



# 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 for the Australian Securities and Investments Commission (ASIC).
- CAS automatically creates and prefills forms and supporting documentation to ensure you comply with all requirements of the Corporations Act. By making a simple change to a corporate register, CAS will automatically prepare all the documents required.
- CAS has a direct connection to ASIC which allows the automatic loading of company data including company details, addresses, officers and members. Details can also be updated manually.
- CAS prepares numerous paper and electronic forms that can be lodged with ASIC including Annual Reviews. For a full list of forms prepared by CAS, check out [www.bglcorp.com.au](http://www.bglcorp.com.au)
- 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 always comply with the requirements of the Corporations Act.
- CAS gives you the power and functionality to prepare over 600 company and business name forms with supporting documentation that guarantees compliance for 25 corporate jurisdictions including Australia, 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 these 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 individual needs.
- CAS automatically tracks all documents as and when they are prepared. This tracking means documents can be easily searched and retrieved 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, the browser interface for CAS, 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.au](mailto:info@bglcorp.com.au) or call us on 1300 654 401.**

**BGL.**



# Corporate Affairs System

Product Features	CAS	CASLite Plus	CASLite
30 day unconditional money back guarantee	✓	✓	✓
Guaranteed Corporations Act compliance	✓	✓	✓
Fourteen corporate registers including officeholders, members, beneficial owners, substantial shareholders, charges, debentures, authorised representatives and the seal register	✓	✓	✓
Annual reviews, reports, notices, meeting minutes and letters	✓	✓	✓
Supplementary and correction documents	✓	✓	✓
Change to officeholders, members, company name, registered office, business office and public officer	✓	✓	✓
Deregistration and dissolution	✓	✓	
Dividend statements, meeting minutes and reports	✓	✓	
Trustee appointment, resignation and distribution minutes	✓	✓	
Change to auditors and unit holders	✓	✓	
Financial statement lodgement and AGM extension forms	✓	✓	
Changes to authorised capital, office where registers are kept and local agent	✓		
Company registrations including Electronic Company Registrations	✓		
Australian Financial Services Reform Authorised Representative forms, including electronic lodgement	✓		
Charge Forms including registration changes and release	✓		
Resolutions	✓		
Members voluntary liquidations and change to liquidator details	✓		
Verification of a document	✓		
Automatic export of all forms and documents to Adobe PDF, MS Word or MS Excel	✓	✓	✓
Company search forms	✓		
Document lodgement forms	✓		
Business name application, change and cessation forms for all Australian states	✓		
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

**BGL Corporate Solutions Pty Ltd** ACN 054 355 243 ABN 60 606 354 079  
 Suite 2 606-608 Hawthorn Road (PO Box 8063) East Brighton VIC 3187 Australia  
 T 1300 654 401 / 61(0) 3 9530 6077 F 61(0) 3 9530 6964 W [www.bglcorp.com.au](http://www.bglcorp.com.au)  
 AU 1300 654 401 HK 800 933 545 SG 800 6162 148 NZ 0800 444 408 UK 0800 028 3491