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Overview

MYOB Corporate Compliance is used for ensuring that your corporate clients comply with the *Corporations Act 2001*. Corporate Compliance does this by producing and lodging all major Australian Securities and Investments Commission (ASIC) forms and documents quickly and easily.

Key benefits

- Developed using the latest Windows technology.

- Contains an intuitive interface with a Task Bar (see "Task bar" on page 9) and a display panel (see "Display panel" on page 10).

- Integrated with MYOB AE, MYOB AO, and other members of the MYOB suite.

- Compliant with all reporting requirements for ASIC.

- Produces all major ASIC forms (see "Working with ASIC forms" on page 170) and minutes with ease.

- Able to electronically lodge major ASIC forms and download data from ASIC (see "Requesting agent reports from ASIC" on page 201).

- Prompts for ASIC forms to be prepared and lodged in response to changes from MYOB AE and MYOB AO. See "Changes from AE/AO" on page 12.

- Contains intuitive workflow wizards (see "Workflow wizards" on page 168) to guide you through the process of generating forms and documents.

- Includes an easy to use backup and restore utility (see "Backup and restore" on page 259).

Related topics

Using Corporate Compliance
ASIC Forms

Using Corporate Compliance

Corporate Compliance is a web-style application with a simple and consistent interface that is easy to learn and use.

The interface consists of the following components:

- A Task bar (see "Task bar" on page 9)

- A display panel (see "Display panel" on page 10)

- Workflow wizards (see "Workflow wizards" on page 168)

- A preview screen (see "Previewing forms and documents" on page 40) that displays forms and reports.

Corporate Compliance also includes its own Backup and Restore utility (see "Backup and restore" on page 259).

Related topics

Overview

ASIC Forms

Previewing forms and documents

Backup and restore

Task bar

The Corporate Compliance interface includes a **Task bar** and a display panel or main window (see "Display panel" on page 10).

The Task Bar contains the following modules, each of which expands when clicked to reveal specific options for the current window:

● Corporations

● People

● Company statements

● ASIC Forms

● Lodgement

● Agents.

For example, when you click **Corporations**, the **Search for Corporation** page opens, and the Task Bar list under Corporations contains the options below.
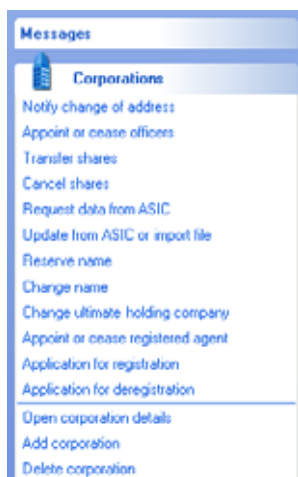
Related topics

Display panel

Using Corporate Compliance

Previewing forms and documents

ASIC Forms

Display panel

In addition to the Task Bar, the Corporate Compliance interface includes a display panel which occupies the rest of the screen.

The display panel is comprised of the following:

Selection list

A **Selection list** contains a list of all records in the **Corporations**, **People** and **Agents** modules. To view more details, double-click the record in the list. The **Details** tab for each module then displays.

Details tabs

In the **Corporations**, **People** and **Agents** modules, you can double-click a record to display further information in a series of **Details** tabs.

For example, tabs available in the **Corporations** module are: Details, Addresses, Officers, Capital, Members, Auditors, Name History, Address History, ASIC Forms and Documents.

To return to the Selection list, click **Close**.

Right-click menu

Right-click the display panel to open a drop-down menu containing appropriate options.

For example, on the **Corporations selection list** the right-click options are **Open corporation details** and **Delete corporation**.

Related topics

Task bar
Using Corporate Compliance
Previewing forms and documents
ASIC Forms

Corporate Compliance and MYOB AE/AO

Corporate Compliance integrates with MYOB AE/AO, so that data for corporations and people are stored in both systems. This means that corporations and people cannot be added directly into Corporate Compliance. They must be added first to MYOB AE/AO, then **completed** in Corporate Compliance.

See the following topics:

- "Adding and changing integrated data" on page 11

- "Changes from AE/AO" on page 12

- "Updating from MYOB AE" on page 13
- "Multiple tasks generated for addresses shared in MYOB AE/AO" on page 13
- "Deleting tasks" on page 14.

Related topics

Adding and changing integrated data

Adding and changing integrated data

The following data must be added and maintained in MYOB AE/AO.

Corporations	People
Name[a]	(AE only) Name
Addresses[b]	Addresses
ABN and ACN	Date of birth

    a. Once a **corporation's** name is added to MYOB AE/AO, it can only be changed in Corporate Compliance (whereas people's names can only be changed in MYOB AE). See "Changing corporation names" on page 49.

    b. Except registered office details, which are maintained in Corporate Compliance.

All remaining data (for example, office appointments, capital, members) is added and maintained in Corporate Compliance.

To add data

1. Enter corporate and people data, as per the table above, into MYOB AE/AO.

2. Add the corporation's data to Corporate Compliance, according to whether it is an existing corporation (see "Creating corporations using an imported data file" on page 22) or newly registered corporation (see "Adding a corporation" on page 21).

To change data

1. Enter changes to MYOB AE/AO data for corporations and people.

2. View the changes in Corporate Compliance using one the following methods:

    ○   If Corporate Compliance is not running: Run Corporate Compliance.

    ○   If Corporate Compliance is running: Depending on your product, select Tools > **Update from AE** or Tools > **Update from AO**.

The following message will display on the Messages module on the Task Bar (depending on your product):

There are changes from AE/AO. Click here to view.

3. Click the message to display the **Changes from AE/Changes from AO** window.

4. Generate a form to notify ASIC of the change.

Note: If a change is made in MYOB AE/AO to an address that is shared by another person or corporation, then separate tasks will be generated in the Changes from AE/Changes from AO module for each other person or corporation that shares the address.

If you then generate and complete a form from one of the shared change of address tasks (as detailed in the instructions below), all other people or corporations affected by the change will be included in the form. The task that you used as the basis for the form, and all related tasks, will then be deleted from the Changes from AE/Changes from AO module. See the online help in MYOB AE/AO for more information about sharing addresses.

Related topics

[Overview](#)
[Changes from AE/AO](#)
[Adding corporations](#)

Changes from AE/AO

When the MYOB AE/AO data for any person or corporation is changed, Corporate Compliance generates a task to inform you of the change.

For example, if a corporation has been added to Corporate Compliance (from MYOB AE/AO) then any changes made to the corporation's data in MYOB AE/AO (for example, registered address) will be automatically copied to Corporate Compliance.

You can access these tasks by clicking **Changes from AE/Changes from AO** on the Task Bar. Alternatively, you will be notified of the changes from the Messages module.

From this module, you can:

- Notify ASIC of the change by generating a form.

- Not notify ASIC of the change by deleting the task.

Related topics

[Deleting tasks](#)

[Corporate Compliance and MYOB AE/AO](#)

Updating from MYOB AE

Corporate Compliance checks for changes to data in MYOB AE/AO when:

- Corporate Compliance first opens, or

- Tools > **Update from AE** or Tools > **Update from AO** is selected from the main menu.

When the system detects changes to MYOB AE data, the Messages module displays the following warning (depending on your product):

There are changes from AE/AO. Click here to view.

Click this message to view the changes entered in MYOB AE/AO.

The Changes from AE/Changes from AO module displays (see "Changes from AE/AO" on page 12).

The warning in the Messages module is then removed and the module closes. It remains closed until Corporate Compliance detects that further tasks have been added to MYOB AE/AO.

Tip: You can refresh your screen to display data recently entered in Corporate Compliance. To do this, select View > **Refresh** from the main menu.

Related topics

[Messages](#)
[Changes from AE/AO](#)
[ASIC Forms](#)

Multiple tasks generated for addresses shared in MYOB AE/AO

If a change is made in MYOB AE/AO to an address that is shared by another person or corporation, separate tasks will be generated in the Changes from AE/Changes from AO module for every other person or corporation that shares the address.

If you then generate and complete a form from one of the shared change of address tasks (as detailed in the instructions below), all other people or corporations affected by the change will be included. The task you used as the basis for the form, and all related tasks, will then be deleted from the Changes from AE/Changes from AO module.

For example, M. Brown shares her address in MYOB AE/AO with P. Brown. If you change M. Brown's address in MYOB AE/AO, two separate change of address tasks will be generated in the Changes from AE/Changes from AO module. If you then generate a form using one of the tasks (e.g., M. Brown's task), then P. Brown will be

included in M. Brown's form. When the form is generated and completed, both tasks will be deleted from the **Changes from AE**/**Changes from AO** screen.

See the online help in MYOB AE/AO for more information about sharing addresses.

To generate a form in the Changes from AE/Changes from AO module

1. Select a task from the list.

2. Click **Generate form**.

3. If the change relates to a person, the **Notify change of name or address** wizard opens (see "Notifying ASIC of changes to names or addresses" on page 139).

   If the change relates to a corporation the **Notify change of address** wizard opens (see "Notifying ASIC of corporate changes of address" on page 54).

4. **Complete** the wizard and **lodge** the form (see "Completing forms" on page 180 and "Forms lodgement" on page 182).

   Note: After you have generated a form and completed it (as outlined above), the task will be deleted from the **Changes from AE**/**Changes from AO** screen. Additional tasks that were generated as a result of a change to a shared address will also be deleted.

Related topics

Changes from AE/AO
Deleting tasks
Messages
ASIC Forms

Deleting tasks

When changes to names or addresses are entered in MYOB AE/AO, a record of the change is generated in the Changes from AE/Changes from AO module.

The **Delete** task function is used to delete the change of name or address from the screen. Use this function if you do not need to advise ASIC of the change.

To delete a task

1. Select a task from the list.

2. Click **Delete task**.

   A message box asks:

   Are you sure you want to delete this task?

3. Click **Yes** to delete the task. The task will be removed from the list.

   Or click **No** to retain the task.

Related topics

Changes from AE/AO
Completing forms
Messages
ASIC Forms

Messages

Messages are shown on the Task Bar (in the Messages module) if Corporate Compliance informs you of certain system changes, such as changes to names and addresses in MYOB AE/AO (in case you need to advise ASIC of the change) or forms that your practice may have received from ASIC (such as a company statement).

Corporate Compliance checks for these changes when:

● It opens, or

● You select Tools > **Update from AE** or Tools > **Update from AO** from the main menu.

The messages that the system displays and the action required are listed below.

After a message is clicked it is removed from the Messages module.

Message	Module displayed when message is clicked	Required action
(AE) There are changes from AE. Click here to view. (AO) There are changes from AO. Click here to view.	(AE) Changes from AE (AO) Changes from AO	Generate a form to inform ASIC of the change or delete the task.
ERROR generating TXID	Agent	Try to lodge the form again. If the message displays again, contact MYOB Support.
Errors occurred generating EDGE files	Agent	Try to lodge the form again. If the message displays again, contact MYOB Support.

Message	Module displayed when message is clicked	Required action
Validation errors occurred during forms generation	Lodgement	Try to lodge the form again. If the message displays again, contact MYOB Support.
ERROR generating TXID	Lodgement	Try to lodge the form again. If the message displays again, contact MYOB Support.
EDGE Transmission report arrived	Lodgement	View the transmission report.
EDGE Validation report arrived	Lodgement	View the validation report.
Sorry, no new forms or reports for you from EDGE	Lodgement	You have previously connected to ASIC to receive pending forms or reports, however no such documents were pending. No action required.
New forms/reports arrived from ASIC at (dd/mm/yyyy)	Lodgement	View the agent or corporation forms or reports received from ASIC.

Related topics

Changes from AE/AO
Updating from MYOB AE

Corporations

The Corporations module is used to:

- add corporations
- maintain corporation details
- delete corporations.

To access this module, click **Corporations** on the Task Bar.

The **Corporations selection list** then appears in the main display area.

Corporations in Corporate Compliance consist of both the companies that you do corporate work for, and all other companies that are associated with them. For example, as a member or an auditor. All non-individuals are maintained in the Corporations area.

Corporations that you perform compliance work for are called "managed" companies in Corporate Compliance. Only companies "managed" by your practice can have ASIC forms created for them. "Non-managed" companies are the corporations that are setup to be used as members or auditors.

The main corporations window lists all the companies in the Corporate Compliance database. From here you can select the required company and then select any task from the Task Bar. Or you can select the required company and open it to see all details for the corporation. The details are grouped under the following tabs:

- Details
- Addresses
- Officers
- Capital
- Members
- Shares & Units Held
- Auditors
- Name History
- Address History
- Holding Company
- ASIC Forms
- Documents
- Charges
- Positions Held.

This list contains all corporations that have been added to Corporate Compliance. Select **Show managed corporations only** to display only managed companies.

To include all corporations from MYOB AE / MYOB AO in the list, select ☑ **Include all Corporations from AE / Include all Corporations from AO** respectively.

Related topics

[Working with corporations](#)
[Using Corporate Compliance](#)
[Adding corporations](#)
[Changing corporation details](#)
[Deleting corporations](#)

Working with corporations

This section includes:

- "Corporate keys" (see page 18)

- "Adding corporations" (see page 19)

- "Changing corporation details" (see page 23)

- "Deleting corporations" (see page 25)

- "Searching for corporations or people" (see page 26)

- "Requesting company data from ASIC" (see page 26)

- "Changing ultimate holding company details" (see page 119)

- "Updating details with data received from ASIC" (see page 28)

- "Appointing and ceasing agents" (see page 32)

- "Applying for registration" (see page 33)

- "Applying for deregistration" (see page 37)

- "Previewing forms and documents" (see page 40).

Related topics

[Using Corporate Compliance](#)
[Adding corporations](#)
[Changing corporation details](#)
[Deleting corporations](#)

Corporate keys

The ASIC maintains a unique identifier for each company, called the Corporate Key. This is an 8 digit number, that is associated with the ACN of the company. This identifier is used for security purposes. The ASIC has provided this as a "a security feature to prevent unauthorised persons altering your company information".

http://www.asic.gov.au/asic/asic_srchlodg.nsf/byheadline/ASIC+Corporate+Key?openDocument

The Corporate Key is private information, which is only known to ASIC and the person who received the Company Statement. The Corporate Key is updated by ASIC each year for security reasons.

To enter the Corporate Key (as displayed on the Company Statement received)

1. Click **Corporations** and select the Corporation from the list.

2. Click **Open**.

3. Click the **Details** tab.

4. Click **Change Details**.

The Corporate Key is printed on the paper copy of these forms:

-   Form 484 — change to company details.

-   Form 370 — notification of resignation.

-   Form 362 — appointment or cessation of a registered agent.

Related topics

Adding corporations
Changing corporation details
Deleting corporations
Searching for corporations or people
Requesting company data from ASIC
Changing ultimate holding company details
Updating details with data received from ASIC
Appointing and ceasing agents
Previewing forms and documents

Adding corporations

Corporations cannot be added directly to Corporate Compliance. They are added first in MYOB AE/AO then copied to Corporate Compliance, when a new corporation is registered or an existing corporation is added.

There are two ways that corporations can be added to Corporate Compliance:

-   Manually enter all corporation details (see "Adding a corporation" on page 21).

-   Import the corporation's details from a file received from ASIC or other sources. (see "Creating corporations using an imported data file" on page 22).

Related topics

Using Corporate Compliance

Viewing corporation details

To view corporation details

1. Click **Corporations** on the Task Bar.
    The **Corporations selection list** opens.

2. If necessary, find the corporation by searching or sorting.

3. Select the corporation and press **[Enter]** or double-click the corporation.
    The **Details** screen displays, with more tabs available.

Related topics

Selecting a corporation

To view a corporation in Corporate Compliance

1. Click Corporations on the Task Bar.

    The **Corporations selection list** opens.

2. If necessary, find the corporation by searching or sorting

3. Select the corporation and click **OK**.

    The corporation opens at the **Details** tab.

Related topics

Corporate keys
Adding corporations
Changing corporation details
Deleting corporations
Searching for corporations or people
Requesting company data from ASIC
Changing ultimate holding company details
Updating details with data received from ASIC
Appointing and ceasing agents
Previewing forms and documents

Adding a corporation

To add corporations from MYOB AE/AO

1. Add the Corporation to MYOB AE/AO (name, addresses, ACN, ABN, contact numbers), if you have not already done so.

2. In Corporate Compliance, click **Corporations** on the Task Bar.

    The **Corporations selection list** opens.

3. Select ☑ **Include all Corporations from MYOB AE / Include all Corporations from MYOB AO**.

    The complete list of corporations from MYOB AE/AO displays.

4. Double-click the corporation in the selection list.

    The corporation is added to Corporate Compliance, and it opens at the **Details** tab.

    The corporation's MYOB AE/AO data has been added to Corporate Compliance.

Related topics

Creating corporations using an imported data file

Use this procedure to add previously registered corporations to Corporate Compliance, for example if a corporation moves from another practice to your practice.

To add an existing corporation

1. Add the corporation to Corporate Compliance using the **Include from AE / Include from AO** option in the **Add Corporation** wizard (see "Adding corporations" on page 19). You only need to enter the company name, agent, entity type and ACN.

2. Use the **Appoint or Cease Registered Agent** wizard (see "Appointing and ceasing agents" on page 32) to create the ASIC Form 362 for this company. As there are no officers entered for this company, step 2 of this wizard allows you to enter the name of the signing officer.

3. Lodge Form 362 with ASIC.

4. When Form 362 has been accepted by ASIC, use the **Request data from ASIC** wizard to create Form RA71.

5. Lodge Form RA71 with ASIC.

6. When Form RA71 has been accepted, ASIC will send you the company's data as Form RA72.

7. When Form RA72 has been received, use the **Update from ASIC data received** wizard (see "Updating details with data received from ASIC" on page 28) to import the details of the company into your Corporate Compliance database.

Related topics

Changing corporation details

From the Corporation Details tab you can change information relating to a company's registration, such as its corporate key, ASIC agent, company type and class, parent and trustee companies and date of incorporation.

Changes to the names, addresses, the ACN and ABN need to be entered in MYOB AE/AO. The changes then flow through to Corporate Compliance.

To change corporation details

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

    Select **Change details** from the Task Bar to change any of the following fields:

    ❍   Corporation Name

    ❍   Corporate Key

    ❍   The Practice is the registered agent for this corporation.

    ❍   Type of company

    ❍   Class of company

    ❍   Annual review date

    ❍   Registration date

    ❍   State of registration

     ❍   Country of registration

     ❍   Company status

     ❍   Deregistration date.

2.   Click the **Other details** tab.

You can change the following fields:

     ❍   Forms signatory

     ❍   Chairperson for meetings

     ❍   Parent company

     ❍   Trustee company

     ❍   Financial year end date

     ❍   Current AGM date

     ❍   Quorum for meetings: Director and Member

     ❍   For **public** companies, select either **The company has a constitution** or **The company will rely entirely on replaceable rules**.

     ❍   Partner

     ❍   Notes.

3.   Click **OK**.

The data on the **Details** tab is updated.

Note: If you change the Class of company field **to** or **from** Limited by Guarantee, the following message will display:

"Changing the company class to or from 'Limited by Guarantee' will affect the related Capital and Members data. Continue saving?"

If you are changing the company class to Limited by Guarantee, the **Capital** screen will be removed because a company of this class cannot issue shares. The structure of the **Members** screen will also change.

If you are changing the company class from Limited by Guarantee, the **Capital** screen will be added so that the company can issue shares. The structure of the **Members** screen will also change.

Related topics

Using Corporate Compliance
Corporations
Adding corporations

Deleting corporations

You can delete a Corporation from the **Corporations selection list**.

To delete a corporation

1. Click **Corporations** on the Task Bar.

2. Right-click the corporation you want to delete, and select **Delete corporation** from the menu.

    One of the following messages displays:

    ❍ Are you sure you want to delete corporation (name and code) from the database?

    This means that the selected company is not linked to another company, and does not have any currently appointed officers or members so it can be deleted. To delete the corporation, click **Yes**.

    ❍ Cannot delete contact (Corporation name and code) This contact is the ultimate holding company/parent company/trustee company/member company, the auditor for one or more companies.

    This means that the selected company is linked to another company, so it cannot be deleted. Click **OK** and the corporation will be retained.

    Or

    ❍ (Corporation name and code) has current officer and member details. Are you sure you want to delete this corporation and all associated details from the database?

    This message means that the company has a currently appointed officers and/or members. Click **Yes** to delete the corporation and its associations with other contacts, and all ASIC forms sent and received. The people that are officers, and the people or other companies that are members will not be deleted.

Related topics

[Using Corporate Compliance](#)
[Corporations](#)
[Adding corporations](#)

Searching for corporations or people

The **Search** screen is used in several wizards to find people or corporations (i.e., contacts). You can also search for and find a wide range of names, companies, documents using the **Search** function in any **Selection list**.

To search for corporations or people

1. Click ⬚ to open the appropriate **Find** screen.

2. Enter your search terms (e.g., name or first few characters) in the search field above the list.

3. Optionally, click ⬚ to display the **Search options**. These options are specific to the each type of search (e.g., Find a Corporation, Search for Person).

    Select the options you want to include in your search.

    To include contacts from MYOB AE/AO, select ☑ **Include all Corporations/ People from AE** or **Include all Corporations/People from AO** respectively.

4. Click **Search**. The matching results display in the selection list.

    If you cannot find the contact, add it to MYOB AE/AO, then add it to Corporate Compliance (see "Adding corporations" on page 19).

Related topics

Requesting company data from ASIC

The **Request data from ASIC** wizard is used to request a corporation's data from ASIC.

You can request the current company data in company statement format. This PDF shows your current company details in the same format as the Company Statement.

The report is received as an RC05, and is listed in Lodgement > **ASIC Forms** received and on the **ASIC Forms** tab of the corporation.

You can also re-request the last Annual Company Statement issued by ASIC. Only statements issued electronically by ASIC in the last 60 days can be re-requested. This is received as ASIC form 480 and is displayed in the **Company Statements** list.

Corporations data includes:

● Corporation registration details

● Registered address

● Business address

● Ultimate holding company

● Officers

● Share capital

● Shareholders.

To obtain data from ASIC

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.

2. Click **Request data from ASIC** on the Task Bar.
   The **Request data from ASIC** wizard opens.

3. Select the required format for the data to be received:
   Request for data download. Select this option to perform the Update from ASIC data received.
   Request current company details in Company Statement format.
   Request to re-issue last Annual Company Statement. Only annual company statements issued by ASIC in the last 60 days can be re-requested.

4. Enter the signing date or use the drop-down calendar.

5. Click **Next**.
   The **Finish** screen opens.

6. Click **Finish**.
   The request form (RA71) displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

7. **Lodge** the request form (see "Forms lodgement" on page 182).

8. **Receive** the data from ASIC (see "Receiving forms from ASIC" on page 185).

9. To view your requested data:

a. Select **Lodgement** from the Task Bar, then click the **ASIC Forms Received** tab.

b. Select Form RA72 in the list and click **View form** on the Task Bar.

c. Select Reports > Corporations > **ASIC data received**, select the Corporation and click **OK**.

d. Open the Corporation and click the **ASIC Forms** tab. Select the received Form RA72 and click **View form** on the Task Bar.

You can also download **Agent** reports from ASIC (see "Requesting agent reports from ASIC" on page 201).

Related topics

Using Corporate Compliance
Corporations
Adding corporations
Company statements
ASIC forms received

Updating details with data received from ASIC

ASIC form RA71 is a request to ASIC for the current details of a corporation. Corporate Compliance allows you to update the corporation with the details contained in this file.

When the requested form is received back from ASIC (form RA72), select Corporations > **Update from ASIC data received**.

This wizard allows you to update the corporation with details of:

- General details such as company type and incorporation details

- Registered address

- Business address

- Ultimate holding company

- Officers

- Issued shares

- Shareholders.

The **Update from ASIC data received** wizard can only be used where the corporation does not already have any officer or member details. This is because the ASIC data would duplicate records if the corporation has existing officer or shareholder records.

Note: You must be the registered agent of the company to request its data details. If you have not already done so, you must lodge a form 362 for the company **before** you can lodge the RA72.

Appointing or ceasing registered agents

You can enter the officer's name manually at the Signing detail step of this wizard, if no other officer is entered for this company. This must be entered exactly as notified to ASIC.

To update data for new companies in your database

1. If the agent does not already exist in Corporate Compliance(or in MYOB AE/AO), add their name plus ACN or ABNin MYOB AE/AO.

2. Add the company to **Corporate Compliance** (see "Adding corporations" on page 19).

3. Use **Appoint or cease registered agent** to create a form 362 for this company.

4. Lodge the form 362.

5. When the form 362 has been accepted, use **Request data from ASIC** to create a form RA71 for the company.

6. Lodge the form RA71.

7. When form RA71 has been accepted, ASIC will provide an RA72.

8. Check that the RA72 has been received on the company's **ASIC Forms** tab.
   Each form RA71 sent will have a corresponding RA72 form with the same document trace number.

9. Print these details by selecting the form RA72, and clicking **View Form** on the Task Bar.

10. View the form from Reports > Corporations > **ASIC data received**.

11. Select to **Update from ASIC data received**.

Corporations > Update from ASIC data received

Shows the name of the selected company, and the date when the data request file was last received.

Corporation details

Displays the general details such as company type, incorporation details and annual review date.

Registered address details

Displays the registered address as received in the ASIC data file, and the registered address as currently held in your database.

To update the address in your database with the address received from ASIC, select ☑ **Update the registered address with the ASIC details**. When this is selected, any address links to other contacts are lost, and a new, unlinked address is created.

Business address details

Displays the business address as received in the ASIC data file, and the business address as currently held in your database.

To update the address in your database with the address received from ASIC, select ☑ **Update the business address with the ASIC details**. When this is selected, any address links to other contacts are lost, and a new, unlinked address is created.

Ultimate holding company

This step is **not** displayed if the selected corporation has no ultimate holding company.

Displays the ultimate holding company as received in the ASIC data file. Enter the date when this company started as an ultimate holding company.

If the system finds a corporation with the same ACN, the matched company is displayed. It cannot be changed.

If the system does not match the ultimate holding company to an existing company in your Corporate Compliance database, you can either:

- Create a new contact for the holding company.

  or

- Click **Select Contact** to link the holding company to an existing contact

Officer details

Displays the officer details as received in the ASIC data file. Details received are the officer's name, home address, birth details and positions held.

When there is an exact match in your Corporate Compliance database to this officer, based on the surname and given name as received, the system displays the matched contact code in one column, and the contact's name and address and birth details as currently held in the database in another column.

If you want to link the officer to the selected contact, leave as displayed.

If the system has matched with an incorrect person of the same name, click **Clear Contact** to unlink the details. You can either click **Select Contact** to link to the correct existing contact, or leave the **Contact code** blank.

If the **Contact code** is left blank, a new contact record will be created for the displayed person.

Issued share details

Lists each class of shares currently issued by the company.

The details as received from ASIC consolidate all share issues and do not include a date of issue. For example, if 1000 ORD shares were issued in 2000, and a further 1000 ORD shares issued in 2002, these will not display as two entries. There is one line displayed for these ORD shares, showing 2000 issued. If you want to enter the true history of the issued shares of the corporation, this must be done manually. The data as provided by ASIC is a summary of the current issues only.

Share members

Displays the member details as received in the ASIC data file. This list displays each member once, including joint holders. Details received are:

- For people: surname, given name and address.

- For corporations: name, address and ACN.

To link the member to an existing contact in your database, click **Select Contact**.

If the **Contact code** is left blank, a new contact record will be created for the displayed person or company.

Share holdings

Displays the shares currently held in the corporation.

The details as received from ASIC consolidate all like shares held by each member and do not include a date acquired. The date acquired will be set to be the date of issue as entered for that share class at the **Issued share details** step. You are required to enter a certificate number to uniquely identify each share holding.

For example, if a member acquired 1000 ORD shares in 2009, and a further 1000 ORD shares in 2011, these will not display as two entries. There is one line displayed for these ORD shares, showing 2000 held. If you want to enter the true history of the shares held in the corporation, this must be done manually. The data as provided by ASIC is a summary of the current holdings only.

Related topics

ASIC forms received

Requesting company data from ASIC

Appointing and ceasing agents

You can view a corporation's appointed ASIC Agent from the **Corporation Details** screen (see "Viewing corporation details" on page 20).

An agent must be appointed to act for a corporation to be able to lodge ASIC forms on its behalf.

A corporation ceases the appointment of their agent using the **Appoint or cease registered agent** wizard. When a new agent is appointed, the previous agent is dismissed automatically — there is no need to cease the current agent's appointment first.

An agent can cease their own appointment as a corporation's agent using the wizard in the **Agents** module (see "Ceasing acting as a registered agent" on page 205).

To appoint a corporation's agent

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

2. Click **Appoint or cease registered agent** on the Task Bar.

    The **Appoint or cease registered agent** wizard opens, showing existing details (including any existing agent) for the company.

3. Click ⊙ **Appoint new registered agent**, then:

    ❍ If there is no **existing** agent:

    Select an agent from the **Select agent** drop-down list.

    ❍ If there is already an agent:

    Select the **new** agent from the **Select agent** drop-down list. The "old" agent is replaced by the new one (and does not need to resign — this occurs automatically).

4. Click **Next** to open the **Select documents** screen.

    The **ASIC form** is already selected.

5. Enter the **Date signed** (dd/mm/yyyy) or select it from the drop-down calendar.

6. Select the **Signing officer** from the drop-down list.

7. Click **Next**.

8. Select the form you want to preview and click **Finish**.

    If you selected to preview documents (above), they display on the **Print preview** screen. Any errors will be listed.

    If you did not select to preview documents, the **ASIC form validation** screen opens.

9. **Complete** and **lodge** the form with ASIC.

   See "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182.

   Allow 1–2 business days for ASIC to process the appointment.

To cease a corporation's agent

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

2. Click **Appoint or cease registered agent** on the Task Bar.

   The **Appoint or cease registered agent** wizard opens, showing existing details (including the existing agent) for the company.

3. Select ⦿ **Cease the registered agent**.

4. Click **Next** to open the **Select documents** screen.

   The **ASIC form** is already selected.

5. Enter the **Date signed** (dd/mm/yyyy) or select it from the drop-down calendar.

6. Select the **Signing officer** from the drop-down list.

7. Click **Next**.

8. Select the form you want to preview and click **Finish**.

   If you selected to preview documents (above), they display on the **Print preview** screen. Any errors will be listed.

   If you did not select to preview documents, the **ASIC form validation** screen opens.

9. **Complete** and **lodge** the form with ASIC.

   See "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182.

Related topics

Corporations
Agents
Adding Agents
Ceasing acting as a registered agent

Applying for registration

For a company to be registered, it must meet the following conditions.

- The company must have a state of registration.
- The company must have a current business address.

- The company must have a current registered address.

- The company must have at least one director.

- If the company is limited by guarantee, it must have at least one member.

- If the company is not limited by guarantee, it must have at least one share issued.

- For each share issue — the number of shares issued must match the total number of shares held by the associated members.

Note: A foreign company and a registered Australian body cannot be registered.

To generate an application for registration of an Australian company

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Application for registration** on the Task Bar.

   The **Application for registration** wizard appears.

   If the selected company has already been registered, the following **Application for registration** message opens:

   Company status is set to registered. Do you want to produce the form 201?

   To cancel, click **No**. To proceed, click **Yes**. The **Company details** screen appears.

Note: A company that is not yet registered with ASIC will not have an ACN. For example, in Corporate Compliance you cannot appoint officers to a company which does not have an ACN. Since **Form 201** requires officers to be appointed, set the status of the company to **Unregistered**. An unregistered status will bypass the validation request for an ACN when appointing officers to the company. The status of the company can be set in the corporation's Details.

---

3. In the Company **Details** screen, the following information is shown:

   ❍ Company name

   ❍ State of registration

   ❍ Type of company

   ❍ Class of company.

   Enter the **Name reservation number** (optional, with a maximum of 9 characters). (If you have previously lodged an **ASIC Form 410** to reserve the proposed company name, you will have a **Name reservation number**.)

4. Click **Next**.

 The **Business names** screen opens.

5. Click **Yes** or **No** to:

 Is the proposed name identical to a registered business name(s)?

 The default selection is **No**. If you click **Yes**, you must provide the business name registration details in the table. The table provides a list of all Australian states and territories.

 Enter the **Business Number** beside the state to which the number applies.

6. Click **Next** and go to **Step 7.**, if the selected company is **not** a public company.

 If the selected company **is** a public company, the **Public company governance** screen appears.

7. If the company is limited by guarantee, **The amount of the member's guarantee is** field is enabled.

 Enter the amount and click **Next**.

 or

 If the field is disabled, click **Next**.

 The **Applicant details** screen appears.

8. Enter the Date signed (dd/mm/yyyy) or select the date from the drop-down calendar. The default date is the current system date. This is optional.

9. Select the applicant.

 ○ **Individual** — by default, the individual is selected. Click ⊡ to search for a person.

 ○ **Corporation** — click ⊡ to search for a corporation. When you select this option, the **Signed by** fields are displayed. Enter the Given names and Surname under **Signed by** or select from the drop-down list.

10. Click **Finish** now to generate the Form 201, or click **Next** to check and view the details entered for the company.

 If you click **Finish**, Form 201 displays on the **Print Preview** screen.

 If you click **Next**, the Addresses of the selected applicant displays. The current Business address and Registered office address is shown.

11. Click **Finish** now to generate the Form 201, or click **Next** to check and view the details entered for the company.

 If you click **Next**, the Registered office details of the selected address displays. The registered office occupier and the registered office hours is shown.

12. Click **Finish** now to generate the Form 201, or click **Next**.

If you click **Next**, the **Ultimate holding company details** displays. This displays only if the selected company has a current holding company.

If the ultimate holding company is an Australian company, its state of incorporation is shown.

If the ultimate holding company is a foreign company, its country of incorporation is shown.

13. Click **Finish** now to generate the Form 201, or click **Next**.

    If you click **Next**, the **Officer details** of the selected applicant displays. A current office holding is a position without a date of ceasing.

    The following information is shown for each officeholder.

    ❍ **Officer**: Surname, given name (code).

    ❍ **Birth details**: Date of birth and state or country of birth.

    ❍ **Address**: The current residential address.

    ❍ **Position**: Indicates whether the person is a current Director and/or Secretary.

    Note: New registrations can only appoint an officer as Director or Company Secretary (i.e., not as Alternate Director). Alternate Directors are not included on this list and are not included on Form 201. Only officers with a current position of Director and/or Secretary are listed. This list of officers cannot be changed here.

14. Click **Finish** now to generate the Form 201, or click **Next**.

    If you click **Next**, the current Issued share details of the selected applicant displays. This will not display for a company limited by guarantee.

    By default, the issued capital is sorted by Share Class order. The issued capital is not consolidated by class. All issues for each class are listed separately.

15. To view details of the share issue, select a share issue row and click **View issue details**.

    The **View Share Issue** screen opens.

16. To return to the **Issued share details**, click **Close**.

17. Click **Finish** now to generate the Form 201, or click **Next**.

    If you click **Next**, the **Member details** displays. This is displayed only if the selected company is limited by guarantee.

    If the selected company has shares issued, a list of current primary and joint shareholders is shown.

    The following information is shown for each shareholder/member in descending name order:

      ◻   Name: Member's surname, given names if the member is a person. Corporation Name and ACN if the member is a company.

      ◻   Code: Client code.

      ◻   Address: If the member is a company, the current business address is shown. If the member is a person, the current residential address is shown.

18. Click **Finish** now to generate the Form 201, or click **Next**.

    If you click **Next**, the **Finish** screen opens.

19. Select the documents you want to preview.

20. Click **Finish**.

    If you selected to preview documents on the previous screen, they open in the **Print Preview** screen.

    If you did not select to preview documents, the **ASIC Form Validation** screen opens.

21. Complete and lodge the forms with ASIC.

Related topics

[Applying for deregistration](#)

Applying for deregistration

The following procedure is used to produce **Form 6010 — Application for voluntary deregistration of an Australian company** for electronic lodgement with ASIC.

To generate an application for deregistration of an Australian company

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

   If the selected corporation is managed by the practice, the following basic company details are required for the deregistration notification of a company:

         ◻   ACN

         ◻   Company type and company class

         ◻   Date of deregistration

         ◻   ASIC Agent.

2. Click **Application for deregistration** on the Task Bar.

   The **Application for deregistration** wizard opens.

3. Enter the **Deregistration date** (dd/mm/yyyy) or select the date from the drop-down calendar.

   By default, ☑ **Set this company to be not managed by your practice upon completion of this deregistration wizard** is selected. You can deselect this option to leave the deregistered company as a managed company.

4. Click **Next**.

   The **Applicant details** screen opens.

Applicant details

5. Select the applicant who will lodge the form.

   ❍ Company — By default, the company itself is selected. Select a nominee from the drop-down list under **Select the officer nominated to receive the notice of deregistration**.

   ❍ Director — Select a **Director** from the drop-down list.

