

Uploading Docs to Company Registers

Login to Company Registers and open your client's register.

My Companies

Search Company Name:

Company Name	Trading Name	Reg. Number	Incorp. Date	Audit?	Registers	Status	Notes	Expiry Date
Good News All Round Pty Ltd			//					02/03/2016
GoofyTime Software CC			//					01/03/2016
Hey Macaroni Pty Ltd			//					02/03/2016
My Company Pty Ltd		123456789456	16/01/2015			Under Construction		14/01/2016
New Co for U			22/01/2015			Awaiting info		14/01/2016
New Company			//					//

6

Click the Mins / Docs link.

My Activities

[My Companies](#)
[My Annual Returns](#)

Registers

Company

[Status](#)
[Details](#)
[Registered Office](#)
[Annual Returns](#)
[Mins / Docs](#)
[Officers](#)
[Directors](#)

Securities

[Classes](#)
[Authorised](#)
[Allotments](#)
[Transfers](#)
[Sec. Holders](#)
[Certificates](#)

Company

Details

Company Name:

Trading Name:

Short Name:

Name In Other Language:

Former Names:

Registration Number:

Incorporation Date: dd/mm/yyyy

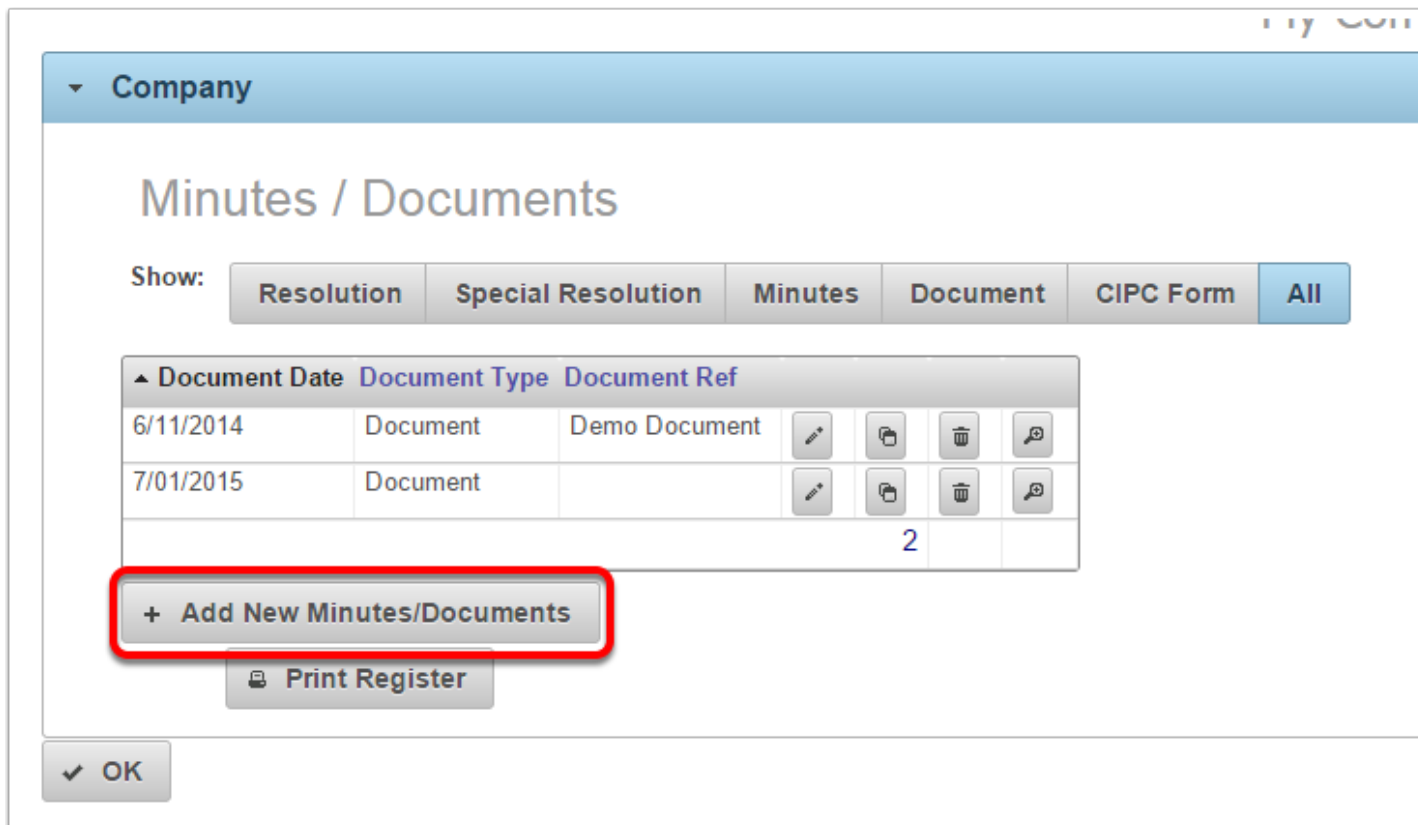
Year End: e.g. L

Former Year Ends:

Main Object:

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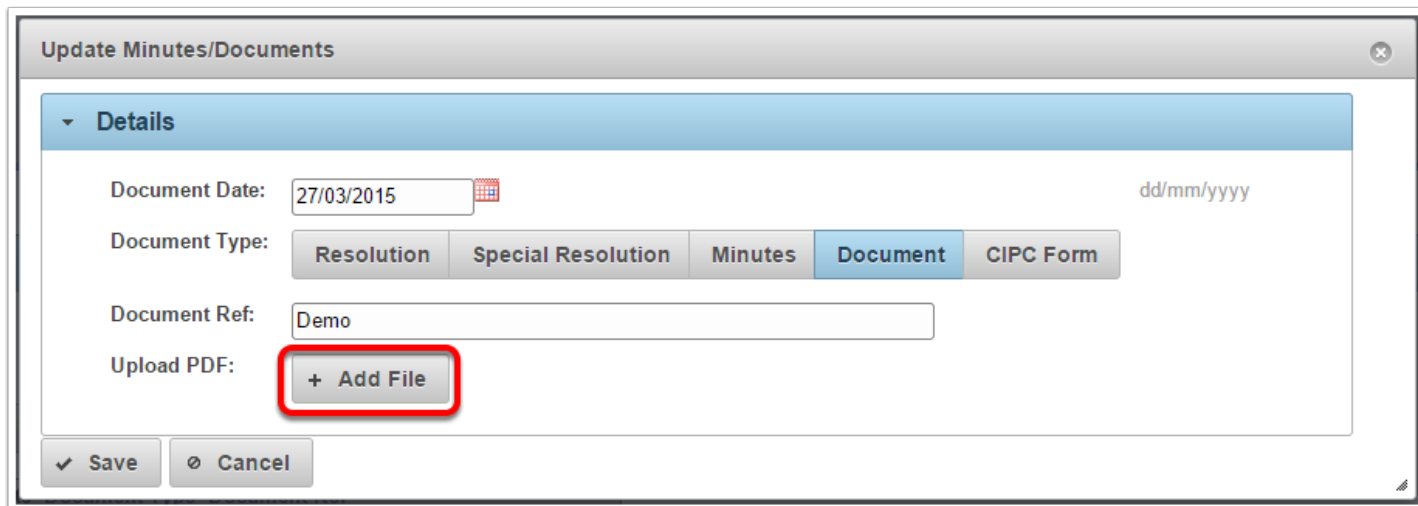
Click Add New Minutes/Documents



The screenshot shows a web interface for a company's registers. At the top, there is a 'Company' dropdown menu. Below it, the title 'Minutes / Documents' is displayed. A 'Show:' filter bar contains buttons for 'Resolution', 'Special Resolution', 'Minutes', 'Document', 'CIPC Form', and 'All'. A table lists documents with columns for 'Document Date', 'Document Type', and 'Document Ref'. The table contains two rows: one for '6/11/2014' with 'Document' type and 'Demo Document' reference, and another for '7/01/2015' with 'Document' type and an empty reference. Each row has four action icons: edit, print, delete, and search. A page indicator shows '2' documents. A red box highlights the '+ Add New Minutes/Documents' button. Below the table is a 'Print Register' button, and at the bottom left is an 'OK' button.

