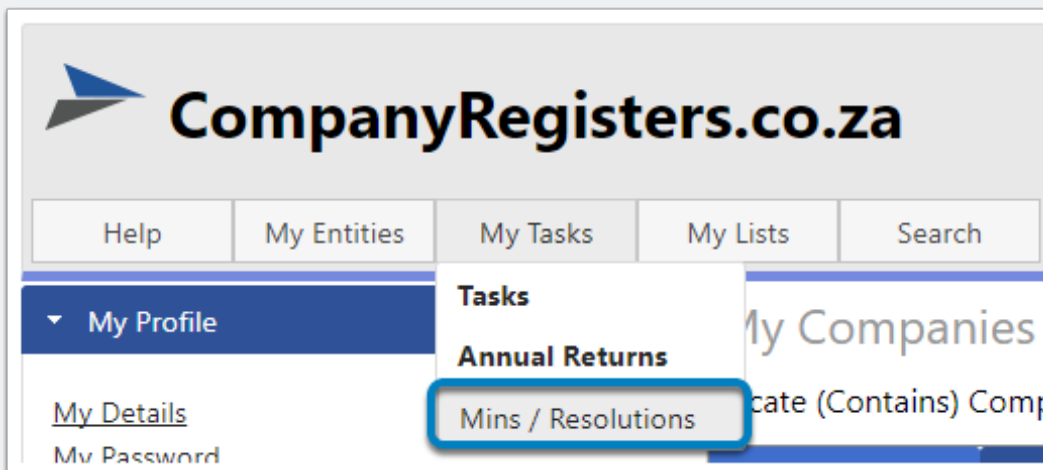


Company Registers Custom Minutes

Quick guide to using the Company Registers custom minutes.

Mins / Resolutions

Click the 'Mins/Resolutions' menu item for a list of all your minutes / resolutions.













Company Registers Custom Minutes

These are updated automatically when new items are added to the system.

These are your 'Master' minutes which you can tailor specifically for your firm. To edit these minutes - click the relevant 'pencil' icon...

My Mins

Register	Task Description		
Allotment	* Directors Resolution - Allotment		
Auditors	* Directors Resolution		
Custom	Inaugural Meeting		
Custom	Board Resolution		
DirAppoint	* Directors Resolution		
LocCoRecs	* Directors Resolution		
RegOffice	* Directors Resolution		

+ Add New Minutes 

Edit Inaugural Meeting Minutes

You will notice several 'Merge Fields' as highlighted. When the minutes are generated for the specific company, these 'Merge Fields' are replaced with the applicable data for that company etc.










Make any changes you wish to the body of the minutes as you would using any word processor / text editor, then click 'Save.'

Company Registers Custom Minutes

Add Your Own Minutes

You can add your own minutes and documents by clicking the 'Add New Minutes' button.

My Mins

Register	Task Description		
Allotment	* Directors Resolution - Allotment		
Auditors	* Directors Resolution		
Custom	Inaugural Meeting		
Custom	Board Resolution		
DirAppoint	* Directors Resolution		
LocCoRecs	* Directors Resolution		
RegOffice	* Directors Resolution		

+ Add New Minutes

Company Registers Custom Minutes

You can type your text and add formatting etc. or use 'copy / paste' from existing minutes.

Click to add a 'Merge Field.'

Company Registers Custom Minutes

Update My Mins

My Mins/Resolutions

Register: Custom

Task Description: **Merge Field:**

File Edit Insert View Format Table Tools

Print Cut Copy Paste Undo Redo

Formats **B** *I* U Font Family Font Sizes A

[COMPANYNAME]
REG NO: [REGNO]

**MINUTES OF A MEETING OF DIRECTORS
[TODAY]**

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
The directors resolved by unanimous decision to accept

READ AND CONFIRMED

[DIRECTORSSIGNATURES]

hr

Company Registers Custom Minutes

Add 'Merge Field'

Select a 'Merge Field' from the list - click on the relevant 'tick.'

Merge

Name	
[AUDITORS]	<input checked="" type="checkbox"/>
[COMPANYNAME]	<input checked="" type="checkbox"/>
[DATEOFCHANGE]	<input checked="" type="checkbox"/>
[DateofIncorporation]	<input checked="" type="checkbox"/>
[DIRECTORSSIGNATURES]	<input checked="" type="checkbox"/>
[DirectosList]	<input checked="" type="checkbox"/>
[EFFECTIVEDATE]	<input checked="" type="checkbox"/>
[NatureOfChange]	<input checked="" type="checkbox"/>
[PhysicalAddress]	<input checked="" type="checkbox"/>
[PostalAddress]	<input checked="" type="checkbox"/>
[RegNo]	<input checked="" type="checkbox"/>
[RES_NO]	<input checked="" type="checkbox"/>
[TODAY]	<input checked="" type="checkbox"/>

Company Registers Custom Minutes

Select the text and press Ctrl-C (Copy)

My Mins/Resolutions **Ctrl-C**

Register: Custom

Task Description: General Board Minutes **Merge Field:** [DIRECTORSSIGNATURES] ?