   ❍ Member — Select a **Member** from the drop-down list.

   ❍ Liquidator — When you select this option, the **Signed by** fields are displayed.

6. Click **Next**.

   The **Select documents** screen opens.

   Note: If you select the applicant as a member or liquidator, then ASIC Form 6010 must be lodged as a paper form, not electronically.

Select documents

7. By default, both documents are selected.

   You can retain the selections or deselect one of the options as required.

8. Enter the **Date signed** (dd/mm/yyyy) or select the date from the drop-down calendar.

   The default date is the deregistration date but you may change this date.

   Note: The signing date must be on or after the deregistration date.
   ---

9. Select the **Payment method**.

   Two options are available:

   ❍ **Invoice issued for payment**, or

   ❍ **Payment from agent's Direct Debit account**.

> **Note:** In order to use the **Payment from agent's Direct Debit account** option, the agent must be authorised with ASIC for direct debit.

10. Click **Next**.

    The **Minutes of directors' meeting** screen opens.

Minutes of directors' meeting

11. Enter the **Date of meeting** (dd/mm/yyyy) or select the date from the drop-down calendar.

    The default date is the deregistration date but you may change this date.

12. Either enter the **Time of meeting** or use the up and down arrows.

13. Either enter the **Meeting closed** time, or use the up and down arrows.

14. Select the address **Held at**.

    By default, the Business address is selected. You can change it to Registered address, if required.

15. Select the **Chairperson** from the drop-down list.

16. Select the **Officers** present.

    By default, all officers are selected. You can retain the selections or deselect one or more absentees as required.

17. Click **Next**.

    The **Finish** screen opens.

Finish

18. Select the documents you want to preview.

    By default, both documents are selected. You can retain the selections or deselect one of the options as required.

19. Click **Finish**.

    The **Forms Completion Report** displays on the **Print Preview** screen.

20. Select to view each document under the **Preview Items** list.

21. Click **Close** to exit the report and return to the main window.

Related topics

[Applying for registration](#)

Documents

The Documents tab in the **Corporations** module displays all associated documents (for example, minutes of meetings, letters, applications for shares) that have been produced in the course of generating an ASIC form using a workflow wizard (see "Workflow wizards" on page 168).

For example, if the **Appoint or cease officers** wizard has been used to appoint an officer to a corporation, the following documents will display on the Documents screen:

●   Minutes of the directors' meeting

●   Officer's consent to act form.

ASIC forms that are generated by completing a wizard display on the corporation's **ASIC Forms** screen (see "Working with ASIC forms" on page 170).

You can also export documents to a file when you select to **view** them.

To view a corporation's documents

1.   Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2.   Click the **Documents** tab.

   The **Documents** screen opens.

3.   From here you can:

   ❍   **View** and **export** documents to file.

   ❍   **Edit** documents (see "Editing documents" on page 42).

   ❍   **Delete** documents (see "Deleting documents" on page 44).

4.   To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations
Workflow wizards
Previewing forms and documents

Previewing forms and documents

The **Print preview** screen displays the selected form, document or report as it would print (see "Working with ASIC forms" on page 170, "Tools" on page 221 or "Reports" on page 207). It also allows you to export documents to a range of file formats.

This screen opens when you:

- Select to preview forms and documents you have generated at the end of a workflow wizard.

- Select **View form** or **View document** from the Task Bar (e.g., in the ASIC Forms and Lodgement modules).

- Select a report from the Reports menu.

- Select File > **Print preview** from the main menu.

Previewing multiple documents

The **Print preview** screen usually contains multiple documents that you can view by selecting each document in the **Preview items list** on the Task Bar.

Using the Print preview icons

You can also access the following functions by clicking the icons at the top.

Tip: Hover your cursor over an icon to see its name.

- **Arrows** to scroll from the first page to the last page of the document.

- **Go** to a specific page.

- **Print** the displayed document.

- **Refresh** the data in the displayed document.

- **Export** the displayed document to file, for example, Microsoft Word, PDF or RTF.

- **Zoom** in or out.

Publish documents to MYOB Portal

Use the **Share It** button on any print preview windows to easily transfer forms, reports and documents directly to your portal.

Related topics

Previewing forms and documents
Viewing corporation documents
Editing documents
Deleting documents

Viewing corporation documents

To find, open and review company documents

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Documents** tab.

    The **Documents** screen opens.

3. Select the document and click **View document** on the Task Bar.

    The document displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

4. Click the appropriate icon (see "Using the Print preview icons" on page 41) to:

    ❑   **Print** the document, or

    ❑   **Export** the document to a file.

Related topics

Using Corporate Compliance

Workflow wizards

ASIC Forms

Tools

ASIC Forms

Lodgement

Reports

Editing documents

Use the company's **Documents** tab to edit, style, and format documents used for the company.

To edit company documents

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Documents** tab.

    The **Documents** screen opens.

3. Select the document and click **Edit document** on the Task Bar.

The **Document Editor** screen opens.

4. Change the required text, formatting and margins using the toolbar and menus.
   File menu:
   - Save
   - Print
   - Page Setup (allows you to set margin options)
   - Revert to Master (is only enabled when editing a document template that has a custom template, use this option if you want the template to be reverted to the MYOB Master.)
   - Close.

   Edit menu:
   - Undo
   - Redo
   - Cut
   - Copy
   - Paste.

   Format menu:
   - Font (lists available fonts, styles and size)
   - Paragraph
   - Bullets and Numbering.

   Table menu:
   - Insert
   - Delete
   - Select
   - Properties.

5. Select File > **Save** to save the document.

Related topics

Previewing forms and documents
Viewing corporation documents
Editing documents
Deleting documents

Deleting documents

To delete a document

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Documents** tab.

   The **Documents** screen lists the available documents.

3. Select the document.

4. Click **Delete document** on the Task Bar.

Related topics

Using Corporate Compliance
Workflow wizards
ASIC Forms
Tools
ASIC Forms
Lodgement
Reports

Corporation names

From the Corporations module, corporation names can be:

● Reserved (see "Reserving corporation names" on page 45)

● Changed (see "Changing corporation names" on page 49).

Names previously held by corporations (name histories) can also be:

● Viewed (see "Corporation name histories" on page 47)

● Changed (see "Changing former corporation names" on page 48).

Related topics

Reserving corporation names
Changing corporation names
Corporation name histories
Changing former corporation names
Deleting former corporation names from the name history

Reserving corporation names

Use the **Reservation of corporation name** wizard if the corporation would like to reserve a specific name with ASIC in preparation for a future name change. This wizard can only be used for corporations which are already registered.

The **Reservation of corporation name** wizard generates an ASIC form 410, which you can then lodge from the **Lodgement** module (see "Lodgement" on page 182).

To reserve a corporation name

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Reserve name** on the Task Bar.

    The **Reservation of corporation name** wizard opens.

3. Enter the proposed new name including the legal elements.

    The new name is limited to a maximum of 200 alphanumeric characters.

4. Select the type of change.

    That is, change of name, extension of reservation or new registration.

    Note: If you are reserving a name for a new company (**New registration** option), Form 410 must be lodged by paper.

    ---

5. Selecting the **Request application to be manually reviewed** checkbox enables you to enter the reason for a manual review.

6. Click **Next**.

Identical business name

7. Select whether the proposed name is identical to a registered business name.

    a. If you select **The business name was registered on or after 28 May 2012** checkbox, enter the ABN of the registered business name.

    b. If you select **The business name was registered before 28 May 2012 without an ABN** checkbox, enter the associated business number for one or more states in the table.

8. Click **Next**.

Select documents

9. To generate an application for reservation of name form, select ☑ **ASIC Form 410**.

10. Select the **Signing officer** from the drop-down list.

11. Enter the **Date signed**.

12. Select the **Payment method**.

    Two options are available:

    ❑   **Invoice issued for payment**, or

    ❑   **Payment from agent's Direct Debit account**.

    Note: In order to use the **Payment from agent's Direct Debit account** option, the agent must be authorised with ASIC for direct debit.

    ---

13. Click **Next**.

Finish

14. To preview the application for reservation of name, select ☑ **Form 410**.

15. Click **Finish**.

    If you selected to preview documents on the previous screen, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If you did not select to preview documents, the **ASIC Form Validation** screen opens (see "ASIC forms validation" on page 176).

16. You can now lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

    Note: The confirmation letter for the name reservation is received as a PDF, which is listed as a form RC05. You can view it from both the Corporation > **ASIC Forms** tab and from the Lodgment > **ASIC Forms Received** tab.

Related topics

Corporations
Adding corporations
Corporation names
Changing corporation names
Corporation name histories
Changing former corporation names

Corporation name histories

From the **Name History** screen in the **Corporations** module, you can view the selected company's name history. The information on this screen includes Previous name and Date changed.

The history of names is updated each time a corporation's name is changed using the **Change of name** wizard (see "Changing corporation names" on page 49).

Corporation address histories are also maintained in **Corporate Compliance** (see "Corporation address histories" on page 60).

To view a corporation's name history

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Change former name** on the Task Bar, or right-click the **Details** tab and select **Change former name** from the menu.

    The **Change former name** screen opens. From here you can:

    ❍   Add former names (see "Adding former corporation names" on page 47)

    ❍   Change former names (see "Changing former corporation names" on page 48)

    ❍   Delete former names (see "Deleting former corporation names from the name history" on page 52).

3. To return to the **Corporations selection list**, click **Close**.

    Related topics
    Corporations
    Corporation names
    Changing corporation names
    Reserving corporation names
    Adding former corporation names
    Changing former corporation names
    Deleting former corporation names from the name history

Adding former corporation names

From the **Details** tab in the **Corporations** module, you can add former names to the selected company's name history from the **Name History** tab. The information on the Name History tab includes Former name and Date of change.

You can also add to the Name history for people (see "Name history" on page 137).

To change a corporation's name history

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Add former name** on the Task Bar.

    The **Add former name** screen opens.

3. You can enter a **former name** and the **Date of Change**.

4. Click **OK**.

    The former name is added to the **Name History** screen.

Related topics

Corporations
Corporation names
Changing corporation names
Reserving corporation names
Corporation name histories
Adding former corporation names
Changing former corporation names

Changing former corporation names

From the **Details** tab in the **Corporations** module, you can change former names in the selected company's name history from the Name History tab. The data in the Name History tab includes Former name and Date of change.

You can also change the name history for people (see "Name history" on page 137).

To change a corporation's name history

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Change former name** on the Task Bar or right-click the **Details** tab and select **Change former name** from the menu.

    The **Change former name** screen opens.

3. You can change the **Former name** and the **Date of change**.

4. Click **OK**.

The former name is updated on the **Name history** screen.

Related topics

Changing corporation names

Use the **Change of corporation name** wizard if:

● The corporation has previously reserved its new name and has now resolved to change its name. See "Reserving corporation names" on page 45.

or

● The corporation has changed its name and needs to notify ASIC of the change.

A company that resolves to change its name, and then uses the **Change of corporation name** wizard, may first reserve the corporation's new name (see "Reserving corporation names" on page 45).

When a corporation resolves to change its name, you do not need to enter the change in MYOB AE/AO first.

You can make the change in Corporate Compliance only, using the **Change of corporation name** wizard. When the wizard completes, the corporation's name will be updated in the **Corporation selection list** in Corporate Compliance.

When a corporation's name is changed using the **Change of name** wizard, the corporation's former name is recorded on the **Name History** screen (see "Corporation name histories" on page 47).

To change a corporation name

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Change name** on the Task Bar.

   The **Change of corporation name** wizard opens.

3. Select whether you want to use the ACN as the new company name.

a. By default **No** is selected, so that you can enter the proposed new name including the legal elements.

b. Select **Yes** to use the ACN as the new company name. Enter just the legal elements to be used with the ACN as the name.

The proposed new name should have the correct legal elements for the company type and class.

The new name is limited to a maximum of 200 alphanumeric characters.

4. Select the **Date of change** (dd/mm/yyyy).

5. Select whether a name reservation has been lodged.

If you select **Yes**, enter the name reservation number.

See "Reserving corporation names" on page 45 for more information.

6. Selecting the **Request application to be manually reviewed** checkbox enables you to enter the reason for a manual review.

7. Click **Next**.

Registration details

8. Select whether the proposed name is identical to a registered business name.

a. If you select **The business name was registered on or after 28 May 2012** checkbox, enter the ABN of the registered business name.

b. If you select **The business name was registered before 28 May 2012 without an ABN** checkbox, enter the associated business number for one or more states in the table.

9. Click **Next**.

Select documents

10. Select the documents to be generated from the following:
    ❍ ☑ ASIC Form 205 — Notification of resolution.
    ❍ ☑ ASIC Form 484 — Change of name for member and/or ultimate holding company.
    ❍ ☑ Minutes of the meeting of directors proposing the name change.
    ❍ ☑ Minutes of the meeting of members approving the name change.

11. Select the **Signing officer** from the drop-down list.

12. The **Date signed** is set as the Date of change entered in the first stage.

13. Select the **Payment method**.

    Two options are available:

    ❍ **Invoice issued for payment**, or

    ❍ **Payment from agent's Direct Debit account**.

    Note: In order to use the **Payment from agent's Direct Debit account** option, the agent must be authorised with ASIC for direct debit.

    ---

14. Click **Next**.

    The **Change of name of ultimate holding company** screen opens, with a list of all subsidiary companies affected by the change.

15. Click **Edit details** to select the name of the Signing officer.

16. Click **OK** to close the **Edit signing officer** screen.

17. Click **Next**.

Minutes of directors meeting

18. If you selected to produce the minutes of the directors' meeting at **Step 10.**, enter the meeting details. Click **Next**.

    Note: The date of the directors' meeting cannot not be after the **Date of change**.

Minutes of members meeting

19. If you selected to produce the minutes of the members' meeting at **Step 10.**, enter the meeting details. Click **Next**.

Finish

20. Select each of the following documents you would like to preview:

    ❍ ASIC Form 205 — Notification of resolution.

    ❍ ASIC Form 484 — Change of name for member and/or ultimate holding company.

    ❍ Minutes of the meeting of directors proposing the name change.

    ❍ Minutes of the meeting of members approving the name change.

21. Click **Finish**.

    If you selected to preview the ASIC forms and minutes, a preview of the document will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

22. You can now lodge the form (see "Lodgement" on page 182).

Note: The certificate for new name is received as a PDF which is listed as a form RC05. This can be viewed from both the Corporation > **ASIC Forms** tab and from the Lodgment > **ASIC Forms Received** tab.

Related topics

Corporations
Corporation names
Reserving corporation names
Corporation name histories
Changing former corporation names

Deleting former corporation names from the name history

From the **Details** tab in the **Corporations** module, you can delete former names from the selected company's name history using the **Name History** tab. The data in this tab includes Former name and Date of change.

You can also add to the name history for people (see "Name history" on page 137).

To delete a corporation's name history

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Delete former name** on the Task Bar, or right-click the **Details** tab and select **Delete former name** from the menu.

   A **Confirm delete** message screen opens.

3. Click **OK**.

   The former name is deleted from the **Name History** screen.

Related topics

Corporations
Corporation names
Changing corporation names
Reserving corporation names
Adding former corporation names
Corporation name histories
Changing former corporation names

Corporation addresses

From the **Addresses** tab in the **Corporations** module, you can view the following details for a corporation:

- Business address

- Postal address

- Postal address file setting

- Registered office

- Registered office details.

Addresses that are entered in MYOB AE/AO are copied into Corporate Compliance.

To view corporation addresses

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Addresses** tab.

   The **Addresses** screen opens. From here you can change:

   ❍ Address details (see "Changing corporation addresses" on page 54).

   ❍ Registered office details (see "Changing registered office details" on page 59).

   ❍ Postal address file settings.

   You can only change other address details from MYOB AE/AO, then notify ASIC of the change (see "Changing corporation addresses" on page 54).

3. To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations
Changing corporation addresses
Changing registered office details
Notifying ASIC of corporate changes of address
Notifying ASIC of address changes to more than one contact
Corporation address histories
Deleting former corporation addresses

Changing corporation addresses

Changing a company's address is a two-stage process:

1. Change the address details:

   ❑ For all address details, except registered office details: Change the details in MYOB AE/AO.

   ❑ For registered office details only: Change the registered office details in Corporate Compliance (see "Changing registered office details" on page 59).

2. Notify ASIC of the change in Corporate Compliance. See "Notifying ASIC of corporate changes of address" on page 54.

   After generating a form using the **Notify change of address** wizard, the former address is added to the **Address History** tab (see "Corporation address histories" on page 60).

   If you do **not** need to notify ASIC of the change made in MYOB AE/AO, delete the task in the Changes from AE/Changes from AO module (see "Changes from AE/ AO" on page 12).

   Related topics

   Corporations
   Corporation addresses
   Changing company postal address file (PAF) settings
   Changing registered office details
   Notifying ASIC of corporate changes of address
   Notifying ASIC of address changes to more than one contact
   Corporation address histories
   Deleting former corporation addresses

Notifying ASIC of corporate changes of address

After changing a corporation's address, notify ASIC of the change to the business address and/or change of registered hours using the **Notify Change of Address** wizard. You can access this wizard from the **Corporations** module (see "Corporations" on page 17).

To notify of changes of address

1. To change a corporation's business address or registered address, enter the change in MYOB AE/AO.

   To change a corporation's registered office hours (for foreign corporations and Australian registered bodies only), enter the change at Step 6 of the **Notify**

change of address wizard, or from the **Change Registered Address** screen (see "Changing registered office details" on page 59).

2. Open **Corporate Compliance**.

3. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

4. Click **Notify change of address** on the Task Bar.

    Or

    Select the changed address record in the Changes from AE/Changes from AO module (see "Changes from AE/AO" on page 12), then click **Generate task** on the Task Bar.

5. The **Change of corporation address** wizard opens.

6. Select the type of change by selecting from the following:

    ❏ ☑ Notify change of business address

    ❏ ☑ Notify change of registered address

    ❏ ☑ Notify change of registered office hours.

7. Click **Next**.

8. Select from the following options based on the options you chose at **Step 6.**

    ❏ Notify change of business address:

        The **Change of business address** screen opens.

        Enter the **date** (dd/mm/yyyy) or select it from the drop-down calendar.

        Indicate whether the Address meets **Post Address File** rules.

    ❏ Notify change of registered address:

        The **Change of registered address** screen opens.

        Enter the **date** (dd/mm/yyyy) or select it from the drop-down calendar.

        Indicate whether the Address meets **Post Address File** rules.

        Click **Yes** or **No** to indicate whether the company occupies the registered address.

        Enter the **Occupier's name**.

    ❏ Notify change of registered office hours:

        The **Change of registered office hours** screen opens.

        Enter the **date of change** (dd/mm/yyyy) or select it from the drop-down calendar.

        Select an option to indicate the opening hours of the registered office.

If the addresses displayed in the wizard are incorrect, click **Cancel** and change the address in MYOB AE/AO. Delete the former change address task in the Changes from AE/Changes from AO module (see "Changes from AE/AO" on page 12). Then restart the **Notify change of address** wizard.

9. Click **Next**.

10. Enter the **Date of Change** or select it from the drop-down calendar.

11. If you know the address does NOT meet the PAF rules, select **Address does not meet Postal Address File rules**.

    This will stop ASIC from checking this address.

12. Click **Next**.

13. If you are notifying ASIC of a change of registered address, select **Yes** or **No** to indicate whether the company occupies the registered address.

    If you select **No**, enter the occupiers name.

14. Click **Next**.

    The **Select the documents you want to produce** screen opens.

15. Select which of the following documents to generate:

    ❍ ASIC Forms 484, 489 and/or 490

    ❍ Minutes of the meeting of the directors resolving to change the registered address (see "Tools" on page 221).

16. Click **Next**.

    The **Confirm signing officer and date signed** screen opens.

17. Click **Change details**.

    The **Change signing details** screen opens.

18. Enter the details of the **Signing Officer** and **Date Signed** (if available).

    If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

19. Click **OK** and then click **Next**.

20. If you have selected to print minutes, enter the meeting details.

21. Click **Next**.

    The **Finish** screen opens.

22. Click **Finish**.

23. If you selected to preview documents, they will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

   If you did not select to preview documents, the **ASIC Form Validation** screen opens (see "ASIC forms validation" on page 176).

24. Complete the form (see "ASIC forms in progress" on page 174) and lodge the form with ASIC (see "Forms lodgement" on page 182).

Related topics

Corporations
Changing corporation addresses
Changing corporation addresses
Changing registered office details
Corporation address histories
Deleting former corporation addresses
Notifying ASIC of address changes to more than one contact

Notifying ASIC of address changes to more than one contact

The task **Notify address changes of multiple contacts** allows you to select all the officeholders or shareholders of a corporation who require notification to ASIC of an address change. One ASIC Form 484A is produced for that corporation that includes all the selected officeholders and shareholders.

This process generates ASIC Form 484A for the selected corporation only. This process would typically be used after receiving your company statement from the ASIC. If there are several officeholders or shareholders with out of date address details, you can update their address details, and then use this task to generate the one ASIC Form 484A with all these address changes listed.

ASIC Form 484A will not be generated for other corporations that the selected contacts are an officeholder or member of.

ASIC Form 484A will not be generated for other contacts that share the address with the selected contacts.

To generate ASIC Form 484A for all the corporations that a person is an officeholder or shareholders of, select that person from the **People** list, and then select the task **Notify change of name or address**. This process will also include other contacts that share the address of the selected person on the ASIC Forms generated.

To generate ASIC Form 484A for all the corporations that another corporation is a shareholder of, select that corporation from the **Corporations** list, and then select the task **Notify change of address**. This process will also include other contacts that share the address of the selected person on the ASIC Forms generated.

To run the notify address changes of multiple contacts task

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Notify address changes of multiple contacts** on the Task Bar.

    The **Notify Change of Address** window opens, at the **Select Contacts** step.

    For proprietary companies, the contact list is all the current officeholders and current shareholders of this corporation.

    For public companies, the contacts list is all the current officeholders of this corporation.

3. Enter the date of the address change.

4. Select all the contacts whose address change is to be notified on this ASIC Form 484A.

5. Click **Next**.

    The **Notify Change of Address** window moves to the **Select Documents** step.

6. Select the documents to be produced.

7. Click **Next**.

8. If the document for the Minutes of the directors meeting to resolve change of registered address has been selected at the previous step, then the **Minutes of Directors Meeting** step is displayed, otherwise the **Finish** step is displayed.

9. Enter the details of the directors meeting.

10. Click **Next.**

11. The **Notify Change of Address** window moves to the **Finish** step.

    Select the documents to be previewed.

12. Click **Finish**.

    If a document has been selected for preview, the print preview window opens.

    If no documents are selected for preview, system returns to the corporation.

Related topics

Corporations
Changing corporation addresses
Changing corporation addresses
Changing registered office details

Changing registered office details

From the **Addresses** tab you can change the following registered office details:

● Whether the company occupies the registered office.

● Occupier's name.

● Registered office hours.

If the registered office details for foreign corporations and Australian registered bodies are changed, notify ASIC using the **Notify change of address** wizard (see "Notifying ASIC of corporate changes of address" on page 54).

To change business, postal or registered addresses, use MYOB AE/AO then notify ASIC of the address changes using the **Notify change of address** wizard (see "Notifying ASIC of corporate changes of address" on page 54).

To change registered office details

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Addresses** tab.

3. Click **Change Registered Office Details** on the Task Bar or right-click the **Addresses** screen and select **Change Registered Office Details** from the menu.

    The **Registered Address Details** screen opens.

4. If the corporation occupies this address, select **Yes.** If not, select **No.**

    If you select **No**, you must enter the name of the occupier.

5. Select **Registered office is open from at least 10am to 12 noon and 2pm to 4pm**.

    or

    Select **Registered office is open for at least 3 hours between 9am and 5pm** and then enter the opening and the closing times.

6. Click **OK**.

    The **Addresses** screen displays updated registered office details.

7. For foreign corporations and Australian registered bodies, inform ASIC of the changes by using the **Notify change of address** wizard (see "Notifying ASIC of corporate changes of address" on page 54).

Related topics

Corporations
Changing corporation addresses
Changing corporation addresses
Notifying ASIC of corporate changes of address
Corporation address histories
Deleting former corporation addresses

Corporation address histories

From the **Address History** screen in the Corporations module, you can view the selected company's name history. The data in this screen displays:

- Address

- Address type

- Date Started

- Date Ceased.

The history of addresses is updated each time a corporation's address is changed in MYOB AE/AO and when ASIC is notified of the change of address (see "Notifying ASIC of corporate changes of address" on page 54).

Corporation name histories are also maintained in Corporate Compliance (see "Corporation name histories" on page 47).

To view corporation address histories

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.
   The corporation opens at the **Details** tab.

2. Click the **Address History** tab.
   The **Address history** screen opens.

3. To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations
Changing corporation addresses

Deleting former corporation addresses

Use the **Addresses** tab to delete a corporation's former addresses.

To change corporation address histories

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Address History** tab.

   The **Address History** screen opens.

3. Select the address to be deleted.

4. Click **Delete former address** on the Task Bar.

5. The following message displays:

   Are you sure you want to delete this former address?

6. Click **OK**.

   The former address is deleted from the **Address history** screen.

Related topics

Postal address file (PAF) setting

With the introduction of CLERP 7 in July 2003, ASIC checks all addresses against Australia Post's Postal Address Rules. These rules check the street against the suburb and the suburb against the postcode, thereby ensuring the address complies with the

Postal Address File (PAF). Addresses in ASIC forms that do not comply with the PAF will be rejected with the validation error:

V444 Australian address failed to pass matching rules for the Postal Address File.

If a form is rejected with this error, and you are sure the address is correct, change your PAF setting to override the ASIC PAF check. This will allow the address to pass ASIC validation.

You can override the PAF check in the following screens and wizards:

- Corporations > **Notify Change of Address wizard**

- Corporations > **Addresses**

- People > **Notify Change of Name or Address wizard**

- People > **Details**.

Related topics

Changing postal address file settings for people
Changing company postal address file (PAF) settings

Changing company postal address file (PAF) settings

You can exempt a selected company from the Postal Address File (PAF) check by ASIC (see "Postal address file (PAF) setting" on page 61).

The PAF check applies only to business and registered addresses, not to postal addresses.

To exempt an address from the PAF check

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Addresses** tab.

3. Click **Change postal address file setting** on the Task Bar or right-click the **Addresses** tab screen and select **Change postal address file setting** from the menu.

    The **Change Postal Address File Setting** screen opens.

4. Indicate whether or not the Business and/or Registered address meets the PAF rules.

5. Click **OK**.

    Any business or registered addresses marked on the **Addresses** screen as not meeting the PAF rules will **not** be checked by ASIC.

Related topics

Corporations

Corporation addresses

Officers

The **Officers** screen displays current and former officers who have been appointed to the selected corporation.

To view an officer's details

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Officers** tab.

    The **Officers** screen opens.

3. To add more details for the officer, double-click the officer's entry or select
    ☑ **Show further details**.

4. To include the details of previous officers in the list, select ☑ **Include former officers**.

    From this screen, you can:

    ❍ Appoint and cease officers (see "Appointing company officers" on page 63 and "Ceasing company officers" on page 66)

    ❍ Change officer details (see "Changing officer details" on page 68)

    ❍ Delete officers (see "Deleting officers" on page 69).

5. To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations

Officers

Changing officer details

Deleting officers

Appointing company officers

Use the **Appoint or Cease an Officer** wizard to appoint people to the positions of Director, Secretary or Alternate Director.

You can also use this wizard to **cease** officers (see "Ceasing company officers" on page 66).

To appoint an officer

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Appoint or Cease Officers** on the Task Bar.

    The **Appoint or Cease Officers** wizard opens.

3. Select **Appoint Officers**.

4. Click **Next**.

    The **Select Officers to be Appointed** window opens.

5. Click **Add**.

6. To select a Person name/code, click [...].

    The **Find a Person window** opens.

7. If necessary, find the person by scrolling through the Name list or by searching.

8. Select the person in the search list.

    If you cannot find the person, add their details from MYOB AE/AO (see "Adding people" on page 128).

9. Select an **Office held** (i.e., Director, Company Director or Alternate Director).

    Note: If you select Alternate Director:

    Select the applicable Director from the **Alternate for** drop-down.

    Enter the **Effective to** date, or select the date from the drop-down calendar.

    ---

10. Enter the **Date of appointment** or select the date from the drop-down calendar.

11. Click **OK**.

    The officer is added to the list of Officers to be appointed.

12. To appoint further officers to the same corporation, repeat **Step 5.** to **Step 11.** for each additional officer.

    To delete officers from the list, click **Delete**.

13. Click **Next**.

    The **Select the documents you wish to produce** window opens.

14. Select the documents you need to produce:

    ❍ **ASIC form 484 — notification of change to office holders**

       If you selected ASIC form 484, the form signatory fields are enabled.

       Select the **Form Signatory** from the drop-down list. (If the officer required is not on the list, they have not been appointed as an officer.)

       Enter the **Form Sign Date** or select the date from the drop-down calendar.

    ❍ **Minutes of the directors' meeting**

    ❍ **Officer's consent to act form**.

    If you did not select any documents to generate, a message box opens.

15. Click **Yes** then go to **Step 16.**

16. Click **Next**.

17. If you selected **Minutes of the directors meeting** at the previous Step, the **Enter details of the directors meeting** window opens.

    Enter the date of the meeting or select the date from the drop-down calendar.

    Enter the Time of the meeting and when the Meeting closed.

    Select where the meeting was held (i.e., Business Office or Registered Office).

    Select the Chairperson for the meeting from the drop-down list.

    Select the Officers present.

18. If you did not select Minutes of the directors meeting in the previous window, go to the next Step.

19. Click **Next**.

    The **Finish** window opens with the list of appointed officers.

    To make changes, click **Back**.

20. Select the documents you need to preview.

    ❍ **ASIC form 484 — notification of change to office holders**

    ❍ **ASIC form 370 — notification by office holder of resignation**

    ❍ **Minutes** of the directors meeting, and/or

    ❍ **Officer's consent to act form**.

21. Click **Finish**.

    If you selected to preview documents in the previous window, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

If you did **not** select to preview documents, the **ASIC Form Validation** window opens (see "ASIC forms validation" on page 176).

22. **Complete** the form (see "ASIC forms in progress" on page 174) and **lodge** the form with ASIC (see "Forms lodgement" on page 182).

Related topics

Corporations

Officers

Changing officer details

Deleting officers

Ceasing company officers

Use the **Appoint or Cease an Officer** wizard to cease an officer's position of Director, Secretary or Alternate Director.

This wizard ensures that a history of all positions previously held within in each company will be maintained on the **Officers** screen.

You can also use this wizard to appoint officers (see "Appointing company officers" on page 63).

To cease an officer's position

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Appoint or Cease Officers** on the Task Bar.

    The **Appoint or Cease Officers** wizard opens.

3. Select **Cease Officers**.

4. Click **Next**.

    The **Select officers to be ceased** screen opens.

5. Click **Add**.

    The **Ceasing Officer** screen opens.

6. Select the **Officer** from the drop-down list.

    If the officer is not listed, they have not been appointed as an officer of the selected corporation. See "Appointing company officers" on page 63.

7. Enter the **Date of Ceasing** or select it from the drop-down calendar.

8. Select a **Reason for Ceasing** (optional).

9. Click **OK**.

   The officer is added to the **Officers to be ceased** list.

10. If you need to resign other officers from the same corporation, repeat **Step 5.** to **Step 9.** for each officer.

11. Click **Next**.

    The **Select the documents you wish to produce** screen opens.

12. Select each document you require:

    ❍   ☑ **ASIC form 484 — notification of change to office holders**. (The form signatory fields are enabled.)

        Select the **Form Signatory** from the drop-down list. (If the officer required is not in the list, they have not been appointed as an officer.)

        Enter the **Form Sign Date** or select it from the drop-down calendar.

    ❍   ☑ **ASIC form 370 — notification by office holder of resignation**

    ❍   ☑ **Minutes of the directors' meeting**

    ❍   ☑ **Officer's notice of resignation**.

13. Click **Next**.

    If you selected **Minutes of the directors' meeting** at the previous step, the **Enter details of the directors' meeting** screen opens.

    a.   Enter the date of the meeting or select it from the drop-down calendar.

    b.   Enter the Time of the meeting and when the Meeting closed.

    c.   Select where the meeting was held (i.e., Business Office or Registered Office).

    d.   Select the **Chairperson** for the meeting from the drop-down list.

    e.   Select the **Officers** present.

    If you did **not** select Minutes of the directors' meeting at the previous screen, go to the next step.

    If you did not select any documents to be produced, a message box will state: "You have selected to produce no documents. Are you sure?". Click **Yes** then go to the next step.

14. The **Finish** screen lists resigning officers.

    To make changes, click **Back**.

15. Select the documents you need to preview:

❍ ASIC form 484 — notification of change to office holders

❍ ASIC form 370 — notification by office holder of resignation

❍ Minutes of the directors' meeting

❍ Officer's consent to act form.

16. Click **Finish**.

If you selected to preview documents in the previous window, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

If you did **not** select to preview documents, the **ASIC Form Validation** window opens (see "ASIC forms validation" on page 176).

17. **Complete** the form (see "ASIC forms in progress" on page 174) and **lodge** the form with ASIC (see "Forms lodgement" on page 182).

Related topics

Corporations

Officers

Changing officer details

Deleting officers

Changing officer details

Use the **Officers** tab in the Corporations module, to change the following data relating to an officer:

● Office held

● Date of appointment

● Date of ceasing

● Reason for ceasing

● Alternate Directors.

Changes made to an officer's details from this screen do not generate an ASIC Form 484. If ASIC needs to be notified of the changes to the officer's details, generate an ASIC Form 484 using the **Appoint or cease officers** wizard (see "Appointing company officers" on page 63 or "Ceasing company officers" on page 66).

To change an officer's details

1. Select and open the corporation.

See "Selecting a corporation" on page 21.

The corporation opens at the **Details** tab.

2. Click the **Officers** tab.

3. The **Officers** screen opens.

4. Select the officer who needs to be changed.

5. Click **Change officer details** on the Task Bar, or right-click the **Officers** tab and select **Change Officer Details** from the menu.

   The **Officer details for (officer's name and code***)* screen opens.

6. Enter your changes.

7. Click **OK** to save the changes.

8. Read the directions in the message box when it opens:

   If you click **OK**:

   a. Your changes will be confirmed and the **Officers** tab will display the updated officer's details.

   b. If you entered a **Date of ceasing**, the officer will be deleted from the list of officers. To display the officer, select ☑ **Include former officers**.

   If you click **Cancel**:

   a. Your changes will be discarded. A message box will ask: "You have amended data, do you wish to discard changes?"

   b. If you click **Yes**, your changes will be discarded and the **Officers** screen will display unchanged data.

      If you click **No**, the **Officer details for (officer's name and code)** screen will display updated data.

Related topics

Corporations
Officers
Deleting officers

Deleting officers

Use **Delete Officer** (on the **Officers** tab of the Corporations module) to permanently delete officers who were incorrectly appointed using the **Officers** tab screen.

However, if ASIC must be informed of the resignation, use the **Appoint or cease officers** wizard (see "Appointing company officers" on page 63 or "Ceasing company officers" on page 66).

To delete an officer

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Officers** tab.

   The **Officers** screen opens.

3. Select the officer that needs to be changed.

4. Click **Delete officer** on the Task Bar, or right-click the **Officers** tab and select **Delete officer** from the menu.

5. When the message box opens:

   Click **Yes** to delete the officer from the **Officers** screen.

   or

   Click **No** to retain the officer.

Related topics

Corporations
Officers
Changing officer details

Trusts

The following topics provide information about:

- Appointing trustees

- Changing trustee details

- Ceasing trustees

- Deleting trustees.

Related topics

Corporations
Officers
Changing officer details

Appointing trustees

The following method is used to appoint trustees to trusts. It is used for both:

- **Unit Trusts** — a trust in which the trust property is divided into a number of defined shares called units. The beneficiaries subscribe for the units in much the same way as shareholders in a company subscribe for shares.

- **Discretionary Trusts** — generally a trust under which the distribution of income or capital to beneficiaries is made at the discretion of the trustee. Until the trustee exercises its discretion, the beneficiaries generally have no interest in the property of the trust. A discretionary trust is sometimes called a "family trust" (for tax reasons, however, a family trust means a trust that has made a family trust election).

To appoint a trustee

1. Click **Corporations** on the Task Bar.

   The **Corporations selection list** opens.

   If the list is long, find the trust by searching or sorting.

2. Select the trust and press **[Enter]**, or double-click the trust.

   The trust opens at the **Details** tab.

3. Click the **Officers** tab to display its contents.

4. Click **Appoint trustee** on the Task Bar, or right-click the **Officers** tab and select **Appoint trustee…** from the menu.

   The **Add Trustee** window opens.

