

Prime32 Revision History

4.0.5

➤ **Client Code**

Client Codes have now been added to the Incorporation Companies Browse List. The facility to sort by Client Code has also been made available.

➤ **Client Contacts - eMails**

An email address can now be maintained for the Client and/or each individual client contact.

➤ **Client Notes**

Client Notes have now been added to the Client Codes Browse List.

➤ **Auto PostCode LookUp**

The default setting is LookUp Postcodes for addresses.

Users can switch off this setting via System > User > User Preferences
Click on User Defaults Tab.

➤ **Meeting Definition**

Prime32 will now warn users if a company's meeting definition contains officeholders that have now resigned.

➤ **Next Document Tracking No.**

Users can now set the next starting point for Document Tracking Entries.
(Refer Forms & Documents > ASIC Doc Tracking > click Set Next Doc No.
on menu function)

➤ **Locking Company Data**

The facility to lock a Company is now provided in Prime32.

This will ensure no accidental modification of Company Data.

A "Company Locked" field has been added to the Company Data – the default is Unlocked.

(Refer Corporate Register > Companies > Edit Company)

➤ **Data Transfer for Top 20 Shareholders**

When transferring EDGE data, Prime32 will now prompt if the Company notifies ASIC of Top 20 Shareholders Only.

This will ensure that the correct total issued is recorded in the Share Capital File, i.e Share Capital Totals will not be calculated from total Share Movements.

➤ **DeRegistered and Inactive Companies in Reports**

The option to exclude deregistered and/or inactive companies is now provided in the Prime32 Reports Manager. The default is set to Yes.

4.0.4

➤ **Registered Office and Business Address Lists**

Registered Office and Principal Business Address Listings are now available. The addresses together with the attached companies is listed.

(Refer Reports Manager > Corporate Register tab > Company > Principal Business Address List or Registered Office Address List)

➤ **Prime32 Monitor Status**

Prime32 will display the current status of Annual Statements and ASIC forms in the bottom-left of the Prime32 Desktop.

The status warning is a constant reminder to users that Annual Statements and/or ASIC forms require attention.

Users can also click on the status button to view the Prime32 Monitor lists.

➤ **ASIC Forms Due in Prime32 Monitor**

ASIC Forms outstanding together with their anticipated Due Dates is displayed in the Prime32 Monitor.

In addition, Warning Lights have also been added to assist users in identifying the urgently required forms.

➤ **Multiple Postcodes**

Prime32 will now display a list box of postcodes where a suburb contains multiple postcode entries.

➤ **Changes Wizard – Compare ASIC Data**

Users will be notified of last EDGE data (RA72) on file for the Company in which changes are about to be performed.

In order to assist in avoiding validation errors the changes wizard now also provides the facility to Compare last ASIC Data File with Prime32 Data. The facility to download the Company's ASIC Data File is also provided.

➤ **Print Corporate Registers after 484**

Prime 32 now provides users with the option to print the Company's Corporate Registers after the production of Form 484 – Change to Company Details.

➤ **Print Corporate Registers**

Prime 32 will now provides users with the facility to print a selected Company's Corporate Registers.

(Refer Corporate Registers > Companies > Right Click on Company > Corporate registers)

➤ **Add Individual Check**

Prime 32 will warn users of existing individuals already on file when adding individuals.

This is to assist in avoiding duplication of individuals.

➤ **Not Invoiced Report (ECR Users Only)**

List of NOT Invoiced Companies is now available.
(Refer Reports Manager > Incorporation Tab > Company > "Company List – NOT Invoiced by Reg Date)

Please note that you must apply for an eSearch UserID and Password.

➤ **Prime32 Monitor**

The facility to Print Annual Statements and Annual Documents is now also available via the Prime 32 Monitor.

➤ **eSearch Weekly Summaries**

The following weekly summaries are now available in the eSearch wizard:-

- Charges
- Disqualified Directors
- External Administrators
- Licences granted
- Changes of Company Name
- Registrations of New Companies
- New Managed Investment Schemes

Users can now obtain weekly summaries for each of the abovementioned data items.

