

FiduSystem Main Features.

3 modules :

- 1) Company Management
- 2) Commercial (Sales) Ledger
- 3) Nominal Ledger

1) Company Management

Incorporation:

Step 1: Enter the name of new company. Temporary Number until registered at Regsitry.

Step 2: Preparation of the documents for the Registry.

- Memorandum of Association
- Articles of Association
- Declaration of Compliance
- Notice of Situation
- Statement of the nominal capital

Step 3: Certificate of incorporation received. Enter Number + Date.

- Seal Order
- Plate Order
- Minute of the first meeting of the subscribers
- Consent letter of the secretary
- Consent letter(s) of the director(s)
- Particulars of directors
- First Meeting of the directors
- Share Certificates
- Minute Book Registers.

Step 4: Sale of the company.

- Management Agreement

Change of company name:

Preparation of the documents for the Registry

- Minute of the EGM of the members
- Special Resolution
- Memorandum of Association
- Articles of Association

Certificate Received

- Invoice Requisition (only with Sales Ledger)

Change of Registered Office:

- Minute of meeting of the directors
- Notice of situation
- Memorandum of Association
- Articles of Association

Bank Accounts:Opening of a bank account

Information Required: Date of the meeting, bank code, account type, account number, currency code, date of opening, signatories, signatures set.

- Minute of the meeting of the directors to open a bank account

Change of signatories of a bank account

- Minute of the meeting of the directors to open a bank account

Closing a bank account

- Minute of to close a bank account

Transfers

- Transfer letter to the bank

Tax Exemption:

Application for tax exemption

- Cover letter to the FDS
- Confirmation letter to the FDS
- Application form
- Resolution of the directors

Certificate received

Cancellation

- Letter of cancellation

Striking Off 267

Start

- Striking Off Authorisation document
- Letter to the client before striking off
- Letter to the Registry

Second notice received from the Registry

- Internal Striking Off Notice

Change of Directorship

This procedure can apply to one or several companies.

- Minute to appoint a director
- Minute to resign a director
- Letter of consent of a director
- Letter of resignation of a director
- Register of Directors
- Particulars of Directors

Change of Secretary

- Meeting of the directors to change the secretary
- Letter of consent of a secretary.
- Letter of resignation of a secretary.
- Register of Secretary

Share Transfers

- Resolution to approve the share transfers
- Stock Transfer Forms
- Share Certificates
- Register of transfers
- Register of Members and Share Ledger

Allotments

- Meeting to allot shares
- Return of Allotments
- Share Certificates
- Register of Applications and allotments
- Register of Members and share ledger

Trust Deed

- Trust Deed

Attorneys

- Minute to appoint an attorney
- Minute to revoke a power of attorney
- English Power of attorney

Auditors

- Minute to appoint an auditor

Files

Document Names, Document Box, Companies, Clientele, Officers, Banks, Client Bank Accounts, Signatories, Marine.

Complete List of the Documents produced.

1	AMENDED ARTICLES OF ASSOCIATION (CHANGE OF NAME)
2	AMENDED MEMORANDUM OF ASSOCIATION (CHANGE OF NAME)
3	ANNUAL GENERAL MEETING
4	ANNUAL RETURN
5	APPLICATION FORM FOR TAX EXEMPTION
6	ARTICLES OF ASSOCIATION
7	CONFIRMATION LETTER TO THE FDS FOR TAX EXEMPTION APPLICATION
8	CONSENT LETTER (DIRECTOR)
9	CONSENT LETTER (SECRETARY)
10	COVER LETTER TO THE FDS FOR TAX EXEMPTION APPLICATION
11	DECLARATION OF COMPLIANCE
12	ENGLISH GENERAL POWER OF ATTORNEY
13	FIRST MEETING OF THE SUBSCRIBERS
14	FIRST RESOLUTION OF THE DIRECTORS
15	INTERNAL STRIKING OFF NOTICE
16	LETTER OF CANCELLATION OF THE TAX EXEMPTION
17	LETTER OF RESIGNATION OF A DIRECTOR
18	LETTER OF RESIGNATION OF THE SECRETARY
19	LETTER TO CLIENT BEFORE STRIKING OFF
20	MANAGEMENT AGREEMENT
21	MEETING OF THE DIRECTOR(S) TO CHANGE THE SECRETARY
22	MEETING OF THE DIRECTORS TO ALLOT SHARES
23	RETURN OF ALLOTMENTS
24	MEETING OF THE DIRECTORS TO APPOINT AN ATTORNEY
25	MEETING OF THE DIRECTORS TO APPOINT THE AUDITORS
26	MEETING OF THE DIRECTORS TO APPROVE THE SHARE TRANSFERS