5. Click ⬚ to open the **Find a Contact** screen

6. Find the desired person or company to act as trustee by searching or sorting.

7. Click **OK**.

   To close the **Find** screen and add the new trustee.

8. Select the **Appointment Date** from the drop-down calendar.

9. Click **OK**.

   The new trustee's details are added to the trust's **Officers** tab.

Related topics

Corporations
Officers
Changing trustee details
Ceasing trustees
Deleting trustees

Changing trustee details

The following method is used to change a trustee's **Appointment Date** and/or add a **Ceased Date** for trusts. The same method is used for both Unit Trusts and Discretionary Trusts.

Note: If you add a **Ceased Date** here, the trustee will also be ceased on that date. If the date entered is after today, the trustee will not be ceased until that date arrives. The trustee will then be removed from this trust's **Officers** tab, but not from the database.

If you want to delete a trustee from both this trust's **Officers** tab **and** from the Corporate Compliance database, see "Deleting trustees" on page 73.

To change trustee details

1. Click **Corporations** on the Task Bar.

    The **Corporations selection list** opens.

    If the list is long, find the trust by searching or sorting.

2. Select the trust and press **[Enter]**, or double-click the trust.

    The trust opens at the **Details** tab.

3. Click the **Officers** tab to display its contents.

4. Select the trustee whose details you want to change from the table.

5. Either click **Change trustee details** on the Task Bar, or right-click the trustee and select **Change trustee details…** from the list.

    The **Change Trustee Details** screen opens.

6. If required, change the **Appointment Date** by overtyping, or by selecting from the drop-down calendar.

7. If you want to cease the trustee, add a **Ceased Date** by overtyping, or by selecting from the drop-down calendar.

8. Click **OK** when finished.

Related topics

Corporations
Officers
Appointing trustees
Ceasing trustees
Deleting trustees

Ceasing trustees

The following method is used to cease a trustee from a trust. The same method is used for both Unit Trusts and Discretionary Trusts.

To cease a trustee

1. Click **Corporations** on the Task Bar.

    The **Corporations selection list** opens.

    If the list is long, find the trust by searching or sorting.

2. Select the trust and press **[Enter]**, or double-click the trust.

    The trust opens at the **Details** tab.

3. Click the **Officers** tab to display its contents.

4. Select the trustee you want to cease from the table.

5. Either click **Cease trustee** on the Task Bar, or right-click the trustee and select **Cease trustee...** from the list.

    The **Cease Trustee** screen opens.

6. Add the **Ceased Date** by overtyping, or by selecting from the drop-down calendar.

7. Click **OK**.

    Note: If the date entered is **after** today, the trustee will not be ceased until that date arrives.

    The trustee is removed from this trust's **Officers** tab, but not from the database. (See "Deleting trustees" on page 73 if you want to completely remove a trustee).

Related topics

Corporations
Officers
Appointing trustees
Changing trustee details
Deleting trustees

Deleting trustees

The following method is used to delete a trustee from a trust — and to permanently remove that trustee's details from your Corporate Compliance database. The same method is used for both Unit Trusts and Discretionary Trusts.

To delete a trustee from a trust and from your CC database

1. Click **Corporations** on the Task Bar.

    The **Corporations selection list** opens.

    If the list is long, find the trust by searching or sorting.

2. Select the trust and press **[Enter]**, or double-click the trust.

    The trust opens at the **Details** tab.

3. Click the **Officers** tab to display its contents.

4. Select the trustee whose details you want to change in the table.

5. Either click **Delete trustee** on the Task Bar, or right-click the trustee and select **Delete trustee…** from the list.

6. Read the **Delete Trustee** message.

7. Click **Yes** to completely remove the trustee from the trust **and** from the Corporate Compliance database.

Related topics

Corporations

Officers

Appointing trustees

Changing trustee details

Ceasing trustees

Capital

From the **Capital** screen you can maintain share and shareholder details using the following functions:

● View share issue details (see "Shares & units held" on page 114)

● Change amounts paid (see "Changing amounts paid to shares" on page 76)

● Add share issues (see "Adding share issues" on page 92)

● Change share issues (see "Changing share issues" on page 94)

● Delete share issues (see "Deleting shares issued" on page 95)

● Notify the issue of shares (see "Notifying ASIC of share issues" on page 78).

● (AE) Add, edit and delete share dividends (see "Maintaining share dividends" on page 87).

> **Note:** This screen is not available for corporations which cannot issue shares (i.e., are limited by guarantee).

To view a corporation's shares

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

   The **Capital** screen opens.

3. Select ☑ **Show share issue transactions**.

   The various shares tasks on the Task Bar are enabled.

4. To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations
Share issue details
Notifying ASIC of share issues
Changing amounts paid to shares
Transferring and transmitting shares
Cancelling classes of shares

Share issue details

The **Share Issue** screens are used for:

- Viewing share issue details (see "Shares & units held" on page 114)

- Adding share issues (see "Adding share issues" on page 92)

- Changing issued share details (see "Changing share issues" on page 94)

- Deleting issued shares (see "Deleting shares issued" on page 95)

- Notifying the issue of shares (see "Notifying ASIC of share issues" on page 78)

- Changing the amounts paid (see "Changing amounts paid to shares" on page 76).

These screens display share details in two tabs:

- **Issue details** — This tab contains data relating to the share class and issue date, amount paid and consideration details.

- **Allotment details** — This tab contains the shareholders' details, which can also be viewed from the **Members** tab in the Corporations module and the **Shares held** tab in the People module.

   If you want to allot shares to a member who is not listed, first add their details in MYOB AE/AO.

To access the share issue screens

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

   The **Capital** screen opens.

3. Click one of the following tasks on the Task Bar:

   ❍ **View share issue details** (see "Shares & units held" on page 114)

   ❍ **Add share issues** (see "Adding share issues" on page 92)

   ❍ **Change share issues** (see "Changing share issues" on page 94)

   ❍ **Delete share issues** (se "Deleting shares issued" on page 95)

   ❍ **Notifying the issue of shares** (see "Notifying ASIC of share issues" on page 78)

   ❍ **Changing the amounts paid** (see "Changing amounts paid to shares" on page 76).

   Related topics

   Capital
   Notifying ASIC of share issues
   Changing amounts paid to shares
   Members
   Shares held
   Changing joint holdings

Changing amounts paid to shares

The **Changes to amounts paid** wizard is used to:

- Enter payment instalments on partially paid shares.

- Generate a form to notify ASIC of the change.

You can also use this wizard to enter the payment instalments and generate documents later.

If you need to change the details of shares issued previously, rather than notify ASIC of a payment instalment, enter the details on the **Change share issue** screen (see "Changing share issues" on page 94).

To change amounts paid to shares

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Capital** tab. (see "Capital" on page 74).

3. Select the share issue to be changed.

4. Click **Changes to amounts paid** on the Task Bar.

5. If the share issue is **partly paid:** The **Changes to Amounts Paid** wizard opens. Click **Next**.

    If the share issue is **fully paid:** A message box opens.

    ❍ To notify ASIC of a change that was entered previously, click **OK** to continue.

       The **Changes to Amounts Paid** wizard opens.

       Click **Next**.

    ❍ To correct share issue data without notifying ASIC, click **Cancel**.

       Enter the changes on the **Change share issue** screen.

    The **Enter the changed payment details** screen opens.

6. Enter the **Date of change** (dd/mm/yyyy) or select the date from the drop-down calendar.

7. If you need to enter the payment instalment details now, enter the **Additional amount paid** in the **Per share** or **Total** fields. This amount should be less than or equal to the **Amount paid** field.

    If you do not need to enter the payment instalment details, leave the **Additional amount paid** fields blank.

8. Click **Next**.

    The **Confirm the members affected** screen opens.

9. If the list of members is correct, click **Next**.

    The **Select the documents you want to produce** screen opens.

    If the list of members is not correct, click **Cancel** and enter the changes on the **Change share issue** screen.

10. If you want to notify ASIC of the change **now**:

    a.   Select the documents you want to generate from the list.

    b.   Select the **Signing officer** from the list.

    c.   Enter the **Date signed** (dd/mm/yyyy) or select the date from the calendar.

        If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

    d.   Click **Next**.

        The **Finish** screen opens.

    e.   Select the documents you want to preview.

    f.   Click **Finish**.

        If you selected to preview documents in the previous screen, they display on the **Print preview** screen.

        If you did not select to preview documents, the **ASIC Form Validation** screen opens.

    g.   Complete and lodge the form with ASIC.

11. If you want to notify ASIC of the change **later:**

    a.   Deselect the documents to be generated.

    b.   Click **Next**.

        The **Finish** screen opens.

    c.   Click **Finish**.

Related topics

Capital
Notifying ASIC of share issues
Changing amounts paid to shares
Members
Shares held

Notifying ASIC of share issues

The **Notify issue of shares** wizard is used to inform ASIC that a corporation has issued one or more of its shares.

Note: The ASIC form 484C that is produced, automatically includes all share issues and all share allotments for the selected class and date. Ensure that you have added all the required share issues and allotments for the class and date before you generate the form to notify ASIC.

Before using this wizard, you must have already issued shares (see "Adding share issues" on page 92).

To notify ASIC of the issue of shares

1. If you have not done so already, enter the details of shares that have been issued (see "Adding share issues" on page 92).

2. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

3. Click the **Capital** tab (see "Capital" on page 74).

4. Select the share issue to be notified to ASIC.

5. Click N**otify issue of shares** on the Task Bar.

    The **Notify Issue of Shares** wizard opens.

6. Click **Next**.

7. Confirm the share issue details.

    If they are correct, click **Next**.

    The **Select the documents you wish to produce** screen opens.

    If not correct, click **Cancel** and click **Change share issue** to correct the share issue details.

8. Select the documents you want to generate from the list.

9. Select the **Signing officer** from the list.

10. Enter the **Date signed** (dd/mm/yyyy) or select the date from the calendar.

    If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

11. Click **Next**.

    Enter the details of the directors' meeting held.

12. Click **Next**.

    The **Finish** screen opens.

13. Select the documents you want to preview.

14. Click **Finish**.

    If you selected to preview documents in the previous screen, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If you did not select to preview documents, the **ASIC Form Validation** screen opens (see "ASIC forms validation" on page 176).

15. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Capital
Share issue details
Changing amounts paid to shares
Members
Shares held

Transferring and transmitting shares

The **Transfer shares** wizard is used to:

● Transfer title in shares from a person or corporation to another person or corporation.

● Transmit title in shares from a person to another person or corporation.

Note: If you need to transfer title in shares from a corporation that has been de-registered, use the **Transfer shares** wizard to generate the ASIC form, as described below. Then amend the associated documents (e.g., minutes) to record the circumstances of the transfer.

To transfer or transmit title in shares

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Transfer shares** on the Task Bar.

    The **Transfer Shares** wizard opens.

3. Click the drop-down under **Select the member…** and select the member who is currently listed as holding the shares.

4. Select either:

   ◉ **Transfer** — go to "To transfer shares" on page 81

   or

   ◉ **Transmission** — go to "To transmit shares" on page 83.

To transfer shares

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Transfer shares** on the Task Bar.

   The **Transfer Shares** wizard opens.

3. Click the drop-down under **Select the member…** and select the member who is currently listed as holding the shares.

4. Select ◉ **Transfer**

5. Click **Next**.

   The **Enter transfer details** screen opens.

6. Select a Share class from the list of share classes that have been issued to the transferring member.

7. Enter the **Date of transfer** (dd/mm/yyyy) or select the date from the drop-down calendar.

8. Select whether the transferring member wants to transfer **All shares held** or **Some shares held**.

   If you select **Some shares held**, enter the **Number of shares to be transferred**.

9. Enter the **Per share** or **Total** amount paid for the share transfer.

10. Click **Next**.

    The **Select the transferees** screen opens.

11. Click **Transfer**.

    The **Member details for the transfer** screen opens.

12. Select the **transferee** using either the:

    ◉ **Select member from existing shareholders and officers list** drop-down

    or

    ◉ **Select member from the full contact list**.

    Click [...]. then search for the company or person.

13. Enter the number of **Shares to transfer**.

14. Enter the **Certificate number**.

15. Select **Yes** or **No** to indicate whether the transferee is the Beneficial owner.

    A beneficial owner of stock is any person or entity with sole or shared power to vote or dispose of the stock. This SEC definition is intended to include a holder who enjoys the benefits of ownership although the shares may be held in another name.

16. Click **OK**.

    The **Select the transferees** screen reopens.

    If the transferee details are incorrect, click **Undo** and repeat above steps.

17. Click **Next**.

    The **Select the joint holders for the transferees** screen opens.

18. If the shares are

    Not to be held by joint shareholders, then proceed to **Step 19.**.

    To be held by joint share holders, then:

    a. Click **Joint Holders…** to open the **Joint shareholders** screen.

    b. Click **Add**. The **Find a contact** screen opens.

    c. Search for the company or person.

    d. Click **OK** and **Close**.

19. Click **Next**.

    The **Confirm the share transfer details** screen opens.

20. If the details are:

    ❍ Incorrect, click **Back** to correct the data.

    ❍ Correct, click **Next**. The **Select the documents you wish to produce** screen opens.

21. Select the documents you require.

22. Enter the signatory details.

23. If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

24. Click **Next**.

    The **Enter the details of the directors' meeting…** screen opens.

25. Enter the **meeting details**.

26. Click **Next**.

    The **Finish** screen opens.

27. Select the documents you want to preview.

28. Click **Finish**.

    If you selected to preview documents in the previous screen, they open in the **Print preview** screen.

    If you did not select to preview documents, the **ASIC Form Validation** screen opens.

29. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

To transmit shares

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click **Transfer shares** on the Task Bar.

    The **Transfer shares** wizard opens.

3. Select the member who is currently listed as holding the shares from the drop-down.

4. Select ◉ **Transmission**.

5. Click **Next**.

    The **Share transmission details** screen opens.

6. Enter the **Date of death of the shareholder** (dd/mm/yyyy) or select the date from the calendar.

7. Enter **Transfer date**.

8. Click ⊡ beside the **Select the member...** field.

    The **Find a contact** screen opens.

    Search for the corporation or person.

9. Click **OK**.

    The **Enter the share transmission details** screen reopens.

10. Select whether the shares are to be Beneficially owned.

11. If the shares:

    Are **not** to be held by joint shareholders, go to **Step 12.**

    Are to be held by joint share holders:

    a. Click **Joint Holders…** The **Joint shareholders** screen opens.

    b. Click **Add**. The **Find a contact** screen opens.

    c. Search for the corporation or person.

    d. Click **OK** and **Close**.

12. Click **Next**.

    The **Confirm the share transmission details** screen opens.

13. If the details are:

    ❍ Incorrect, click **Back** to correct the data.

    ❍ Correct, click **Next**. The **Select the documents you wish to produce** screen opens.

14. Select the documents you require.

15. Enter the signatory details.

16. If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

17. Click **Next**.

    The **Finish** screen opens.

18. Select the documents you want to preview.

19. Click **Finish**.

    If you selected to preview documents in the previous screen, they open in the **Print preview** screen.

    If you did not select to preview documents, the **ASIC Form Validation** screen opens.

20. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Capital
Changing transfer details
Cancelling classes of shares
Notifying ASIC of share issues

Changing amounts paid to shares
Members
Shares held

Cancelling classes of shares

The **Cancel Shares** wizard is used to cancel all or some shares of a particular class that have been issued by the selected corporation.

This wizard is available for all corporations, except corporations that are limited by guarantee, as indicated in each corporation's **Details** screen (see "Viewing corporation details" on page 20).

To cancel a class of shares

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Cancel shares** on the Task Bar.

   The **Cancel Shares wizard** opens.

3. Select the Share class you want to cancel from the list of share classes that have been issued by the corporation.

4. Select whether you want to cancel some or all shares of the class.

5. Click **Next**.

   The **Enter cancellation details** screen opens.

6. Enter the **Date of cancellation** (dd/mm/yyyy) or select the date from the calendar.

7. Enter the **Total number of shares cancelled**.

8. Enter the **Amount paid for cancelling each share**.

   The **Total amount paid** is automatically calculated.

9. Click **Next**.

   The **Select the reason for the share cancellation** screen opens.

10. Select a reason for the share cancellation from the list.

11. Click **Next**.

    The **Select the documents to be produced** screen opens.

12. Select the documents to be produced: Form 484 — Cancellation of Shares, Minutes and Share Certificates.

13. Select the **Signing officer** from the list.

14. Enter the **Date signed** (dd/mm/yyyy) or select the date from the calendar.

    If relevant, indicate if the form 484 is being generated In response to a company statement (as required for Form 484C).

15. Click **Next**.

16. If you have selected to print minutes, enter the details of each meeting held.

17. Click **Next**.

    The **Finish** screen opens.

18. Select the documents you want to preview.

19. Click **Finish**.

    If you selected to preview documents in the previous screen, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If you did not select to preview documents, the **ASIC Form Validation** screen opens (see "ASIC forms validation" on page 176).

20. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Capital
Transferring and transmitting shares
Members
Shares held

Adding beneficial owners

This screen is used to add beneficial owners for shares issued previously.

A beneficial owner of stock is any person or entity with sole or shared power to vote or dispose of the stock. This SEC definition is intended to include a holder who enjoys the benefits of ownership although the shares may be held in another name.

To add a beneficial owner

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Capital** tab to open the **Capital** screen.

3. Select the share issue in the list and click **Change share issue** on the Task Bar.

   The **Change Share Issue** window opens at the **Issue details** tab.

4. Click the **Allotment details** tab.

5. Click **Beneficial Owners…**

   The **Beneficial Owners** screen opens.

6. Click **Add**.

7. Find the person or corporation by searching or sorting.

   If necessary, click **New Contact…** to add a new contact.

8. Scroll through the selection list and select a company or person.

   The selected contact is added to the list of beneficiaries.

9. Click **Close**.

Related topics

Capital

Transferring and transmitting shares

Changing beneficial owners

Changing beneficial owners

Use the **Transfer shares** wizard to generate Form 484C to notify the change to a beneficial holding. The process is used to transfer the shares from the current holder as beneficial holder to the current holder as non-beneficial holder (or vice versa).

Related topics

Adding beneficial owners

Capital

Shares held

Transferring and transmitting shares

Maintaining share dividends

Accoutants Enterprise only

Use the **Share Dividends** window (accessed from the **Capital** tab of the company's **Corporations** screen) to add, view, edit and delete share dividends, and to produce the necessary documents.

To open the Share Dividends window

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab to open the **Capital** screen.

3. Click to select the share issue in the list, and either:

   ❑ Click **Share Dividends** on the Task Bar.

   ❑ Right-click and select **Share Dividends** from the list.

   ❑ Select Action > **Dividend…** on the main menu.

   The **Share Dividends** window opens.

Related topics

Adding and editing share dividends
Listing shareholders receiving dividend payments
Adding and editing share dividends
Deleting share dividends
Producing share dividend documents

Adding and editing share dividends

Accoutants Enterprise only

To add share dividends

1. Open the **Share Dividends** window

   See "To open the Share Dividends window" on page 88.

2. Click **Add…** to open the **Share Dividend Details** window.

3. Select the **Share Class** from the drop-down.

4. Either enter the **Declaration** and **Payment** dates, or select them from the drop-down calendar.

5. If relevant, select ☑ **Specify date to determine shareholders** and enter the date.

   The **Number of shares to receive dividend** is calculated.

6. Select the **Type of dividend** and **Franking type** from the drop-downs, and enter the **Franked** %.

7. Select either **Enter dividend amount per share**, or **Enter total amount of dividend paid**, and enter the amount.

8. Enter the **Franking tax rate** % and the **Company tax rate %**.

    Corporate Compliance will calculate and display the **Franking credit** per share, **Franked amount** per share and **Unfranked amount** per share.

9. Enter appropriate **Notes**.

10. Click **OK** to exit.

    The **Share Dividends** window will list the new dividend details.

11. If appropriate, produce relevant documents — see "Producing share dividend documents" on page 91 for instructions.

12. Click **Close**.

    To exit to the **Share Dividends** window.

To edit share dividends

1. Open the **Share Dividends** window

    See "To open the Share Dividends window" on page 88.

2. Click the share dividend you want to change.

3. Click **Edit**.

    The **Share Dividend Details** window opens.

    See "To add share dividends" on page 88 for more information about changing these details.

Related topics

Maintaining share dividends
Adding and editing share dividends
Listing shareholders receiving dividend payments
Deleting share dividends
Producing share dividend documents

Listing shareholders receiving dividend payments

Accoutants Enterprise only

You can list all the shareholders who are to receive each dividend payment by clicking the **View Shareholders** button on the **Share Dividends** screen. This opens the **Shareholders receiving dividend payment** screen.

You can also obtain details of any **Joint Holders** of each parcel of shares.

To list all shareholders receiving a dividend payment

1. Open the **Share Dividends** window

    See "To open the Share Dividends window" on page 88.

2. Click **View Shareholders.**

    The **Shareholders receiving dividend payment** window opens.

    All who are receiving this dividend payment are listed with their essential details.

3. To view details of any **joint holders** of share parcels:

    a. Select a line which has "Yes" under the **Jointly Owned** column.

    b. Click **Joint Holders**.

        The **Joint Shareholders** window opens listing the joint holders.

    c. Click **Close.**

        To return to the **Shareholders receiving dividend payment** screen.

4. Click **Close.**

    The **Share Dividends** window closes.

Related topics

Maintaining share dividends

To edit share dividends

Deleting share dividends

Producing share dividend documents

Deleting share dividends

Accoutants Enterprise only

Corporate Compliance also allows you to delete details of a share dividend record using the **Delete** button on the **Share Dividend Details** screen.

To delete a share dividend

1. Open the **Share Dividends** window

    See "To open the Share Dividends window" on page 88.

2. Click the share dividend you want to delete

3. Click **Delete**.

4. Click **Yes** to confirm the deletion.

Note: Any documents created for this share dividend are not deleted automatically. They can be deleted from the Corporations **Documents** tab

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Related topics

[Maintaining share dividends](#)
[Adding and editing share dividends](#)
[Listing shareholders receiving dividend payments](#)
[To edit share dividends](#)
[Producing share dividend documents](#)

Producing share dividend documents

Accoutants Enterprise only

Corporate Compliance allows you to generate the documentation required for share dividends using the **Dividend Documents** button on the **Share Dividend Details** screen.

To generate dividend documents

1. Open the **Share Dividends** window

    See "To open the Share Dividends window" on page 88.

2. Click the share dividend which requires documentation.

3. Click **Dividend Documents**.

4. The **Share Dividend Documents** wizard opens displaying the dividend details.

5. If the details are correct, click **Next**.

    Corporate Compliance lists the available documents, with some selected by default.

6. Select/deselect the documents you require and click **Next**.

    Corporate Compliance presents a series of wizard windows (one for each document selected at **Step 6.**) with selections for people attending, dates and times.

7. Complete each wizard step and click **Next** until the wizard **Finish** window appears.

8. Click **Finish** to review your selected documents in the **Preview** window.

a. If you want to amend a document, click **Edit**, and make your changes.

b. Click **Save** when finished,

c. Repeat for each document.

9. Click **Close**.
    The **Preview** window closes.

10. Print the documents.

11. Click **Close** to return to the company's **Capital** tab.

Related topics

Maintaining share dividends
Adding and editing share dividends
Listing shareholders receiving dividend payments
To edit share dividends
Deleting share dividends

Adding share issues

The **Add share issue** screen in the **Corporations** module is used to add or issue shares.

To add a share issue

1. Select and open the corporation.
    See "Selecting a corporation" on page 21.
    The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

3. Click **Add share issue** on the Task Bar.

4. The **Add share issue** screen opens at the **Issue Details** tab.

5. Enter the **Issue date** or select from the drop-down calendar.

6. Select the **Share class** from the drop-down.

7. Enter the **Number of shares issued**.

8. Enter the **Amount paid per share**.
    The total paid will be calculated automatically.

9. Enter the **Amount unpaid per share**.

The total amount unpaid will be calculated automatically.

10. If all shares have:

    Been issued for cash only, click **Yes** and go to **Step 11.**

    or,

    Not been issued for cash only, click **No**:

    a. If some or all of the shares issued were:

        Under a written contract, click **Yes** and go to **Step 11.**

        or

        Not under a written contract, click **No**:

    b. Select the consideration for which the shares were issued from the drop-down.

    c. Click 🔲 to open the **Enter details of shares issued for other than cash** screen. The fields on this screen vary according to the type of consideration selected above.

    d. Complete all details on the screen.

    e. Click **OK.**

        To close the screen and return to the **Add Share Issue** screen.

11. Click **OK** to close.

12. After entering the share issue details, **notify ASIC** of the share issue (see "Notifying ASIC of share issues" on page 780.

Note: You can add more than one issue of the same class on the same day for a company. This is usually required where some shares are issued fully paid, while other shares are issued on the same day for the same class, but partly paid (or for a different payment amount).

Related topics

Capital
Notifying ASIC of share issues
Changing amounts paid to shares
Members
Shares held
Changing share issues
Deleting shares issued
Shares issued for other than cash

Changing share issues

The **Change share issue** screen is used to change the details of shares previously issued.

To change a share issue

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab to display the list of shares issued.

3. Select the share issue required and click **Change share issue** on the Task Bar.

   The **Change share issue** screen opens at the **Issue details** tab.

4. Edit the **Number of shares issued**.

5. Edit the **Amount paid per share**.

   The total paid will be calculated automatically.

6. Edit the **Amount unpaid per share**.

   The total amount unpaid will be calculated automatically.

7. If all shares have:

   Been issued for cash only, click **Yes** and go to **Step 8.**

   or,

   Not been issued for cash only, click **No**:

   a. If some or all of the shares issued were:

      Under a written contract, click **Yes** and go to **Step 8.**

      or,

      Not under a written contract, click **No**:

   b. Select the consideration for which the shares were issued from the drop-down.

   c. Click [...] to open the **Enter details of shares issued for other than cash** screen. The fields on this screen vary according to the type of consideration selected above.

   d. Edit details on the screen.

   e. Click **OK.**

      To close the screen and return to the **Add Share Issue** screen.

8. A message box will display. Click **Yes** to proceed with the change.

9. If you want to inform ASIC of the changes to the share details, use the
    Amendment to previously lodged form wizard (see "Amending previously
    lodged forms" on page 173).

Note: If you need to record the payment of an instalment, use the **Changes to
amounts paid** wizard (see "Changing amounts paid to shares" on page 76).

If you need to change the details of the beneficial ownership of shares, use
the **Transfer shares** wizard (see "Changing beneficial owners" on page 87).

Related topics

Capital
Notifying ASIC of share issues
Changing amounts paid to shares
Members
Shares held
Adding share issues
Deleting shares issued
Shares issued for other than cash

Deleting shares issued

The **Delete share issue** screen in the **Corporations** module is used to delete selected
shares from the database.

To delete shares issued

1. Select and open the corporation.
    See "Selecting a corporation" on page 21.
    The corporation opens at the **Details** tab.

2. Click the **Capital** tab to display the list of shares issued.

3. Select the share issue and click **Delete share issue** on the Task Bar.
    The **Delete share issue** screen opens at the **Issue details** tab.

4. Click **Delete**.
    A message box opens.

5. Click **Yes** to proceed with the change.

6. If you want to inform ASIC of the changes to the share details, use the **Amendment to previously lodged form** wizard (see "Amending previously lodged forms" on page 173).

Related topics

Capital
Notifying ASIC of share issues
Changing amounts paid to shares
Members
Shares held
Adding share issues
Changing share issues
Shares issued for other than cash

Shares issued for other than cash

The **Enter details of shares issued for other than cash** screen is used to enter the details of non-cash consideration for shares (see "Share issue details" on page 75).

This screen is accessed when:

- **Adding** share issues (see "Adding share issues" on page 92).

- **Changing** share issues (see "Changing share issues" on page 94)

To enter non-cash considerations when issuing shares

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.
   The corporation opens at the **Details** tab.

2. Click the **Capital** tab to display the list of shares issued.

3. Select either **Add share issue** or **Change share issue** from the Task Bar.

4. Select **No** for the following questions:

   ○ **Have all the shares been issued for cash only?**

   ○ **Were some of the shares issued under a written contract?**

5. Select an option from the **Consideration for which shares were issued for other than cash** list.

6. Click ⬚.
   The **Enter details of shares issued for other than cash screen** opens.

7. Enter the details of the non-cash consideration.

8. Click **OK**.

    The **Issue Details screen** reopens.

9. Continue the process of **adding** or **changing** the shares issued (see "Adding share issues" on page 92 or "Changing share issues" on page 94).

Related topics

Capital
Notifying ASIC of share issues
Changing amounts paid to shares
Members
Shares held
Adding share issues
Changing share issues
Deleting shares issued

Unit trusts

If the entity type is a Unit trust, the Task Bar on the **Capital** tab page contains tasks for maintaining the units issued by the trust.

The tasks available are:

*   Issue units (see "Adding unit issues" on page 98)

*   Change unit issue (see "Changing unit issues" on page 99)

*   Unit issue documents (see "Producing unit issue documents" on page 100)

*   Transfer units (see "Transferring units issued" on page 101)

*   Cancel units (see "Cancelling units issued" on page 104)

*   Delete unit issue (see "Deleting units issued" on page 105).

Related topics

Adding unit issues
Changing unit issues
Producing unit issue documents
Transferring units issued
Cancelling units issued
Deleting units issued

Adding unit issues

The **Add unit issue** screen in the **Corporations** module is used to add or issue units.

To add a unit issue

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

3. Click **Add unit issue** on the Task Bar.

   The **Add unit issue** screen opens at the **Issue Details** tab.

4. Enter the **Issue date** or select from the drop-down calendar.

5. Enter the **Number of units issued**.

6. Enter the **Amount paid per unit**.

   The total paid will be calculated automatically.

7. Enter the **Amount unpaid per unit**.

   The total amount unpaid will be calculated automatically.

8. When finished, click the **Allotment details** tab.

9. Click **Add…**

   The **Member Details for the Allotment** window opens.

10. Either click ⊙ **Select member from existing members and officers list** and select from the drop-down.

    or

    Click ⊙ **Select member from the full contact list**, then click ⊡ and search/ select the contact from the **Find a Contact** window. Click **OK** when finished.

11. Enter the **Number of units allotted** and the **Amount paid**.

    The totals will be calculated automatically, and the **Certificate number allocated**.

12. Select **Yes** if the units are Beneficially owned, or **No** if they are not.

13. Click **OK.**

    You are returned to the **Member Details for the Allotment** window, where the details are now listed.

14. Click **OK** when finished.

Related topics

[Capital](#)
[Adding unit issues](#)
[Changing unit issues](#)
[Producing unit issue documents](#)
[Transferring units issued](#)
[Cancelling units issued](#)
[Deleting units issued](#)

Changing unit issues

This **Change unit issue** screen is used to change the details of units issued previously.

To change a unit issue

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.
   The corporation opens at the **Details** tab.

2. Click the **Capital** tab to display the list of units issued.

3. Select the unit issue required and click **Change unit issue** on the Task Bar.
   The **Change unit issue** screen opens at the **Issue details** tab.

4. Edit the **Number of units issued**.

5. Edit the **Amount paid per unit**.
   The total paid will be calculated automatically.

6. Edit the **Amount unpaid per unit**.
   The total amount unpaid will be calculated automatically.

7. Click the **Allotment details** tab to see the details on that tab.

8. Click **Edit…**
   The **Member Details for the Allotment** window opens.

9. Edit/change any or all of:
   ❍ Number of units allotted
   ❍ Amount paid per unit
   ❍ Certificate Number
   ❍ Beneficial Owner Yes/No.
   The totals will update automatically.

10. Click **OK**.

    You are returned to the **Change Unit Issue** window.

11. Click **OK** when finished.

Related topics

Capital
Adding unit issues
Changing unit issues
Producing unit issue documents
Transferring units issued
Cancelling units issued
Deleting units issued

Producing unit issue documents

The **Units Issue Documents** wizard is used to produce the documents associated with an issue. The documents available are:

● Application for allotment of units

● Minutes of trustees meeting to approve unit issues

● Unit certificates.

Before using this wizard, you must have already issued units (see "Adding unit issues" on page 98).

To produce unit issue documents

1. If you have not done so already, enter the details of units that have been issued (see "Adding unit issues" on page 98).

2. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

3. Click the **Capital** tab.

4. Select the required unit issue.

5. Click **Unit issue documents** on the Task Bar.

    The **Unit Issue Documents** wizard opens.

6. Confirm the unit issue details.

    If they are correct, click **Next**.

The **Select documents** screen opens.

If not correct, click **Cancel** and click **Change unit issue** to correct the unit issue details.

7.   Select ☑ the documents you want to generate from the list.

8.   Click **Next**.

9.   Enter or use the calendar to select the Date and time of meeting and closing of meeting.

10. Select either ⦿ **Business** or ⦿ **Registered** for the location of the meeting.

11. Select the **Chairperson** and the **Officers** present.

12. Click **Next**.

The **Finish** screen opens.

13. Select ☑ the documents you want to preview.

14. Click **Finish**.

The selected documents display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Related topics

Capital
Adding unit issues
Changing unit issues
Producing unit issue documents
Transferring units issued
Cancelling units issued
Deleting units issued

Transferring units issued

The **Transfer units** wizard is used to transfer title in units from a person or corporation to another person or corporation.

To transfer title in units

1.   Select and open the corporation.

See "Selecting a corporation" on page 21.

The corporation opens at the **Details** tab.

2.   Click **Transfer units** on the Task Bar.

The **Transfer Units** wizard opens.

3. Click the drop-down under **Select the member…** and select the member who is currently listed as holding the units.

4. Click **Next.**

5. The **Enter transfer details** window opens.

6. Enter the **Date of transfer** (dd/mm/yyyy) or select the date from the drop-down calendar.

7. Select whether the transferring member wants to transfer **All units held** or **Some units held**.

    If you select **Some units held**, enter the number to be transferred.

8. Enter the **Amount paid for the unit transfer**.

9. Click **Next**.

10. Select the unit holding to be transferred.

11. Click **Transfer…**

12. The **Member Details for the Transfer** screen opens.

13. Select the **transferee** using either the:

    ⊙ **Select member from existing members and officers list** drop-down

    or

    ⊙ **Select member from the full contact list**.

    Click ⬚. then search for the company or person.

14. Enter the number of **Units to transfer**.

15. Select **Yes** or **No** to indicate whether the transferee is the **Beneficial owner**.

    A beneficial owner of stock is any person or entity with sole or shared power to vote or dispose of the stock. This SEC definition is intended to include a holder who enjoys the benefits of ownership although the shares may be held in another name.

16. Click **OK**.

    The **Transfer Units** screen reopens, displaying all details, including the transferred units.

    If the transferee details are wrong, click **Undo** and repeat the above steps.

    If more units are listed as remaining to transfer, select another certificate and repeat the steps from **Step 11.**

17. Click **Next**.

    The **Select the joint holders for the transferees** screen opens.

18. If the units are

    Not to be held by joint holders, then proceed to **Step 19.**

    To be held by joint holders, then:

    a. Click **Joint Holders…**

       The **Joint holders** screen opens.

    b. Click **Add**.

       The **Find a contact** screen opens.

    c. Search for the company or person

    d. Click **OK** and **Close**.

19. Click **Next**.

    The **Confirm the unit transfer details** screen opens.

20. If the details are:

    Incorrect, click **Back** to correct the data.

    Correct, click **Next**.

    The **Select documents** screen opens.

21. Select the documents you require.

22. Click **Next**.

    The **Minutes of trustees meeting...** screen opens.

23. Enter the **meeting details**.

24. Click **Next**.

    The **Finish** screen opens.

25. Select the documents you want to preview.

26. Click **Finish**.

    The documents open in the **Print preview** screen.

27. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Capital

Cancelling units issued

The **Cancel Units** wizard is used to cancel all or some units that have been issued by the selected corporation.

This wizard is available for all corporations, except corporations that are limited by guarantee, as indicated in each corporation's **Details** screen (see "Viewing corporation details" on page 20).

To cancel units

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Cancel units** on the Task Bar.

   The **Cancel Units wizard** opens.

3. Select the unit issue you want to cancel from the list of units that have been issued by the corporation.

4. Select whether you want to cancel some or all units.

5. Click **Next**.

   The **Enter cancellation details** screen opens.

6. Enter the **Date of cancellation** (dd/mm/yyyy) or select the date from the calendar.

7. Enter the **Total number of units cancelled**.

8. Enter the **Amount paid** for cancelling each unit.

   The **Total amount paid** is calculated automatically.

9. Click **Next**.

   The **Select the reason for the unit cancellation** screen opens.

10. Select a reason for the unit cancellation from the list.

11. Click **Next**.

The **Select documents** screen opens.

12. Select the documents to be produced.

13. Click **Next**.

14. Enter all details of the meeting.

15. Click **Next**.

16. If you have selected to print minutes, enter the details of each meeting held.

17. Click **Next**.

    The **Finish** screen opens.