➤ **eSearch enhancements**

A number of eSearch enhancements have been made including a wider screen view for organization name searches and Personal Name searches.

In addition, an option to print the abovementioned search lists has also been added.

➤ **Request Re-Issue of Company Annual Statement**

A re-issue request is now also available via the Prime 32 Monitor.

➤ **ELS Log File Report**

A List option in ELS Log File is now available.

The ELS Log Report is also available in Reports Manager where users can also print a Date Range.

(Refer Reports Manage > Corporate Register Tab > ELS Report Group > EDGE ELS Log)

➤ **Form 362 Monitoring**

Prime32 now monitors the status of all Company Form362's – i.e. Lodged or NOT Lodged.

Initially, users are required to perform the following:-

- Prepare and lodge an ASIC Agent Form RA61 – Request Review Date Report
- Upon receipt of RA62 go to ELS > EDGE Data > Click on RA62 Tab > Highlight the RA62 report then click **Sync ASIC / Prime32** on the Menu Functions Bar
- Prime32 will then Synchronise your company review dates and set the Form362 flag for all companies noted on the ASIC RA62 report.

To monitor Form 362 users are required go to Corporate Register > Company Codes and Review.

A Form 362 flag is displayed for each company and where the flag is **NO** users are requested to prepare and lodge a Form362 via the Forms Wizard Option.

➤ **Form 362 report**

In association with the new monitoring of Form 362's Prime32 also provides users with the facility to print a Company List and detailing if a Form 362 has been lodged.

(Refer Corporate Register > Company Codes and review > Reports Group)

➤ **Prime32 Monitor**

Current and Prior Year option has now been added to the Prime32 Monitor with the default being Current.

Annual Statements are monitored on a calendar year basis. Users must select prior year option In order to view Annual Statements in respect to the previous calendar year.

➤ **ASIC Extract Company Name Search (ECR Users Only)**

Proposed Company Names can be checked against ASIC Identical Name check at the point of data input.

(Refer Incorporations . > Companies > Add Company)

Please note that you must apply for an eSearch UserID and Password.

➤ **ASIC Company Details**

The facility to obtain ASIC Company Details online for any Company as listed in the corporate register list is now available.

(Refer Corporate Register > Companies > Documents group > ASIC Coy details)

or

(Refer Corporate Register > Company Codes & Review > > ASIC Company Details)

Please note that you must apply for an eSearch UserID and Password.

4.0.3

➤ eSearch OnLine Data Extracts

The facility to search online via our associated Information Broker (eSearch Pty Ltd) is now available.

ASIC company and person related searches are available including:

- Company Extract (both current and Historical)
- Personal Extracts
- Company Relational
- Document Image Requests
- Charges Document Requests

Users will need to apply for an eSearch USERID and PASSWORD and a User Application form is available under OnLine Docs Menu.

Users can also apply online via eSearch WebSite at www.esearch.net.au

Prime32 Users also have the added facility to transfer Company Extract Data directly into Prime32 Data.

An eSearch “Getting Started and How To” file is also available under OnLine Docs Menu.

(Refer OnLine Docs)

➤ ELS Edge Data

RA72 Edge Out Files will now display latest EDGE Data File by default for each respective company.

An option to Show all is included on the Menu Functions Bar.

(Refer ELS > EDGE data> RA72)

➤ **Company Notes**

A flag is now displayed on Company Register List to indicate if Company Notes have been entered for the currently highlighted company.

➤ **Unit Certificate with Parameters**

As with Tailored Share Certificates users can now print Tailored Unit Certificates.

➤ **New Prim32 Report Selector**

A new and improved Prime32 Report Selector is now available.

Users can now customize their selection through an easy to use Report Selector.

Report selection options are:-

All Records (default)

Range of Records (E.g From 'A' To "G")

Select particular Records

Print destination to Screen (default), Printer or File can also be selected.