Document Date	Document Type	Document Ref				
6/11/2014	Document	Demo Document				
7/01/2015	Document					

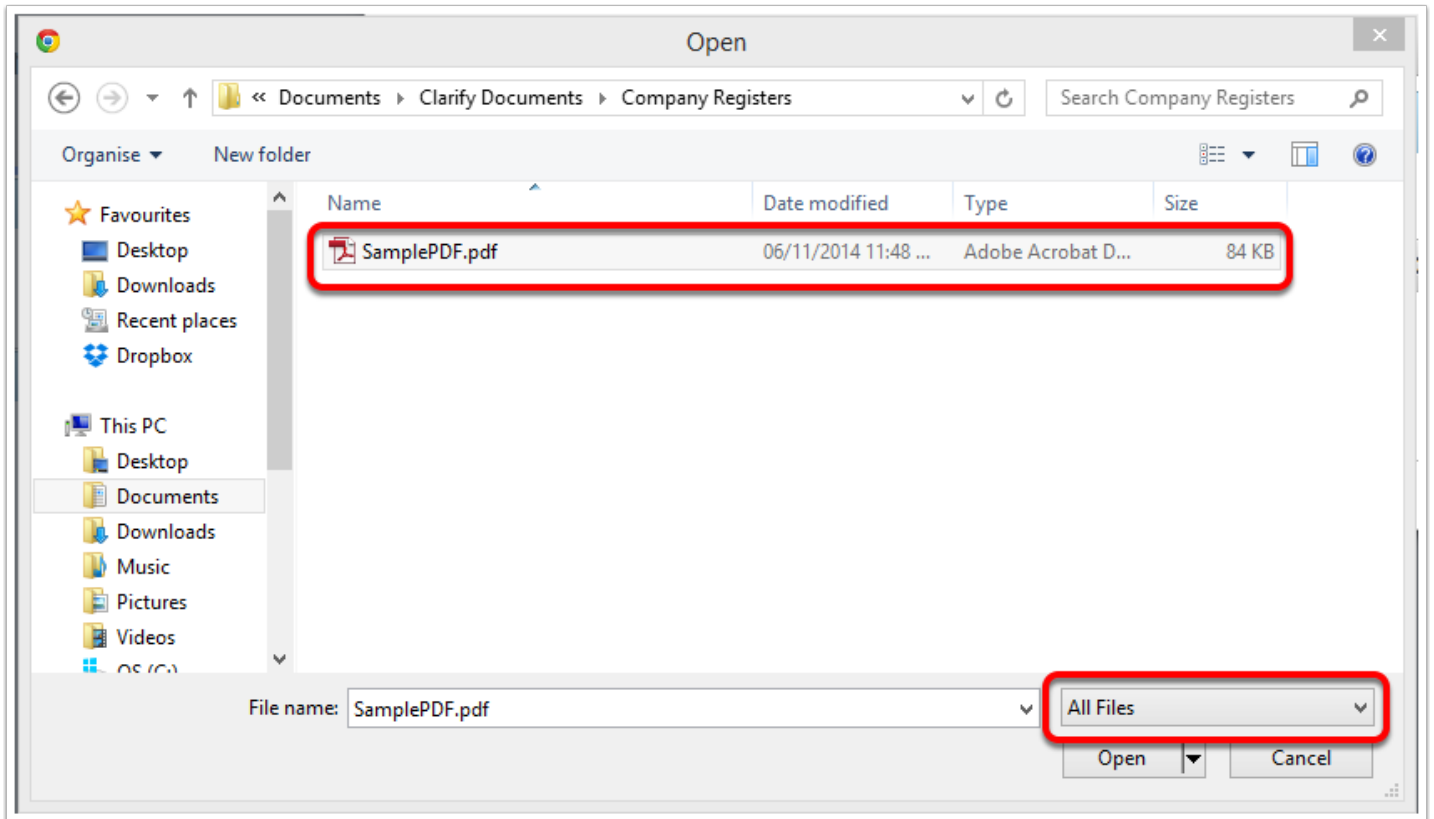
Set the document date, type and reference, then click Add File