18. Select the documents you want to preview.

19. Click **Finish**.

    The documents display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

20. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Capital
Adding unit issues
Changing unit issues
Producing unit issue documents
Transferring units issued
Cancelling units issued
Deleting units issued

Deleting units issued

The **Delete unit issue** screen in the **Corporations** module is used to delete selected units from the database.

To delete units issued

1. Select and open the corporation.
    See "Selecting a corporation" on page 21.
    The corporation opens at the **Details** tab.

2. Click the **Capital** tab to display the list of units issued.

3. Select the unit issue and click **Delete unit issue** on the Task Bar.

    The **Delete unit issue** screen opens at the **Issue details** tab.

4. Click **Delete**.

    A message box opens.

5. Click **Yes** to proceed with the change.

Related topics

Capital
Adding unit issues
Changing unit issues
Producing unit issue documents
Transferring units issued
Cancelling units issued
Deleting units issued

Members

The **Members** screen lists all shareholders or members of the selected corporation.

If the selected corporation is permitted to issue shares (from the **Capital** screen — see "Capital" on page 74), you can:

●   View transaction details (see "Viewing transaction details" on page 108)

●   Change transaction details (see "Changing transaction details" on page 109)

●   Change joint holders (see "Changing joint holdings" on page 111)

●   Change beneficial owners (see "Changing beneficial owners" on page 87)

●   Delete share transactions (see "Deleting share transactions" on page 113).

If the selected corporation is **not** permitted to issue shares, you can:

●   Add members (see "Adding members" on page 107)

●   Delete members (see "Deleting members" on page 108).

(These corporations are limited by guarantee, as entered in the **Change Details** screen in the **Corporations** module, and they do not include a **Capital** screen.)

To view a corporation's shareholders/members

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Group sort member data by dragging the Member, Code, Share Class or Date

   column heading to the **Group bar** drag columns here to group them together .

   The members will then be grouped by the selected column heading.

4. To return to the **Corporations selection list**, click **Close**.

Related topics

Capital

Shares held

Corporations

Adding members

The option to **Add members** is available from the **Members** screen if the selected company's class is limited by guarantee. This is set in the **Corporation Details** screen (see "Changing corporation details" on page 23).

To add a member

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Click **Add member** on the Task Bar.

   The **Add Member** screen opens.

4. In the **Member** field, click ⬚.

   The **Find a Contact** screen opens.

5. Select the member from the list.

6. Click **OK**.

   The member's name displays in the **Member** field.

7. Enter the **Date** when membership commenced.

8. Click **OK**.

The member is added to the **Members** screen.

Related topics

Members
Changing corporation details
Deleting members

Deleting members

To delete a member

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Members** tab.

    The **Members** screen opens.

3. Click **Delete member** on the Task Bar.

    A message box asks if you are sure you want to delete this person as a member for this company.

4. Click **OK**.

    The member's details disappear from the **Members** screen, which then closes.

Related topics

Members
Changing corporation details
Adding members

Viewing transaction details

The **View Share (Allotment/Transfer/Cancellation) Details** screen displays the details of a transaction that you have selected on the **Members** screen.

To view a member's transaction details

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Members** tab.

The **Members** screen opens.

3. Select the member and click **View transaction details** on the Task Bar.

    The **Share (Allotment/Transfer/Cancellation) Details** screen lists the members' transaction details.

4. To return to the **Members** screen, click **Close**.

Related topics

Members
Capital
Shares held

Changing transaction details

You can change the following share transactions in the **Corporations** module:

*   Transfers (see "Changing transfer details" on page 109)

*   Transactions migrated from CSS where the date of issue on the **Members** screen does not match the issue date on the **Capital** screen (see "Changing allotment details" on page 110)

*   Shares that have been issued using the **Capital** screen (see "Changing share issues" on page 94.

If you want to reverse a share transfer or cancellation, delete the transaction from the **Members** screen (see "Deleting share transactions" on page 113).

Related topics

Members
Capital
Shares held
Changing joint holdings

Changing transfer details

From the Corporation **Members** tab, select the share transaction and click **Change Transaction Details** on the Task Bar. The **Change Share Transfer Details** screen displays the complete details of the transfer of shares to the selected member. From this screen you can change the following details:

*   Date of transfer

*   Amount paid for the transfer.

If the details to be changed are the certificate number, distinctive numbers, beneficial owner or joint owners, open the **Capital** tab and click **Change Share Issue** on the Task Bar. This transaction will be available beside the issue date shown in the **Details of original issue**.

If the share has been transferred to the wrong new member or the incorrect number of shares has been transferred, delete the transfer transaction and re-process it. To revert the transfer transaction, select the transaction and click **Delete share transaction** from the Task Bar. The shares that have been transferred will then be returned to the original holder. Use the **Transfer Shares** wizard to transfer the shares.

To change a member's transaction

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Select the member and click **Change transaction details** on the Task Bar.

   The **Change Share Transfer Details** screen opens.

4. Change the details as required.

5. Click **OK**.

   The details of the transaction are updated on the **Members** screen.

Related topics

Members
Capital
Shares held
Transferring and transmitting shares

Changing allotment details

The Corporations Members **Change Share Allotment Details** screen displays the complete details of selected transactions. You can change the Date of issue to match the date on the **Capital** screen. This process also updates the amounts paid and unpaid to match the **Capital** screen.

Note: This screen is only available for share transactions migrated from CSS where the date of the transaction (on the **Members** screen) is different from the issued date (on the **Capital** screen).

To change a member's date of issue

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Select the member and click **Change transaction details** on the Task Bar.

   The **Change Share Allotment Details** screen opens.

4. Select the Date of issue from the drop-down list of share issue dates for this share class (as displayed on the **Capital** tab screen).

5. Click **OK**.

   A message box tells you that the amounts paid and unpaid for the transaction will be replaced by the amounts paid and unpaid from the **Capital** screen. The payment amounts for this transaction will be replaced by the amounts paid and unpaid for the share issue.

6. Click **Yes** to update the date of issue, amounts paid and amounts unpaid to match the data on the **Capital** screen. The share issue date on the **Members** screen is now the same as on the **Capital** screen.

   If you click **No**, this data will not be updated.

Related topics

Members
Capital
Shares held

Changing joint holdings

The **Joint Holders** screen is used to:

- View joint holders of the selected member's share allotment.

- Add joint holders to an allotment.

- Delete joint holders from an allotment.

To change joint holdings from the Capital screen

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

   The **Capital** screen opens.

3. Select the holding to be changed.

4. Select the member and click **Change share issue** on the Task Bar.

   The **Share Issue Details** screen opens (see "Share issue details" on page 75).

5. Select the **Allotment Details** tab.

6. Click **Joint holders** on the Task Bar.

   The **Joint shareholders** screen opens.

7. Add or delete joint holders as required.

8. Click **OK**.

   Note: If you add or delete joint holders and have already notified ASIC of the original allotment, you must lodge an amendment to the previously lodged form (see "Amending previously lodged forms" on page 173).

To change joint holdings from the Members screen

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Select the holding to be changed and click **Joint Holders** on the Task Bar.

   The **Joint Holders** screen opens.

4. Add or delete joint holders as required.

5. Click **OK**.

   Note: If you add or delete joint holders and have already notified ASIC of the original allotment, you will have to lodge an amendment to a previously lodged form (see "Amending previously lodged forms" on page 173).

Related topics

Capital

Members
Share issue details

Deleting share transactions

You can delete (i.e., reverse) the following share transactions from the **Members** screen:

- **Transfers** (If the share issue has been transferred more than once, you can change only the latest transfer.) See "Transferring and transmitting shares" on page 80.

- **Cancellations** (see "Cancelling classes of shares" on page 85).

To delete a member's shares that were allotted from the Capital screen

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Capital** tab.

   The **Capital** screen opens.

3. Click the transaction to be deleted and click **Delete share issue** on the Task Bar.

   See also "Changing share issues" on page 94 and "Deleting shares issued" on page 95.

To reverse a share transfer or cancellation from the Members screen

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Members** tab.

   The **Members** screen opens.

3. Select the share transaction.

   For share **cancellations**, select ☑ **Include former holdings** to display the transaction.

4. Click **Delete share transaction** on the Task Bar.

   A message box says "You have selected to delete this share transaction. By doing so, the shareholdings will revert back to the status as at prior to this transaction. Are you sure? **Yes/No**".

5. Click **Yes** to reverse the transaction.

Click **No** to cancel the reversal.

Related topics

[Members](#)

[Capital](#)

Shares & units held

The shares held by a corporation are listed on the corporation's **Shares Held** tab.

To view the shares held by a corporation

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The corporation opens at the **Details** tab.

2. Click the **Shares & Units Held** tab.

    The **Shares & Units Held** screen lists the shares held by the selected company in other companies. The list displays:

    ❍ Company

    ❍ Type (showing either share class code or units)

    ❍ Number held

    ❍ Certificate number

    ❍ Beneficially owned

    ❍ Jointly held

    ❍ Date.

    It also contains the ☑ **Include former holdings** option for viewing all current and former shareholdings.

    For companies which are members of corporations that are limited by guarantee, only the following details display:

    ❍ Company name and code.

    ❍ Date the company became a member.

    The share columns are left blank.

3. To return to the **Corporations selection list**, click **Close**.

Related topics

[Capital](#)

Auditors

The **Auditors** window allows you to:

- **View** auditors (see "Viewing auditors" on page 115)

- **Change** auditors (see "Changing auditors" on page 116)

- **Delete** auditors (see "Deleting auditors" on page 117).

Viewing auditors

From the **Auditors** window you can view a corporation's current and former auditors.

To view a corporation's auditors

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Auditors** tab.

   The **Auditors** screen lists the corporation's **current** auditors.

3. To display the corporation's **former** auditors, select ☑ **Include former auditors**.

4. The following functions are available for auditors:

   ❍ **Change auditor** (including cease an auditor's appointment). See "Changing auditors" on page 116.

   ❍ **Add auditor** (see "Adding auditors" on page 117).

   ❍ **Delete auditor** (see "Deleting auditors" on page 117).

   Related topics

   Adding auditors

   Changing auditors

   Deleting auditors

Changing auditors

From the **Change auditor details** screen you can change the details of the corporation's current auditor.

You can also cease the appointment of an auditor, so that they become listed as a former auditor on the **Auditors** screen (see "Auditors" on page 115).

Alternatively you can permanently delete an auditor from this screen (see "Deleting auditors" on page 117).

To change an auditor

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Auditors** tab.

3. The **Auditors** screen opens

4. Select the auditor and click **Change auditor details** on the Task Bar.

   The **Change auditor** screen opens.

5. Change the **Contact** name, **Date of appointment**, **Date of ceasing** as required.

   If you entered a **Date** of ceasing, you can also enter the **Reason** for ceasing.

6. Click **OK**.

   The auditor's details are updated on the **Auditors** screen.

   Note: If you entered ceasing details, the auditor can only be viewed by selecting ☑ **Include former auditors**.

Related topics

Auditors
Adding auditors
Changing auditors
Deleting auditors

Adding auditors

From the **Auditors** tab of the Corporations module, you can add an auditor for a corporation.

To add an auditor

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Auditors** tab.

3. Click **Add an auditor** on the Task Bar.

   The **Add an auditor** screen opens.

4. Click [...] beside the **Auditor** field.

   The **Find a contact** screen opens.

5. Search for the auditor in the list and select the auditor.

6. Click **OK**.

7. Enter the **Contact** name.

8. Enter the **Date of appointment** (dd/mm/yyyy) or select the date from the calendar.

9. Click **OK**.

   The new auditor is listed on the **Auditors** screen.

Related topics

Auditors
Changing auditors
Deleting auditors

Deleting auditors

Use the Corporations **Auditors** tab to delete a corporation's current and former auditors permanently.

If you need to cease an auditor's appointment but maintain a record of that appointment, however, use the **Change auditor details** function instead (see "Changing auditors" on page 116).

To delete auditors

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Auditors** tab.

   The **Auditors** screen lists the corporation's **current** auditors.

   (To list the corporation's **former** auditors, select ☑ **Include former auditors**.)

3. Click **Delete an auditor** on the Task Bar.

Related topics

Auditors
Adding auditors
Changing auditors

Holding companies

You can view a corporation's ultimate holding company from the Corporations **Details** screen (see "Viewing corporation details" on page 20).

Use the **Change ultimate holding company** wizard to change a corporation's ultimate holding company.

To change a corporation's ultimate holding company

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click **Change ultimate holding company** on the Task Bar.

   The **Change ultimate holding company** wizard displays the company's ACN and Start date(from MYOB AE/AO).

3. Click **…**.

   The **Find a Corporation** screen lists your corporations.

4. If necessary, find the corporation by scrolling through the list or by searching.

   If you cannot find the corporation, add it to MYOB AE/AO (see "Adding corporations" on page 19).

5. Select the corporation.

6. Click **OK**.

7. Enter the date when the corporation became or will become the ultimate holding company or select the date from the drop-down calendar.

8. Click **Next**.

    The **Select the documents you wish to produce** screen opens.

9. To inform ASIC of the change, select ☑ **ASIC Form 484**.

10. Select the **Signing officer** from the drop-down or enter the name in the field.

11. Enter the **Date signed** or select the date from the drop-down calendar.

12. Click **Next**.

    The **Finish** window opens.

    If you selected to produce an ASIC Form 484 on the previous screen, the option to preview the form displays.

    Select ☑ **ASIC Form 484** to preview it.

13. Click **Finish**.

    If you selected to preview documents on the previous screen, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If you did not select to preview documents, the **ASIC Forms Validation** screen opens (see "ASIC forms validation" on page 176).

14. **Complete** and **lodge** the form with ASIC (see "ASIC forms in progress" on page 174, and "Forms lodgement" on page 182).

Related topics

Using Corporate Compliance
Corporations
Viewing corporation details
Changing corporation details
Adding corporations
Deleting corporations

Changing ultimate holding company details

The Corporations **Holding Company** tab displays the history of the Ultimate Holding Companies for the selected corporation.

The Task Bar options available are:

- **Change holding company details** — allows you to edit the start or ceased dates.

- **Delete holding company —** removes the record from the database.

- **Change ultimate holding company —** lets you add a new holding company, change the holding company or remove the holding company. It then helps you to notify ASIC of this change.

Related topics

Corporations

Charges

The **Charges** screen lists the current charges for a corporation. These charges are reflected in the Corporations Detailed Report (see "Corporations detailed report" on page 208) and Register of Charges report (see "Register of charges report" on page 213).

To view a corporation's charges

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Charges** tab.

   A list of the corporation's current charges are displayed. The default sort order is by Date, with the most recent date at the top.

3. To display the corporation's former charges, select ☑ **Include former charges**.

4. Select a charge in the list and click one of the following options on the Task Bar:

   ❍ Add charge

   ❍ Change charge details

   ❍ Delete charge.

5. To return to the **Corporations selection list**, click **Close**.

Related topics

Adding charges
Changing charge details
Deleting charges
Corporations detailed report
Register of charges report

Adding charges

Add company charges using the **Charges** tab.

To add a charge

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The corporation opens at the **Details** tab.

2. Click the **Charges** tab.

3. Click **Add charge** on the Task Bar.

   The **Add charge** screen opens at the **Charge Details** tab.

   a. Enter the **Registration number** (a maiximum of 10 alphanumeric characters). It must be unique across all charges. This field is optional.

   b. Enter the **Date created** (dd/mm/yyyy) or select the date from the drop-down calendar.

   c. Select the **Type of charge** from the drop-down list.

   d. Select how the **Charge was created** from the drop-down list.

   e. Select what the **Charge is created against** from the drop-down list.

   f. **Details of other conduct** is required, but only if you selected **By other conduct** from the **Charge was created** drop-down list.

   g. Enter a **Liability description for the charge**.

   h. Enter the **Max prospective liability amount**.

   i. Enter a **Property** description if the charge is over a property. This field is optional. You can leave it blank.

   j. If the Type of charge is floating or fixed and floating, the options for "For a floating charge, is the creation of subsequent charges restricted?" is enabled. Select **Yes** or **No**.

4. Click the **Chargee Details** tab.

   You can select the chargee and set the financial benefit to the chargee on this tab.

   a. Enter the **Financial benefit to the chargee**.

   b. Click ⬚ beside the **Chargee Name** field.

   The **Find a Contact** window with a list of companies and persons opens.

    c.   To add a new contact, click **New Contact…**

        The selection list is sorted by Name. You can also sort by other columns.

    d.   Click any column heading in the selection list (e.g., Name).

        The data is sorted by the selected column in ascending order.

    e.   To sort the data in descending order, click the column heading again.

        If a company or person is not listed, use search.

    f.   Scroll down the selection list and double-click a company or person.

        The selected corporation's or person's name is displayed in the **Chargee Name** field.

5.   Click the **Variation Details** tab.

After a charge is notified to the ASIC, you need to notify ASIC of any variation to the charge. There may be a change to the chargee, a change to the liability secured by the charge, or a prohibition or restriction of subsequent charges on the property. The details of any such variation to the charge must be recorded on this tab.

    a.   Enter the **Previous registration number** (a maximum of 10 alphanumeric characters).

        This field is optional; you can leave it blank.

    b.   Enter the **Date of change** (dd/mm/yyyy) or select the date from the drop-down calendar.

    c.   Enter a **Description of change**.

        This field is optional; you can leave it blank.

6.   Click the **Discharge Details** tab.

When a charge is paid or released, you must enter the discharge details on this tab.

    a.   Enter the **Discharge date** (dd/mm/yyyy) or select the date from the drop-down calendar.

    b.   Enter the **Discharge details of the charge**.

        This field is optional; you can leave it blank.

7.   Click **OK**.

The charge is added to the **Charges** list.

Related topics

Changing charge details

Change **Charge details** using the **Charges** tab.

To change the details of a charge

1. Select and open the corporation.
    See "Selecting a corporation" on page 21.
    The corporation opens at the **Details** tab.

2. Click the **Charges** tab.

3. Click **Change charge details** on the Task Bar.
    The **Change Charge** screen opens at the **Charge Details** tab.
    Change the following fields on this tab:
    - Registration number — It must be unique across all charges.
    - Date created
    - Type of charge
    - Charge was created
    - Charge is created
    - Details of other conduct
    - Liability description
    - Max prospective liability
    - Property description
    - For a floating charge, is the creation of subsequent charges restricted?

4. Click the **Chargee Details** tab.
    You can change the following fields on the **Chargee Details** tab:
    - Financial benefit
    - Chargee name.

    a. Click [...], beside the Chargee name field.
        The **Find a Contact** screen lists companies and persons.

b. To add a new contact, click **New Contact…**

c. Find the contact by searching or sorting.

d. Scroll down the selection list and double-click a company or person.

e. The selected corporation's or person's name is displayed in the **Chargee Name** field.

5. Click the **Variation Details** tab.

Change any of the following fields on the **Variation Details** tab:

❍ Previous registration number

❍ Date of change

❍ Description of change.

6. Click the **Discharge Details** tab.

Change any of the following fields on the **Discharge Details** tab:

❍ Discharge date

❍ Discharge details.

7. Click **OK**.

Related topics

Adding charges
Deleting charges
Corporations detailed report
Register of charges report

Deleting charges

Delete **Charge details** using the **Charges** tab.

To delete a charge

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.
   The corporation opens at the **Details** tab.

2. Click the **Charges** tab.

3. Click **Delete charge** on the Task Bar.

4. A **Delete charge** confirmation message opens:

You can set the charge to be discharged or released by entering the discharge date. This is done by selecting the task "Change charge details" and selecting the "Discharge details" tab.

Are you sure you want to permanently delete this charge from the database?

5. Click **Yes** to delete the selected charge from the **Charges** list.

Related topics

Adding charges

Changing charge details

Corporations detailed report

Register of charges report

People

The **People** module is used for maintaining and viewing the following information:

- Details of addresses, occupation, birth details (see "Viewing people details" on page 127), and notifying changes of name or address (see "Notifying ASIC of changes to names or addresses" on page 139).

- Positions held (see "Positions held" on page 134), as appointed using the **Appoint and cease officers** wizard (see "Appointing company officers" on page 63), and cessation of positions (see "Ceasing all positions held" on page 135).

- Shares held (see "Shares held" on page 136).

- Name history (see "Name history" on page 137).

- Address history (see "Address history" on page 147).

When you click **People** on the Task Bar, it expands to display the following options for setting up and maintaining people:

- **Notify change of name or address** (see "Notifying ASIC of changes to names or addresses" on page 139).

- **Cease all positions** (see "Ceasing all positions held" on page 135).

- **Open person details** (see "Viewing people details" on page 127).

  (You can also open a person's details by double-clicking a person's entry in the **People selection list**, or by clicking the entry and pressing **[Enter]**.)

- **Delete a person** (see "Deleting people" on page 133).

The **People selection list** appears on the main display panel. See "Display panel" on page 10.

The **People** screen lists all people that have been added from MYOB AE/AO (see "Adding people" on page 128). To include all people from **AE/AO** in the list, select ☑ **Include all People from AE / Include all People from AO**.

Related topics

Using Corporate Compliance
Adding people
Changing people details
Changing postal address file settings for people
Deleting people
Notifying ASIC of changes to names or addresses
Ceasing all positions held

Working with people

This section contains the following topics:

- "Selecting people" (see page 127)
- "Viewing people details" (see page 127)
- "Adding people" (see page 128)
- "Changing people details" (see page 130)
- "Changing addresses" (see page 131)
- "Changing postal address file settings for people" (see page 132)
- "Deleting former addresses" (see page 133)
- "Deleting people" (see page 133)
- "Ceasing all positions held" (see page 135)
- "Adding former names" (see page 138)
- "Notifying ASIC of changes to names or addresses" (see page 139)
- "Changing former names" (see page 146)
- "Deleting former names of people" (see page 147).

Selecting people

To select a person

1. Click **People** on the Task Bar.
   The **People selection list** opens.

2. If necessary, locate the person by searching or sorting.

3. Select the person's entry and press **[Enter]** or double-click the entry.
   The person's **Details** screen opens.

Related topics
People
Changing people details
Changing postal address file settings for people
Adding people
Deleting people
Viewing people details

Viewing people details

Use the person's **Details** tab in the **People** module to view their birth, occupation and address details.

To view a person's details

1. Select and open the person.

   See "Selecting people" on page 127.

   The person's **Details** tab displays the following data:

   ❍ Birth details

   ❍ Occupation

   ❍ Addresses

   ❍ Postal address file setting

   ❍ Shared by (other people or corporations who share the same address in MYOB AE/AO)

   ❍ Additional Notes.

2. Click **Change details** on the Task Bar if you want to change the selected person's Birth details, Occupation or Additional notes.

   See "Changing people details" on page 130.

3. Click **Change postal address file setting** on the Task Bar if you want to change the setting for the postal address file (PAF).

   See "Changing postal address file settings for people" on page 132.

4. To change a person's Name or Address, enter the details from MYOB AE/AO, then notify ASIC of the change.

   See "Notifying ASIC of changes to names or addresses" on page 139.

5. Click **Close.**

   You will return to the **People selection list**.

Related topics

People
Changing people details
Changing postal address file settings for people
Adding people
Deleting people

Adding people

People are added to AE/AO-integrated Corporate Compliance using File > **New** on the MYOB AE/AO main menu. For example:

File > New > **Client…**

File > New > **Contact…**

These selections open the appropriate MYOB AE/AO wizards (Add New Client and Add New Contact).

Once the person has been added, use their **Corporate Compliance** tab to add them to Corporate Compliance.

To add people via MYOB AE/AO

1. Open MYOB AE/AO and log in.

2. From the MYOB AE/AO main menu, select one of:

   ❑ File > New > **Client…**

   ❑ File > New > **Contact…**

   The appropriate wizard opens, ready for you to add the new person.

3. Press **F1** to open the help topic for this wizard.

4. Complete the steps until the person has been added.

5. Click **Finish**.

   This person's appropriate page type opens. For example, the person's Client page or Contact page.

6. Click the **Corporate Compliance** tab to reveal its contents.

   The page contains a link to Corporate Compliance.

7. Click the link Click here to add this contact to Corporate Compliance.

   Corporate Compliance opens at the main **People selection list**, with the new contact's name highlighted.

   Press **[Enter]** to open their individual **Person** page, which contains the following tabs:

   ❑ Details

   ❑ Positions held

   ❑ Shares & Units Held

   ❑ Name History

   ❑ Address History.

8. Click a tab to reveal its contents, then press **F1** to open that tab's help page.

9. Follow the help instructions.

10. When finished, click **Close** to save your changes and close the page.

Related topics

Adding people

Using Corporate Compliance

People

Viewing people details

Changing people details

Deleting people

Changing people details

MYOB AE/AO-integrated Corporate Compliance allows you to add/amend only the person's birth details (City, State and Country only), and their occupation. You can also add notes. Other changes to the Details, such as addresses, must be made using MYOB AE/AO.

After you have changed a person's name or residential address in MYOB AE/AO, and returned to Corporate Compliance, you are prompted to notify ASIC (see "Notifying ASIC of changes to names or addresses" on page 139). You can generate the form after running this wizard, or at a later time. If you choose a later time, the **Notify ASIC of changes to Names or Addresses** form will include the latest information entered using the wizard.

To change a person's details

1. Select and open the person.

    See "Selecting people" on page 127.

2. Click **Change details** on the Task Bar.

3. Make any changes required to the person's birth details (City, State and Country only).

4. Add or change their occupation.

5. Add notes, if necessary.

6. Click **Close** when finished.

7. To make other changes (e.g., address details):

    a. Open the person's contact page in MYOB AE/AO at the **Addresses** tab.

    b. Press **F1** to open the appropriate help page.

    c. Follow the directions in the help topic to make your changes.

Changing addresses

Changes to addresses in MYOB AE/AO-integrated Corporate Compliance are made using MYOB AE/AO.

To add or change people's addresses

1. Open the contact's **Contact** or **Client** page in MYOB AE/AO.

2. Click the **Addresses** tab, then press **F1** to open the appropriate help topic.

3. Add or change addresses as required, and click **Save**.

4. Click the Corporate Compliance tab in MYOB AE/AO.

5. Click **Open Person** to open Corporate Compliance.

   The contact's address changes will display any relevant ASIC form names on the **Name and address changes from AE** / **Name and address changes from AO** screen.

6. Select the first form and click **Generate form** on the Task Bar.

   Or, if the change was only a database correction, click **Delete task** on the Task Bar.

   See "Working with ASIC forms" on page 170 for more details.

Related topics
Adding people
Using Corporate Compliance
People
Viewing people details
Address sharing
Deleting people
ASIC Forms

Address sharing

All changes to addresses in MYOB AE/AO-integrated Corporate Compliance are made using MYOB AE/AO.

To share a person's address via MYOB AE/AO

1. Open the contact's **Contact** or **Client** page in MYOB AE/AO.

2. Click the **Addresses** tab, then press **F1** to open the MYOB AE/AO help.

In the help, navigate to Client or Contact page > **Addresses tab** and select the procedure you require from the list.

3. Complete the steps as per the help, and click **Save**, **Close**.

4. Click the contact's **Corporate Compliance** tab, then click **Open Person** to return to the contact's Corporate Compliance **Person** page.

Related topics

Adding people
Using Corporate Compliance
People
Viewing people details
Changing people details
Changing postal address file settings for people
Deleting people

Changing postal address file settings for people

The **Change Postal Address File Setting** screen allows you to exempt a selected person from the Postal Address File (PAF) check by ASIC.

The PAF setting applies to residential addresses only, not to postal addresses.

To exempt an address from the PAF check

1. Select and open the person.
    See "Selecting people" on page 127.
    The **Details** tab opens.

2. Click **Change postal address file setting** on the Task Bar or right-click the **Addresses** screen and select **Change postal address file setting** from the menu.
    The **Change Postal Address File Setting** screen opens

3. Select **Residential address does not meet Postal Address File** rules, and click **OK**.
    The line, "Residential address does not meet Postal Address File rules", is added below the relevant address.

Tip:	You can reverse this setting using the same steps above and then **de**selecting **Residential address does not meet Postal Address File**.

Deleting former addresses

You can delete a person's former addresses using the **Address history** screen.

To delete a former address

1. Select and open the person.

    See "Selecting people" on page 127.

    The **Details** tab opens.

2. Click the **Address history** tab.

    The **Address history** screen opens.

3. Select the address you want to delete.

4. Click **Delete former address** on the Task Bar, or right-click the address and select **Delete former address** from the menu.

    A message box asks if *y*ou are sure you want to delete this address from the history.

5. Click **OK**.

    The former address is deleted from the **Address history** screen.

Deleting people

You can delete people from the **People selection list**.

Note: If the person is a current or former officer, member or auditor for one or more companies, that person's record **cannot** be deleted.

To delete people

1. Select and open the person.

    See "Selecting people" on page 127.

2. Right-click the record in the selection list and select **Delete person** from the menu.

    A message box asks if *you* are sure you want to delete this person.

3. To delete the record, click **Yes**.

    If the person:

    ❍   is a current or former officer, member or auditor of any company, a message will tell you that you could not delete this person, with a reason for not being able to delete the record.

        Click **OK** to close the message.

        The person is **not** deleted.

    or,

    ❍   is **not** a current or former officer, member or auditor of any company, the person and their addresses is deleted.

Related topics

Using Corporate Compliance
People
Adding people
Viewing people details
Changing people details

Positions held

You can view the following for the selected person from the **Positions Held** screen:

●   Name of the company

●   Position held

●   Date appointed

●   Date ceased.

You can also cease all positions held by the selected person from this screen (see "Ceasing all positions held" on page 135).

To view positions held

1. Select and open the person.

    See "Selecting people" on page 127.

    The **Details** tab opens.

2. Click the **Positions held** tab.

The **Positions held** screen opens.

3. To view all formerly and currently held positions by the selected person, select ☑ **Include former positions held**.

4. To return to the **People selection list**, click **Close**.

Related topics

People
Ceasing all positions held
Officers

Ceasing all positions held

The **Cease all positions** wizard is used to cease all positions held by the selected person.

To cease all positions held

1. Select and open the person.
   See "Selecting people" on page 127.

2. Click **Cease all positions** on the Task Bar.

3. Enter the **Date of ceasing** or select the date from the drop-down calendar.

4. Enter the **Date of notice** or select the date from the drop-down calendar.

5. Select the **Reason for ceasing** (optional) from the drop-down list.

6. Click **Next**.
   The **ASIC documents** window opens.

7. Select the ASIC documents you need to produce:

   ❍ **ASIC Form 484 – change to officeholders**

   The **Signing officers** screen lists companies affected by the change, and the signing officer. An ASIC form will be produced for each company listed.

   To change the signing officer or the date signed, click **Edit details**.

   The **Edit signing officer** screen opens.

   Make your changes.

   Click **Next**.

   ❍ **ASIC Form 270 – notification by officeholder of resignation or retirement**

   Click **Next**. Go to the next step.

  ❑ **Minutes of directors' meeting**

   The **Meeting details** screen opens.

   Enter the **Date and Time of Meeting** and the time the **Meeting Closed**.

   Choose an option for where the meeting was **Held**.

   Select a **Chairperson** from the drop-down list.

   Select the **Officers present**.

   Click **Next**.

  ❑ **Officer's notice of resignation**

   Click **Next**. Go to the next step.

  ❑ If you do **not** select to produce any ASIC documents:

   Click **Next**.

   The **Finish** screen opens.

   Click **Finish**.

  ❑ If you **did** select to produce ASIC documents, select the forms you need to preview.

8. Click **Finish**.

9. If you selected forms to preview, they will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

 If you did **not** select forms to preview, the **ASIC Forms Validation** screen will display.

10. Lodge the form (see "Forms lodgement" on page 182).

Related topics

People
Positions held
Officers

Shares held

The **Shares Held** screen displays all shares that are currently, and were previously, held by the selected person. The list displays:

- Company
- Share class
- Number held
- Certificate number

- Beneficially owned

- Jointly held

- Date.

The **Shares Held** screen also has an ☑ **Include former holdings** checkbox for viewing both current and former shareholdings.

For people who are members of corporations that are **limited by guarantee**, only the following details display:

- Company name and code

- Date when the person became a member.

The share columns are blank.

To return to the **People selection list**, click **Close**.

Related topics
People
Capital
Members

Name history

The **Name History** screen displays the following data relating to the selected person's former names:

- Former name

- Date changed.

A former name is added to the **Name history** screen when a person's name is changed and ASIC is notified of the change (see "Notifying ASIC of changes to names or addresses" on page 139). You can also add former names independently of this process.

To view former names

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Click the **Name history** tab.

   The **Name history** screen opens.

3. From this screen you can:

   ○ **Add** former names (see "Adding former names" on page 138)

      ❍   **Change** former names (see "Changing former names" on page 146)

      ❍   **Delete** former names (see "Deleting former names of people" on page 147).

4.   To return to the **People selection list**, click **Close**.

Related topics

People
Adding former names
Changing former names
Deleting former names of people
Notifying ASIC of changes to names or addresses

Adding former names

When a person's name is changedin MYOB AE/AO, ASIC is notified of the change (see "Notifying ASIC of changes to names or addresses" on page 139), and the person's former name is entered into the **Name history** screen.

You can also **add** a person's former name using the **Name history** screen. And you can **change** or **delete** former names.

To add former names

1.   Select and open the person.

    See "Selecting people" on page 127.

    The **Details** tab opens.

2.   Click the **Name History** tab.

    The **Name History** screen opens.

3.   Click **Add former name** on the Task Bar, or right-click the **Name history** tab and select **Add former name** from the menu.

    The **Add name for <person's name>** screen opens.

4.   Enter the **Former given names**.

5.   Enter the **Former surname**.

6.   Enter the **Date of change** or select the date from the drop-down calendar.

7.   Click **OK**.

    The former name is added to the **Name history** screen.

Related topics

People
Name history
Changing former names
Deleting former names of people
Notifying ASIC of changes to names or addresses

Notifying ASIC of changes to names or addresses

The **Notify change of name or address** wizard is used to inform ASIC of changes made to the selected person's name or addressusing MYOB AE/AO.

When the wizard finishes, a record of the person's former name or address will display on the **Name History** or **Address History** screens (see "Name history" on page 137, and "Address history" on page 147).

To notify of changes to a person's name and address using People

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Select **Notify change of name and address** on the Task Bar.

   The **Notify change of name or address for <person's name>** wizard opens.

   Note: Most of the wizard screens have **Back**, **Next** and **Cancel** buttons. The following assumes that you will continue through the steps, but you can also revise earlier screens (using **Back**), or **Cancel** the process.

   ---

3. Select ☑ **Notify change of name** and/or ☑ **Notify change of address**.

4. Click **Next**.

   The **Change of Person's name** screen will display the New name, Former name and a blank Date of name change.

5. Enter the **Date of name change** or select the date from the drop-down calendar, and click **Next**.

   The **Change of Person's address** screen will display the New address, Former address and a blank Date of address change.

6. Select **Address does not meet the Postal Address File rules**, if you know the address is correct and do **not** want to run the ASIC check process.

7. Click **Next**.

Note: If this address is that of an **Officer**, and it is **shared**, the **Officers affected** screen will list all officers (including this person) who share that address. All those listed will be required to notify ASIC.

The **Selection Documents** screen lists all the documents required. Documents that are not relevant to this situation may also be listed, but are unavailable (greyed out).

8. Click **Next** after selecting the appropriate document checkboxes.

   The **Notify ASIC for affected companies** screen will list all companies affected by this change, each with a checkbox which allows you to create an ASIC form.

9. Select the checkbox to create the form for each company and click **Next**.

   The **Signing officers** screen lists each company affected, with columns for the Company, Signing officer and Date signed, and a checkbox under **In response to company statement**.

10. Click **Change details.**

    The **Change signing details** screen opens.

11. If necessary, enter a different **Date signed** or select one from the drop-down calendar.

12. Select the **Signing officer** from the drop-down

13. If relevant, indicate if this form is being generated in response to a company statement (as required for Form 484C).

14. Click **OK**.

15. Review the **Signing officers** screen and click **Next** to open the **Finish** screen.

16. Review the **Finish** screen and click **Finish** if satisfied.

    The **Forms Completion Report** screen lists the required report to be sent to ASIC.

17. Click the first form listed in **Preview items** (under the Forms Completion Report) to open it in the main window.

18. Use the tools at the top to **Save**, **Print**, **Page Left**, **Page Right**, **Find** text in the document, or **Zoom** in/out.

    or,

    Click **Select** to open a **Print selection** screen to select all or part of the list of documents for printing.

or,

Click **Print All**.

or,

Click **Save with…** to open the **Document Manager** options screen.

Make your selections and click **OK** to open MYOB **Document Manager**.

See the Document Manager help for further details.

19. Complete and lodge the formwith ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

20. Click **Close** when finished.

Note: If an address is shared with other people or corporations, a series of shared address screens will open. Go to "If an address is shared" on page 145 for instructions.

To notify of changes to a person's name using People

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Select **Notify change of name and address** on the Task Bar.