If print to file is selected users can also choose to open the file after print export.

➤ **No Prime32 Monitor & EDGE Mail checking on StartUp**

The following user preferences have now been added:-

No Prime32 Monitor on System StartUp

No EDGE Mail checking on System StartUp

(Refer System > User > User Preferences > Session Settings tab)

➤ **Trustee Companies**

Users can now quickly identify and access Companies that act as Trustee.

A Trustee Companies Tab has been added to the Corporate Register

Companies List.

The default view “is All Companies”.

(Refer Corporate Register > Companies > Trustee Companies tab)

➤ **Quick Lodge – Reissue of Annual Statement**

A Quick Lodge Re-Issue of Company Statement has been added to the Company Codes and Review List.

As with Company Data, users can now simply request the re-issue of an annual statement for the currently highlighted company.

(Refer Corporate Register > Company Codes and Review)

➤ **ASIC Blank Forms – Form Fill**

A number of ASIC Blank forms now includes Prime32 “Form-Fill” feature.

Users have the option of completing the available form fields and print the resultant form via Adobe™ Reader.

➤ **ELS Transmission Files Re-Print**

Users can now print ELS Transmission files from ASIC Document Tracking.

This facility is provided for circumstances where users need to convey the contents of a particular Transmission File to ASIC.

➤ **Shares Held Balances**

Shares held balances are now displayed in Share Movements List.

Prime32 will provide a quick display of balance of shares held for the currently highlighted shareholder.

➤ **Share held Lists**

Shares held listings now available in Share movements.

Users can list all share movement entries either in detail or in summary.

For summary reports click Shareholder summary then List button on Toolbar.

➤ **Register of Members**

Register of Members has been added to Share movements menu functions.

➤ **ELS Transmission Status Settings**

The following ELS Status Settings are provided:-

1. Prepared
2. Validated
3. Transmitted – Awaiting Validation
4. Transmitted – Rejected

Prepared

This status indicates that the form is ready for transmission to ASIC.

Validated

This status indicates that the form has been successfully received and accepted by ASIC.

Transmission – Awaiting Validation

This status indicates that a Validation Report has not been received. Collect Mail generally resolves this status

Transmission – Rejected

This status indicates that the form has been rejected by the ASIC. Users will need to analyse the validation errors being reported and the appropriate amendments will need to be made. The relevant form will require reprinting to reset the form status to Prepared.

➤ **ELS Transmission Summary**

ELS Transmission summary will now provide users with a Summary of both Files Successfully validated and/or Rejected.

➤ **ELS Transmission Reports**

Users can now set an option for ELS Transmission Reports.

The options are:-

All – All ELS reports received are printed (Default)

Valid & OUT Files Only – Only Validation and EDGE Out Files are printed

and no Transmission reports are printed.

The setting is also stored in User profile and is used in all future ELS Print options.

➤ **Company Inactive Status**

Users can set a Company's status to INACTIVE.

Prime32 monitor will ignore Company's that have an Inactive status set.

➤ **Prime32 Monitor Enhanced**

Status flags have now been included in the Prime32 monitor in respect to Annual Statements.

The Flags are displayed as images against all Company Statements and they are defined as:-

GREEN – Received and Printed
AMBER – Received and NOT Printed
RED – NOT Received
WHITE – Not Due

Users can now view the status of the current annual statements at a glance.

In addition, a Print Annual Statements Monitor List button has also been included. Users can print a list of Annual Statements together with the respective Status in either Review date order (default) or Company Code order.

➤ **Individual - Copy**

The facility to copy a currently highlighted Individual has now been added to the ToolBar for Core Files Individuals.

➤ **Multi Address Change**

The facility to perform multiple registered office address changes is now available. The option to change principal business address where address is same as registered office is also provided.

This procedure will allow users to enter an address or part address and search for the matching companies.

Users can then select any or all of the companies to perform the changes.

The multi entries are recorded in the ASIC 484 pending file.

