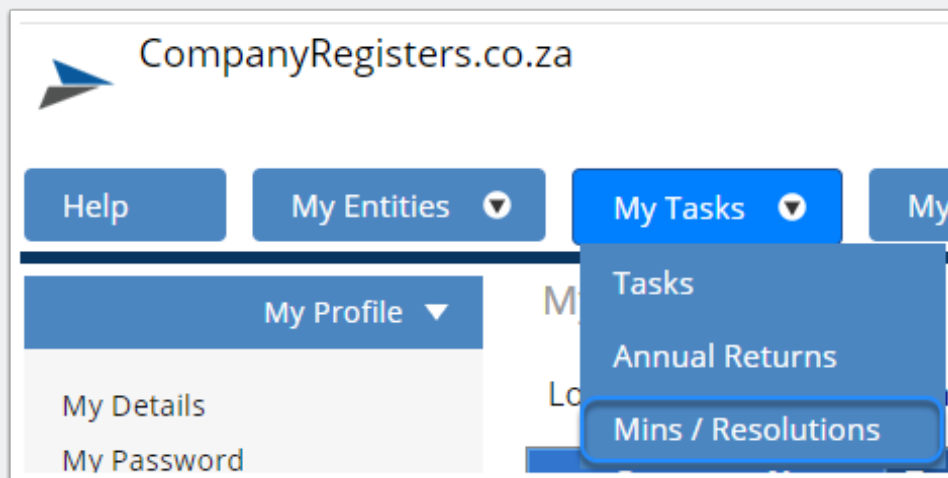


Company Registers Custom Minutes

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	<u>Task Description</u>		
Allotment	* Directors Resolution - Allotment		
Auditors	* Directors Resolution		
Custom	Inaugural Meeting		
Custom	Board Resolution		
Custom	CIPC Authorisation		
Custom	CIPC Mandate		
DirAppoint	* Directors Resolution		
LocCoRecs	* Directors Resolution		
RegOffice	* Directors Resolution		

[+ Add New Minutes](#)

Company Registers Custom Minutes

Edit Inaugural Meeting Minute

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

Register Custom

Task Inaugural Meeting Merge Field ?

Description

File Edit Insert View Format Table Tools

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

[COMPANYNAME]
REG NO: [REGNO]
**MINUTES OF THE INAUGURAL MEETING OF DIRECTORS
[TODAY]**

PRESENT RESOLUTION NO: [RES_NO]
[DirectorsList]

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:
[DirectorsList]

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 [RegNo] dated [DateofIncorporation].

REGISTERED OFFICE
The registered office of the company had been registered as:
[PhysicalAddress]
and the postal address as:
[PostalAddress]














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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		
Custom	CIPC Authorisation		
Custom	CIPC Mandate		
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.'



Register Custom











Task General Board Minutes **Merge Field**

Description

File Edit Insert View Format Table Tools

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

[COMPANYNAME]
REG NO: [REGNO]

MINUTES OF THE INAUGURAL MEETING OF DIRECTORS
[TODAY]

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
the directors resolved by unanimous decision to accept...

READ AND CONFIRMED
[DIRECTORSSIGNATURES]

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"/>
[DirectorsList]	<input checked="" type="checkbox"/>
[DIRECTORSSIGNATURES]	<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)

Register Custom

Task General Board Minutes

Description Merge Field [DIRECTORSSIGNATURES] ?

Ctrl + C

File Edit Insert View Format Table Tools

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[COMPANYNAME]
REG NO: [REGNO]

**MINUTES OF THE INAUGURAL MEETING OF DIRECTORS
[TODAY]**

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
the directors resolved by unanimous decision to accept...