   The **Notify change of name or address for <person's name>** wizard opens.

   Note: Most of the wizard screens have **Back**, **Next** and **Cancel** buttons. The following assumes that you will continue through the steps, but you can also revise earlier screens (using **Back**), or **Cancel** the process.

   ---

3. Click **Next**.

   The **Change of Person's name** screen will display the New name, Former name and a blank Date of name change.

4. Enter the **Date of name change** or select the date from the drop-down calendar, and click **Next**.

   The **Change of Person's name** screen will display the New name, Former name and a blank Date of name change field.

5. Enter or select the **Date** of name change.

6. Click **Next**.

The **Selection Documents** screen lists all the documents required. Documents that are not relevant to this situation may also be listed, but are unavailable (greyed out).

7. Click **Next** after selecting the appropriate document checkboxes.

    The **Notify ASIC for affected companies** screen will list all companies affected by this change, plus a checkbox which allows you to create an ASIC form.

8. Select ☑ **Create ASIC form or document?** to create the form for each company, and click **F**.

    The **Signing officers** screen lists each company affected, with columns for the Company, Signing officer and Date signed, and a checkbox under **In response to company statement**.

9. Click **Change details**.

    The **Change signing details** screen opens.

10. If necessary, enter a different **Date signed** or select one from the drop-down calendar.

11. Select the **Signing officer** from the drop-down

12. If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

13. Click **OK.**

    The **Change signing details** screen opens.

14. Review the **Signing officers** screen and click **Next** to open the **Finish** screen.

15. Review the **Finish** screen and click **Finish** if satisfied.

    The **Forms Completion Report** screen lists the required report to be sent to ASIC.

16. Click the first form listed in **Preview items** (under the Forms Completion Report) to open it in the main window.

17. Use the tools at the top to **Save**, **Print**, **Page Left**, **Page Right**, **Find** text in the document, or **Zoom** in/out.

    or,

    Click **Select** to open a **Print selection** screen to select all or part of the list of documents for printing.

    or,

    Click **Print All**.

or,

Click **Save with…** to open the **Document Manager** options screen.

Make your selections and click **OK** to open MYOB **Document Manager**.

See the Document Manager help for further details.

18. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

19. Click **Close** when finished.

Note: If an address is shared with other people or corporations, a series of shared address screens will open. Go to "If an address is shared" on page 145 for instructions.

To notify of changes to a person's address using People

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Select **Notify change of name and address** on the Task Bar.

   The **Notify change of name or address for <person's name>** wizard opens.

   Note: Most of the wizard screens have **Back**, **Next** and **Cancel** buttons. The following assumes that you will continue through the steps, but you can also revise earlier screens (using **Back**), or **Cancel** the process.

   ---

3. Click **Next**.

   The **Change of Person's address** screen will display the New address, Former address and a blank Date of name change.

4. Enter the **Date of address change** or select the date from the drop-down calendar.

5. Click **Next**.

   The **Selection Documents** screen lists all the documents required. Documents that are not relevant to this situation may also be listed, but are unavailable (greyed out).

6. Click **Next** after selecting the appropriate document checkboxes.

   The **Notify ASIC for affected companies** screen will list all companies affected by this change, plus a checkbox which allows you to create an ASIC form.

7. Select ☑ **Create ASIC form or document?** to create the form for each company, and click **Next**.

    The **Signing officers** screen lists each company affected, with columns for the Company, Signing officer and Date signed, and a checkbox under **In response to company statement**.

8. Click **Change details.**

    The **Change signing details** screen opens.

9. If necessary, enter a different **Date signed** or select one from the drop-down calendar.

10. Select the **Signing officer** from the drop-down

11. If relevant, indicate that this form is being generated **In response to a company statement** (as required for Form 484C).

12. Click **OK.**

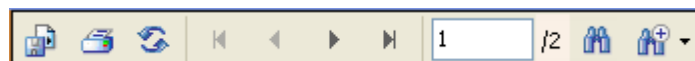   The **Change signing details** screen closes.

13. Review the **Signing officers** screen and click **Next** to open the **Finish** screen.

14. Review the **Finish** screen and click **Finish** if satisfied.

    The **Forms Completion Report** screen lists the required reportto be sent to ASIC.

15. Click the first form listed in **Preview items** (under the Forms Completion Report) to open it in the main window.

16. Use the tools at the top to **Save**, **Print**, **Page Left**, **Page Right**, **Find** text in the document, or **Zoom** in/out.

    or,

    Click **Select** to open a **Print selection** screen to select all or part of the list of documents

    or,

    Click **Print All**.

    or,

    Click **Select** to open a **Print selection** screen to select all or part of the list of documents for printing.

17. Complete and lodge the form(s) with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

18. Click **Close** when finished.

> **Note:** If an address is shared with other people or corporations, a series of shared address screens will open. Go to "If an address is shared" on page 145 for instructions.

If an address is shared

If the address is shared by other corporations, officers and/or membersin MYOB AE/AO, up to three screens will display listing the shared addresses affected by the change of address.

To change these shared addresses and generate ASIC forms for each of them, proceed to the next Step.

To not proceed with the changes to these shared addresses, click **Cancel** and un-share the address for each recordin MYOB AE/AO. Then restart this wizard.

1. Click **Next**.

   The **Select the documents you wish to produce** screen opens.

2. Select the documents you need.

3. Click **Next**.

   The **Enter signing officers and date** screen displays with all companies that are affected by the change.

4. Select each company effected by the change.

5. Click **Change details** on the Task Bar.

   The **Change signing officer** screen opens.

6. Select the **Signing officer** from the drop-down list.

7. Enter the **Date signed** or select the date from the drop-down calendar.

   If relevant, indicate if this form is being generated In response to a company statement (as required for Form 484C).

8. Click **OK**.

9. Click **Next**.

   The **Finish** screen opens.

10. Select the documents you need to preview (e.g., Form 484 Notification of change of name or address).

11. Click **Finish**.

   If you selected to preview documents in the previous screen, they open from the **Print preview** screen (see "Previewing forms and documents" on page 40).

If you did not select to preview documents, the **ASIC Form Validation** screen opens.

12. Complete and lodge the forms with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Address history

People

Changing former names

You can change a person's former names from the **Name history** screen. Former names can also be **added** (see "Adding former names" on page 138) or **deleted** from this screen (see "Deleting former names of people" on page 147).

If you need to inform ASIC of the person's change of name, change the namein MYOB AE/AO, then notify ASIC of the change (see "Notifying ASIC of changes to names or addresses" on page 139).

To change former names

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Click the **Name history** tab.

   The **Name history** screen opens.

3. Select the name you want to change.

4. Click **Change former name** on the Task Bar, or right-click the name and select **Change former name** from the menu.

   The **Change former name for <person's name>** screen opens.

5. Change the **Former given names**, **Former surname** or **Date of change**, as required.

6. Click **OK**.

   The former name is changed on the **Name history** screen.

Related topics

People

Name history

Deleting former names of people

You can delete a person's former names from the **Name history** screen. Former names can also be **added** or **changed** using this screen (see"Adding former names" on page 138 or "Changing former names" on page 146).

To delete former names

1. Select and open the person.

    See "Selecting people" on page 127.

    The **Details** tab opens.

2. Click the **Name History** tab.

    The **Name History** screen opens.

3. Select the name you want to delete.

4. Click **Delete former name** on the Task Bar, or right-click the name and select **Delete former name** from the menu.

    A message box asks if you are sure you want to delete this name from the history.

5. Click **OK**.

    The former name is deleted from the **Name history** screen.

Related topics

People
Name history
Adding former names
Changing former names
Notifying ASIC of changes to names or addresses

Address history

The **Address history** screen opens the following about the selected person's former addresses:

●   Former address

●   Date ceased.

A former address is added to the **Address history** screen when an ASIC form 484 is generated (see "Notifying ASIC of changes to names or addresses" on page 139.)

You can also **delete** former addresses from the **Address history** screen (see "Deleting former addresses" on page 133).

To view former addresses

1. Select and open the person.

   See "Selecting people" on page 127.

   The **Details** tab opens.

2. Click the **Address History** tab.

   The **Address history** screen is an historical list, sorted by **Date ceased**. You can also sort by the other columns.

   Tip: From here you can delete former addresses (see "Deleting former addresses" on page 133).

   ---

3. To return to the **People selection list**, click **Close**.

Related topics

Deleting former addresses
Notifying ASIC of changes to names or addresses
People

Company statements

The **Company Statements** module opens all company statements (ASIC Form 480) that your practice has received from ASIC (see "Receiving forms from ASIC" on page 185).

Company statements have the following columns:

- **Corporation**
- **Code** (from MYOB AE/AO)
- **Review Date** (annual date for the review of the corporation's details)
- **Payment Due Date** (due date for payment of the annual invoice, which is within two months of the review date)
- **ASIC Forms in Progress** (if there are any forms that have been drafted and awaiting lodgement, as listed in the **In Progress** list in the **ASIC Forms** module)
- **Status** (as set on the **Change Status** screen)
- **Date Received** (date that the company statement and invoice was downloaded from ASIC).

The **Company Statements** list has options to filter the list of statements displayed. You can select to view the list by:

- Date received

    and/or

- Company statement status.

From the **Company Statements** screen you can also:

- Process your company statements (see "To process company statements received" on page 150), so that you can pay the annual review fee and make any corrections to company data on time.
- View company statements (see "Viewing company statements" on page 153)
- View ASIC invoices received (see "Viewing ASIC invoices received" on page 164)
- View ASIC invoice forms (see "Viewing ASIC invoiced forms" on page 164)
- View current company details (see "Viewing corporation details" on page 20).

In summary, a company statement is processed as per the table below (see "To view company statements in Corporate Compliance" on page 153):

Task	Status	Due date	See below
1	Receive company statement	(Two months before review date)	**Step 1.**

Task	Status	Due date	See below
2	Compare data in company statement with data in Corporate Compliance If necessary, advise ASIC of changes	Within 28 days of issue of company statement	**Step 2.** to **Step 10.**
3	Make solvency resolution or lodge Form 485 Company Solvency form with ASIC	Within two months of review date	
4	Pay annual review fee	Within two months of review date	**Step 11.** to **Step 12.**

To process company statements received

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed (see "Receiving forms from ASIC" on page 185).

2. View the company statement you want to see (see "Viewing company statements" on page 153).

   The **Print preview** screen opens.

3. Click 🖨 (**Print Report**).

   The Windows **Print** dialog opens.

4. Click **OK** to print.

5. Click **Close** to redisplay the **Company statements** screen.

6. View the company details, as entered in Corporate Compliance.

   See "Viewing corporation details" on page 20.

7. Repeat **Step 3.** to **Step 5.**

8. Compare the company statement with the company's current details (in the corporation detailed report) as they appear in **Corporate Compliance**.

   Select one of the following:

   a. If you **find differences** between the company statement and the company's data in Corporate Compliance:

Enter the changes in an ASIC form using one of the workflow wizards (see "Workflow wizards" on page 168). Ensure that you mark the form as being in response to a company statement when you complete the wizard.

Print the form from the **ASIC Forms** module. (Click **View form** and print it from the **Print preview** screen.)

Send the following documents to the company:

— **ASIC form:** request that the signed form be returned within 28 days of the company statement's date of issue

— **company statement invoice:** request that payment be sent to you and that a solvency resolution be made within two months of the review date.

If the company is not able to make a resolution in relation to its solvency, or it fails to do so on time, it must lodge ASIC Form 485 (not yet supported in Corporate Compliance).

b. If you **do not find differences** between the company statement and the company's data:

Send the following documents to the company:

— **printed company statement:** request that the data be confirmed or changed within about 14 days of the date of issue of the company statement. (If corrections need to be made to the company's data, see **Step 10.a.**)

— **company statement invoice:** request that payment be sent to you and that a solvency resolution be made within two months of the review date.

If the company is not able to make a resolution in relation to its solvency, or it fails to do so on time, it must lodge ASIC Form 485 (not yet supported in Corporate Compliance).

9. Change the **status** of the company statement to **Statement sent to client**.

See "Changing the status of company statements" on page 156.

10. Select one of the following:

a. If the client advises that the ASIC data is **not correct**:

Change the status of the company statement to **Changes to be notified**.

Enter the changes into a form using a workflow wizard.

Send the form to the client for signing, and advise them that the changes must be lodged with ASIC within 28 days of the company statement issue date.

When you receive the signed form, lodge it with ASIC.

Change the status of the form to **Changes form lodged**.

    b.   If the client confirm that the company statement **is correct**, proceed to the next step.

11. When you receive the annual review fee from the client, forward the payment to ASIC within two months of the review date.

Note: Payment of the annual review fee indicates that the company has made a solvency resolution within two months of the review date. If the company is not able to make resolution in relation to its solvency, or it fails to do so on time, it must lodge ASIC Form 485.

---

12. Change the **status** of the company statement to **Invoice paid.**

See "Changing the status of company statements" on page 156.

Processing of the company statement is now complete.

Related topics

Changing the status of company statements

Viewing ASIC invoices received

Working with company statements

See the following for detailed instructions about using the **Company Statements** module:

- "Viewing company statements" (see page 153)

- "Viewing and creating client letters" (see page 154)

- "Viewing solvency resolutions" (see page 155)

- "Changing the status of company statements" (see page 156)

- "Matching unknown company statements" (see page 158)

- "Archiving company statements" (see page 158)

- "Comparing statements with current details" (see page 160)

- "Notifying company solvency" (see page 161)

- "Printing company statement lists" (see page 162)

- "Saving a company statement to MYOB Document Manager" on page 163.

Related topics

Working with ASIC invoices

Viewing company statements

You must have **Adobe Reader** installed on your system to open company statements from ASIC.

You can download the latest Reader from Adobe.com for free.

To view company statements in Corporate Compliance

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Double-click the company statement in the list or select it and click **View statement** on the Task Bar.

    The company statement received from ASIC displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

To view company statements in MYOB AE

1. Click **Corporate** on the MYOB AE/AO toolbar

    or

    Select Corporate > **Company Statements** on the MYOB AE/AO toolbar.

    The **Company statements** page opens.

2. Select the agent from the **Show corporations for agent:** drop-down.

3. Select to show corporations with either:

    ❍   company statements in progress, or

    ❍   company statements due from a specified date but not yet received from ASIC.

4. The corporations that match the criteria you enter are shown on the page.

5. Click the **Corporation name** in the list to open the details in Corporate Compliance.

6. Click the **Client code** in the list to open the Corporate Compliance tab on the Client page in MYOB AE/AO.

Related topics

[Viewing and creating client letters](#)
[Viewing solvency resolutions](#)
[Changing the status of company statements](#)
[Matching unknown company statements](#)
[Archiving company statements](#)

Viewing and creating client letters

You may want to include covering letters with company statements sent to your clients. The letter will include details of the invoice and any changes that may be required.

To view and create the client letter

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Select the required statement in the list.

3. Click **View client letter** on the Task Bar.

   If you have already created a client letter for this Statement, the client letter displays.

   If you have not created a client letter for this Statement, the **Client letter** window opens.

4. Select the required format for the client letter:

   ❍ **No changes to the company statement are required**

   This template is used when data received is correct and the client is required to check the statement and pay the invoice.

   or

   ❍ **Changes to be notified to ASIC**

   This template is used when the agent has identified that the Company Statement is incorrect and a Form 484 to notify the changes must also be lodged.

5. Enter the name of the agent who is to sign the client letter in the **Signed By** field.

6. Enter the **Date** or use the drop-down calendar.

7. Click **OK** to display the **Client Letter**.

8. To edit the letter, click **Edit**, make your changes, click **Save** then **Close**.

9. To print, click **Print**.

Related topics

Viewing solvency resolutions

When a corporation pays their review fee by the end of the two month period after the company's review date, there are reasonable grounds to believe that the company will be able to pay its debts, as and when they become due and payable.

If the directors have met and resolved that the company is solvent, the minutes of the resolution are produced.

If the directors have met and resolved that the company is **not** solvent, or if the directors have not met and made any resolution as to the solvency of the company, the company must lodge **Form 485 — Statement in relation to Company Solvency** as part of this review process.

To view/create a solvency resolution

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **View Solvency Resolution** on the Task Bar.

    ❏   If you have **not** previously created a Solvency Resolution for this Statement, a window will list all current officers of the corporation.

        Select the officers who are to sign the Statement of Solvency and click **OK** to display the Statement of Solvency.

    ❏   If you **have** previously created a Solvency Resolution for this Statement, the Solvency Resolution will display automatically.

4. Click **Print**.

Related topics

Changing the status of company statements

Use the Company Statements > **Change status** screen to track the progress of each corporation's annual review by applying statuses to each Company Statement, as explained below:

Step	Status	Processing Stage	Action
1	Statement sent to client	You have sent the company statement to the client for review and payment of the annual review fee.	Await confirmation of data in company statement and payment of annual review fee.
2 (optional)	Changes to be notified	You have received advice from the client that the data in the company statement has been reviewed and needs to be corrected.	Enter changes in a form to advise ASIC of the changes, using a workflow wizard. Send to client for signing. The form must be lodged with ASIC within 28 days of the company statement issue date.
3 (optional)	Changes form lodged	You have received the signed form from the client and lodged the form with ASIC.	If payment of the annual review fee has not been received, remind the client that it must be paid within two months of the review date.

Step	Status	Processing Stage	Action
4	Invoice paid	You have received payment for the annual review fee.	Forward payment for the annual review fee (due within two months of the review date).

Tip: After applying a status to each company statement, prioritise (or sort) each document by clicking the **Status** column heading.

To change the status of a company statement

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **View solvency resolution** on the Task Bar.

4. Click **Change status** on the Task Bar.

   The **Change status** screen opens.

5. Select a status from the drop-down list.

6. Enter a date for the status change and click **OK**.

Related topics

Viewing company statements
Viewing and creating client letters
Viewing solvency resolutions
Matching unknown company statements
Archiving company statements
Comparing statements with current details
Notifying company solvency
Printing company statement lists
Saving a company statement to MYOB Document Manager

Matching unknown company statements

When a Company Statement is received from ASIC with an ACN that does not match the ACN of any company in your Corporate Compliance database, it will display as **Unknown company** in the Company Statements list.

If you have only recently added this company to your Corporate Compliance database, use Company Statements > **Match unknown companies** to link the statement received to the correct company.

To link an "unknown company" to the correct company

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Match unknown companies** on the Task Bar.

    Corporate Compliance will search for a match, then a message will list the total number of company statements matched and unmatched.

4. Click **OK** to close the message.

Related topics

Viewing company statements
Viewing and creating client letters
Viewing solvency resolutions
Changing the status of company statements
Archiving company statements
Comparing statements with current details
Notifying company solvency
Printing company statement lists
Saving a company statement to MYOB Document Manager

Archiving company statements

Use the **Company Statements** module to archive company statements from the list. You can optionally archive a selected company statement, or archive a group of company statements, based on the status and the review date.

Company Statements must have either the **Invoice paid** or **Statement received back from client** status to be archived.

Archived company statements can still be viewed from the **Documents** tab of the corporation.

To archive a single company statement

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Archive company statement** on the Task Bar.

4. Click **Yes** when you see the confirmation message.

To archive multiple company statements

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Archive multiple statements** on the Task Bar.

   The **Archive multiple statements** screen opens.

4. Select the appropriate status of the Company Statements that you want to archive from:

   ❍ **Invoice paid**

   ❍ **Statement received back from client**

   ❍ **Invoice paid or Statement received back from client**

   ❍ **Migrated from CSS**.

5. Enter the review date of the company statements to be archived.

   Only company statements with a review date on or before this date will be archived.

6. Click **OK**.

7. Click **Yes** when you see the confirmation message.

   A message will tell you how many Company Statements have been archived.

8. Click **OK**.

Related topics

Viewing company statements
Viewing and creating client letters
Viewing solvency resolutions

Comparing statements with current details

You can compare selected statements against the current company details and produce a report that indicates the differences.

To compare statements with current details

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Compare statements to current details** on the Task Bar.

    The **Compare statements to current details** screen opens.

4. Select one or more options to determine the data comparison rules for the comparison report.

5. Click **OK**.

    A **Company Statement Comparison Report** for each selected statement displays on the **Print Preview** screen.

6. Click **Close.**

    To exit the report and return to the Company Statements selection list.

Related topics

Viewing company statements
Viewing and creating client letters
Viewing solvency resolutions
Changing the status of company statements
Matching unknown company statements
Archiving company statements
Notifying company solvency
Printing company statement lists
Saving a company statement to MYOB Document Manager

Notifying company solvency

The **Notify company solvency** wizard leads you through the steps required to notify ASIC.

To notify company solvency

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Notify company solvency** on the Task Bar.

   The **Notify company solvency** wizard appears. The first window is for entering Company solvency details.

4. Select one of the following solvency resolutions.

   ❍ **Negative solvency resolution passed**.

      Enter the **Date of resolution** (dd/mm/yyyy) or select the date from the drop-down calender.

   ❍ **Solvency resolution not passed**.

5. Click **Next**.

   The **Signing details** screen opens.

6. Enter the **Date signed** (dd/mm/yyyy) or select the date from the drop-down calendar.

   The date can be left blank.

7. Select the **Signing officer** from the drop-down list.

8. Click **Next**.

   The **Finish** screen opens with **Form 485** selected.

9. Click **Finish**.

   The **Forms Completion Report** opens in the **Print preview** screen.

10. To view and/or print the report, double-click it in the **Preview Items** list.

11. Click **Close** to close the report and return to the main window.

Related topics

Viewing company statements

Viewing and creating client letters

Printing company statement lists

The **Print Company Statement List** option allows you to print a summary of all available company statements for a company. Filter options allow you to show/hide statements by status, received date, payment due date and review dates.

To print a company statement list

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the required Company Statement in the list.

3. Click **Print company statement list** on the Task Bar.

    The **Print company statement list** screen opens.

4. Select one or more of the following options to filter the selection list.

    ☑ **Show only statements received** — enter the dates (dd/mm/yyyy) or select the dates from the drop-down calendar.

    ☑ **Show only statements with review dates** — enter the dates (dd/mm/yyyy) or select the dates from the drop-down calendar.

    ☑ **Show only statements with payment due dates** — enter the dates (dd/mm/yyyy) or select the dates from the drop-down calendar.

    ☑ **Show only statements with status of** — select from the drop-down list of available company statement statuses.

5. Sort the list if necessary.

6. Click **Print company statement list** on the Task Bar.

    A Company Statement List displays on the **Print Preview** screen.

    This report includes all the fields as displayed on the company statement selection list, plus the following additional information:

    ❍ Client letter — **Yes**, if the company statement has an associated client letter. If not, **No**.

    ◦   Solvency resolution — **Yes**, if the company statement has an associated solvency resolution document. If not, **No**.

7. Click **Close** to exit the report and return to the **Company Statements selection list**.

Related topics

Viewing company statements

Viewing and creating client letters

Viewing solvency resolutions

Changing the status of company statements

Matching unknown company statements

Archiving company statements

Comparing statements with current details

Notifying company solvency

Saving a company statement to MYOB Document Manager

Saving a company statement to MYOB Document Manager

For sites with MYOB Document Manager, a Company Statement can now be sent directly to MYOB Document Manager.

To save a company statement to Document Manager

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Select the required company statement in the list.

3. Select **Save with contact** on the Task Bar.

   The **Document Manager Create Document Wizard** opens.

4. Enter all the details for the document.

5. Click **Finish**.

   The document is sent to **Document Manager**.

Related topics

Viewing company statements

Viewing and creating client letters

Viewing solvency resolutions

Changing the status of company statements

Working with ASIC invoices

From the **ASIC Invoices** tab, you can:

- View the ASIC invoiced forms (see "Viewing ASIC invoiced forms" on page 164)

- View ASIC invoices received (see "Viewing ASIC invoices received" on page 164).

Related topics

Viewing ASIC invoices received
Viewing ASIC invoiced forms
Working with company statements

Viewing ASIC invoiced forms

ASIC invoiced forms are displayed on the **ASIC Invoices** tab when you open the **Company Statements** module.

To view ASIC invoiced forms

1. Click **Company Statements** on the Task Bar.

   All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the **ASIC Invoices** tab to display the invoices.

Related topics

Viewing ASIC invoices received
Viewing ASIC invoiced forms
Working with ASIC invoices
Working with company statements

Viewing ASIC invoices received

The **ASIC invoices received** screen displays all ASIC invoices that the system has received from ASIC (e.g., for late payment). See "Receiving forms from ASIC" on page 185.

To view ASIC invoices received

1. Click **Company Statements** on the Task Bar.

    All company statements received from ASIC are listed on the **Company Statements** tab.

2. Click the **ASIC Invoices** tab to display the invoices.

3. Click the required invoice in the list, then either:

    ❍ Click **View invoice** on the Task Bar to display it (see "Previewing forms and documents" on page 40), or

    ❍ Click **View invoiced form** on the Task Bar to display the form to which the invoice relates.

Related topics

Viewing ASIC invoices received

Viewing ASIC invoiced forms

Working with ASIC invoices

Working with company statements

ASIC Forms

All ASIC forms (other than forms generated from the **Agents** module) pass through the following screens after they have been generated by a workflow wizard (see "Workflow wizards" on page 168):

Action	Screen
Prior to lodgement	1. **ASIC Forms**: **In progress** (see "ASIC forms in progress" on page 174).
	2. **Lodgement: Forms Lodgement** (see "Forms lodgement" on page 182).
After lodgement	3. **Lodgement: Lodgement history** (see "Lodgement history" on page 186).

Corporate Compliance includes both electronically lodged and paper ASIC forms:

Electronically lodged forms

Form	Title
205 — see "Changing corporation names" on page 49.	Notification of resolution (change company name)
361 — see "Ceasing acting as a registered agent" on page 205.	Registered agent ceasing to act for a company
362 — see "Appointing and ceasing agents" on page 32.	Appointment or cessation of a registered agent by a company
370 — see "Ceasing company officers" on page 66.	Resignation or retirement of officeholder
410 — see "Reserving corporation names" on page 45.	Application for reservation of name
484A — see "Notifying ASIC of corporate changes of address" on page 54.	Change to company address
484A — see "Notifying ASIC of changes to names or addresses" on page 139.	Change to name of company officeholder or member
484A — see "Holding companies" on page 118.	Change to ultimate holding company
484B — see "Officers" on page 63.	Appoint company officeholder
484B — see "Ceasing company officers" on page 66.	Cease company officeholder
484C — see "Notifying ASIC of share issues" on page 78.	Issue shares

Form	Title
484C — see "Transferring and transmitting shares" on page 80.	Transfer shares
484C — see "Cancelling classes of shares" on page 85.	Cancel shares
484C — see "Changing amounts paid to shares" on page 76.	Change to amounts paid for shares
484C — see "Changing beneficial owners" on page 87.	Change to beneficial ownership of shares
489 — see "Notifying ASIC of corporate changes of address" on page 54.	Change of registered office or office hours of a registered body
490 — see "Officers" on page 63.	Change to officeholders of a registered body
492 — see "Amending previously lodged forms" on page 173.	Amendment to previously lodged document
6010 — see "Applying for deregistration" on page 37.	Voluntary deregistration of a company
902 — see "Amending previously lodged forms" on page 173.	Information supplementary to a form previously lodged
RA17 — see "Requesting agent reports from ASIC" on page 201.	Request for data amendment report
RA61 — see "Requesting agent reports from ASIC" on page 201.	Request review date report
RA71 — see "Requesting company data from ASIC" on page 26.	Request for company data

Paper only lodged forms

Form	Title
201 — see "Applying for registration" on page 33.	Application for registration as an Australian company
207Z — see "Notifying ASIC of share issues" on page 78.	Certification of compliance with stamp duty law
208 — see "Notifying ASIC of share issues" on page 78.	Notification of details of shares issued other than for cash

Documents received from ASIC electronically

Form	Title
480 — see "Company statements" on page 149.	Annual statement (company statement and invoice)
INV — see "Company statements" on page 149.	Lodgement fee invoice
RA18 — see "Agents' ASIC form histories" on page 204.	Data amendment report
RA62 — see "Agents' ASIC form histories" on page 204.	Review date report
RA64 — see "Requesting agent reports from ASIC" on page 201.	Debtor's ledger report
RA66 — see "Requesting agent reports from ASIC" on page 201.	Documents lodged report
RA69 — see "Requesting agent reports from ASIC" on page 201.	Debtor's ledger report
RA72 — see "Reports" on page 207.	Data download
RC05 — see "Viewing ASIC invoices received" on page 164.	Late fee invoice
TRANS — see "Viewing transmission reports" on page 188.	Transmission report
VALID — see "Viewing validation reports" on page 188.	Validation report

Related topics

[Workflow wizards](#)
[Lodgement](#)

Workflow wizards

Corporate Compliance contains a number of workflow wizards which guide you through the process of:

- Entering data and generating ASIC forms (see "ASIC Forms" on page 166) and associated documents (see "Tools" on page 221).

- Requesting corporate data from ASIC (see "Requesting company data from ASIC" on page 26).

After forms are generated, they display in other Corporate Compliance screens in the following sequence:

1. All forms that have been generated display on the **In progress** screen (see "ASIC forms in progress" on page 174) in the ASIC Forms module (see "ASIC Forms" on page 166).

   Each form is allocated one of three statuses: Generated Invalid, Generated Unsigned or Generated Valid.

   See below for the methods used to process forms with each status.

2. Forms that have the status of **Generated Valid** (on the **ASIC Forms** screen) are also listed on the **Forms lodgement** screen of the Lodgement module, and are ready to be lodged with ASIC.

3. After lodgement, forms are listed on the **Lodgement history** screen (Lodgement module). They are also listed on the **ASIC forms** screen (Corporations module) and the **ASIC forms history** screen (Agents module).

To generate and process forms

1. Generate a form using the appropriate workflow wizard.

   Move through the wizard by clicking **Next**. If you need to go back to change to data on previous screens, click **Back**. At the end of the wizard, click **Finish**.

   The system will then produce the forms that you requested, and display them on the **Print preview** screen.

2. Click **Validation Report.**

   To view the validation report (**ASIC Form Status report**) on the **Print preview** screen, and process the form according to which of the following applies:

   ❍ **Signing details are required** (Status: **Generated Unsigned**)

      Click **Close**.

      Change the signing details.

      Lodge the form.

   ❍ **Validation errors are present** (Status: **Generated Invalid**)

      Click **Close**.

      Correct the errors in Corporate Compliance.

      Complete the form.

      Lodge the form.

   ❍ **No validation errors are present** (Status: **Generated Valid**)

      Click **Close**.

      Lodge the form.

Related topics

Working with ASIC forms

This section includes information about:

See also:

ASIC forms history

The **ASIC Forms** tab in the **Corporation** module displays all ASIC forms that have been produced after completing a workflow wizard (see "Workflow wizards" on page 168). These forms also display in batches on the **Lodgement History** screen (see "Lodgement history" on page 186).

For example, if the **Appoint or cease officers** wizard has been used to appoint an officer to a corporation, an ASIC form 362 will open on the **ASIC Forms** screen. The

associated documents that are generated by completing a wizard (minutes, etc.) display on the corporation's **Documents** screen (see "Tools" on page 221).

The forms in this screen are assigned the following statuses:

Status	Description
Accepted	The form has been lodged, the validation report has been received and ASIC has accepted the form. The batch it was sent in can also be viewed from the **Lodgement history** screen in the Lodgement module. See "Lodgement history" on page 186.
Accepted — awaiting data	The form has been lodged and the transmission report has been received from ASIC. The batch it was sent in can also be viewed from the **Lodgement history** screen in the Lodgement module. See "Lodgement history" on page 186.
Generated Invalid	The form has been generated, but it contains an error. It can also be viewed from the **In Progress** screen in the ASIC Forms module. See "ASIC forms in progress" on page 174.
Generated Unsigned	The form has been generated, but it has not yet been signed. It can also be viewed from the **In Progress** screen in the ASIC Forms module. See "ASIC forms in progress" on page 174.
Generated Valid	The form has been generated and it is ready to be lodged from the **Lodgement** module (see "Forms lodgement" on page 182). It can also be viewed from the **In Progress** screen in the ASIC Forms module. See "ASIC forms in progress" on page 174.
Lodged	The form has been lodged with ASIC. If it was lodged electronically, the batch it was sent in can also be viewed from the **Lodgement history** screen in the Lodgement module. See "Lodgement history" on page 186.
Lodgement Rejected	The form has been lodged, the validation report has been received but ASIC has rejected the form. The batch it was sent in can also be viewed from the **Lodgement history** screen in the Lodgement module (see "Lodgement history" on page 186). You can then update the form and resend it (see "Updating forms" on page 177).

Status	Description
Migrated	The form has been migrated from CSS.
Received form	The form has been received from ASIC. See "Receiving forms from ASIC" on page 185.
Rejected, re-generated	Having been previously rejected by ASIC, the form has been updated and lodged again.

To view a corporation's generated forms

1. Select and open the corporation.

    See "Selecting a corporation" on page 21.

    The **Details** screen displays.

2. Click the **ASIC Forms** tab.

    The **ASIC Forms** screen opens.

3. Select a document from the list and click one of the following options on the Task bar:

    ❍ **View form** (see "To view a form for an individual corporation" on page 179)

    ❍ **Delete form** (see "Deleting ASIC forms" on page 191)

    ❍ **Print forms list** (see "Printing ASIC forms history" on page 172)

    ❍ **Amendment to previously lodged form** (see "Amending previously lodged forms" on page 173).

4. To return to the **Corporations selection list**, click **Close**.

Related topics

Corporations
Amending previously lodged forms
ASIC Forms
Lodgement
Corporations
Updating forms

Printing ASIC forms history

To print ASIC forms history

1. Select and open the corporation.

See "Selecting a corporation" on page 21.

The **Details** screen displays.

2. Click the **ASIC Forms** tab.

   The **ASIC Forms** screen opens.

3. Select the form and click **Print forms list** on the Task Bar.

   The form displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

4. Click **Print** 🖨.

5. Click **OK**.

Amending previously lodged forms

The **Amendment to previously lodged form** wizard is used to:

- Submit corrections to a previously lodged form (ASIC form 492)

- Respond to requisitions from ASIC (ASIC form 902).

To amend a previously lodged form

1. Obtain the form's **Document Trace Number** by viewing the footer of the form (see "To view a form for an individual corporation" on page 179) or by viewing the form's validation report (in the Lodgement module).

2. Select and open the corporation.

   See "Selecting a corporation" on page 21.

3. The **Details** screen displays.

4. Click the **ASIC Forms** tab.

   The **ASIC Forms** screen opens.

5. Select the form in the list, then click **Amendment to previously lodged form**.

   The details of the original form display.

6. Enter the ASIC **Document Trace Number**, obtained at **Step 1.**, above.

7. Select **Yes** or **No** to indicate whether the form is a response to a request from ASIC.

8. Click **Next**.

   If you selected **No**, a Form 492 will be generated.

   If you selected **Yes**, a Form 902 will be generated.

9. Enter the **Supplementary** information.

10. Select the **Signing officer** from the drop-down.

11. Enter the **Date signed**.

12. Click **Next**.

13. Click **Finish**.

    If you selected to preview documents on the previous screen, they display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If you did not select to preview documents, the **ASIC Form Validation** screen opens (see "ASIC forms validation" on page 176).

14. Complete and lodge the form with ASIC (see "ASIC forms in progress" on page 174 and "Forms lodgement" on page 182).

Related topics

Corporations
Amending previously lodged forms
ASIC Forms
Lodgement

ASIC forms in progress

The **In Progress** screen in the **ASIC forms** module lists all forms that have been generated by workflow wizards (see "Workflow wizards" on page 168) but not yet sent to ASIC.

Each form is assigned one of the following statuses:

Status	Description
Generated Invalid	These forms contain invalid data or do not include the signing details.
	Click **Complete form** on the Task Bar, then **Yes** to view the Status report.
	Correct the data for the form (in Corporate Complianceor MYOB AE/AO).
	If signing details are also required, change the signing details.
	Repeat this process until the status of the form changes to **Generated Valid**.

Status	Description
Generated Unsigned	These forms require signing details to be entered. Click **Change signing details** on the Task Bar to enter the Signing officer and Date signed. The status of the form changes to **Generated Valid**.
Generated Valid	These forms (which also display in the **Lodgement** module) are complete and ready to be sent to ASIC. They also display in the **Forms Lodgement** screen in the **Lodgement** module.
Lodgement Rejected	These forms have been lodged but rejected by ASIC. Update the form then re-lodge it. See "Updating forms" on page 177 for details.

To view all forms not yet sent to ASIC in Corporate Compliance

1. Click **ASIC Forms** on the Task Bar.

   You can then access the following functions:

   ❍ **Change signing details** (see "Changing signing details" on page 176)

   ❍ **Complete form** (see "Completing forms" on page 180)

   ❍ **View form** (see "Viewing forms" on page 179)

   ❍ **Delete form** (see "Deleting forms" on page 179).