(Refer Forms & Documents > Multi Address Change)

➤ **Multi Appointments and Resignations**

The facility to multi appoint and/or multi resign is now available.

This procedure will allow users to select an individual and appoint or resign as an officeholder over many companies as required.

The multi entries are recorded in the ASIC 484 pending file.

(Refer Core Files > Individuals > Multi Appt/Resign on menu Functions)

➤ **Prime32 Monitor - Documents**

Outstanding forms are now displayed in the Prime32 Monitor.

A list is also available that will print all outstanding forms.

➤ **Document Tracking in Share Movements**

Document Tracking No. is now displayed on each Share Movement Entry for cross-referencing purposes.

In addition, a View function is also provided for users to Re-Print the relevant Form.

➤ **ELS Confirmation**

An additional security measure has been added when transmitting forms to ASIC.

An ELS confirmation window displaying the forms selected will now appear. Users will now be required to check the list of tagged forms then click Ok button to proceed with the ELS Transmission

(Refer Reports Manager > Core Files tab > Individuals > Individual List – Address)

➤ **Individual Address List**

New report listing individuals attached to a “user-defined” address.

(Refer Reports Manager > Core Files tab > Individuals > Individual List – Address)

➤ **Company Profile - Client Info (ECR)**

Client email address noted on Company Profile where Diskette/Data is checked in Client File.

➤ **Company List – Group not attached**

New report listing Companies with group code attached

(Refer Reports Manager > Corporate register tab > Company group > Company List – Group not attached)

4.0.2

➤ **Change of Company Name Minutes & Documents**

Minutes and documents relating to a Company Change of Name now available in Integrated Documents.

Refer MINUTES002 – Change of Company name – Single Director
And MINUTES003 – Change of Company name – Multi Director

(Integrated Documents > IDE Docs > Master Docs)

➤ **Corporate Key**

From 1st August, 2005 the ASIC will monitor all PAPER lodgements in respect to the Corporate Key.

Paper lodgement of Forms 484, 362, 370 and 486 must have the Company's Corporate Key quoted on the Form.

Both the Changes wizard and Forms wizard will now check the Company's Corporate Key if the Paper Lodgement option is checked on.

Note:- The Company's Corporate key is maintained in the Corporate Register Company Data File

➤ **Share Movements**

A utility has been added to assist users in the correction of Company Share Movement entries system-wide.

As the ASIC does not provide Amounts Paid per share, Prime32 now provides the function to update the value to a default \$1.00 per Share.

Note - Entries will only be updated for entries that are Fully Paid and where the current amount paid per share is \$0.00.

All other entries will remain unchanged.

Users will still have the ability to alter the values if required.

(Refer System > Data > Share Movements)

➤ **Register of Charges**

Register of Charges is now available.

(Refer Corporate Register > Company > Registers (functions menu) > Register of Charges)

➤ **Data Integrity Report**

A Data Integrity Report is now available.

The report will detail at a glance Officers, Shareholders, Share Capital, Amounts Paid Per Share and ASIC Data on File.

(Refer Reports Manager > Corporate Register > Company > Data Integrity)

➤ **Form Details**

Form Details now available for Form 492, Form 902 and Form 362.

Users can now edit Form details for existing Form entries in Document Tracking File without having to generate a new form via Forms Wizard.

(Refer Forms & Documents > ASIC Document tracking)

➤ **IDE Master Doc – FreeForm Minutes**

A master IDE Document has been added titled Minutes of Meeting of Directors – Freeform Minutes.

This is a standard Directors Meeting Minutes in which users can enter required resolutions (FreeForm)

(Refer Integrated Documents > IDE Docs)

➤ **Quick Lodge – RA71**

Quick Lodge RA71 is now available in Prime32 Monitor and Corporate Register Company Codes.

Note: -We strongly recommend that users regularly download ASIC Data for all companies. This will ensure data consistency and will avoid any unnecessary mismatches when attempting to perform Company Detail changes.