READ AND CONFIRMED
[DIRECTORSSIGNATURES]

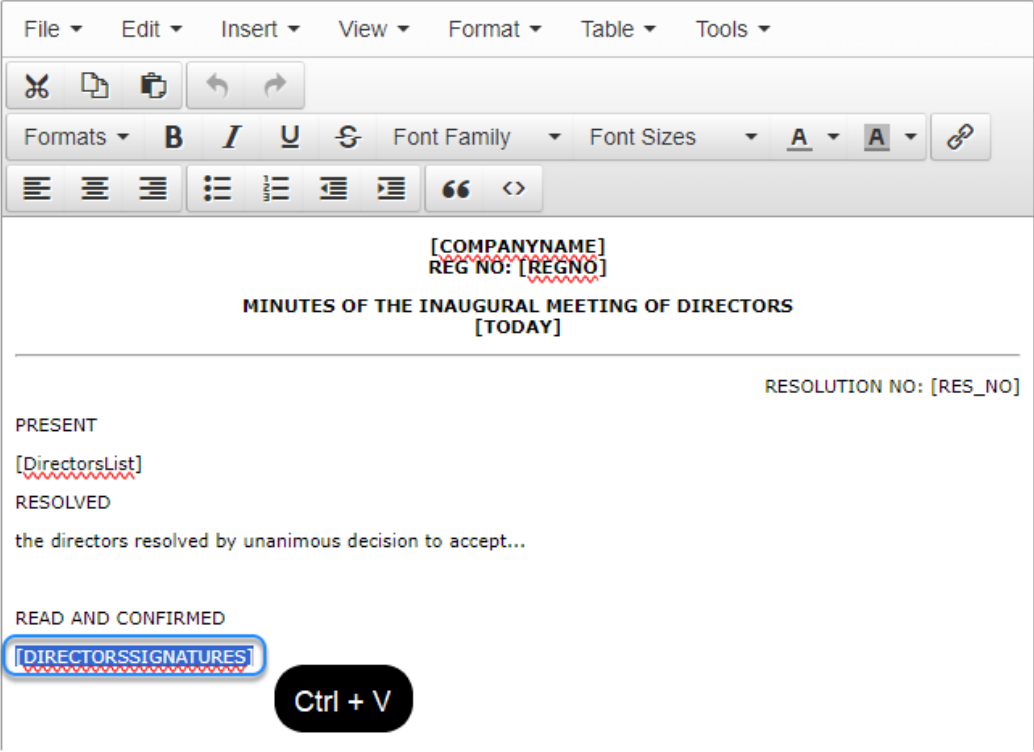
Company Registers Custom Minutes

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

Register Custom

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

Description



File Edit Insert View Format Table Tools

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

[COMPANYNAME]
REG NO: [REGNO]

MINUTES OF THE INAUGURAL 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.'

Task Merge Field ?

Description

File Edit Insert View Format Table Tools

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

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[COMPANYNAME]
REG NO: [REGNO]

MINUTES OF THE INAUGURAL MEETING OF DIRECTORS
[TODAY]

RESOLUTION NO: [RES_NO]

PRESENT
[DirectorsList]

RESOLVED
the directors resolved by unanimous decision to accept...

READ AND CONFIRMED
[DIRECTORSSIGNATURES]

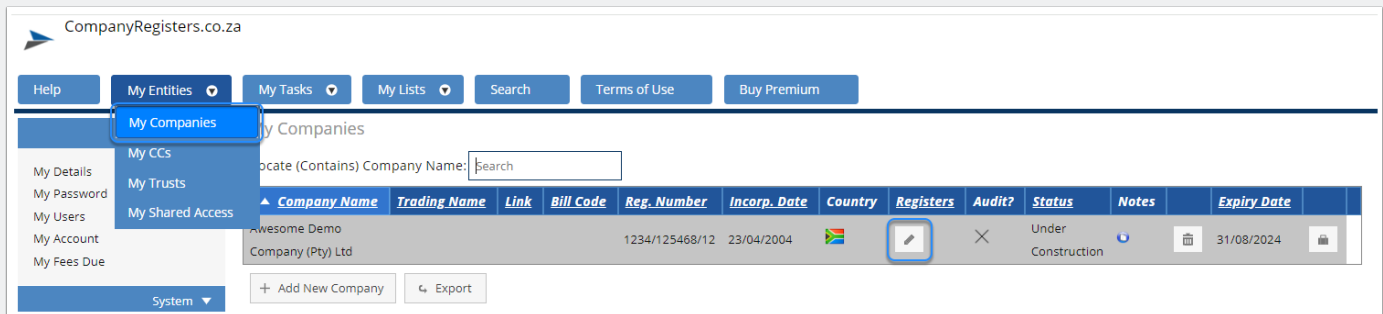
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← Previous → Next Cancel

Company Registers Custom Minutes

Using Your Custom Minutes for a Company

Select the Company to work with....