      You can also **Update** forms (see "Updating forms" on page 177).

2. Click the **Completed not signed** tab (see "Forms completed but not signed" on page 178) to view forms that have been completed (validated) but require signing details added (see "Changing signing details" on page 176) before they can be lodged.

   Note: When forms have been completed (validated) and signed, they have the status of **Generated Valid** and are ready to be lodged.

To view a list of ASIC forms in progress in MYOB AE/AO

1. Select Corporate > **ASIC forms in progress** on the MYOB AE/AO toolbar.

   The **ASIC forms in progress** page opens.

2. Select an agent or **All agents** from the **Show corporations for agent:** drop-down.

3. Select to show forms that are:

   ❍ in progress, or

   ❍ completed and ready to lodge

   ❍ completed but not signed

   ❍ generated in an invalid state.

   The forms that match the criteria you enter are shown on the page.

4. Click the **Corporation name** in the list to open the details in Corporate Compliance.

5. Click the **Client code** in the list to open the Corporate Compliance tab on the Client page in MYOB AE/AO.

Related topics

ASIC Forms
Changing signing details
Forms completed but not signed
Forms lodgement
Workflow wizards

ASIC forms validation

The **ASIC Forms Validation** screen opens when you click **Finish** at the end of a wizard but have not selected to preview any documents.

This screen lists the number of forms you have produced in the wizard:

- Forms completed

- Forms missing signing details

- Forms that could not be completed due to validation errors.

From this screen, click **Yes** to view the **ASIC status** report, which displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Each form listed here can also be viewed from the ASIC Forms module (see "ASIC forms in progress" on page 174).

Changing signing details

The **Change signing details** screen is used to select the signing officer and enter the date signed for forms in this list. You must enter this information to lodge a form.

If the status of a form is **Generated Unsigned** you need to enter the signing details for the form. You can also change the signing details for any form before lodgement, regardless of its status.

To change the signing details of a form

1. Click **ASIC Forms** on the Task Bar.

   The **ASIC Forms** screens opens at the **In progress** tab.

   (You can also access this function from the **Completed not signed** screen.)

2. Select the form in the list.

3. Click **Change signing details** on the Task Bar.

   The **Change signing officer** screen opens.

4. Select a **Signing officer** from the list.

5. Enter the **Date signed** (dd/mm/yyyy) or select a date from the calendar.

6. Click **OK**.

   The form is validated by the system.

7. One of the following messages will display:

   ❍ **The selected form is now completed**.

      The form's status is changed to **Generated Valid**. The form is removed from display on the **Forms lodgement** screen.

      You can now lodge your form.

   ❍ **The form could not be completed due to ASIC validation errors**.

      The form's status is changed to **Generated Invalid**.

      Click **Yes** to view the validation report.

      Correct the errors and repeat the process.

   Related topics

   ASIC Forms
   ASIC forms in progress
   Forms completed but not signed

Updating forms

You can update most data in ASIC forms, regardless of their status. You may need to do this because:

● Your client has returned a signed form with corrections.

● ASIC has rejected a form that you lodged previously, as displayed on the **Lodgement history** screen.

Some data (e.g., Date of change) cannot be updated, so you should delete the form and its associated documents and regenerate the form.

To update generated forms

1. Update the data as required in the Corporations or People modules.

2. Complete the form (see "Completing forms" on page 180).

   The updated data will be included in the form.

   If the form is given the status of **Generated Valid**, it can be lodged from the **Forms lodgement** screen.

Related topics

ASIC Forms

Forms completed but not signed

The **Completed not signed** screen (in the ASIC Forms module) displays forms from the **In progress** screen (see "ASIC forms in progress" on page 174) with the status of **Generated Unsigned**. This means that the forms in this screen have been generated but do not include the signing details.

To view completed but not signed forms

1. Click **ASIC Forms** on the Task Bar.

   The **ASIC Forms** screens opens at the **In progress** tab.

2. Click the **Completed not signed** tab.

3. From here, you can:

   ❍ **Change signing details** (see "Changing signing details" on page 176)

   ❍ **Complete form** (see "Completing forms" on page 180)

   ❍ **View form** (see "Viewing forms" on page 179)

   ❍ **Delete form** (see "Deleting forms" on page 179).

Related topics

ASIC Forms
Changing signing details
Forms lodgement

Viewing forms

You can select to view all ASIC forms in progress (using the **ASIC Forms** module) and individual forms for selected companies (using the **Corporations** module). You can also view a list of ASIC forms in progress from MYOB AE/AO.

To view an ASIC form

1. Click **ASIC Forms** on the Task Bar.

   The **ASIC Forms** screens opens at the **In progress** tab.

2. Select the form in the list.

3. Click **View form** on the Task Bar.

   The form displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

To view a form for an individual corporation

1. Select and open the corporation.

   See "Selecting a corporation" on page 21.

   The **Details** tab opens.

2. Click the **ASIC Forms** tab.

   The **ASIC forms** screen opens.

3. Select the form.

4. Click **View form** on the Task Bar.

   The form displays on the **Print preview** screen. See "Previewing forms and documents" on page 40.

Related topics

Updating forms
Deleting forms
Completing forms

Deleting forms

This option removes the selected form from **Corporate Compliance** so that it cannot be lodged with ASIC.

To delete an ASIC form

1. Click **ASIC Forms** on the Task Bar.

The **ASIC Forms** screens opens at the **In progress** tab.

2. Select the form in the list.

3. Click **Delete form** on the Task Bar.

   A confirmation message box tells you if there are other documents related to the form (e.g., meeting minutes).

4. Select the checkbox to delete any related documents, and remove them manually from the **Documents** screen (see "Tools" on page 221).

5. Click **Yes** to delete the form or **No** to retain it.

Related topics

Updating forms
Viewing forms
Completing forms

Completing forms

Use this function to validate your form if it has the status of **Generated Invalid**.

You can also use this function if your form has the status of **Generated Valid**, but only if you have made changes to the data since generating the form.

To complete a form

1. Click **ASIC Forms** on the Task Bar.

   The **ASIC Forms** screens opens at the **In progress** tab.

2. Select the form in the list.

3. Click **Complete form** on the Task Bar.

   The system validates the form according to ASIC form requirements.

4. One of the following messages will display:

   ❍ **The selected form is now completed.**

      The form is **Generated Valid**. It also displays on the **Forms lodgement** screen (see "Forms lodgement" on page 182).

      You can now lodge the form (see "Forms lodgement" on page 182).

   ❍ **The selected form is missing signing details.**

      The form is **Generated Unsigned**. Enter the signing details (see "Changing signing details" on page 176) then recommence this process.

   ❍ **The form could not be completed due to ASIC validation errors.**

The form is **Generated Invalid**. Click **Yes** to view the validation report on the **Print preview** screen. Enter the correct data into Corporate Compliance, then recommence this process.

Related topics

Updating forms
Deleting forms
Viewing forms

Lodgement

The **Lodgement** module is used for viewing and maintaining the following document lodgement details:

- Forms Lodgement (see "Forms lodgement" on page 182)
- Lodgement History (see "Lodgement history" on page 186)
- Sessions Logs (see "Session logs" on page 189)
- ASIC Forms Received (see "ASIC forms received" on page 196).

You can access this module by clicking **Lodgement** on the Task Bar. The **Lodgement** screen opens at the **Forms Lodgement** tab.

Related topics

Forms lodgement
Lodgement history
Session logs
ASIC forms received
Sending and receiving forms
Workflow wizards
ASIC Forms

Forms lodgement

The **Forms Lodgement** tab in the Lodgement module displays all the paper and electronic ASIC forms that are ready to be lodged with ASIC. The forms on this screen have the status of **Generated Valid** on the **In Progress** screen (see "ASIC forms in progress" on page 174).

ASIC forms in this table can be sent electronically if the signing officer has signed the form within the last six months. See "Sending and receiving forms" on page 183.

All other forms must be lodged on paper regardless of the date signed.

From **Forms Lodgement** you can select multiple electronic forms to send to ASIC. Corporate Compliance then batches them (see "Batching forms" on page 190), or you can print paper forms for lodgement by mail.

When you send batches of electronic forms to ASIC, each batch displays on the **Lodgement history** screen. See "Lodgement history" on page 186.

To view forms that are ready to be lodged

1. Click **Lodgement** on the Task Bar.
   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. From here you can access the following functions on the Task Bar:

○ **Send/Receive** (see "Sending and receiving forms" on page 183)

○ **View forms** (see "Viewing forms" on page 179)

○ **Print forms list** (see "Printing forms lists" on page 194)

○ **Print forms selected for lodgement** (see "Printing forms selected for lodgement" on page 185)

○ **Delete forms** "Printing forms lists" on page 194.

3. From here you can also click other tabs to view:

○ **Lodgement history** (see "Lodgement history" on page 186)

○ **Session logs** (see "Session logs" on page 189)

○ **ASIC forms received** (see "ASIC forms received" on page 196).

Note: If a form does not display on this screen, it has either:

Been lodged, and it can be viewed on the **Lodgement history** screen (see "Lodgement history" on page 186) or the ASIC Forms module (see "ASIC forms in progress" on page 174)

Not yet complete and it can be seen in the ASIC forms module (see "ASIC Forms" on page 166)

Been deleted (see "Printing forms lists" on page 194).

Related topics

Sending and receiving forms
Printing forms selected for lodgement
Receiving forms from ASIC
Lodgement
ASIC Forms
Lodgement history
Session logs
ASIC forms received
Workflow wizards

Sending and receiving forms

There are two main types of forms:

● **Paper**

If the **Electronic Lodgement** column on the **Forms Lodgement** screen states **No**, then the selected form can only be lodged in paper form.

To print the form, click **View form**, then click 🖨 **Print**.

- **Electronic**

  If the **Electronic Lodgement** column on the **Forms Lodgement** screen states **Yes**, the selected form can be lodged electronically.

  From this screen you can click **Send/Receive** to:

  ❍ send **and** receive electronic forms (as described on the screen)

  ❍ only **receive** electronic forms (see "Receiving forms from ASIC" on page 185).

To send and receive electronic documents from ASIC

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Select ☑ **Lodge?** for each form you want to send to ASIC (optional).

3. Click **Send/Receive** on the Task Bar, or click the **Send/Receive** button.

4. The following Send/Receive process occurs:

   a. The system **batches** the selected forms for lodgement (see "Batching forms" on page 190).

   b. The **Transmitting/receiving files from ASIC** screen displays while the batched forms are sent.

   c. The **Connecting to ASIC to retrieve reports** screen displays while the system checks if any ASIC forms are waiting to be received.

   d. If any ASIC documents are awaiting retrieval, they are downloaded.

   e. Corporate Compliance disconnects from ASIC.

5. You can then review:

   ❍ the batch of forms that you have just **sent** (see "Lodgement history" on page 186).

   ❍ any forms that you have **received** (see "ASIC forms received" on page 196).

   ❍ the **session logs** (see "Session logs" on page 189).

Related topics

Printing forms selected for lodgement
Receiving forms from ASIC
Lodgement

Printing forms selected for lodgement

This function lists a summary of all forms that have been selected for lodgement on the **Forms Lodgement** screen.

To print forms selected for lodgement

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click **Print forms for lodgement** on the Task Bar.

    The report of the forms selected for lodgement displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Related topics

Sending and receiving forms
Receiving forms from ASIC
Lodgement

Receiving forms from ASIC

You can connect to ASIC to receive any forms awaiting collection without having to also send forms.

The following process assumes that you have not selected any forms for sending to ASIC. If you have selected forms to send, follow the instructions in "Sending and receiving forms" on page 183.

To receive forms from ASIC

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click **Send/receive** on the Task Bar, or click the **Send/Receive** button.

    a. A message box asks whether you want to connect only to **receive** documents from ASIC.

        To continue, click **Yes**.

        To cancel, click **No**.

    b. The **Connecting to ASIC to retrieve reports** screen displays while the system checks if any ASIC forms are waiting to be received.

    c. If any ASIC forms are awaiting retrieval, they are downloaded.

    d. Corporate Compliance disconnects from ASIC.

3. After this process, review:

   ❍ The forms **received** (see "ASIC forms received" on page 196).

   ❍ The **session logs** (see "Session logs" on page 189).

Related topics

Lodgement
Receiving forms from ASIC
ASIC forms received

Lodgement history

The **Lodgement History** tab on the Lodgement module lists all **batches** (groups of forms) that have been transmitted to ASIC from the **Forms Lodgement** screen (see "Forms lodgement" on page 182).

These forms are also listed on the **ASIC Forms** screen (in the Corporations module) (see "Working with ASIC forms" on page 170), and on the **ASIC Forms History** screen (in the Agents module) (see "Agents' ASIC form histories" on page 204).

This screen displays batches of forms in a table with the following columns:

- **Batch Number**

  A number generated automatically when the forms are sent to ASIC.

- **Batched Date**

  When the forms were batched for lodgement on the **Forms Lodgement** screen.

- **Lodgement Date**

  When the batch was sent to ASIC.

- **Agent**

  Agent for whom the batch is created.

- **Number of Forms**

  Total forms included in the batch.

- **ASIC Transmission Number**

  The number ASIC has assigned to the batch transmitted to them.

- **Status**

  The Status of the batch, as:

  ❍ **Not transmitted:** not sent.

  ❍ **Transmitted – acknowledged:** sent, and ASIC transmission report received.

❍ **Processed – (n) accepted, (n) rejected:** sent, ASIC validation report received, and one or more forms in batch accepted/rejected.

❍ **Transmitted, unacknowledged**: sent, but ASIC transmission report not received.

To view batches of forms sent to ASIC

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Lodgement History** tab.

   The list of batches of forms lodged previously with ASIC displays.

3. From this screen you can access the following functions from the Task Bar:

   ❍ **Delete batch** (see "To delete a batch of ASIC forms" on page 192)

   ❍ **View transmission report** (see "Viewing transmission reports" on page 188)

   ❍ **View validation report** (see "Viewing validation reports" on page 188)

   ❍ **Print lodgement list** (see "Viewing and printing lodgement lists" on page 192)

   ❍ **Print forms in batch** (see "Viewing and printing forms in batches" on page 190).

   Note: If a batch of forms is given the status of **Processed (n) accepted, (n) rejected** because one or more forms have been rejected, view the errors listed in the **validation report** (see "Viewing validation reports" on page 188), **update** the form (see "Updating forms" on page 177), then **resend** it.

Related topics

Viewing transmission reports
Viewing validation reports
Lodgement
Lodgement history
Session logs
ASIC forms received
ASIC Forms
Sending and receiving forms
Updating forms

Viewing transmission reports

A transmission report is a report **received** from ASIC (see "Sending and receiving forms" on page 183) which details whether the transmission of the batch of forms succeeded or failed.

You can only view a transmission report if the batch has the status of **Transmitted — Acknowledged**.

To view transmission reports

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click **Lodgement History**.

3. Select a batch from the list with the status of **Transmitted — Acknowledged**.

4. Click **View transmission report** on the Task Bar.

    The report will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

    If the batch has the status of **Not transmitted**, a message will state that a transmission report is not available. Click **OK**.

Related topics

Viewing validation reports
Lodgement
Lodgement history

Viewing validation reports

A validation report is a report **received** from ASIC (see "Sending and receiving forms" on page 183) which details whether the forms in the batch met ASIC's validation requirements. If an electronic form fails ASIC's validation it cannot be processed.

You can only view a validation report if the batch has the status of **Transmitted — Acknowledged**.

To view validation reports

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Lodgement History** tab.

3. Select a batch from the list with the status of **Transmitted — Acknowledged**.

4. Click **View transmission report** on the Task Bar.

   The report will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

   If the batch has the status of **Not transmitted** or **Transmitted, not processed** a message will say that a validation report is not available. Click **OK**.

Related topics

Viewing transmission reports
Lodgement
Lodgement history

Session logs

A session log of the electronic lodgement process is generated when any form is sent to or received from ASIC. The session log contains the details of the electronic communication session with ASIC.

The **Session logs list** in the Lodgement module lists the last 20 session logs that have been generated by Corporate Compliance (unless any logs have been deleted).

To view a session log

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Session Logs** tab.

   The log of lodgement sessions displays.

3. From here you can access the following functions on the Task Bar:

   ❍ **View session log** (see "Viewing session logs" on page 194)

   ❍ **Delete session log** (see "Deleting session logs" on page 195).

Related topics

Batching forms
Viewing and printing forms in batches
Deleting ASIC forms
Viewing and printing lodgement lists
Viewing ASIC invoices
Printing forms lists
Viewing session logs
Deleting session logs

Forms lodgement

Batching forms

You can select multiple electronic forms as a batch to send to ASIC, by selecting
☑ **Lodge?** on the **Forms Lodgement** screen (see "Forms lodgement" on page 182).

When you click **Send/receive** (see "Sending and receiving forms" on page 183),
Corporate Compliance divides the forms into separate batches, based on the
following form types:

- 370, 484, 489, 490, 492, 902 (separate batches are created for each agent's
  forms)

- 361, 362, RA17, RA61, RA71

The batches of forms are then sent to ASIC.

See:

- "Viewing and printing forms in batches" (see page 190)

- "Viewing and printing lodgement lists" (see page 192)

- "Viewing ASIC invoices" (see page 193).

Related topics

Deleting ASIC forms
Printing forms lists
Viewing session logs
Deleting session logs
Forms lodgement

Viewing and printing forms in batches

ASIC sends invoices to your practice as part of its annual review process for each
corporation represented by your practice (see "Company statements" on page 149).

If ASIC has outstanding invoices for your clients, you receive them when you send
batches of forms for processing (see "Sending and receiving forms" on page 183).

To view and print ASIC forms in batches

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Lodgement History** tab to display its contents.

3. Select a batch in the list.

4. Click **Print forms in a batch** on the Task Bar.

The forms contained in the selected batch will display on the **Print preview** screen (see "Previewing forms and documents" on page 40) with the following information for each form:

- ❍ Form number
- ❍ Company code (from MYOB AE/AO)
- ❍ Company name
- ❍ Trace number
- ❍ Status.

Related topics

Batching forms
Deleting ASIC forms
Viewing and printing lodgement lists
Viewing ASIC invoices
Printing forms lists
Viewing session logs
Deleting session logs
Forms lodgement

Deleting ASIC forms

If you delete a form, the data that was changed when the form was created will not be restored. If this data needs to be restored to its former status, you must do so manually. This is done using the **Corporations** module.

You can also delete **batches** of ASIC forms using the **Lodgement** module.

To delete individual ASIC forms

1. Select and open the corporation.
   See "Selecting a corporation" on page 21.
   The corporation opens at the **Details** tab.

2. Click the **ASIC Forms** tab.
   The **ASIC Forms** screen opens.

3. Select the form and click **Delete form** on the Task Bar.
   A message box opens.

4. Click **Yes**.
   The form is removed from the history list.

To delete a batch of ASIC forms

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click **Lodgement History**.

3. Select a batch from the list.

4. Click **Delete batch** on the Task Bar.

    The following confirmation message will display.

    Are you sure you want to delete Batch number xxx?

5. Click **Yes** to permanently delete the batch from the system.

    or

    Click **No** to retain the batch.

Related topics

Batching forms
Viewing and printing forms in batches
Viewing and printing lodgement lists
Viewing ASIC invoices
Printing forms lists
Viewing session logs
Deleting session logs
Forms lodgement

Viewing and printing lodgement lists

ASIC sends invoices to your practice as part of its annual review process for each corporation you represent (see "Company statements" on page 149).

You can view and print lists of invoices.

To view and print a lodgement list

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Lodgement History** tab.

3. Click **Print lodgement list** on the Task Bar.

The batches of forms, as listed on the **Lodgement history** screen will display on the **Print preview** screen, ready for you to print as a list (see "Previewing forms and documents" on page 40).

Related topics

Batching forms
Viewing and printing forms in batches
Deleting ASIC forms
Viewing ASIC invoices
Printing forms lists
Viewing session logs
Deleting session logs
Forms lodgement

Viewing ASIC invoices

If invoices are payable for any forms within a batch, ASIC will send the invoices to your practice after the batch is validated. If invoices are payable for this batch, your practice will receive them when you next send batches of forms for processing (see "Sending and receiving forms" on page 183).

You can only view invoices that you have received if the batch has the status of **Transmitted — Acknowledged** on the **Lodgement history** screen.

To view ASIC invoices

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Lodgement History** tab.

3. Select a batch from the list with the status of **Transmitted — Acknowledged**.

4. Click **View invoices** on the Task Bar.

   If invoices have been received, they will display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

   If invoices have **not** been received, a message will tell you that none are available.

Related topics

Batching forms
Viewing and printing forms in batches
Deleting ASIC forms

Printing forms lists

This function prints all forms listed on the **Forms Lodgement** screen.

To print a list of forms

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click **Print forms list** on the Task Bar.

   The list of forms displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Related topics

Batching forms
Viewing and printing forms in batches
Deleting ASIC forms
Viewing and printing lodgement lists
Viewing ASIC invoices
Viewing session logs
Deleting session logs
Forms lodgement

Viewing session logs

A session log is generated when a batch of forms is sent to ASIC (see "Sending and receiving forms" on page 183) and it contains the details of the communication session with ASIC.

To view the session log

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Session Log** tab.

3. Select a session log from the list.

4. Click **View session log** on the Task Bar.

   The session log displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Related topics

Batching forms

Viewing and printing forms in batches

Deleting ASIC forms

Viewing and printing lodgement lists

Viewing ASIC invoices

Printing forms lists

Deleting session logs

Forms lodgement

Deleting session logs

A session log is generated when a batch of forms is sent to ASIC (see "Sending and receiving forms" on page 183) and it contains the details of the communication session with ASIC.

To delete a session log

1. Click **Lodgement** on the Task Bar.

   The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **Session Log** tab.

3. Select a session log from the list.

4. Click **Delete session log** on the Task Bar.

   A confirmation message displays.

5. To permanently remove the session log from the system, click **Yes**.

   To retain the session log in the system, click **No**.

Related topics

Batching forms

Viewing and printing forms in batches

Deleting ASIC forms

Viewing and printing lodgement lists

Viewing ASIC invoices

Printing forms lists

ASIC forms received

The **ASIC Forms Received** screen in the Lodgement module lists the following documents that have been received from ASIC:

- **RC05** Late Fee Invoice

    RC05 Change Notifications can be viewed from the Corporations > **ASIC Forms** tab

- **RA18** agent amendment status report (request form: **RA17** — see "Requesting agent reports from ASIC" on page 201)

    This form can also be viewed from the Agents module.

- **RA62** agent review date report (request form: **RA61** — see "Requesting agent reports from ASIC" on page 201)

- **RA64** debtor's ledger report (request form: **RA63** — see "Requesting agent reports from ASIC" on page 201)

    This form can also be viewed from the Agents module.

- **RA66** Documents lodged report (request form: RA65 — see "Requesting agent reports from ASIC" on page 201)

    This form can also be viewed from the Agents module.

- **RA68** debtor's ledger report (request from **RA67**)

- **RA72** corporations detailed report (request form: **RA71**).

    This form can be viewed from the Corporations > **ASIC Forms** tab.

Note: Company statements are accessible from the **Company Statements** module.

Other documents received such as Validation reports and Transmission reports are accessible from the **Lodgement history** screen.

See "Viewing forms received from ASIC" on page 197.

Related topics

Viewing forms received from ASIC
Lodgement
ASIC Forms
Forms lodgement
Lodgement history

Session logs
Sending and receiving forms
Viewing reports received from ASIC

Viewing forms received from ASIC

To view forms received from ASIC

1. Click **Lodgement** on the Task Bar.

    The **Lodgement** screen opens at the **Forms Lodgement** tab.

2. Click the **ASIC Forms Received** tab.

3. Select a form from the list.

4. Click **View form** on the Task Bar.

    The form displays on the **Print preview** screen.

Related topics

Lodgement
ASIC Forms
Forms lodgement
Lodgement history
Session logs
Sending and receiving forms
Viewing reports received from ASIC

Agents

The **Agents** module is used to:

- Maintain agent data

- Cease an agent's appointment (see "Ceasing acting as a registered agent" on page 205).

- Request (see "Requesting agent reports from ASIC" on page 201) and view (see "Agents' ASIC form histories" on page 204) agent data from ASIC.

To access the Agents module

1. Click **Agents** on the Task Bar.

   The **Agents selection list** opens.

   All agents in your practice who have been entered in Corporate Compliance are listed.

2. Right-click a listed agent to select an option:

   - Request ASIC reports

   - Cease to act as registered agent

   - Open agent details

   - Add agents

   - Delete agents.

Related topics
Viewing agent details
Adding Agents
Changing agent details
Deleting agents
Ceasing acting as a registered agent
Requesting agent reports from ASIC

Working with agents

This section includes information about:

- "Viewing agent details" (see page 199)

- "Adding Agents" (see page 199)

- "Deleting agents" (see page 200)

- "Changing agent details" (see page 201)

- "Requesting agent reports from ASIC" (see page 201)

- "Viewing reports received from ASIC" (see page 202).

Viewing agent details

The **Agents Details** tab is used for viewing the following agent data:

- ASIC agent number[‡]
- Agent's practice details
- EDGE login details[‡].

‡ This information is provided by ASIC when an agent registers to access the EDGE system.

To view an agent's details

1. Select and open the agent.

   See "To access the Agents module" on page 198.

   The agent's page opens at the **Details** tab.

2. Click the **ASIC Forms History** tab to view all forms lodged by the agent (see "Agents' ASIC form histories" on page 204).

3. Click **Close** to return to the **Agents selection list**.

Related topics

Agents
Agents' ASIC form histories
Adding Agents
Changing agent details
Deleting agents

Adding Agents

The **Add Agent** screen is used to enter details of new ASIC agents in your practice.

To add an agent

1. Select and open the agent.
   See "To access the Agents module" on page 198.
   The agent's page opens at the **Details** tab.

2. Click **Add agent** on the Task Bar.
   The **Add new agent** screen opens.

3.   Enter the following agent data:

a.   Agent details, including name, surname, practice details.

b.   EDGE login details,‡ including ASIC agent number,‡ DIS User ID, Password and Address, AUSTPAC NUI details.‡

‡ This information is provided by ASIC when an agent registers to access EDGE.

4.   Click **OK** to add the agent to the **Agents selection list**.

Related topics

Agents
Viewing agent details
Deleting agents
Changing agent details

Deleting agents

You can delete an agent, but only if they have not been **appointed** to act as an ASIC agent (see "Appointing and ceasing agents" on page 32).

To delete an agent

1.   Select and open the agent.

See "To access the Agents module" on page 198.

The agent's page opens at the **Details** tab.

2.   Click the agent you want to delete.

3.   Then either click **Delete agent** on the Task Bar, or right-click the agent and select **Delete agent** from the menu.

You will see one of two messages:

❍   **You cannot delete this agent, as it is a current agent for one or more corporations.**

This agent is currently appointed to a corporation and cannot be deleted. The agent can only be deleted after their appointment has been ceased.

Click **OK**.

The **Agent selection list** reopens and the agent is retained.

❍   **Are you sure you want to delete this agent?**

This agent is not currently appointed to a corporation and may be deleted.

4.   To delete the agent, click **Yes**. To retain the agent, click **No**.

Related topics

Agents
Viewing agent details
Adding Agents
Changing agent details

Changing agent details

You can change details of any of your practice's ASIC agents using the Agents module.

To change an agent's details

1.   Select and open the agent.

See "To access the Agents module" on page 198.

The agent's screen opens at the **Details** tab.

2.   Click **Change agent details** on the Task Bar.

The **Change agent details** screen opens.

3.   Change the data as necessary.

4.   Click **OK**.

The agent's detail are updated.

Related topics

Agents
Adding Agents
Viewing agent details
Deleting agents

Requesting agent reports from ASIC

Use the **Agents** module to request any of the following agent reports from ASIC:

●   **RA17** — Amendment Status Report

●   **RA61** — Review Date Report

●   **RA63** or **RA67** — Request for Ledger's Debtor Report

●   **RA65** — Request for Documents Lodged Report.

Use the Agents > **ASIC Forms History** tab to read the agent reports received (see "Agents' ASIC form histories" on page 204).

You can also download data regarding specific corporations.

To request an ASIC agent report

1. Select and open the agent.

   See "To access the Agents module" on page 198.

   The agent's screen opens at the **Details** tab.

2. Click the agent for whom the report is required.

3. Click **Request ASIC Reports** on the Task Bar, or right-click the agent in the list and select **Request ASIC Reports** from the menu.

   The **Request reports from ASIC** wizard opens.

4. Click **Next**.

   A list of available ASIC reports displays.

5. Select the ASIC report(s) required.

6. If necessary, change the request date. Click **Next**.

7. Click **Yes** to transmit your report request now, or

   Click **No** to transmit your report request later.

8. Click **Finish**.

   Your report will be received.

9. Check the report.

Related topics

Agents

Agents' ASIC form histories

Viewing reports received from ASIC

Viewing reports received from ASIC

The **ASIC Forms History** tab in the Lodgement module lists ASIC reports that have been:

● **Requested** by the agent (see "Requesting agent reports from ASIC" on page 201), e.g., RA17.

   and

- **Received** from ASIC in response to the agent's request (see "Receiving forms from ASIC" on page 185), e.g., RA18.

Request form (sent by the agent to ASIC) See "Requesting agent reports from ASIC" on page 201	Received report (sent by ASIC to the agent) See "Agents' ASIC form histories" on page 204
RA17 Request for Data Amendment Report	**RA18** Data Amendment Report
RA61 Request Review Date Report	**RA62** Review Date Report
RA63 or **RA67** Request Debtor's Ledger Report	**RA64** or **RA68** Debtor's Ledger Report
RA65 Request for Documents Lodged Report	**RA66** Documents Lodged Report

If a request form (i.e., RA17, RA61, RA63, RA67 or RA65) has the status of **Accepted — Completed**, an agent report (i.e., RA18, RA62, RA64, RA68 or RA66) has been received and you can view the received report.

To view an agent report received from ASIC

1. Select and open the agent.

   See "To access the Agents module" on page 198.

   The agent's screen opens at the **Details** tab.

2. Click the **ASIC Forms History** tab.

3. Select a form with the status of **Accepted — Completed**.

4. Click **View form** on the Task Bar.

   The requested report displays on the **Print preview** screen.

Related topics

Agents
Agents' ASIC form histories
ASIC forms received (Lodgement Module)
Agents' ASIC form histories

Agents' ASIC form histories

The **ASIC Forms History** tab lists the ASIC reports requested by the selected agent. See "Requesting agent reports from ASIC" on page 201.

This list contains:

- ASIC Form (report request) and description:

  RA17 — Amendment Status Report

  RA61 — Review Date Report

- Date when report request was **lodged**.

- Date when report request was **completed**.

- Status of the report request:

  Incomplete

  Completed not lodged

  Completed awaiting report

  Completed report

To view an agent's ASIC forms history

1. Select and open the agent.

   See "To access the Agents module" on page 198.

   The agent's screen opens at the **Details** tab.

2. Click the **ASIC Forms History** tab.

   From this tab you can:

   - **View a form**: To view a form, select it in the display panel and click **View form** on the Task Bar. The form will display on the **Print preview** screen.

   - **View reports received** (see "Viewing reports received from ASIC" on page 202).

   - **Delete a form**: You can delete a form if it is not in a batch to be lodged. To delete a form, select it in the display panel and click **Delete form** on the Task Bar.

3. Click **Close** to return to the **Agents selection list**.

Related topics

Agents

Viewing reports received from ASIC

Ceasing acting as a registered agent

From the Agents module you can unilaterally cease a registered agent's appointment.

Note: If the appointment is being ceased by the **corporation**, however, use the **Appoint or cease** wizard in the Corporations module. See "Appointing and ceasing agents" on page 32.

To cease acting as an agent

1. Click **Agents** on the Task Bar.

   The **Agents selection list** opens.

2. Click the agent in the list.

3. Click **Cease to act as registered agent** on the Task Bar, or right-click the agent and select **Cease to act as registered agent** from the menu.

   The **Cease to act as registered agent** wizard opens.

4. Click **Add**.

   The **Select a company** screen opens.

5. Select a company and click **OK**.

   The company is added to the list.

6. Repeat **Step 4.** to **Step 5.** for each additional company.

   When you have added all companies required, go to **Step 7.**

7. Click **Next**.

   The **Select the documents you wish to produce** screen opens.

8. Select the documents that you wish to produce (Form 361).

9. Enter the **Date signed** (dd/mm/yyyy) or select a date from the drop-down calendar.

10. Click **Next**.

    The **Finish** window opens.

11. Click **Finish**.

    If you selected to **preview** documents at the previous screen, they display on the **Print preview** screen. If not, the **ASIC Form Validation** screen opens.

12. **Lodge** the form with ASIC (see "Forms lodgement" on page 182).

Related topics

Agents

Viewing agent details

Adding Agents

Deleting agents

Reports

The following reports are available under **Reports** on the main menu:

- **Corporations Detailed Report:** This report contains data from the **Corporation Details**, **Addresses**, **Officers** and **Capital** screens. See "Corporations detailed report" on page 208.

- **ASIC Data Received:** This report contains data received from ASIC (in the RA72) that was requested previously. See "Corporations ASIC data received report" on page 209.

  You can also view this data from **ASIC Forms Received** in the Lodgement module.

- **Company Statement Status Report:** See "Company statement status report" on page 210.

- **Summary Report:** See "Summary report" on page 211.

- **Register of Charges Report:** see "Register of charges report" on page 213.

- **Corporations Register of Officeholders**: See "Corporations register of officeholders report" on page 214.

- **Corporations Register of Members:** See "Corporations register of members report" on page 214.

- **Corporations Registered Office Report:** See "Corporations registered office report" on page 215.

- **Person Detailed Report:** You can also view this data from the **People Details**, **Positions held** and **Shares held** screens. See "Person detailed report" on page 216.

- **Shared Address Report:** See "Shared address report" on page 217.

Reports display on the **Print preview** screen (see "Previewing forms and documents" on page 40).

Related topics

Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Corporations registered office report
Person detailed report
Shared address report

Working with reports

The **Corporate Compliance** reports are all accessed from the main menu, and all can be previewed on the **Print preview** screen.

See the following for details of each report:

- "Corporations detailed report" (see page 208)
- "Corporations ASIC data received report" (see page 209)
- "Company statement status report" (see page 210)
- "Summary report" (see page 211)
- "Register of charges report" (see page 213)
- "Corporations register of officeholders report" (see page 214)
- "Corporations register of members report" (see page 214)
- "Corporations registered office report" (see page 215)
- "Person detailed report" (see page 216)
- "Shared address report" (see page 217).

Related topics

Reports
Previewing forms and documents
Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Corporations registered office report
Person detailed report
Shared address report

Corporations detailed report

This report contains data from the **Corporation Details**, **Addresses**, **Officers** and **Capital** screens.

To print/preview the Corporations Detailed report

1. Select Reports > Corporations > **Detailed Report** from the main menu.

The **Find a Corporation** window opens.

2. Search for and select the required corporation and click **OK**.

   The **Corporation Detailed Report** opens.

   It provides details of Name, Code, ACN, ABN, Corporate Key, Type of Company, Class of Company, Date of incorporation, Place of incorporation, Annual review date, Business address, Registered address, Postal Address, Ultimate holding company, Parent Company, Auditors, Officers, and Shares Held.

Related topics

[Corporations ASIC data received report](#)
[Company statement status report](#)
[Summary report](#)
[Register of charges report](#)
[Corporations register of officeholders report](#)
[Corporations register of members report](#)
[Corporations registered office report](#)
[Person detailed report](#)
[Shared address report](#)

Corporations ASIC data received report

After ASIC receives a report you have sent, you can check to see that the file was received intact.

To access the corporations ASIC data received report

1. Select Reports > Corporations > **ASIC data received**.

   The report will open.

   ❍ If your last request was for a **Data Download**, the report will display the text generated by the system from the data received.

   ❍ If your last request was for a **Company Statement**, the report will display a PDF of the file as it was received.

   The above report can also be accessed from the Corporations module **ASIC Forms** tab and from the Lodgement module **ASIC Forms Received** tab.

Related topics

[Corporations detailed report](#)
[Company statement status report](#)
[Summary report](#)
[Register of charges report](#)

Company statement status report

This report enables you to review the status of the current **company statement** received for companies which you manage as a partner or agent of the practice, within a specific review period.

You can identify the companies that have not received a statement by the expected due date and the companies for which you should receive a statement in the immediate future.

To print/review the Company Statement Status report

1. Select Reports > Corporations > **Company Statement Status report** from the main menu.

    The **Company Statement Status Report** window opens.

2. Enter the **Company statements received or due from** dates (dd/mm/yyyy), or select the dates from the drop-down calendar to specify the review period to be reported.

    Both dates are mandatory, and you can enter any date range in the past or future. You can select a maximum reporting period of 12 months.