➤ **Individual – Merge Code**

Additional checks have been included prior to Merging.

Individual Data in both codes are now checked and if data differs then a warning message is displayed.

➤ **Individual - Country Codes List**

A new report detailing Country Codes per Prime32 data and ISO 3166 is now available.

An exception report for only companies not matching can also be requested.

(Refer Reports Manager > Individual > Individual List – Country Codes)

➤ **View Validation Reports in Document Tracking**

A new menu function has now been added to ASIC document Tracking.

Users now have the facility to view Validation Report attached to a specific Document Tracking Entry.

➤ **ELS Log File Streamlined**

Viewing of entries in the ELS log file has now been streamlined.

Users have the ability to now view ELS Log entries by:-

Last 7 days (Default)

Last 14 days

Last 30 days
Show All

And within each view by:-

Validations
Transmissions
Out Files

(Refer ELS > ELS Log File)

➤ **Group Codes/Joint Shareholdings**

Viewing and/or attaching members to Group Codes has now been simplified.

Users can now edit a group code and view the attached members to the group. The facility to:

Add a member
Remove a member
Undo changes
Clear All

Are also provided.

In addition, when adding a group code after clicking SAVE users will be given the option to add group members.

(Refer Core Files > Group Codes)

4.0.1

View Download Files

ASIC PDF files including RC05 Correspondence files can now be viewed directly.

(Refer System > Data > Download Data)

Printer Setup

Printer Setup is now available in Prime32.

Click on File option on the Prime32 Main Window or CTRL+P on the keyboard.

Country Codes List (ISO-3166) & PostCodes Lists

Country Codes List (ISO-3166) & Australian Postal Codes are now available in Core Files.

Country Codes List (ISO-3166) is also provided as a look-up for Country of Birth fields.

ASIC PDF Blank Forms

Users can now update ASIC Blank PDF forms via Prime32.

Refer System > Auto Update > Click Update ASIC Forms Button

Document Tracking Entries

Prime32 now provides users with the facility to access a particular Company's document tracking entries via Companies listing.

Simply right click on a company and click on document tracking from the pop-up menu.

The document tracking list also includes a "Show All" button so users can display all entries for all companies.

RC05 – ASIC Correspondence

The ASIC will now inform Agents of critical Company changes via electronic RC05 – correspondence.

The RC05 will inform Agents of:-

Form 362 – Notification of appointment or cessation of an agent by the Company

Form 484 – Change to company details (when lodged by a 3rd party)

Form 370 – Resignation of Officeholder

The RC05 will be provided to agents via the normal collect email process.

The RC05 is also provided in PDF format.

To view RC05 – correspondence files:

Click on ELS > Click EDGE Data > Click RC05 Tab

Export / Import User Profile Settings

Facility to export User Profile Settings is now available.
Conversely, importing User profile settings is also provided.

This facility will greatly assist users in setting up new workstations and also provides a backup facility of the user profile settings which can later be restored.

We also recommend that all users export their profile and preferably to an external media (e.g. floppy disk)

(Refer System > User > Export User Profile)

Merge Individual Codes

Merge Code function now provides look-up of individual code to “Merge To”

(Refer Core File > Individual > Merge Code on Menu Functions)

Changes Wizard – Partly Paid Calls

Changes wizard correctly deals with changes to existing shareholdings where amount paid per share and/or amount due per share has changed.

ASIC 484 Pending Changes

Change of address for an officeholder and/or shareholder will now create pending changes entries for all associated companies.

The initial officeholder/shareholder change is performed via Corporate Register > Companies > Changes Wizard.

Any associated companies detected will cause an entry in the ASIC 484 Pending Changes File. To print the associated company changes users click on ASIC 484 Pending menu option in Forms & Documents.

Changes Wizard for each pending change is then available.

(Refer Forms & Documents > ASIC 484 Pending)

Forms Wizard

The Prime32 Forms Wizard is now available in Company Codes.