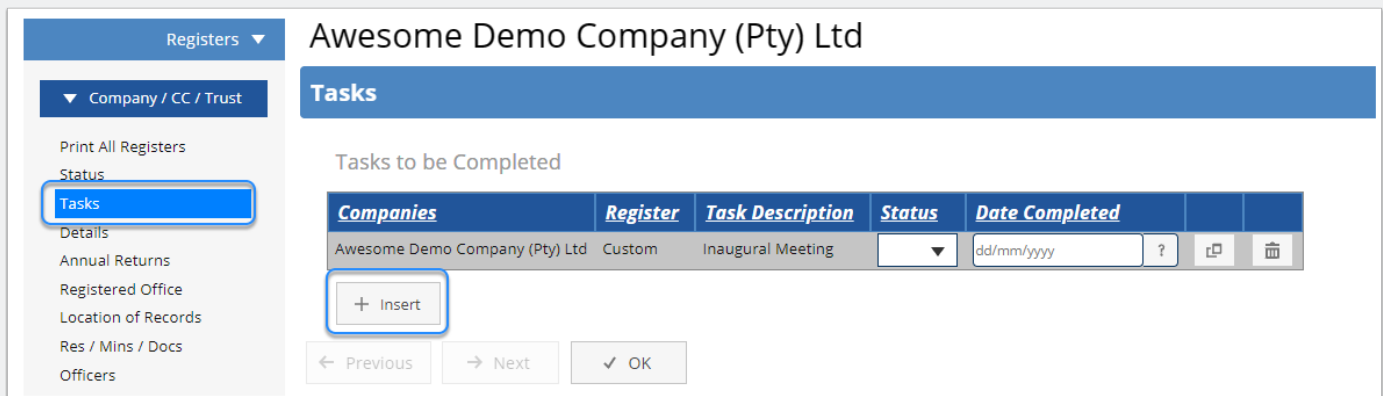
The screenshot shows the CompanyRegisters.co.za dashboard. The 'My Companies' menu is open, and a table of companies is visible. The table has columns for Company Name, Trading Name, Link, Bill Code, Reg. Number, Incorp. Date, Country, Registers, Audit?, Status, Notes, and Expiry Date. The first row shows 'Awesome Demo Company (Pty) Ltd' with a registration number of 1234/125468/12 and an incorporation date of 23/04/2004. The 'Registers' column for this company has a blue pencil icon next to it, indicating it is selected for editing.

Company Name	Trading Name	Link	Bill Code	Reg. Number	Incorp. Date	Country	Registers	Audit?	Status	Notes	Expiry Date
Awesome Demo Company (Pty) Ltd				1234/125468/12	23/04/2004			X	Under Construction		31/08/2024

Add a Task

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

Click 'Insert'..



The screenshot shows the 'Tasks' page for 'Awesome Demo Company (Pty) Ltd'. The 'Tasks' menu item is selected in the left sidebar. The main content area shows a table of tasks to be completed. The table has columns for Companies, Register, Task Description, Status, and Date Completed. The first row shows 'Awesome Demo Company (Pty) Ltd' with a 'Custom' register and an 'Inaugural Meeting' task. The 'Status' column has a dropdown menu, and the 'Date Completed' column has a date input field. Below the table is a '+ Insert' button, which is highlighted with a blue box. At the bottom of the page are navigation buttons: 'Previous', 'Next', and 'OK'.

Companies	Register	Task Description	Status	Date Completed
Awesome Demo Company (Pty) Ltd	Custom	Inaugural Meeting		dd/mm/yyyy

Company Registers Custom Minutes

Click the lookup button.

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	CIPC Authorisation	<input checked="" type="checkbox"/>
Custom	CIPC Mandate	<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"/>

Company Registers Custom Minutes

Click Save...

Task Detail

Task ?

Task Description Inaugural Meeting

Click the 'Form / Document' button.

Tasks

Tasks to be Completed

<u>Companies</u>	<u>Register</u>	<u>Task Description</u>	<u>Status</u>	<u>Date Completed</u>		
Awesome Demo Company (Pty) Ltd	Custom	Inaugural Meeting	▼	dd/mm/yyyy	?	<input type="button" value="Form / Document"/> <input type="button" value="Delete"/>

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.

