. Subscripts appear at or below the baseline, while superscripts are above.

Icon	Name	Description	Example
B	Bold	Darkened text	**Example**
I	Italic	Slants the letters evenly to the right	*Example*
U	Underline	Words have a line running beneath them	Example
S	Strikethrough	Text to display as though it is crossed out	~~Example~~
Ω	Special Characters	Insert special characters into the email template. These Characters include Currency signs, arrows and Latin characters.	

Icon	Name	Description	Example
	Emoticons	Insert emoticon images into the email template	
	Unordered List	Any series of items or words in no particular order	◦ Example 1 ◦ Example 2
	Ordered List	A list order done with numbers for checklists or a set of steps	1. Example 1 2. Example 2
	Redo	Does any undo function again	**Example:** if you deleted text and perform an undo, then decide that you wanted that text deleted again, you could do a redo.
	Undo	Reverse the action of an earlier action	**Example:** the undo function can undo deleted text
	Clear Formatting	Clear any formatting changes to the original default format	Example

Icon	Name	Description	Example
	Font Colour	Set the colour of the characters and the colour that appears behind the characters	Example
	Font	Change the font style	Arial Calibri Georgia Impact Tahoma Times New Roman Verdana
	Size	Change the font size	Select between size 8-96

Icon	Name	Description
	Align Text Left	How text is aligned. This creates a straight line of text on the left-hand side of the page.
	Center	How text is aligned. Text is placed on the center of each line As you type, the text expands equally to the left and right, leaving the same margin on both sides. When you start a new line, the cursor stays in the center, which is where the next line begins.

Icon	Name	Description
	Align Text Right	How text is aligned. This creates a straight line of text on the right-hand side of the page.
	Justify Text	Spaced so the left and right sides of the **text** block both have a straight edge
	Increase Indent	The increase of space between the left and right margin of a paragraph
	Decrease Indent	The decrease of space between the left and right margin of a paragraph
	Insert Horizontal Line	Insert a line into the email.
	Select All	Highlight all items in the template
	Help	Display all the quick keyboard shortcuts

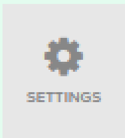
Icon	Name	Description
	Toggle HTML/ Rich Text	Using **HTML** allows you to present your email just as it would appear on a web browser.
	Insert Image	Insert an image into the email. if the image has been uploaded to the web, click the **insert image icon** to enter the URL of the image. **Users can instead drag and drop image files for their computer into the email templates.**
	Insert/Edit Link	Insert a web link into the email. Highlight a text and click the **insert link icon** to change the text into a web link. Alternatively, click the **insert link icon** to enter web site address into the email.
	Insert Video	Insert a video into the email. The video must be first uploaded to YouTube. Clicking the Insert **Video icon** will allow users to enter the URL of the video
	Insert Table	Insert a table into the email.
	Upload File	Upload a file to the template. This file will become an attachment which accompanies the email.

10.3 SMS Templates

CAS 360 has fully customisable SMS templates. For each SMS template type, default SMS templates are already set up for you. However, you are in complete control to personalise the following template types:

- **AGM Reminder** - CAS 360 users can send an SMS reminder to advise of the next Annual General Meeting.
- **Company Debt Reminder** - An SMS reminder can be sent to advise of any outstanding company debts.
- **Document Deadline Reminder** - When a Lodgement Deadline alert triggers, CAS 360 users can send an SMS reminder to the company officers advising them of the deadline.

10.3.1 Navigation

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

How to customise an SMS Template

1. Go to **Settings → SMS Templates.**
2. From the **SMS Template Filter**, Select the **Document Deadline Reminder** template**.**

3. Once a template has been selected, click **Create New**

4. Edit the template and add the following text "If you require further assistance please contact BGL directly on 1300 654 401".
5. Once text changes have been made, Click **Update** and select **Make Default.**

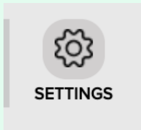
> By setting an **SMS Template** to **Default,** CAS 360 will use that template when sending an SMS. Before CAS 360 sends an SMS, users are able to select a different template to be used from the Document Production screen.