This will allow users to set-up new Company Codes and proceed with the

Form 362 Re – Appointment as Agent within the Forms Wizard.

Setting Default Signatory

The facility to set the Company's Default Signatory from within the Changes Wizard is now available.

Form 484

Prime32 ASIC Form 484 has been amended to reflect changes per the official ASIC form 484.

(Note – In the main, the changes are minor and basically cosmetic in nature)

New Incorps Wizard (ECR Users Only)

Incorporations of companies has now got even easier with the new Incorps Wizard.

(Refer Incorporations > Companies > click Incorps Wizard on Menu Functions)

EDGE Company Profile & Compare Profiles

We recommend that users download RA72 EDGE Company Data Extracts on a regular basis to ensure ASIC Data is kept in sync with Prime32 Data.

To assist users in utilising the EDGE Company profiles (RA72's) EDGE Company Profiles and Comparing EDGE Company Profiles to Prime32 Data are now available for printing via Corporate Register Companies Browse window.

(Refer Corporate Register > Companies > Highlight Company > Click On Documents Group)

Other Public Co. Directorships

The option to print other public company directorships now provided in the Individual's profile.

Archiving ELS Log File

The facility to archive ELS Log File Entries is now available. We recommend that users archive ELS Log Entries on a regular basis.

(Refer System > Data > Archive Data)

User-Defined Incorp Docs Report Groups (ECR Users Only)

The ability to define Report Groups for Incorporation Documents is now available.

Right-Mouse Click Menu

Right Mouse Click Menus are now available in all main Browse Lists.

E.g. In Register Companies List right-mouse click on a company to display Quick Access Menu items such as Changes & Forms Wizards, Company profile etc.,.

RA52/RA57 – Transactions List (ECR Users Only)

ECR Transactions list now displays all currency values in the correct format.

Meeting Dates

Meeting Dates now recording as Form Dates where users are not defining the meeting prior to printing.

Form 410 – Reservation of a Company Name (ECR Users Only)

Form 410 Signatory and Applicant Codes are independent to the Form 201 Applicant and Signatory Codes. This will resolve issues where the original Form 410 Signatory and Applicant is different to the Form 201 Signatory and Applicant.

Document Tracking

Form 362 entries now showing correctly in Document Tracking List.

Offices and Shares Held

Prime32 now provides reporting of Offices and shares held for Individuals for both Corporate Register and Incorporations Companies.

(Refer Core Files > Individuals > Offices/Shares Held)

Additional Changes Wizard Check – Share Issues

When adding share issues Prime32 will check against the Company's Current share structure and warn users whether the share issue is for a new Share Class Issue.

This is to avoid the problem of inadvertently issuing the wrong class Of Share.

(E.g. Issuing “ORD1” shares instead of “ORD” Shares)

Notify Top 20 Members

Prime32 now provides users with an easier method to Notify the ASIC of the Top 20 Members.

Refer Corporate Register > Companies > Highlight Company > Click Documents group > Click Notify Top 20

(Note – Only required for public companies)

ECR – Companies Quick Sort

Incorporation Companies can now be quickly sorted into the following Categories:

1. Show All (default)
2. Processed (With A.C.N.)
3. UnProcessed (No A.C.N.)
4. UnPrinted

ECR – Companies By Registration Date List

The facility to list companies incorporated between two user-defined dates now available.

Refer Reports Manager > Incorporations > Company List By Reg Date
Enter the From Reg Date and To Reg Date Report Parameters.

Client Contacts

The facility to maintain any number of contact details per Client Code is now Available.

(Refer Core Files > Client Codes > Edit Client > Click on Contacts Tab

Common Seal Adopted (ECR Users Only)

A “Common Seal Adopted” checkbox has been added to Incorporation Companies Edit Screen.

Refer Other Tab > Other Details Tab

ISO-3166 Country Codes

Additional Edit checks have been included to ensure compliance with ISO-3166 standard.

Country fields Re - Appointment of Officeholders in Changes Wizard and in Electronic Incorporations is now checked.

