



Corporate Affairs System

CAS is the world's leading solution for managing your company secretarial needs. CAS lets you take control of corporate compliance and converts your compliance costs into profits.

From its humble beginnings in 1987, the Corporate Affairs System (CAS) has grown to be the most widely used and comprehensive corporate secretarial management solution in the world today.

The reasons for this are very simple:

- CAS is a clever, fast, intuitive and very easy to use task orientated software package. When you use CAS you will quickly forget the days of manually preparing forms documents for the Companies Registry (CR).
 - CAS automatically creates and prefills forms and supporting documentation to ensure you comply with all requirements of the Companies Ordinance. By making a simple change to a corporate register, CAS will automatically prepare all the documents required.
 - CAS prepares forms and documents for all the common changes made by Hong Kong Companies. For a full list of forms prepared by CAS check out www.bglcorp.com
 - CAS includes a very comprehensive screen based help system. CAS help and online training manuals are designed to guide you step by step through the data input and document preparation processes, ensuring you will always comply with the requirements of the Corporations Ordinance.
 - CAS gives you the power and functionality to prepare in excess of 600 company and business name forms with supporting documentation that **guarantees compliance** for 25 corporate jurisdictions including Australia, BVI, Cayman Islands, Fiji, Hong Kong, Malaysia, New Zealand, Singapore and the United Kingdom.
 - CAS allows documents to be automatically exported to Adobe PDF, MS Word or MS Excel. CAS intelligently saves documents for easy retrieval and even automates the process of emailing documents to your business associates. Any CAS document can be easily changed to meet your individual needs.
- CAS automatically tracks all documents as and when they are prepared. This tracking means documents can be easily searched and retrieval at the click of a button. And the CAS Task Management system gives you full control over documents from preparation to lodgement and beyond.
 - CAS includes hundreds of standard management reports and listings. CAS also integrates with BGL Query, a sophisticated software solution that enables you to create user defined reports.
 - CAS includes **BGL Corporate Tree** – an easy to use graphical tool that automatically generates corporate trees from your CAS database in seconds.
 - CASNet is the browser interface for CAS that allows your team to prepare reports and notify changes to corporate registers 24 hours a day, 7 days a week, via the Internet or over your corporate intranet. CASNet also allows clients to view their corporate registers providing real time client collaboration.
 - The CAS Product Range includes three scalable corporate secretarial solutions – CAS, CASLite Plus and CASLite. By providing you with choice, BGL can ensure you have the right solution to meet your business needs.

If you would like to learn more about CAS, contact the BGL Sales and Marketing Team by email at info@bglcorp.com or call us on toll free 800 933 545.



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Product Features

	CAS	CASLite Plus	CASLite
30-day unconditional money back guarantee	✓	✓	✓
Guaranteed Companies Act compliance	✓	✓	✓
Fourteen corporate registers including officeholders, members, beneficial owners, substantial shareholders, charges, debentures, authorised representatives and the seal register	✓	✓	✓
Annual Returns, reports, notices, meeting minutes and letters	✓	✓	✓
Change to officeholders, members, company name and registered office	✓	✓	✓
Deregistration and dissolution	✓	✓	
Dividend statements, meeting minutes and reports	✓	✓	
Trustee appointment, resignation and distribution minutes	✓	✓	
Change to auditors and unitholders	✓	✓	
Changes to office where registers are kept and local agent	✓		
Company incorporations	✓		
Registration, change and release of charge forms	✓		
Special resolutions	✓		
Automatic export of all forms and documents to Adobe PDF, MS Word or MS Excel	✓	✓	✓
Document tracking system	✓	✓	✓
Enquiry system with client, people and trustee/proprietor reporting	✓	✓	✓
Data listings	✓	✓	✓
BGL Corporate Tree	✓	✓	✓
Letter writing, fee and disbursement invoices	✓	✓	
Task management, attributes, debtors and document management sub systems	✓		
Extensive management reporting	✓		

Your Partner in Compliance

BGL

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