6. Click **Update.**

10.4 Email Settings

The Email Settings screen allows you to customise the email sender name and input a reply to address for any emails that will be sent using CAS360.

10.4.1 Email Settings

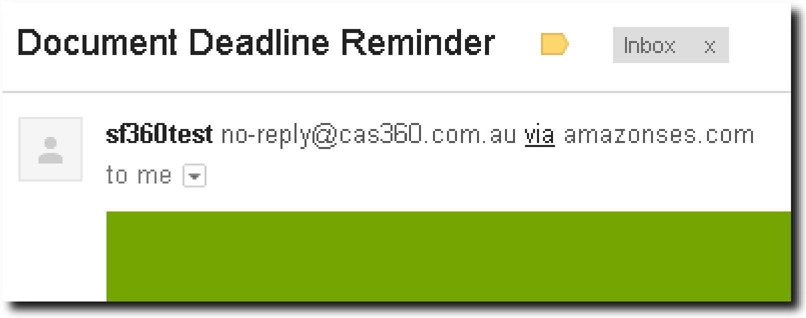
From the **Main Toolbar**, go to **Settings**	
Select **Email Settings**	

Field	Explanation
Use user's full name as the sender name?	Select and CAS 360 will use the user's name in the **sender's name** field of the email. Select and users can manually enter the name to appear in the **sender's name** field of the email.
Use username as the reply to address?	Select and CAS 360 will use the user's login email address as the **reply to** email. Select and users can manually enter an **email address** to display as the **reply to** email. Only one email address can be entered.

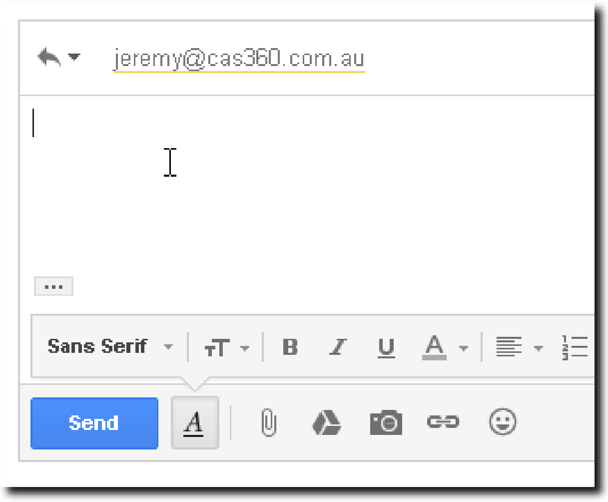
Field	Explanation
CC Addresses	A copy of the email will be sent to the email address entered here. Multiple email addresses can be entered. These email addresses will be visible to all email recipients.
BCC Addresses	A copy of the email will be sent to the email address entered here. Multiple email addresses can be entered. These email addresses will **not** be visible to any email recipients.

Important: Email Sender Field

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



However, when the email recipient replies to the email, the email address set in the **Email Settings** screen will display.
Example:


jeremy@cas360.com.au
Sans Serif
Send

11 AML/CFT and CDD Requirements

This section will teach you about Anti-Money Laundering/Countering Financing of Terrorism and Client Due Diligence (CDD) requirements for a company and how to utilise CAS 360 to comply with these requirements.

Lesson Overview:

- Customer Due Diligence
- Compliance Reports

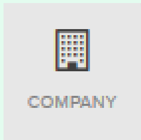
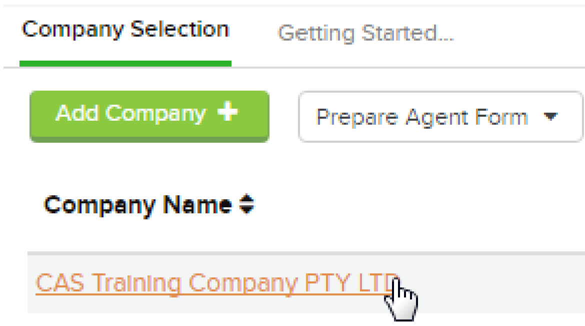
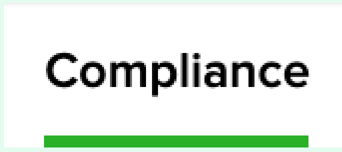
11.1 Customer Due Diligence

11.1.1 What is Customer Due Diligence?

Customer Due Diligence or **CDD**, is the process where relevant information about the customer is collected and evaluated for any potential risk for the organisation or money laundering/terrorist financing activities.

