

WIZARDS

> *document production in the blink of an eye*

Just some of the Wizards provided by CoSec Online, automatically producing the relevant forms, minutes and resolutions in seconds!

Event type	Document automatically produced
COMPANY OFFICERS	
Appointment	Form 288a
	Automatic Board Meeting Minutes
Resignation	Form 288b
	Automatic Board Meeting Minutes
	Letter of Resignation
Change of particulars	Form 288c
	Automatic Board Meeting Minutes
COMPANY ADDRESSES	
Change of Registered Office Address	Form 287
	Automatic Board Meeting Minutes
Change of Address of Register of Members	Form 393
	Automatic Board Meeting Minutes
Change of Address of Register of Debentures	Form 190
	Automatic Board Meeting Minutes
Change of Address of Register of Directors Interested	Form 325
	Automatic Board Meeting Minutes
SHARES	
NewShare Class	Form 123 – Increase of Authorised Shares
	Board Minutes to Create New Share Class
	Notice of EGM to create New Share Class
	Resolutions to Create New Share Class
	EGM Minutes to Approve Resolutions
Increase Authorised Shares	Form 123 – Increase of Authorised Shares
	Board Minutes to Increase Authorised Shares
	Notice of EGM to Increase Authorised Shares
	Ordinary Resolution to Increase Authorised Shares
	EGM Minutes to Approve Resolutions
Share Allotment	Form 88(2) Allotment of Shares
	Automatic Board Meeting Minutes
	Letter of Application on Allotment
	Share Certificate
Share Transfer	Stock Transfer Form
	Automatic Board Meeting Minutes
	Share Certificate
Buy Back	Form 169
	Share Certificate

Event type	Document automatically produced
DIVIDENDS	
Declare Dividends (Interim & Final)	Dividend Report
	Dividend Vouchers
	Interim/Final Dividend Minutes
MISC COMPANY EVENTS	
Annual General Meeting	<i>Options for:</i> > A dividend is to be proposed for approval by the shareholders > Accounts to be presented > The director's remuneration is to be proposed for approval by the members
	Board Minutes to Convene Annual Meeting
	Notice of an Annual General Meeting
	Minutes of an Annual General Meeting
Change of Accounting Period	Form 225 - Change of Accounting Period Date
	Automatic Board Meeting Minutes
Change of Name	Board Minutes to Change Company Name
	Notice of EGM to Change Company Name
	Special Resolution to Change Company Name
	EGM Minutes to Approve Resolutions
Elective Resolutions	<i>Options for:</i> > No Annual Meetings to be Held > No Annual Appointment of Auditors > No Accounts Presented at Annual Meetings
	Automatic Board Meeting Minutes
	Notice of EGM to Pass Elective Resolutions
	Elective Resolutions Passed
	EGM Minutes to Approve Resolutions Unanimously

A Short Notice of EGM to Pass Resolutions is also produced when the user identifies that Short Notice was given.