3. Under **Select Corporations**, select one of the following search options:

    ❍ **All Corporations:** This default option displays all corporations in the system.

    ❍ **Corporations for Agent:** Select an agent from the drop-down list. Agents are listed in surname order. Each agent's name is presented in the format of given name, surname. For example, Smith, Jane. If this option is selected, only corporations for the selected agent will be included in the report.

    ❍ **Corporations for Partner:** Select a partner from the drop-down list. Partners are listed in surname order. Each partner's name is presented in the format of surname, given names. For example, Dane, Roger. If this option is selected, only corporations for the selected partner will be included in the report.

4. Deselect **Only show corporations that are managed by the practice**, if necessary.

5. Under **Select Status of Statement**, select one of the following search options:

    ❍ **All statement statuses:** This default option displays all statement statuses.

- ◻ **Corporations that have not received a statement by the annual review date:** Only companies with a review date within the specified review date period that have not received a statement will be included in the report.

- ◻ **Corporations that have a statement with status:** Select the following statuses, as required:

    Statement received is selected by default. You can deselect this option, if necessary.

    Changes to be notified

    Changes from lodged

    Invoice paid

    Statement received back from client.

6. In the **Sort by** drop-down list, select to sort the report by Corporation Name, Corporation Code, ACN, Review Date or Statement Status.

7. Click **OK**.

    The Company Statement Status report, with all companies that match the selected report criteria, displays in the order selected.

Related topics

[Reports](#)
[Corporations detailed report](#)
[Corporations ASIC data received report](#)
[Summary report](#)
[Register of charges report](#)
[Corporations register of officeholders report](#)
[Corporations register of members report](#)
[Corporations registered office report](#)
[Person detailed report](#)
[Shared address report](#)

Summary report

The Summary Report is used for tracking the annual review dates for the corporations in your practice. The following information is displayed for each corporation:

- Code

- Name

- ACN

- Review date, as entered on the **Corporation Details** screen (see "Viewing corporation details" on page 20).

To display the Summary Report

1. Select Reports > Corporations > **Summary Report** from the main menu.

    The **Corporation summary report selection** screen opens.

2. Select one of the following search options:

    ❍ **All:** Displays all corporations in the system.

    ❍ **Company name, company code, ACN:** Displays selected companies. Enter the details exactly as they appear in the system, or enter the initial characters followed by a wildcard (*). For example, enter **A*** to view all companies starting with A.

    ❍ **Review date:** Displays all companies with review dates within the date range entered.

3. Select an option to sort the companies (by corporation name, code, ACN, review date).

4. Click **OK**.

    The report displays on the **Print preview** screen (see "Previewing forms and documents" on page 40).

To print preview the Summary Report

1. Select Reports > Corporations > **Summary Report** from the main menu.

    The **Corporation summary report selection** screen opens.

2. Select one of the following search options:

    ❍ **All:** Displays all corporations in the system.

    ❍ **Company name, company code, ACN:** Displays select companies. Enter the details exactly as they appear in the system, or enter the initial characters followed by a wildcard (*****). For example, enter **A*** to view all companies starting with **A**.

    ❍ **Review date:** Displays all companies with review dates within the date range entered.

3. Select a **sort by** option to sort the companies (by corporation name, code, ACN, review date).

4. Click **OK**.

    The report displays on the **Print preview** screen.

Related topics

Corporations detailed report

Corporations ASIC data received report

Register of charges report

To print or view a Corporation's Register of Charges report

1. Select Reports > Corporations > **Register of Charges** from the main menu.

    The **Register of Charges** screen opens.

2. If necessary, find the corporation by searching or sorting.

3. When found, double-click the company name to display it in the Corporation field on the **Register of Charges** screen.

4. Select either ⦿ **Detailed report** or ⦿ **Summary report**.

5. Select ☑ **Include former charges**, if required.

6. Click **OK**.

7. If the selected corporation has no charges, the following error message is displayed.

    > This corporation has no charges.

    > Click **Cancel** to exit.

8. If the selected corporation does have charges, the Register of Charges report is displayed.

    The charges are presented in charge date order; with the most recent charge first. In the Detailed report, each charge is presented on a separate page.

Related topics

Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Corporations register of officeholders report

Corporations register of officeholders report

To print/preview a Corporations Register of Officeholders report

1. Select Reports > Corporations > **Register of Officeholders** from the main menu.

    The **Register of officers report** screen opens.

2. If necessary, find the corporation by searching or sorting.

    When found, double-click the company name to display it in the Corporation field on the **Register of officers report** screen.

3. Enter the **Show officers as at** date or use the drop-down calendar.

4. Select ☑ **Include former officers** if you want to include ceased officers in the report.

5. Click **OK**.

    The selected **Register of officeholders** report opens.

Related topics

Corporations register of members report

To print/preview a Corporations Register of Members report

1. Click Reports > Corporations > **Register of Members** from the main menu.
    The **Find a corporation** window opens.

2. If necessary, find the corporation by searching or sorting.

3. Select the required corporation and click **OK**.

   The **Register of Members** report opens. Each shareholding group appears on a separate page. Share transactions are grouped by Primary and Joint Shareholders, Class and Beneficially Held.

   If a person holds shares as sole owner plus shares held jointly with another person, these are considered to be two different holdings.

   Shareholders are displayed in alphabetical order. The shares for each member are listed in ascending transaction date order, with the oldest transaction first.

   Related topics

   Corporations detailed report
   Corporations ASIC data received report
   Company statement status report
   Summary report
   Register of charges report
   Register of charges report
   Corporations register of officeholders report
   Corporations registered office report
   Person detailed report
   Shared address report

Corporations registered office report

To view/print a Registered Office report

1. Select Reports > Corporations > **Registered office report** from the main menu.

   The **Registered office report** screen opens.

2. If necessary, find the corporation by searching or sorting.

   When found, double-click the company name to display it in the Corporation field on the **Registered Office Report** screen.

3. Select ☑ **Print corporation name only** if you want to include only the **names** of the corporations that share the registered address of the selected corporation.

4. Select to sort by ◉ **Company Name**, or ◉ **Company Code**, or ◉ **ACN**.

5. Click **OK**.

   ❍ If the selected corporation has **no addresses**, you will receive an error message.

   ❍   If the selected corporation has a **registered address**, the **Registered Office Report** opens.

   The **Registered Office Report** displays the registered address of the selected corporation and a list of all corporations that share this address as their current registered address.

Related topics

Reports
Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Person detailed report
Shared address report

Person detailed report

The **Person Detailed** report lists current positions that a person holds, including the company, position and date of appointment.

It also lists all share transactions if the number held is greater than zero and the selected person is the primary holder.

If the transaction is an allotment, the date acquired is the date of issue. If the transaction is a transfer, the date acquired is the date of transfer.

To print/preview the Person Detailed report

1. Select Reports > People > **Detailed Report** from the main menu.

    The **Find a Person** screen opens.

2. If necessary, find the person by searching or sorting.

    When found, double-click the name to display it in the **Find a Person** screen.

3. Click **OK**.

    The **Person Detailed** report displays the name, code, date of birth, place of birth, home address, postal address, positions held and shares held.

4. Click **Close** to exit the report and return to the main window.

Related topics

Reports
Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Corporations registered office report
Shared address report

Shared address report

To view/print the Shared Address report

1. Select Reports > **Shared address report** from the main menu.
    The **Shared address report** screen opens.

2. Find the corporation or person by searching or sorting.

3. Select an **Address** from the drop-down:

    ❍   if **Corporation** is selected, Registered address, Business address and Postal address are listed.

    ❍   If **Person** is selected, Residential address and Postal address are listed.

4. Select to sort by either ◉ **Name** or ◉ **Code**.

5. Click **OK**.

    ❍   If the selected person or corporation has no addresses, an error message will open.

        Click **Cancel** to exit.

    ❍   If the selected person or corporation does have address information, the shared address report is displayed.

    The list of contacts that share the address are listed in the order selected.

6. Click **Close** to exit the report.

Related topics

Reports
Corporations detailed report

Reports

Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Corporations registered office report
Person detailed report

Integration with MYOB Document Manager

For sites with MYOB Document Manager, you can save the set of documents generated by a Corporate Compliance change task directly to MYOB Document Manager. This can be saved as one PDF file for a set of documents, or as individual files for each document.

This feature is accessed from the Corporate Compliance **Print Preview** window. Refer to "Previewing forms and documents" on page 40.

You can choose to:

● Create only one document in Document Manager for each contact, which consolidates all the items selected for that contact.

● Create a separate document in Document Manager for each selected item.

To create one document in Document Manager for all documents listed

1. From the Corporate Compliance **Print Preview** window, click on **Share it**.
   The **Select documents to be saved to Document Manager** window opens.

2. In the **Document Manager** options section, select the option **Create one document for each contact in the selected list**.

3. In the **Document description** below this option, enter in the document description will be used in Document Manager for this consolidated documents set.

4. In the **Select documents to be saved** section, select the documents to be sent to Document Manager.

5. Click **OK**.
   The **Create Document Wizard** opens.

   Note: This screen opens once for each contact.

   ---

6. Enter in the all details for the document and then click **Finish**.
   The document is sent to Document Manager.

To create a separate document in Document Manager for each document listed

1. From the Corporate Compliance **Print Preview** window, click on **Share it**.
   The **Select documents to be saved to Document Manager** window opens.

2. In the **Document Manager** options section, select the option **Create a separate document for each selected item**.

3. In the **Select documents to be saved** section, select the documents to be sent to Document Manager.

4. Click **OK**.

    The **Document Manager Share It** window opens listing the selected documents.

5. Click **OK**.

    The **Create Document Wizard** opens.

Note:	The Contact and Title are disabled in this screen. The contact and title are taken from the Select documents to be saved to Document Manager window.

6. Enter in the all details for the document and then click **Finish**.

    The document is sent to **Document Manager**.

Tip:	You can also send Company Statements directly to MYOB Document Manager. Refer to "Saving a company statement to MYOB Document Manager" on page 163.

Related topics

Reports
Corporations detailed report
Corporations ASIC data received report
Company statement status report
Summary report
Register of charges report
Corporations register of officeholders report
Corporations register of members report
Corporations registered office report
Person detailed report

Tools

The **Tools** menu on the menu bar has the following options:

- "Document templates" (see page 221)
- "Master share classes" (see page 223)
- "System defaults" (see page 226).

Document templates

Corporate Compliance provides a set of templates that allow you to modify the details of some documents (e.g., minutes of meetings, consent to act as an officer, notification of resignation, share certificates, applications for shares, and share transfer forms).

The document templates are:

- Appoint or cease officers — minutes of the directors' meeting
- Officer's consent to act
- Officer's notice of resignation
- Change registered office — minutes of the directors' meeting
- Change corporation name — minutes of the directors' meeting
- Change corporation name — minutes of the members' meeting
- Issue of Shares — minutes of the directors' meeting
- Application for allotment of shares
- Share certificate
- Transfer of shares — minutes of the directors' meeting
- Share transfer form
- Request for share transmission
- Transmission of shares form
- Cancellation of Shares — minutes of the directors' meeting
- Cancellation of Shares — minutes of the members' meeting
- Letter for company statement — no changes to be notified to ASIC
- Letter for company statement — changes to be notified to ASIC
- Directors' statement of solvency
- Unit Certificate
- Issue of units – Trustees meeting minutes
- Application for allotment of units
- Transfer units – trustees meeting to approve the transfer

- Units transfer form
- Cancel Units - trustees meeting to propose the cancellation
- Cancel Units – members meeting to approve the cancellation
- Dividend statement
- Dividend payment recommendation – directors meeting minute
- Dividend payment acceptance – members meeting minute
- Dividend payment declaration – directors meeting minute.

There is also a list of tags that you can use within each document. This list will vary depending on the template selected.

Related topics

Editing document templates
Tools

Editing document templates

You can change any of the document templates to suit your needs.

The **Template Editor** generally follows Microsoft Word conventions for formatting options (e.g., font families, styles and sizes; paragraph alignment and styles; tab spacing and alignment; and margins). The page size is set to standard A4.

Tags

Pre-defined Tags are used to add **Merge Text** strings which are filled automatically by appropriate text in reports. These are used in the same way that Microsoft Word uses "data fields" to create a mail merge.

For example, in the **Appoint or cease officers — directors' meeting minutes** template:

The Merge Text string **<<Meeting_MultiLine_Address>>** will be filled by the address of the Board of Directors meeting held to resolve appointing or ceasing officers. This address is selected while appointing or ceasing company officers in the **Corporations** module (see **Step 17.** in "To appoint an officer" on page 64).

Special code pairs

Three special pairs of codes are used in templates:

((and **))** — all text and Merge Text which appears after **((** and before **))** will be repeated if more than one entry meets the criteria. For example, when more than one officer is appointed at the meeting.

[[and]] — if no data is available to fill Merge Text after [[and before]], the entire line(s) will be hidden. For example, if the corporation has an ABN but no ACN, only the line(s) for ABN will appear in the report.

<< and >> — used to denote a Merge Text string.

Refer to the document templates to see where the special codes are used.

To update a document template

1. Select Tools > **Document Templates** from the main menu.

    The **Template Editor** window opens.

2. Select the template that you want to edit from the **Templates** drop-down list.

    The text of the document template opens in the word processing section of the window.

3. Change the required text, formatting and margins using the toolbar and menus, and following Microsoft Word conventions.

4. Insert **Merge Text** strings.

    a. Click the precise point in the text where you want the merged text to appear.

    b. Select the Merge Text string from the **Tags** drop-down list.

    Note: The list of document tags varies with each document template.
    ---

5. Add and adjust **Special code pairs** as required (see Special code pairs).

6. Click File > **Save** to save the template.

Related topics

Document templates

Master share classes

The **Master Share Classes** screen is used for setting up and maintaining the share classes that can be allotted in the corporation's Capital module (see "Capital" on page 74).

Related topics

Managing master share classes

Capital

Managing master share classes

To manage master share classes

1. Select Tools > **Master Share Classes** from the main menu.

   The **Master Share Classes** screen opens.

   Select the **Share class** you want to change, then click the appropriate buttons to:

   ❍ **Add** additional classes

   ❍ **Change** existing classes

   ❍ **Delete** classes (if the share class is not used in any share allotments).

2. Click **Close** when finished.

   Related topics

   Capital

   Master share classes

Adding partners

Use the **Partners** screen (Tools > **Partners**) to associate partners in your practice with each corporation.

To add a partner

1. Select Tools > **Partners** from the main menu.

   The **Partners** window opens.

2. Click **Add**.

   The **Add Partner** window opens.

3. Enter the following partner data:

   ❍ **Code** — not mandatory. The code can be auto-generated. It can have a maximum of 10 alphanumeric characters and must be unique across all partners.

   ❍ **Given names**

   ❍ **Surname**.

4. Click **OK**.

   The partner is added to the list of partners.

5. Click **Close.**

   To exit the **Partners** window and return to the main window.

Related topics

Changing partner details

Deleting partners

Changing corporation details

Summary report

Changing partner details

Use the **Partners** screen (Tools > **Partners**) to edit partner name or code details.

To change a partner's details

1. Select Tools > **Partners** from the main menu.
   The **Partners** window lists all partners.

2. Select a partner and click **Change**, or double-click the partner.
   The **Edit Partner** window opens.

3. Change the details as required.

4. Click **OK**.
   The selected partner's details in the selection list are updated.

5. Click **Close.**
   The **Partners** window closes.

Related topics

Adding partners

Deleting partners

Changing corporation details

Summary report

Deleting partners

Use the **Partners** screen (Tools > **Partners**) to delete a partner and their details.

To delete a partner

1. Select Tools > **Partners** from the main menu.
   The **Partners** window lists the partners.

2. Select the partner you want to delete.

3. Click **Delete**.

If the partner is linked to a corporation the following message displays:

> Partner is associated with one or more corporations. Deleting this partner will mean these corporations will no longer be associated with a partner.
>
> Are you sure you want to delete this partner?

If the partner is **not** linked to a corporation the following message displays:

> Are you sure you want to delete this partner?

4. To delete the partner, click **Yes**. To retain the partner, click **No**.

5. Click **Close.**

    To exit the **Partners** window and return to the main window.

Related topics

Adding partners
Changing partner details
Changing corporation details
Summary report

System defaults

The **System Defaults** screen lets you nominate the address type to be used as the default reporting address for all corporations which are shareholders. This is a global setting. You can nominate either the current business address or registered address.

This setting is to cater for CRS users who have used the corporation shareholder's registered address as the address that has been reported to ASIC for a contact which is a corporation.

When Corporate Compliance is installed, the default setting is the Business Address, but you can change to using the Registered Address, if required.

The following Corporate Compliance documentation will be affected by the change in the default address setting for corporate shareholders:

●   ASIC forms

    Form 484A

    Form 484C

●   Reports

    Corporation Detailed Report

    Register of Members.

Note: For CRS users. When converting to Corporate Compliance, you must update the default address type for **shareholder** from Business to Registered.

Related topics

Changing system default settings

Changing system default settings

To change the default shareholder reporting address

1. Select Tools > **System Defaults** from the main menu.

    The **System Defaults** screen opens.

2. Click either:

    ⦿ Business Address

    or

    ⦿ Registered Address.

3. Click **OK**.

    If you change the Business Address to Registered Address, the following message opens:

    > All ASIC forms and reports will now use the Business address for all corporate shareholders. Are you sure?

    If you change the Registered Address to Business Address the following message opens:

    > All ASIC forms and reports will now use the Registered address for all corporate shareholders. Are you sure?

4. To proceed with your selection, click **Yes**. To keep the current setting, click **No**.

Related topics

System defaults

Integration with MYOB Accountants Enterprise/ Accountants Office

Integrating Corporate Compliance with the MYOB Accountants Enterprise (MYOB AE) or Accountants Office (MYOB AO) suite allows you to seamlessly share database information about your clients and contacts.

All contacts in the Corporate Compliance database are linked to a contact in the MYOB AE/AO database. The contact data that is shared from MYOB AE/AO is read only in Corporate Compliance. All updates to that shared data are performed in the contact (and\or client) screens in MYOB AE/AO.

Related topics

How Corporate Compliance works with MYOB AE/AO
Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

How Corporate Compliance works with MYOB AE/AO

Corporate Compliance integrates with MYOB AE/AO, so that one set of contacts is maintained, and the data that is common to these 2 applications is maintained once. Corporations and people used with the Corporate Compliance application are first added to MYOB AE/AO, and then brought across to Corporate Compliance. The core contact data is maintained only in MYOB AE/AO. This ensures that shared data is entered only once, and entered in the central location, which then makes it accessible to all the MYOB integrated applications, including Tax and Statutory Reporter.

For a contact that is an organisation, the data taken from MYOB AE/AO is:

- Client code
- Name
- Business address
- Registered address
- Postal address
- ABN
- ACN.

For a contact that is a person, the data taken from MYOB AE/AO is:

- Client code
- Name
- Home address

- Postal address

- Date of birth.

Note: A corporation's name can be changed in Corporate Compliance, as the registered name may be longer that the field length allowed for in MYOB AE/AO, whereas people's names can only be changed in MYOB AE/AO.

Related topics

Changing integrated data
About messages
About changes from AE/AO
Importing contacts from MYOB AE/AO
How Corporate Compliance works with MYOB AE/AO
Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

Changing integrated data

In MYOB AE/AO:

1. Open the client or contact.

2. Amend the name, address or key client attribute value.

These details are updated to Corporate Compliance when:

- you next open Corporate Compliance

    OR

- if Corporate Compliance is already open, when you next open that person or corporation in Corporate Compliance

    OR

- if Corporate Compliance is already open when you select Tools > **Update from AE** or Tools > **Update from AO.**

Related topics

About messages
About changes from AE/AO
Importing contacts from MYOB AE/AO
How Corporate Compliance works with MYOB AE/AO

Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

About messages

When a data change occurs in MYOB AE/AO that may require an ASIC form to be generated, the message:

There are changes to AE. Click here to view.

There are changes to AO. Click here to view.

is displayed in the task panel (in the Messages module) of Corporate Compliance to inform you. The changes in MYOB AE/AO that may require an ASIC form to be lodged include:

- change of name or home address of an officeholder

- change of business address or registered address of a corporation.

Corporate Compliance checks for these changes when:

- you next open Corporate Compliance

  OR

- if Corporate Compliance is already open, when you next open that person or corporation in Corporate Compliance

  OR

- if Corporate Compliance is already open when you select the menu Tools > **Update from AE / Update from AO.**

Click on the message **There are changes to AE/AO. Click here to view.** The **Changes from AE/Changes from AO** screen opens.

Related topics

Changing integrated data
About changes from AE/AO
Importing contacts from MYOB AE/AO
How Corporate Compliance works with MYOB AE/AO
Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

About changes from AE/AO

When the name or address for any person or corporation is changed in MYOB AE/AO, Corporate Compliance checks if notification to ASIC is required. The changes in MYOB AE/AO that may require an ASIC form to be lodged include:

● change of name or home address of an officeholder

● change of business address or registered address of a corporation.

If the change from MYOB AE/AO may require notification to ASIC, then Corporate Compliance generates a task to inform you of the change.

You can access these tasks by

● clicking **Changes from AE** or **Changes from AO** in the task panel

    OR

● by clicking on the message **There are changes to AE. Click here to view.** or **There are changes to AO. Click here to view.** in the Messages module.

Corporate Compliance checks for these changes when:

● you next open Corporate Compliance

    OR

● if Corporate Compliance is already open, when you next open that person or corporation in Corporate Compliance

    OR

● if Corporate Compliance is already open when you select the menu Tools > **Update from AE** or Tools > **Update from AO.**

From the Changes from AE/Changes from AO module, you can:

● Notify ASIC of the change by generating a form.

● Not notify ASIC of the change by deleting the task.

To notify ASIC of the change of name or address

To generate an ASIC form to notify the change of name or address:

1. Select the person or corporation in the **Changes from AE/Changes from AO** list.

2. Select the menu **Generate form**.

    If the change relates to a person, the **Notify change of name or address wizard** opens.

    If the change relates to a corporation the **Notify change of address wizard** opens.

> **Note:** If a change is made in MYOB AE/AO to an address that is shared by another person or corporation, then separate tasks will be generated in the Changes from AE/Changes from AO module for each other person or corporation that shares the address.
> When you then generate an ASIC form from one of the shared change of address tasks, all other people or corporations affected by the change will be included in the form. The task that you used as the basis for the form, and all related tasks will then be deleted from the **Changes from AE**/**Changes from AO** module.

To remove the task from the change list

If the name or address change entered in MYOB AE/AO is a database correction only, and no change notification to ASIC is required. To delete the task:

1. Select the person or corporation in the **Changes from AE**/**Changes from AO** list.

2. Select the menu **Delete task**.

Related topics

Changing integrated data
About messages
Importing contacts from MYOB AE/AO
How Corporate Compliance works with MYOB AE/AO
Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

Importing contacts from MYOB AE/AO

To import contacts into your Corporate Compliance database from MYOB AE/AO

1. Select the Corporate Compliance menu Tools > **Import contacts from AE** or Tools > **Import contacts from AO.**

    The **Import contacts from AE/Import contacts from AO** window opens. This lists all the contacts in the MYOB AE/AO database that are not already in the Corporate Compliance database.

2. Tick the checkbox next to each contact to be brought across to the Corporate Compliance database.

3. Click **OK**.

A confirmation message is displayed "This process may take some time. Do you want to continue?".

4. Click **Yes** to continue with the import.

   When the import is completed, the number of successfully imported contacts displays.

5. Click **OK**.

Related topics

Changing integrated data
About messages
About changes from AE/AO
How Corporate Compliance works with MYOB AE/AO
Opening MYOB AE/AO-integrated Corporate Compliance
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages

Opening MYOB AE/AO-integrated Corporate Compliance

You can open Corporate Compliance from MYOB AE/AO in a number of different ways.

To open Corporate Compliance from the toolbar

1. Select **Corporate Compliance** from the drop-down menu on the **Corporate** toolbar button.

   Corporate Compliance opens.

To open Corporate Compliance from the menu

1. Select Maintenance > Maintenance Map (AO) > Corporate Compliance > **Corporate Compliance** from the MYOB AE/AO main menu.

   Corporate Compliance opens.

To open Corporate Compliance from an MYOB AE/AO client, contact or supplier (AE) page

1. Find and open a client, or contact or supplier (AE) in MYOB AE/AO.

   The client/contact/supplier's page will open at the **Main** tab.

2. Click the **Corporate Compliance** tab to display its contents.

The contents of this page will vary, as shown in the examples in "Corporate Compliance client/contact tab" on page 234.

3. If the client/contact/supplier **is an existing** Corporate Compliance client:

   a. Click **Open Corporation** (if the client/contact/supplier is a company).

      OR

   b. Click **Open Person** (if the client/contact/supplier is a person).

      Corporate Compliance will open, displaying this client/contact/supplier's page at the **Details** tab. (If a person, you will see his/her **People** page; if a company, you will see the company's **Corporations** page.)

To open Corporate Compliance from the CC Homepage (AE) / page (AO) in MYOB AE/AO

1. Click a hyperlinked name or code on the homepage/page.

   In AE, Corporate Compliance will open at the selected company's Corporations page, or the selected person's People page.

Related topics

Changing integrated data

About messages

Importing contacts from MYOB AE/AO

How Corporate Compliance works with MYOB AE/AO

Corporate Compliance client/contact tab

Configuring Corporate Compliance for MYOB AE/AO

Corporate Compliance homepages/pages

Corporate Compliance client/contact tab

For a MYOB AE/AO install that includes the integrated Corporate Compliance, the Client and Contact pages include a tab for Corporate Compliance.

The contents of this **Corporate Compliance** tab will vary, depending on whether:

● the contact is a person or a company

● the company is or is not a managed company in Corporate Compliance.

If the contact is a managed company in Corporate Compliance

For an organisation that is a managed company in Corporate Compliance, the **Corporate Compliance** tab for the client in MYOB AE/AO has 4 sections:

● Corporation Summary section

- Officeholders section

- Members section

- ASIC Forms section.

To open this corporation in Corporate Compliance, click **Open Corporation**.

If the contact is a not managed company in Corporate Compliance

For an organisation that is not a managed company in Corporate Compliance, the **Corporate Compliance** tab for the client in MYOB AE/AO has 2 sections:

- Corporation Summary section

- Shareholder or member of section.

To open this corporation in Corporate Compliance, click **Open Corporation**.

If the contact is a person who is in Corporate Compliance

For a person that is present in the Corporate Compliance database, the **Corporate Compliance** tab for the client in MYOB AE/AO has 3 sections:

- Person Summary section

- Officeholder of section

- Shareholder or member of section.

To open this person in Corporate Compliance, click on the **Open Person**.

If the contact is not in Corporate Compliance

For a contact or client that is not present in the Corporate Compliance database, a message is displayed, "This contact has not been added to Corporate Compliance."

Click **Open Corporate Compliance** on this screen to open Corporate Compliance and (manually) add this contact to Corporate Compliance.

Related topics

Changing integrated data
About messages
Importing contacts from MYOB AE/AO
How Corporate Compliance works with MYOB AE/AO
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages
Opening MYOB AE/AO-integrated Corporate Compliance

Configuring Corporate Compliance for MYOB AE/AO

The **Corporate Compliance Settings** screen is used to set the location of the Corporate Compliance database that is integrated with this MYOB AE/AO database, and to set the mappings for the data types. The data types that require mappings are address types and contact relationship types. This is accessed from the MYOB AE/AO menu

> Maintenance > Maintenance Map (AO) > Corporate Compliance > **Settings**.

This screen has 2 tabs, **Database Connection** and **Data Mapping**.

Use the **Database Connection** tab to:

- View the name and location of your MYOB AE/AO database.

- View and edit your Corporate Compliance Server name and instance.

Use the **Data Mapping** tab to:

- View and set (AE) the address type mappings between MYOB AE/AO and Corporate Compliance.

- View and set (AE) the contact relationship type mappings between MYOB AE/AO and Corporate Compliance.

Related topics

Setting your database connection
Mapping address and relationship types
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages
Opening MYOB AE/AO-integrated Corporate Compliance

Setting your database connection

The **Database Connection** tab shows the names and addresses of your MYOB AE/AO and Corporate Compliance databases.

To set your database connection

1. Select Maintenance > Maintenance Map (AO) > Corporate Compliance > **Settings** from the MYOB AE/AO main menu.

2. The Corporate Compliance screen opens at the **Database Connection** tab.

   Use the **Database Connection** tab to:

   - View the name and location of your MYOB AE/AO database.

   - View, edit and select your Corporate Compliance Server name and instance.

To set the location of the Corporate Compliance database that is integrated with this MYOB AE/AO database

1. Select the SQL Server name and instance where the Corporate Compliance database is located.

2. Select the Corporate Compliance database from the drop-down list of database available for the above selected SQL instance.

3. Click **Update connection details**.

Related topics

Configuring Corporate Compliance for MYOB AE/AO
Mapping address and relationship types
Corporate Compliance client/contact tab
Configuring Corporate Compliance for MYOB AE/AO
Corporate Compliance homepages/pages
Opening MYOB AE/AO-integrated Corporate Compliance

Mapping address and relationship types

The **Data Mappings** tab shows the mappings for address types and relationship types.

Corporate Compliance uses the 4 address types of:

- Business address

- Home address

- Postal address

- Registered address.

Corporate Compliance integrates officeholder relationships with MYOB AE/AO. The 3 available Corporate Compliance officeholder relationship types are:

- Company Director

- Company Secretary

- Trustee.

To set the address type mappings (AE)

MYOB AE allows you to set any description for your address types. Corporate Compliance needs to know which of these address types in MYOB AE are used for the 4 address types maintained within Corporate Compliance.

1. Select Maintenance > Corporate Compliance > **Settings** from the MYOB AE main menu.

2. Click on the **Data Mapping** tab.

3. In the **Address Type Mapping** section:

    For each **Corporate Compliance address type** (first column) select the corresponding address type from the drop-down list in MYOB AE **address type** (second column).

To set the contact relationship type mappings (AE)

MYOB AE allows you to set any description for your Association Types. Corporate Compliance needs to know which of these association types (contact relationship types) in MYOB AE are used for the 3 officeholder roles maintained within Corporate Compliance.

1. Select Maintenance > Corporate Compliance > **Settings** from the MYOB AE main menu.

2. Click on the **Data Mapping** tab.

3. In the **Relationship Type Mapping** section:

    For each **Corporate Compliance relationship type** (first column) select the corresponding address type from the drop-down list in MYOB AE **association type** (second column).

Note: The position of Alternate Director within Corporate Compliance is treated within MYOB AE the same as the position of Company Director. The contact relationship created in MYOB AE for an Alternate Director will display the same mapped relationship type as is set for the position of Company Director.

Related topics

Configuring Corporate Compliance for MYOB AE/AO
Setting your database connection
Corporate Compliance homepages/pages
Corporate Compliance client/contact tab
Opening MYOB AE/AO-integrated Corporate Compliance

Contact associations in MYOB updated from Corporate Compliance

The **Associated** tab is available in MYOB AE/AO for Contacts, Clients, and Suppliers (AE). This shows the other contacts that have a relationship with this client\contact\supplier.

When an officer is added to a corporation in Corporate Compliance, the corresponding contact association is added in MYOB AE/AO.

When an officeholder record in Corporate Compliance is changed, ceased or deleted, the corresponding contact association in MYOB AE/AO is updated.

Any changes to the contact association that are entered from the MYOB AE/AO Client's > **Associated** tab are not updated to Corporate Compliance.

Related topics

Corporate Compliance homepages/pages
Configuring Corporate Compliance for MYOB AE/AO
Setting your database connection
Corporate Compliance homepages/pages
Corporate Compliance client/contact tab
Opening MYOB AE/AO-integrated Corporate Compliance

Corporate Compliance homepages/pages

There are 3 homepages (AE) / pages (AO) available for Corporate Compliance. These are:

- ASIC forms in progress homepage/page

- Company Statements homepage/page

- Name and address changes homepage/page.

Each of these is easily accessed from the drop-down menu on the Corporate toolbar button.

ASIC forms in progress homepage/page

The Corporate Compliance ASIC forms in progress homepage lists the ASIC forms you have created in Corporate Compliance, but not yet lodged.

Company Statements homepage/page

The Corporate Compliance Company Statements homepage has 2 views.

- Company Statements received from ASIC

- Company Statements due but not yet received.

This view lists the corporations that have not received a company statement, calculated based on the corporation's Annual Review Date.

Name and address changes from MYOB AE/AO homepage/page

When the name or address for any person or corporation is changed in MYOB AE/AO, Corporate Compliance checks if notification to ASIC is required. The changes in MYOB AE/AO that may require an ASIC form to be lodged include:

- change of name or home address of an officeholder

● change of business address or registered address of a corporation.

If the change from MYOB AE/AO may require notification to ASIC, then Corporate Compliance generates a task to inform you of the change.

The Corporate Compliance Name and address changes from MYOB AE/AO homepage/page lists the contacts that have been changed, and shows the changed data.

For example, for a change to a person's home address, the change task listed shows the new address and the former address. This assists you in determining if an ASIC change to details form is required, or if the change is a database correction only.

To setup a Corporate Compliance homepage (AE)

1. Click on the **Home** icon in the MYOB AE top toolbar.

2. In the **My Homepage** task group, select the homepage view that this Corporate Compliance homepage is to be added into.

3. Under **My Homepage tasks** on the Task Bar, click **Customise homepage**.

   The Toolbox opens, listing all the available homepages.

4. Select **Corporate Compliance** from the applications list.

5. Drag the required Corporate Compliance homepage from the Toolbox to your homepage area.

6. With the Toolbox still open, re-position and re-align the table and its columns to suit your screen size.

7. With the Toolbox still open, click the name of the view you selected at **Step 2.**. (e.g., View2). The **Rename View** window opens.

8. Overtype the existing view name with a relevant name and click **OK**.

9. Close the Toolbox.

10. In the **My Homepage tasks** group, select **Save homepage**.

Changing the name of the homepage view

You can change the name a homepage view at any time to be more relevant to the homepage added, eg to change to be Company Statements.

1. Open the Homepage Toolbox.

2. Click a view on the Task Bar.

   The **Rename View** window opens.

3. Enter in the required name.

---

4. Click **OK**.

Related topics

Importing contacts from MYOB AE/AO
Configuring Corporate Compliance for MYOB AE/AO
Setting your database connection
(AE) Corporate Compliance homepages/pages
Corporate Compliance client/contact tab
Opening MYOB AE/AO-integrated Corporate Compliance

Corporate Compliance Utilities

The **Corporate Compliance Utilities** allow you to configure various database and path options for your **Corporate Compliance** system.

You can configure the following **Corporate Compliance** settings:

- Database references
- Electronic lodgement path.

The **Utilities** also give you access to:

- Tools
- Error Logs
- Diagnostics list
- Detailed System information.

Related topics

Electronic lodgement path
Database references
Update database
Event logs
Clear event logs
Export event log
Running system diagnostics
Viewing diagnostics logs
Viewing detailed system information

Database references

Access Corporate Compliance Utilities > Settings > **Database references.**

Note: This setting is only available from the Corporate Compliance server.

This window displays:

- The server where Corporate Compliance is installed.
- Corporate Compliance database version.
- Corporate Compliance database name.
- Corporate Compliance database description.
- Integration mode.
- Segmentation mode.
- Timeout setting (in seconds).

The only settings that can be changed are the database description and timeout. The **Timeout** setting is the period that the system will take to attempt to complete any task in Corporate Compliance before timing out. The recommended setting is 900 seconds (15 minutes).

To change database references

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Settings** on the Task Bar.

3. Click **Change**.

    The **Change database details** window displays the name of your Corporate Compliance server.

4. Enter the **Timeout** in seconds.

    The recommended timeout is 15 minutes (900 seconds). The minimum is 30 seconds. The maximum is 30 minutes (1800 seconds).

5. Click **OK**.

Note: This feature is available only from the server.

Related topics

Database location
Electronic lodgement path

Database location

This screen shows the Corporate Compliance server and database that this client workstation is currently connected to.

Note: This setting is only available from a Corporate Compliance Client.

If you have two or more Corporate Compliance server installations you can determine which Corporate Compliance database you are connected to by selecting Help > **About Corporate Compliance** from Corporate Compliance application.

To change the database that this client workstation is connected to

1. Close Corporate Compliance on this client workstation.

2. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

3. Click **Database Location**.

4. Click **Change.**

   The **Select Corporate Compliance Database Location** dialog appears.

5. Select the required Corporate Compliance database server from the drop-down list of available servers, or, enter the required server name.

6. Click **OK**.

   A confirmation message is displayed.

7. Click **Yes**.

   The **Database location** screen is displayed with the selected server showing.

   When Corporate Compliance next opens you will be connected to the selected database server.

Related topics

Database references
Database location
Electronic lodgement path

Accountants Enterprise/Office integration

Access Corporate Compliance Utilities > Settings > **Accountants Enterprise integration** or **Accountants Office integration.**

Note: This setting is available from the Corporate Compliance server.