File Edit Insert View Format Table Tools

Formats **B** *I* U ~~S~~ Font Family Font Sizes A A

PRESENT

[DirectorsList]

RESOLVED

The directors resolved by unanimous decision to accept

READ AND CONFIRMED

RESOLUTION NO: [RES_NO]

Company Registers Custom Minutes

Click the position in the document where the 'Merge Field' must be inserted and press Ctrl-V (Paste)

My Mins/Resolutions

Register: Custom

Task Description: General Board Minutes **Merge Field:** [DIRECTORSSIGNATURES] ?

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Print Cut Copy Paste Undo Redo

Formats ▾ **B** *I* U ~~S~~ Font Family ▾ Font Sizes ▾ A A

Text alignment icons: Left, Center, Right, Justify, Indent, Outdent, Bulleted List, Numbered List, Decrease Indent, Increase Indent, Quote, Unquote

[COMPANYNAME]
REG NO: [REGNO]

**MINUTES OF A MEETING OF DIRECTORS
[TODAY]**

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
The directors resolved by unanimous decision to accept

READ AND CONFIRMED

[DIRECTORSSIGNATURES]

Ctrl-V

Company Registers Custom Minutes

Name and Save

As below... click 'Save.'

Update My Mins

My Mins/Resolutions

Register: Custom

Task: Merge Field: ?

Description:

File Edit Insert View Format Table Tools

Formats **B** *I* U ~~S~~ Font Family Font Sizes **A** **A**

[COMPANYNAME]
REG NO: [REGNO]

MINUTES OF A MEETING OF DIRECTORS
[TODAY]

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
The directors resolved by unanimous decision to accept

READ AND CONFIRMED

[DIRECTORSSIGNATURES]

p

Company Registers Custom Minutes

Using Your Custom Minutes for a Company

Select the Company to work with....

CompanyRegisters.co.za

My Companies

Locate (Contains) Company Name:

Company Name	Trading Name	Link	Reg. Number	Incorp. Date	Country	Registers	Audit?	Status	Notes	Entity	Expiry Date
My Company Pty Ltd			123456789456	16/05/2015		<input type="text"/>	✓	Under Construction		Company	23/11/2018
New Co for U				22/04/2015		<input type="text"/>	✗	Awaiting info		Company	23/11/2018
New2Co Today()				//		<input type="text"/>	?			Company	23/11/2018

Add a Task

Select the 'Tasks' menu item for the Company..

Click 'Insert'..

Registers

Company / CC / Trust

- [Print All Registers](#)
- [Status](#)
- Tasks**
- [Details](#)
- [Registered Office](#)
- [Annual Returns](#)
- [Location of Records](#)

My Company Pty Ltd

Company

Tasks to be Completed

No Tasks

+ Insert

OK

Company Registers Custom Minutes

Click the lookup button.

Update Tasks

▼ Task Detail

Task:

Task Description:

Company Registers Custom Minutes

Select the minutes to use..

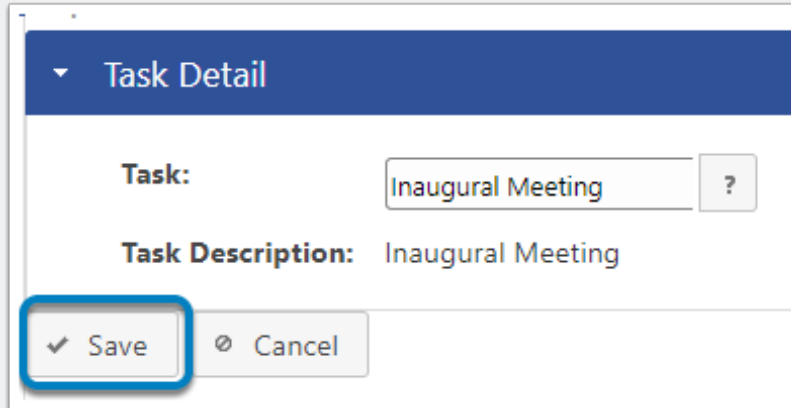
Select...