27	MEETING OF THE DIRECTORS TO RESIGN AN ATTORNEY
28	MEMORANDUM OF ASSOCIATION
29	MEMORANDUM OF ASSOCIATION (BEARER SHARES)
30	MINUTES OF THE EGM OF THE MEMBERS TO CHANGE THE NAME OF THE COMPANY
31	MINUTES OF THE FIRST MEETING OF THE DIRECTORS
32	MINUTES OF THE MEETING OF THE DIRECTORS FOR CHANGE OF REGISTERED OFFICE
33	MINUTES OF THE MEETING OF THE DIRECTORS TO CHANGE SIGNATORIES OF A BANK ACCOUNT
34	MINUTES OF THE MEETING OF THE DIRECTORS TO CLOSE A BANK ACCOUNT
35	MINUTES OF THE MEETING OF THE DIRECTORS TO OPEN A BANK ACCOUNT
36	NOTICE OF SITUATION
37	NOTICE OF THE ANNUAL GENERAL MEETING
38	PARTICULARS OF DIRECTORS
39	RESOLUTION OF THE DIRECTOR(S) FOR CHANGE OF DIRECTORSHIP
40	RESOLUTION OF THE DIRECTOR(S) TO ALLOT SHARES
41	RESOLUTION OF THE DIRECTOR(S) TO APPOINT THE DIRECTOR(S)
42	RESOLUTION OF THE DIRECTOR(S) TO APPROVE THE SHARE TRANSFERS
43	RESOLUTION OF THE DIRECTOR(S) TO RESIGN THE DIRECTOR(S)
44	RESOLUTION OF THE DIRECTORS FOR CHANGE OF REGISTERED OFFICE
45	RESOLUTION OF THE DIRECTORS TO ACCEPT TAX EXEMPTION
46	RESOLUTION OF THE DIRECTORS TO APPOINT AN ATTORNEY
47	RESOLUTION OF THE DIRECTORS TO RESIGN AN ATTORNEY
48	RESOLUTION OF THE MEMBER(S) TO APPOINT DIRECTOR(S)
49	RESOLUTION OF THE SOLE DIRECTOR TO OPEN A BANK ACCOUNT
50	RETURN OF MEMBERS
51	SHARE CERTIFICATE
52	SPECIAL RESOLUTION TO CHANGE THE NAME OF THE COMPANY
53	STATEMENT OF NOMINAL CAPITAL
54	STOCK TRANSFER FORM
55	STRIKING OFF LETTER FOR THE REGISTRY
56	STRUCK OFF AUTHORISATION DOCUMENT
57	TRUST DEED

2) Commercial (Sales) Ledger

- Multi-currency
- Invoices, Credit Note, Debit Notes & Invoice Requisition
- Payments, Payments to Client, Transfers, Unallocated Transfer, Unallocated cash.
- Reconciliation, Manual or Automatic.
- Reminders, Aged Balance
- Interests,
- Movements,
- Commission Pending, Commission Payable
- Statistics
- Files : Language, Payment Mode, Client, Company, Currency, Bank, Item Family, Commission Table, Discount Table, Items, Parameters

3) Nominal Ledger

- Multi-Company, Multi-Currency.
- Entries: Commercial Posting, Subsidiaries posting, Close Day, Close Period.
- End of Year: Balance Profit and Loss Account, Brought Forward
- Budget per chapter, Budget per account
- Cumulations : Amounts Calculation, Archive
- Reports: Nominal Ledger, Balance Sheet, Profit & Loss Account, Cash Analysis, Management Reports
- Files : Companies, Entry-Type, Currency, Chapters, Accounts, Bank, Item-Family, Indicators, Calculation, Report-Type, Report, BS & PL Lines, Parameters.