This window displays the server location and database name of the Accountants Enterprise database that Corporate Compliance is integrating to.

Related topics

Corporate Compliance Utilities

Electronic lodgement path

Access Corporate Compliance Utilities > Settings > **Electronic lodgement path.**

This window displays the location where files sent to and from ASIC during an electronic lodgement session will be placed.

Note: This is a temporary copy of the files. The files are kept permanently in your Corporate Compliance database.

To change the electronic lodgement path

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Settings** on the Task Bar.

3. Click **Electronic lodgement path**.

4. Click **Change**.
   The **Change electronic lodgement settings** window opens.

5. Enter the location or click the button at the end of the field to browse to the location.

6. Click **OK**.

Note: Files will not be moved from the previous location.

The folders created in the new location are: Archive, docqueue, Inbound, inqueue, Outbound, outqueue.

Related topics

Corporate Compliance Utilities

Update database

Access Corporate Compliance Utilities > Tools > **Update database.**

Note: This setting is only available from the Corporate Compliance server.

Use this tool when the Corporate Compliance database is an older version than the installed Corporate Compliance application. For example, after a database restore.

To update your database

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Tools** on the Task Bar.

---

3. Click **Update database** on the Task Bar.

4. Click **Update**.

   The database will be updated to the current installed version of Corporate Compliance.

Related topics

[Corporate Compliance Utilities](#)
[Reset database access](#)

Reset database access

Access Corporate Compliance Utilities > Tools > **Reset database access.**

Note: This setting is only available from the Corporate Compliance server.

Use this tool only when advised by MYOB Client Services.

This would only be required when user permissions have been lost and a user permissions denied error message is given when you try to open Corporate Compliance.

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Tools** on the Task Bar.

3. Click **Reset database access** on the Task Bar.

4. Click **Reset.**

   The Corporate Compliance user logins in the database are reset.

Related topics

[Corporate Compliance Utilities](#)
[Update database](#)

Select database

Accountants Enterprise only

Access Corporate Compliance Utilities > Tools > **Select database.**

Note: This setting is only available from the Corporate Compliance server.

When the **Corporate Compliance Utilities** window is opened, the first available Corporate Compliance database is opened by default.

If you have more than one Corporate Compliance database, this screen allows you to change the Corporate Compliance database that the Utilities are being run against. For example, you may need to update another database to the current version of Corporate Compliance.

To select another database

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Tools** on the Task Bar.

3. Click **Select database** on the Task Bar.

4. Click **Click here to select another Corporate Compliance database to run the Utilities for.**

   The **Select Corporate Compliance database** window opens.

5. Select the required Corporate Compliance database from the drop-down list of available databases.

6. Click **OK**.

   The Update Corporate Compliance database is displayed with the selected Corporate Compliance database showing at the top of the screen.

Related topics

Corporate Compliance Utilities
Select database
Update database

Create database

Accountants Enterprise only

Access Corporate Compliance Utilities > Tools > **Create database.**

Note: This setting is only available from the Corporate Compliance server.

Use this tool only when advised by MYOB Client Services.

This window lists the databases already created for this Corporate Compliance install.

To create an additional Corporate Compliance database

1. Click Start > Programs > MYOB Accountants Enterprise > Corporate Compliance Utilities > **Utilities**.

2. Click **Tools** on the Task Bar.

3. Click **Create database** on the Task Bar.

    The **Create Corporate Compliance Database** dialog opens.

4. Enter in the database name.

    This is the SQL database name. The database name defaults to the Corporate Compliance naming structure, with next available Corporate Compliance database number. For example, CorporateCompliance2.

5. Enter in the database description.

    This is the description used to distinguish the databases when selecting from a list of Corporate Compliance database. For example, you may want to use your practice name or business name as the database description.

6. Click **OK**.

    The **Create database** window opens with the newly added database listed.

    You now need to update this new database to the current version of Corporate Compliance.

7. Select Tools > **Update database**.

8. Click **Update**.

Related topics

Corporate Compliance Utilities
Create database
Update database

Event logs

Access Corporate Compliance Utilities > **Event Logs.**

Viewing event logs

The Event Logs show a list of the warning messages and error messages generated by the Corporate Compliance system.

The list defaults to showing all messages from the last 24 hours. To view previous messages, un-tick the **Show logs for last 24 hours only** option at the bottom of the list.

To view messages for only Corporate Compliance, select **Corporate Compliance** from the **Application** drop-down options. To show all messages again click **X** beside the drop-down list under the **Application** column header.

To view messages for just one type of severity (for example, only view errors), click the drop-down list under the **Severity** column header. The options are **Error**, **Warning** and **Info**. Select the required severity level. To show all messages again, click **X** beside the drop-down list under the **Severity** column header.

To view messages for just one workstation, click the drop-down list under the **Machine** column header and select the workstation required. To show all messages for all workstations again click **X** beside the drop-down list under the **Machine** column header.

To view messages for just one user, click the drop-down list under the **User** column header and select the required user. To show all messages for all users again, click **X** beside the drop-down list under the **User** column header.

Related topics

Clear event logs

Export event log

Clear event logs

To clear the event log

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Event Logs** on the Task Bar.

3. Click **Clear log** on the Task Bar.

    A confirmation message displays.

4. Click **Yes**.

Related topics

Event logs

Export event log

Export event log

To export event logs

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Event Logs** on the Task Bar.

3. Click **Export log** on the Task Bar.
   The **Save As** window opens.

4. Select the location for the export file to be saved.

5. Enter a **File name** for the export file.

6. Click **Save**.

Related topics

Event logs
Clear event logs

System information

Access Corporate Compliance Utilities > **System Information.**

This screen allows you to run a series of system diagnostics over the server or workstation.

Related topics

Running system diagnostics
Viewing diagnostics logs
Viewing detailed system information

Running system diagnostics

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **System Information** on the Task Bar.

3. Click **Diagnostics list** on the Task Bar.

4. Click **Run Diagnostics**.

The system reads the various settings and configuration files of your server or workstation and produces a diagnostic log.

To view the diagnostic log select the **View diagnostics log** task. The top of the screen shows the full path and file name of the text file created.

Click the **Detailed information** task to view the breakdown of the various system components analysed. Click on the required tab to view the details of that system area.

The components analysed are:

- System
- Operating System
- Internet Explorer
- Adobe Reader
- Network Configuration
- .Net Framework
- Logical Disk Drives
- Printers
- Modem
- MDAC
- Install Details
- MSDE / SQL Server
- .config Files
- Error logs
- Application Files
- Crystal Reports
- KdTele Modem Control
- Logical Memory Configuration
- System Catalog.

Related topics

Corporate Compliance Utilities
Viewing diagnostics logs
Viewing detailed system information

Viewing diagnostics logs

Before you can view the diagnostic logs, you need to run the system diagnostics.

To view diagnostic logs

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **View diagnostics log** on the Task Bar.

   The Diagnostic log file displays. The top of the screen shows the full path and file name of the text file created.

3. To print the log file, click **Print.**

Related topics

[Corporate Compliance Utilities](#)
[Running system diagnostics](#)
[Viewing detailed system information](#)

Viewing detailed system information

Before you can view the detailed system information, you need to run the system diagnostics.

To view detailed system information

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Detailed Information** on the Task Bar.

   A group of tabs displays the results of the diagnostic tests specific to each area after you have clicked **Run Diagnostics**.

3. Click on the required tab to see the diagnostic details of that area.

Related topics

[Corporate Compliance Utilities](#)
[Running system diagnostics](#)
[Viewing diagnostics logs](#)

Security

Accountants Enterprise only

Setting user security access for Corporate Compliance is optional. When you install Corporate Compliance the user security is turned off by default.

The security system is flexible - you can choose to use the Windows authentication (user logon provided by Windows), or set up unique logon names and passwords that must be entered by users when accessing **Corporate Compliance**, **Corporate Compliance Utilities** and **Corporate Compliance Backup**.

You can select one of three security levels:

- Level 1 - No security

- Level 2 - Security: automated logon using windows user logon

- Level 3: - Security: logon name and password required.

Changing the security level will not affect the list of users or change any user logon details.

Related topics

Security by-pass
User access security checking on opening Corporate Compliance
User access

User access security checking on opening Corporate Compliance

Accountants Enterprise only

When you open the Corporate Compliance application or the Corporate Compliance Utilities, the system will check the security settings for the selected database.

If security is not enabled, Corporate Compliance will open and no checks will be made against the user list for this database.

If security is enabled and the administrator has nominated the windows logon to be used, the windows logon will be verified against the list of users that have access to this database.

If security is enabled and the administrator has nominated that you need to enter a unique logon name and password to gain access to the application, the user logon window displays.

In the case where you have lost the password for all users and cannot access Corporate Compliance, contact MYOB Client Services for a Security by-pass key.

Related topics

Security
Security by-pass
User access

Security by-pass

Accountants Enterprise only

If security access is enabled, and you have lost the password for all users and cannot access Corporate Compliance, contact MYOB Client Services for a **Security by-pass key**.

1. Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Utilities**.

2. Click **Security By-Pass** on the Task Bar.

3. Click **Bypass**.

   The **By-Pass Security** window opens.

4. Contact MYOB Client Services.

   ❍ You will be asked to provide the **Key to Quote.**

   ❍ You will be given an **Unlock Key** to enter**.**

5. Click **OK**.

   If the unlock key is valid, the security option is turned off.

6. Close and re open the Corporate Compliance Utilities.

   You can now change the user security settings.

Related topics

Security
User access security checking on opening Corporate Compliance
User access

User access

Accountants Enterprise only

You can restrict access to **Corporate Compliance**, **Corporate Compliance Utilities** and/or **Corporate Compliance Backup** separately.

Users can be assigned either of two roles — **Administrator** or **User**.

An **Administrator** is automatically granted unlimited access to **Corporate Compliance**, **Corporate Compliance Utilities**, **Corporate Compliance Backup** and security.

A **User** can be prevented from accessing **Corporate Compliance**, **Corporate Compliance Utilities** or **Corporate Compliance Backup**. A **User** cannot access security. **Users** can change passwords at any logon session.

The **Administrator** nominated by the user can change password details for any users.

MYOB Support can assist if users have forgotten their logon names and passwords.

A limited audit trail is provided. Information logged when a user action occurs includes identification of the machine, and user ID.

Users will not lose the user security information entered for a database when moving a database from one server to another.

Related topics

Adding users
Changing passwords
Changing user access details
Deleting users

Adding users

Accountants Enterprise only

To add new users in Utilities

1. Click **Security** on the Task Bar.

   The server security settings will be displayed.

2. Under **Security**, select one of the following security levels.

   ❍ **Level 1 — No security** — users can be added but will not be used.

      This option allows unlimited access to the **Corporate Compliance** database.

      The **Add**, **Change Password**, **Change Details** and **Delete** buttons are disabled. The **Users** list is also disabled.

   ❍ **Level 2 — Security** — automatic logon using windows logon name.

      This option allows limited access to the **Corporate Compliance** database and a user logon is not required. Upon opening **Corporate Compliance**, **Corporate Compliance Utilities** and **Corporate Compliance Backup**, the system will check the windows user logon against the list of users that can access the database.

      The **Add**, **Change Details** and **Delete** buttons are enabled. The **Users** list is also enabled.

      The **Change Password** button is disabled.

   ❍ **Level 3 — Security** — user logon and password entry required.

      This option allows limited access to the **Corporate Compliance** database. User logon is required upon opening **Corporate Compliance**, **Corporate Compliance Utilities** and **Corporate Compliance Backup**.

The **Add**, **Change Password**, **Change Details** and **Delete** buttons are enabled. The **Users** list is also enabled.

3. Click **Apply**.

4. Click **Add**.

   The **Add User** window opens.

5. Enter **Logon name**.

   The **Logon name** can have between 2 and 60 combinations of the following characters:

   a to z, A to Z, 0 to 9, space, ! # $ & ' ( ) * + , - . / : ; < = > ? @ % \ { | }

   The **Logon name** must be unique — it cannot be the same logon name as any other user in the database. Logon names are not case sensitive.

6. Enter **Password** (a maximum of 15 alphanumeric characters), if you have selected the Level 3 security option that requires a user logon.

   _____

   Note: Passwords are case sensitive and must have at least 6 alphanumeric characters.

   _____

7. Enter the password again in **Confirm Password**.

8. Select the **Access level**.

   When the access level **User** is selected, ☑ **Allow user to access Corporate Compliance Backup** is enabled, and selected by default.

   If the selected database has no administrator, the default option selected is **Administrator**. If there is an administrator, the default option selected is **User**.

9. Click **OK**.

   The new user is added to the **Users** list.

Related topics

Changing passwords
Changing user access details
Deleting users

Changing passwords

Accountants Enterprise only

To change a password

1. Click **Security** on the Task Bar.

The server security settings will be displayed.

2.   Under **Security**, select Security — user logon and password entry required.

This option allows limited access to the Corporate Compliance database. A user logon is required when opening Corporate Compliance, Utilities and Backup.

3.   Click **Apply**.

4.   Click **Change Password**.

The **Change Password** window opens.

5.   Enter the new **Password** (a maximum of 15 alphanumeric characters).

6.   Re-enter the new password in **Confirm Password**.

7.   Click **OK**.

Related topics

Adding users
Changing user access details
Deleting users

Changing user access details

Accountants Enterprise only

To change user access details

1.   Click **Security** on the Task Bar.

The server security settings will be displayed.

2.   Click the required user name in the **Users** list.

3.   Click **Change Details**.

The **Change Details** window opens.

4.   Change the **Logon name** and Access level as required.

5.   Click **OK**.

Related topics

Adding users
Changing passwords
Deleting users

Deleting users

Accountants Enterprise only

To delete users

1. Click **Security** on the Task Bar.

    The server security settings will be displayed.

2. Click the required user name in the **Users** list.

3. Click **Delete**.

    A **Security** message will prompt you to confirm deletion.

4. Click **Yes** to delete the user.

    The user is deleted from the **Users** list.

Note: If the selected user is an **Administrator**, the system checks if there is another administrator. If there is none, this user cannot be deleted.

Related topics

Adding users
Changing passwords
Changing user access details

Backup and restore

The **Corporate Compliance Backup and Restore** utility lets you automate the process of backing up your database files.

The main features allow you to:

- Schedule backups to run at any time of the day.
- Check if a recent backup has been run when Corporate Compliance opens.
- Take an immediate backup at any time.
- Perform backups while users are in the system.
- Specify the number of backups stored at any one time.
- View the history of files backed up.
- Restore backups.

The **Backup and Restore** utility is available from both Server and Client installations. You cannot, however, perform a restore from Client installations.

To open the Corporate Compliance backup and restore utility:

- Click Start > Programs > MYOB Accountants Office > Corporate Compliance Utilities > **Backup.**

  The **Corporate Compliance Utilities** window opens displaying the **Backup and Restore** screen.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Deleting backup files
Backup settings
Change backup settings
Add backup file to the list

Backup files list

The currently available backup files are displayed on the **Backup and Restore** screen.

To open the backup files list

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.
    See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.

The Corporate Compliance database backups list is displayed.

The Corporate Compliance backup system will only keep backup files for the number of weeks specified on the **Settings** screen. To keep a backup file permanently, or for longer than the specified period, set the backup file to **Retain**. Backup files set as **Retain** will not be deleted by the Corporate Compliance backup service. You can delete these files manually when they are no longer required.

From this list you can:

- Change the backup file description.

- Change the backup file retention type.

- Restore a backup file.

- Delete a backup file.

- Take an immediate backup of the Corporate Compliance database.

Related topics

Change backup file details
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Deleting backup files
Backup settings
Change backup settings
Add backup file to the list

Change backup file details

To change the backup file details

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.
   See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar
   The Corporate Compliance database backups list is displayed.
   The details for a row that can be changed are:

   ❍ Description

   ❍ Retention type.

3. Select the required backup file (highlight the row).

4. To change the description, click onto the **Description** field, and enter in the details.

5. To change the retention type, click on the down arrow against the **Type** field. Select the type as either **Retain** or **Not retain**.

Related topics

Backup files list

Schedule a Corporate Compliance backup

Restore from a backup file

Deleting backup files

Backup settings

Change backup settings

Add backup file to the list

Take a backup

To take an immediate backup of Corporate Compliance data

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.

   See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.

   The Corporate Compliance database backups list is displayed.

3. Click **Backup Now**.

   The **Backup Now** dialog opens.

4. Select the **Retention Type**:

   ❍ **Not Retain** (this is the default setting)

      or

   ❍ **Retain.**

5. Enter the backup file name.

   The name of the backup file defaults to **CorporateCompliance_yyyymmdd_hhmm.bak**. This can be changed if required.

6. Enter the backup file description.

   The Description of the backup file defaults to **CorporateCompliance backup for dd-mm-yyyy**. This can be changed if required.

7. Click **OK**.

   A confirmation message displays.

8. Click **OK.**

To return to the backup files list.

Related topics

Backup files list

Schedule a Corporate Compliance backup

Restore from a backup file

Deleting backup files

Backup settings

Change backup settings

Add backup file to the list

Restore from a backup file

To restore your Corporate Compliance database from a backup file

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.
    See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.
    The Corporate Compliance database backups list is displayed.

3. Select the backup file to be restored.

4. Click **Restore.**
    A message displays asking you to ensure all users have exited from the Corporate Compliance application.

5. Click **OK**.
    A message displays informing you that you are about to overwrite the current database with the backup.

6. Click **Yes**.
    The restore is performed and a confirmation message is displayed.

7. Click **OK**.
    To return to the backup files list.

    If the backup file that was restored is not the same as the currently installed version of Corporate Compliance, then you will also need to update this database to the latest version. Refer to "Update database" on page 245.

Note: You cannot run **Restore** from a client installation. The restore must be performed from the Corporate Compliance server.

Related topics

Backup files list

Schedule a Corporate Compliance backup

Take a backup

Deleting backup files

Backup settings

Change backup settings

Add backup file to the list

Deleting backup files

To delete a backup file

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.

   See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.

   The Corporate Compliance database backups list is displayed.

3. Select the required backup file from the list.

4. Click **Delete**.

   A confirmation message is displayed.

5. Click **Yes**.

   The backup file is removed from the backup files list.

   Related topics

   Backup files list

   Schedule a Corporate Compliance backup

   Take a backup

   Restore from a backup file

   Backup settings

   Change backup settings

   Add backup file to the list

Delete all out of date backup files

Corporate Compliance backups that are marked as **Not Retain** are deleted by the system when they are older than the number of weeks specified by your practice. The check for out–of–date backup files is performed when a Corporate Compliance backup is taken, and when a Corporate Compliance backup file is deleted.

You can also clear out old backup files manually at any time.

To delete out of date backup files

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.

   See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.

   The Corporate Compliance database backups list is displayed.

3. Click **Delete out of date backup files**.

   The system deletes any backup files marked as **Not Retain**, that are older than the number of weeks the databases are kept for as specified in the backup settings.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Backup settings
Change backup settings
Add backup file to the list

Add backup file to the list

If you need to bring across a Corporate Compliance backup file from another server, for example if you are moving Corporate Compliance to a new server, then you can add that backup file to your backup files list so that it can be restored onto this server.

To add a backup file to the Corporate Compliance database backups list

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.

   See "Backup and restore" on page 259.

2. Click **Backup and Restore** on the Task Bar.

   The Corporate Compliance database backups list is displayed.

3. Click **Add backup file**.

   The **Add backup file** window opens.

4. Click the ellipsis next to the **Select backup file** field to browse to the required Corporate Compliances backup file.

5. Select the **Retention Type**.

6. Enter the backup file description.

7. Click **OK**.

The system returns to the backup files list with the newly added backup file included in the list.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Backup settings
Change backup settings
Add backup file to the list
Change Corporate Compliance database being referenced in backup & restore list

Change Corporate Compliance database being referenced in backup & restore list

Accountants Enterprise only

The **Corporate Compliance database** field at the top of the backup list shows both the database name and database description.

This is a drop-down list that allows you to select the Corporate Compliance database that you are performing the backup or restore for.

You must ensure that the correct database is displayed at the top of this screen prior to performing a Backup Now or Restore.

The backup files list shows backups from all your databases.

The backup files can usually be identified by the database name, which is by default always the first part of the backup file name.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Restore from a backup file
Deleting backup files
Backup settings
Change backup settings
Add backup file to the list

Backup settings

The file locations used by the Corporate Compliance backup system are maintained using the **Corporate Compliance Backup Utility**, on the **Settings** tab**.**

This screen shows:

- **Backup Files Location**

  This is the location where all backup files are stored. The location should be a shared drive, that all the Corporate Compliance client installs can access.

- **Backup files retention period**

  The Corporate Compliance backup system will only keep backup files for the number of weeks specified here. To keep a backup file permanently, or longer than the specified retention period, you need to set the backup file to **Retain**. Backup files set as Retain will not be deleted by the Corporate Compliance backup system. You can manually delete these files when they are no longer required.

  We also recommend that special backups, such as immediately prior to, and after software upgrades are marked as such, and set as **Retain**.

  The description should be updated to indicate when the backup file was taken. For example, "CC 2.3 data backup prior to install CC 3.0" or "CC 3.0 data backup after install CC 3.0"**.** These special backups should be kept until superseded by backups for the next software upgrade.

- **Check for backup on opening of Corporate Compliance**

  You can setup the system to check for a recent backup of Corporate Compliance each time it is opened.

  The number of days to check for a recent backup can be set as 1 to 9 days. The recommended check is for every 2 days.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Deleting backup files
Change backup settings
Add backup file to the list

Change backup settings

The Corporate Compliance backup settings can only be changed from the Corporate Compliance server.

To change backup settings

1. Open the **Corporate Compliance Utilities Backup and Restore** screen.

    See "Backup and restore" on page 259.

2. Click **Settings** on the Task Bar.

3. Click **Change.**

    The **Change backup file settings** dialog is displayed and you can change:

    ❍ **Backup Files Location**

    To change the backup files location enter in the required path, or click on the ellipsis next to this field to browse to the required location.

    The location should be a shared drive, that all the Corporate Compliance client installs can access.

    ❍ **Backup Files Retention**

    Specify the number of weeks to keep the backup files. You can enter from 2 to 52 weeks.

    We recommend that you keep backup files for at least 4 weeks.

    ❍ **Check for recent backup on opening of Corporate Compliance**

    Tick **Perform backup on opening Corporate Compliance, if the backup has not been taken in the last *n* days** to specify that you want Corporate Compliance to check that a recent backup exists when the Corporate Compliance application is opened. We recommend that this option is selected.

    The number of days to check for a recent backup can be set as 1 to 9 days. The recommended check is for every 2 days.

4. Click **OK.**

    To return to the **Settings** window.

Related topics

Backup files list
Schedule a Corporate Compliance backup
Take a backup
Restore from a backup file
Deleting backup files
Change backup settings
Add backup file to the list

Schedule a Corporate Compliance backup

The Corporate Compliance backups can be scheduled to be made on a regular basis using the Windows Task Scheduler.

Note: Scheduled backups must be done from the Corporate Compliance server.


To set up a schedule for the Corporate Compliance backups add a task to the Windows Task Scheduler that will execute the Corporate Compliance backup routine, **BackupCCDatabases.exe**.
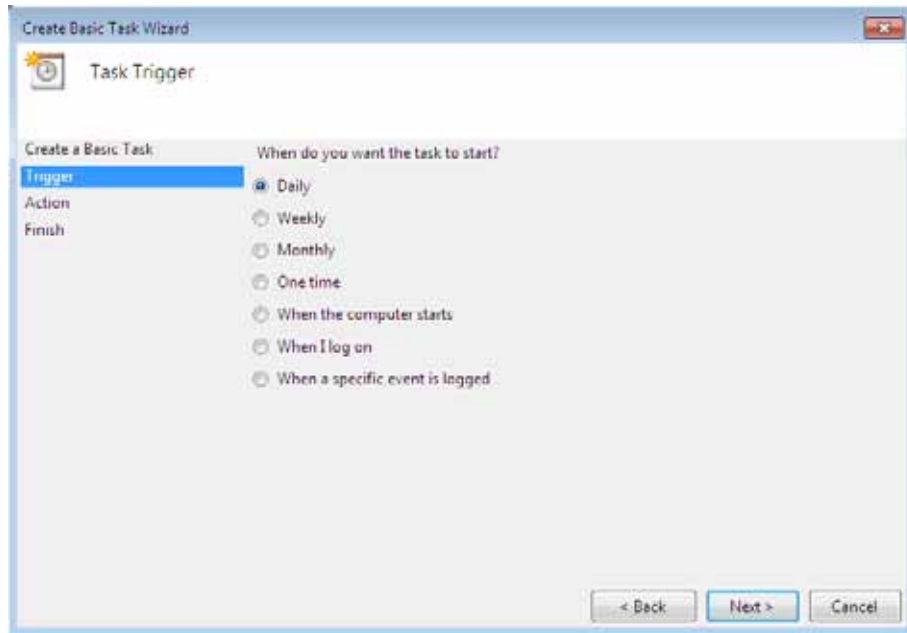
This file is located in the **Utilities** sub–folder of the Corporate Compliance Server install. For example C:\Program Files\MYOB\Corporate Compliance\Utilities

The following steps walk you through an example of setting up a task in Windows 7:

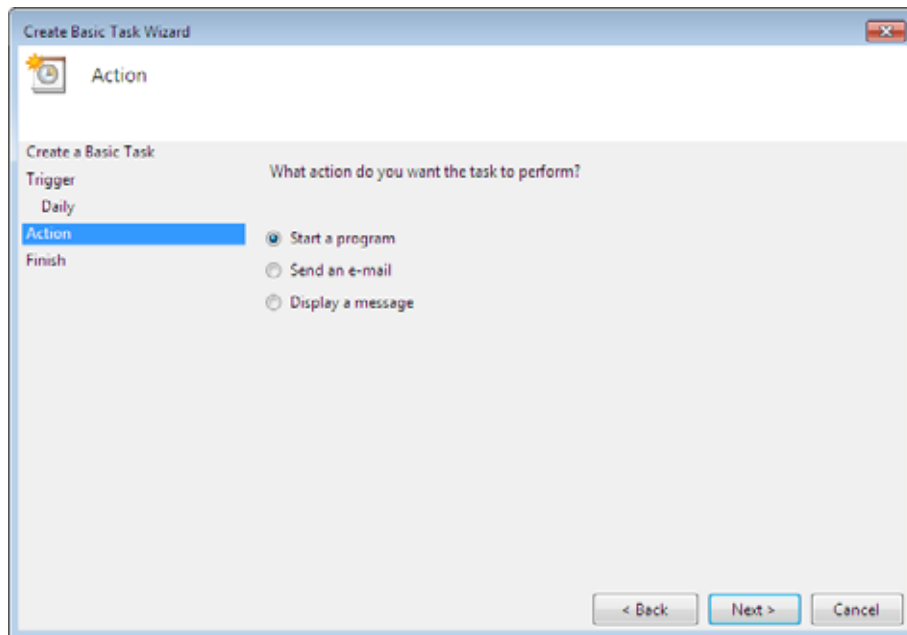1. Open **Task Scheduler** in Windows and select **Create Basic Task**.
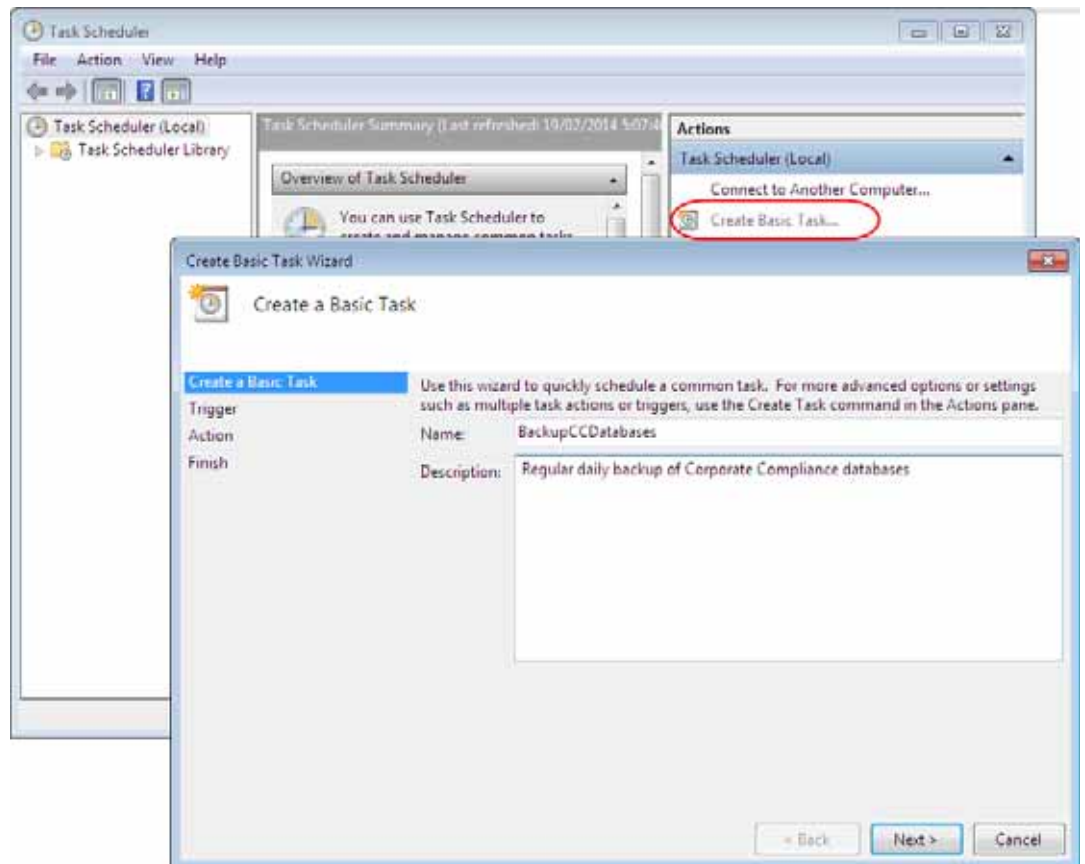
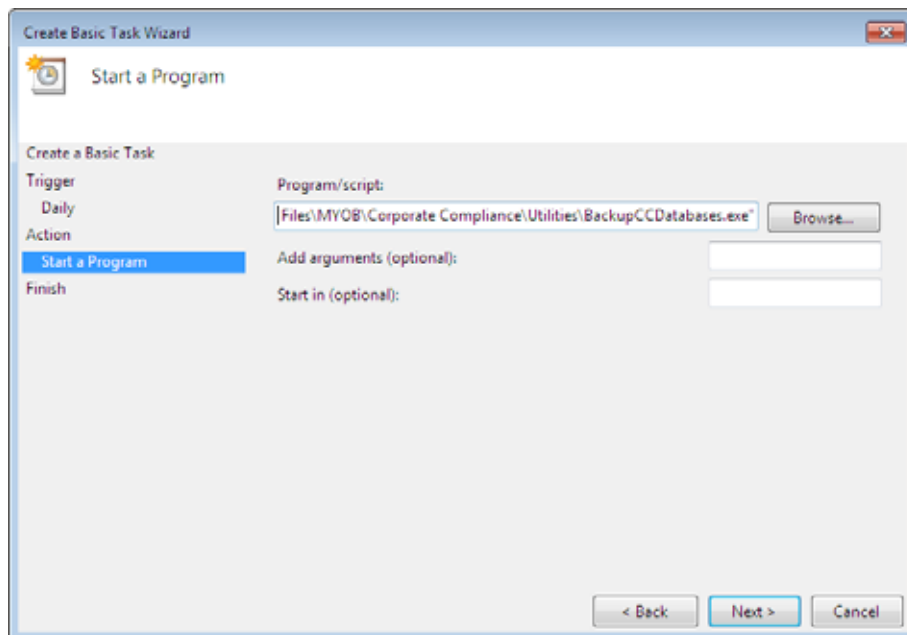2. Enter a **Name** and **Description** for the task. Click **Next**.

3. Select when you when the backup to run. Click **Next**.
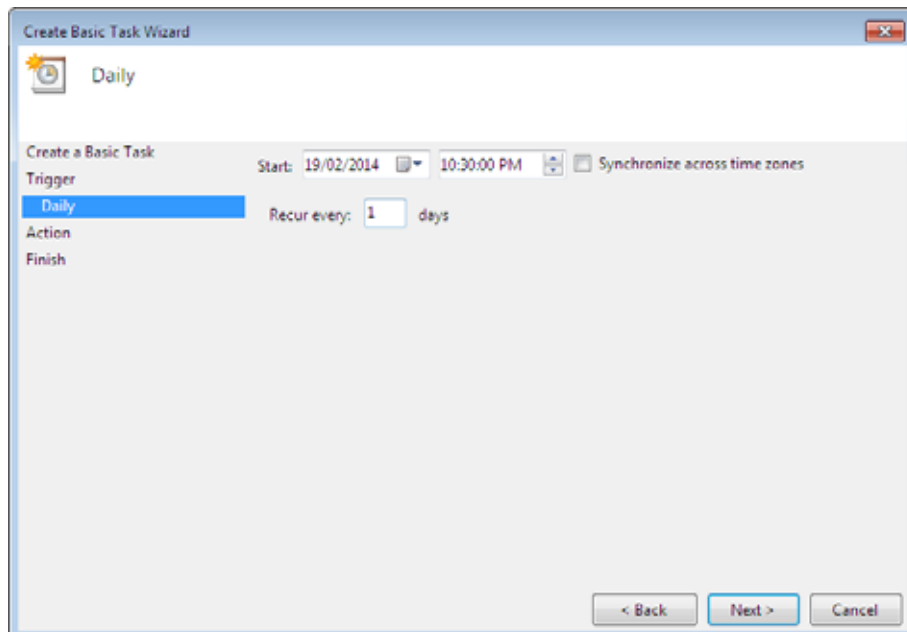
4. Select the start date and time for your backup. Click **Next**.
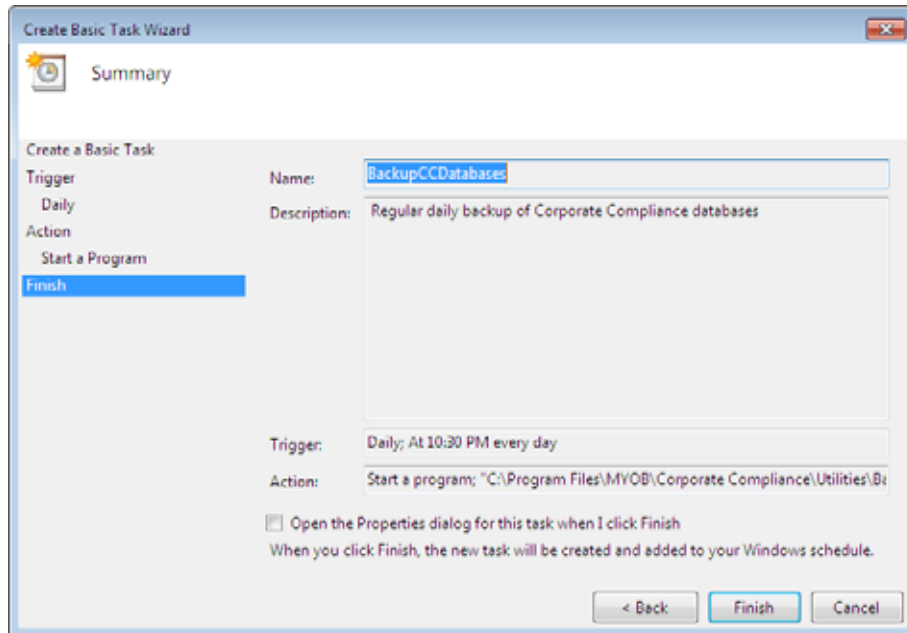

5. Select **Start a program**. Click **Next**.

6. Click **Browse** and find the backup utility, example: **C:\Program Files\MYOB\Corporate Compliance\Utilities\CCDatabasesBackup.exe**.

7. Click **Next**.

8. Click **Finish** to save the task.

Information on the Corporate Compliance backup program:

● The backup application will only backup Corporate Compliance databases within the Corporate Compliance SQL instance.

● A report BackupCCDatabases.log is created in the folder %user%\%appdata%\CorporateCompliance\Temp

● A report BackupRestore.log with more technical details in relation to backing up (or restoring) of is created in the folder %user%\%appdata%\CorporateCompliance\Temp\

● When the size of the report BackupCCDatabases.log exceeds 2MBs, it will be renamed to BackupCCDatabases_old.log

● When the size of the report BackupRestore.log exceeds 2MBs, it will be renamed to BackupRestore_old.log

● Backup files will be saved in the location specified in the Corporate Compliance database backup settings.

● The naming of backup files is: CC_ database_name_yyyymmdd_hhmm.bak
For example, CorporateCompliance_20101118_1045.bak

Related topics

Backup files list
Take a backup
Restore from a backup file