Register	Task Description	
Allotment	* Directors Resolution - Allotment	<input checked="" type="checkbox"/>
Auditors	* Directors Resolution	<input checked="" type="checkbox"/>
Custom	Inaugural Meeting	<input checked="" type="checkbox"/>
Custom	Board Resolution	<input checked="" type="checkbox"/>
Custom	General Board Minutes	<input checked="" type="checkbox"/>
DirAppoint	* Directors Resolution	<input checked="" type="checkbox"/>
LocCoRecs	* Directors Resolution	<input checked="" type="checkbox"/>
RegOffice	* Directors Resolution	<input checked="" type="checkbox"/>

+ Add New Minutes

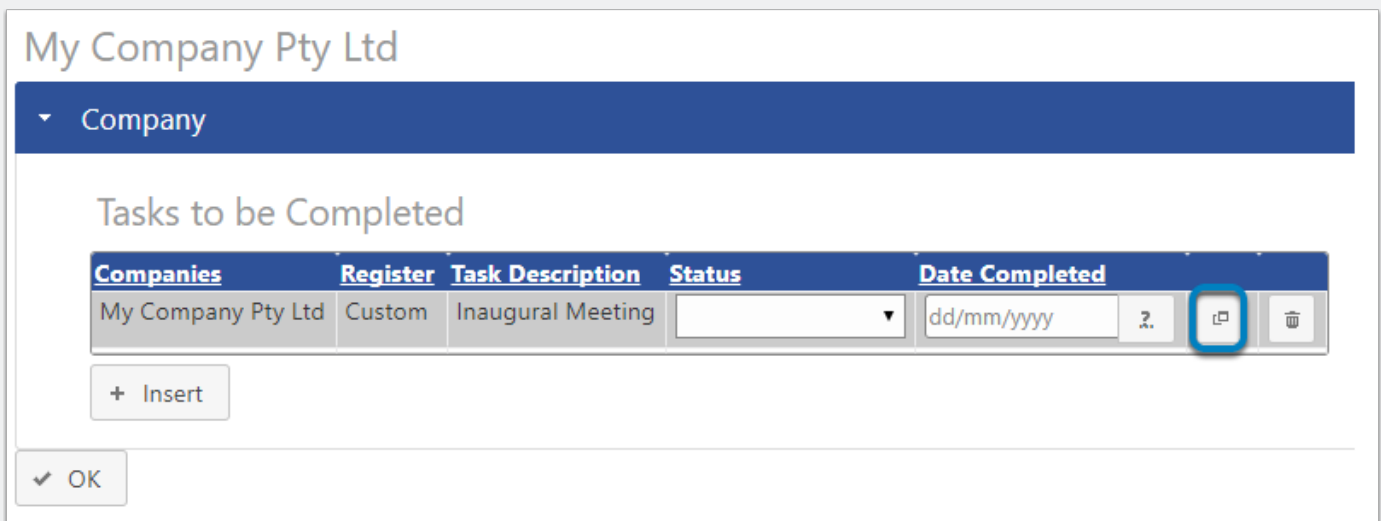
Company Registers Custom Minutes

Click Save...



A dialog box titled "Task Detail" with a blue header. It contains two fields: "Task:" with a text input containing "Inaugural Meeting" and a help icon, and "Task Description:" with a text input containing "Inaugural Meeting". At the bottom, there are two buttons: "Save" (with a checkmark icon) and "Cancel" (with a close icon). The "Save" button is highlighted with a blue border.

Click the 'Form / Document' button.