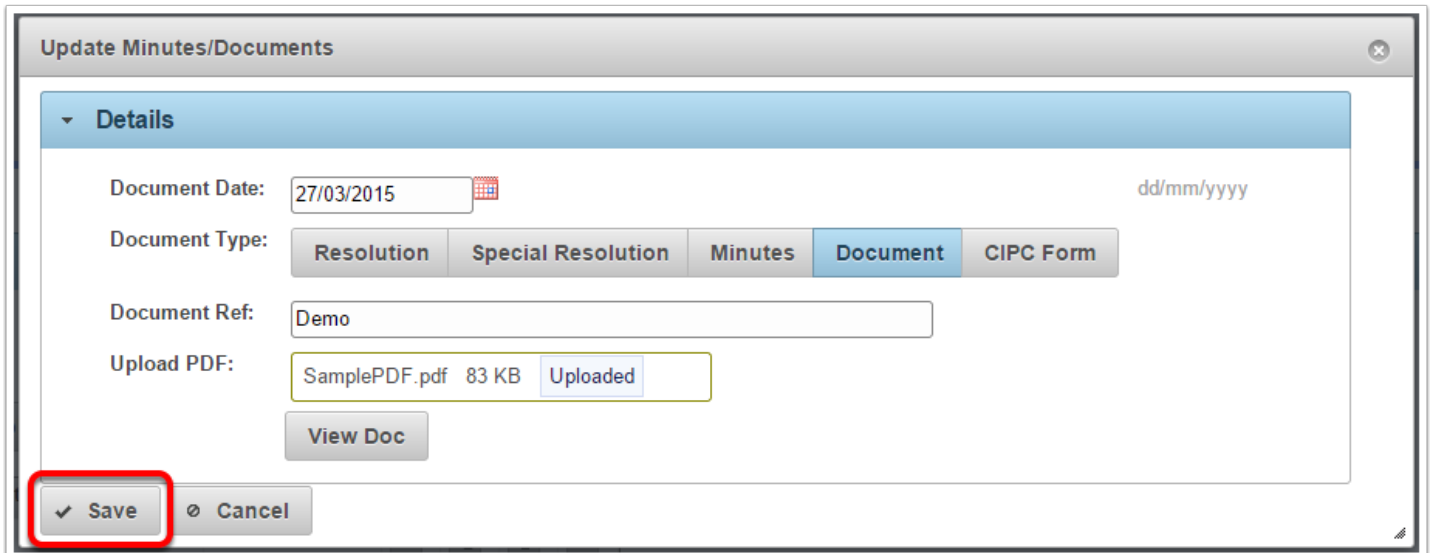
The screenshot shows a dialog box titled 'Update Minutes/Documents'. It has a 'Details' section with the following fields: 'Document Date' set to '27/03/2015' with a calendar icon and the format 'dd/mm/yyyy'; 'Document Type' with buttons for 'Resolution', 'Special Resolution', 'Minutes', 'Document' (selected), and 'CIPC Form'; 'Document Ref' set to 'Demo'; and 'Upload PDF:' with a red box around the '+ Add File' button. At the bottom are 'Save' and 'Cancel' buttons.

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Make sure the drop down is set to All Files, then find the document in your files and double click it.



The system will let you know when the document has finished uploading. Once it's uploaded, you can click Save.



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The document has been added to the register.

The screenshot shows a web application interface for managing company registers. At the top, there is a header bar labeled "Company". Below it, the main heading is "Minutes / Documents". A "Show:" filter bar contains buttons for "Resolution", "Special Resolution", "Minutes", "Document", "CIPC Form", and "All", with "All" currently selected. A table lists documents with columns for "Document Date", "Document Type", and "Document Ref". The table contains three rows: 6/11/2014 (Document, Demo Document), 7/01/2015 (Document), and 27/03/2015 (Document, Demo). The third row is highlighted with a red border. To the right of each row are four icons: a pencil (edit), a document (view), a trash can (delete), and a magnifying glass (search). Below the table are two buttons: "+ Add New Minutes/Documents" and "Print Register". At the bottom left, there is an "OK" button with a checkmark icon.

Document Date	Document Type	Document Ref				
6/11/2014	Document	Demo Document				
7/01/2015	Document					
27/03/2015	Document	Demo				