The **Company Compliance** screen will help you in complying with the Anti-Money Laundering/Countering Financing of Terrorism and Client Due Diligence (CDD) requirements for your Company.

11.1.2 Navigation

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

As you progress through the CDD Process, CAS 360 will keep you posted on sections that are still required to the completed. Completed areas are highlighted in **Green** whilst incomplete sections are **Greyed.**

11.1.3 Steps

1. CDD Required

To begin, confirm whether Compliance & Due Diligence is required

Toggle **Compliance & Due Diligence Required?**

Start Date	The date you will be starting the CDD process for the entity
Completed Date	The date you completed the CDD process for the entity
Compliance Officer	Begin typing the Compliance Officer name. CAS 360 will begin searching the Global Contact screen for the person. If the Contact has not been previously added to the Global Contact screen the following icon will appear:  Click to add a new contact.
Upload Supporting Documents	Upload any supporting documents appropriate for the CDD process for the entity

2. Nature of Business Relationship

Nature of Business Relationship	Select from a range of options the business relationship between you and the entity. If required, click to select multiple relationship options
Level of CDD Required	**Standard customer due diligence** This involves identifying the customer, and ensuring it is based on a reliable independent source. The purpose and intended nature of the business relationship or transaction must be assessed and further information obtained where appropriate. **Simplified customer due diligence** This can be applied when a risk assessment has shown a negligible or low risk of money laundering. The only requirement is to identify the customer and there is no need to verify the customer's identity. **Enhanced customer due diligence** Enhanced CDD must be applied when the risk of money laundering is high, such as if the person in question is a **politically exposed person**.

To add further relationships, click:

+ Add Another Relationship

3. Individuals

The individuals section will list all Shareholders and Officers of the entity.

Question: Compliance & Due Diligence Required?	Toggle  if Compliance and Due Diligence is believed to be required for the indivdual. This will then allow you to upload supporting documentation for the individual.

4. Risk Assessment

Select Risk Option	Select from a range of different Risk Options. Click to add multiple risk options.
Question: Having reviewed the above risk areas, the overall risk rating for the client is	Rate the entity risk level

To add further Risks, click:

Add Another +

5. Risk Review

Completed By	Select, from a list of your CAS 360 users, the user completing this CDD process

Date Completed	Date the CDD process has been completed
Next Review Required	Date the next CDD process will be required

11.2 Compliance Reports

11.2.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Compliance Report

11.2.2 Details

The Compliance Report allows you to generate a report which displays a snapshot of all the data you have added to the **Compliance** tab for the company.

11.2.3 Instructions

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

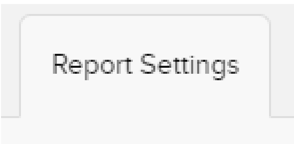
Select **Compliance Report**

CAS 360 will display the **Compliance Report** screen.