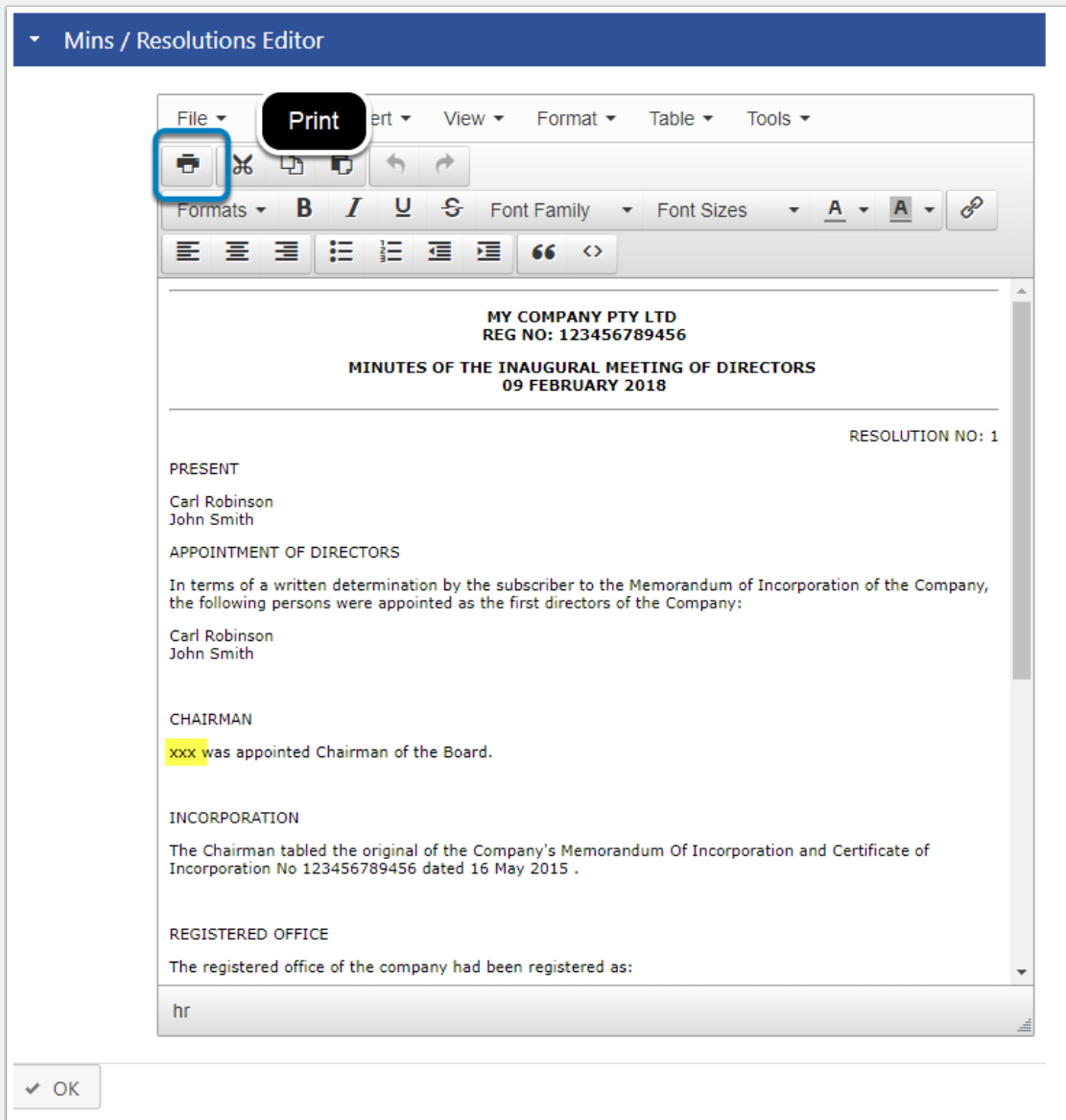
A dialog box titled "My Company Pty Ltd" with a blue header. Below the header is a section titled "Tasks to be Completed" containing a table. The table has columns: "Companies", "Register", "Task Description", "Status", and "Date Completed". The first row contains: "My Company Pty Ltd", "Custom", "Inaugural Meeting", a dropdown menu, and "dd/mm/yyyy". To the right of the table are two icons: a document icon (highlighted with a blue border) and a trash icon. Below the table is a "+ Insert" button. At the bottom left is an "OK" button with a checkmark icon.

Companies	Register	Task Description	Status	Date Completed
My Company Pty Ltd	Custom	Inaugural Meeting		dd/mm/yyyy

Company Registers Custom Minutes

Edit the Final Document Before Printing

The 'Merged' document will display and you can make any changes you need before printing.



The screenshot shows a software interface titled "Mins / Resolutions Editor". At the top, there is a menu bar with "File", "Print", "Insert", "View", "Format", "Table", and "Tools". Below the menu bar is a toolbar with various icons, including a printer icon which is highlighted with a red box. The main content area displays a document with the following text:

MY COMPANY PTY LTD
REG NO: 123456789456

MINUTES OF THE INAUGURAL MEETING OF DIRECTORS
09 FEBRUARY 2018

RESOLUTION NO: 1

PRESENT

Carl Robinson
John Smith

APPOINTMENT OF DIRECTORS

In terms of a written determination by the subscriber to the Memorandum of Incorporation of the Company, the following persons were appointed as the first directors of the Company:

Carl Robinson
John Smith

CHAIRMAN

xxx was appointed Chairman of the Board.

INCORPORATION

The Chairman tabled the original of the Company's Memorandum Of Incorporation and Certificate of Incorporation No 123456789456 dated 16 May 2015 .

REGISTERED OFFICE

The registered office of the company had been registered as:

hr

At the bottom left of the interface, there is an "OK" button.