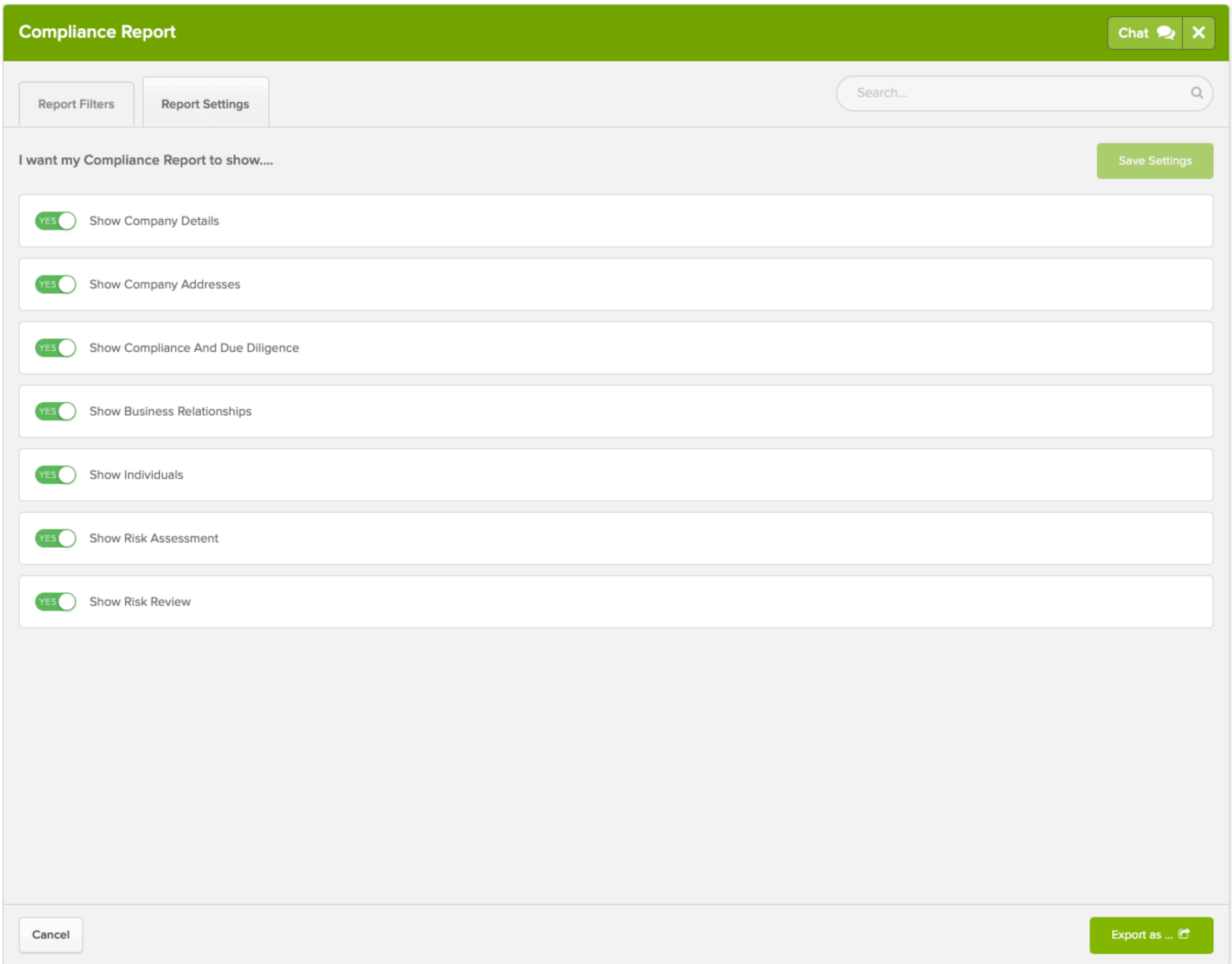
Filter	Explanation
Entity Type	Filter the list between Companies or Entities.
Agent	Filter the list of companies on the **Agent** selected for the company from the **General Details** screen
Report Date	Set a date to be displayed on the report.

Filter	Explanation
Company Status	Filter the list of companies based on the company statuses of **Operating, Deregistered, Pending Deregistration, Liquidation, Dormant**. Click on a status to hide/display companies.
Label	Set a Company Label as a filter when preparing the Compliance Report.
Download As Combined File	Select to combine multiple selected Compliance Reports as a single pdf. If not selected, CAS 360 will generate an individual pdf for each selected Company.

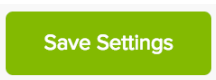
Review the **Report Settings**



Select the toggle beside the options to display the information on the company report.



Click to save the selected settings as default.



Click **Export as**

The Compliance Report can be exported as an XLS or PDF file.