3.0.149

SmartCard

A number of changes have been made in the SmartCard initialization process and a number of safeguards have also been put in place to avoid inadvertent blocking of SmartCards.

3.0.148

Open PDF Folder

Users can now view a Company's PDF Export folder which also stores the Company's Annual Statements from Companies Window.

Refer Corporate Register > Companies > Click on Open PDF Folder Option on Functions Menu.

Document Tracking Number

Users can now modify the Next Document Tracking Number within Changes and Forms Wizard. Prime32 will increment correctly from that point on.

Dates & Financial Data

Company Dates and Financial Data are now maintainable in Corporate Register > Companies > Info.

These fields are also available as merge document fields in Integrated Document Editor.

Common Seal

A Common seal adopted field has now been added to the Individuals File

where the individual type is a company.

ASIC Form 106

ASIC Form 106 – Notice to withdraw a lodged document is now available in Prime32 Forms Wizard.

A blank FORM 106 Adobe PDF version is also available in ASIC Blank forms.

ASIC Doc Image No

ASIC Doc Image No (per validation report) is available for manual entry in ASIC Document Tracking

Annual Statements

Prime32 now provides users with the facility to sort Annual Statements By

Current Year
Prior Year and
Show All

Together with a secondary Sort By

Show All
Show Unprinted
Show Unpaid

eMail

Various email options are now available from within Prime32 including the facility to email User BackUp Data File directly to Prime32 support,

(Refer Web > eMail)

Signature Bitmaps

Signature bitmaps can now be stored as part of an individual record. If a bitmap is available the bitmap is displayed on forms where the individual is a signatory.

(Refer Core Files > Individuals > Additional Info Tab)

3.0.147

RA16 – Compare ASIC to Prime32

A report is now available that details all Prime32 companies linked and not linked to ASIC.

Note – A RA15 Agent form request must be transmitted and completed.

(Refer ELS > EDGE Data > RA16 tab > Compare ASIC data)

Individual Profile

Individual profile now available via Core Files – Individuals.

Share Movements – Part Edit

Partial Edit facility for share movement entries is now provided. The part edit function will allow users to edit any share entry and change such details as beneficially held and/or beneficial Name.

Multiple RA71

The facility to add multiple RA71's in the ELS batch file and multiple transmission selection is now provided.

(**Note** - a maximum of 99 RA71 forms can be transmitted in each transmission)

Withdrawal of Occupier's Consent

Notice to withdraw Occupier's consent
Re – Registered Office is now available.

(Refer Corporate Register > Companies > Documents > Withdraw Consent)

Occupier Consent

Occupier's consent Re – Registered Office is now available
(Refer Corporate Register > Companies > Documents > Occupier Consent)

EDGE Company Data Profile

Documents Lodged is now an optional parameter in the EDGE Company Profile Report (RA72)

Form 388

ASIC Form 388 – Copy of financial statements and reports is now available in Forms Wizard.

Form 486

ASIC Form 486 – Nominate, change or cease contact address for a company is now available in Forms Wizard.

Company Profile

Printing of Current Company profile is now available from within changes wizard.

ASIC Document tracking

Changing signatory is now available in Edit Document Tracking entry.

Changes Wizard – Officeholder change of name

The changes wizard will now require details of both the new name and former name of the officeholder. This will ensure correct transmission of both new and former names when officer is attached to multiple companies.

Changes Wizard – Share issues and transfers

Where a share issue and share transfer is made to the same shareholder on the one Form 484, the changes wizard will now show a “bottom-line” total share movement and Balance Now Held (including any initial balances) for that shareholder.

Change of Name

Where an officeholder changes his/her name, the new name of the officeholder now prints correctly in the signatory section of the form 484.

Menu Tree

All items on the Prime32 Menu Tree are now accessed with single-clicks.

Company Profile

Prime32 Company profile now includes holding company details (if applicable).
Group member names now showing for group holdings of shares

New ASIC Corporate Key

ASIC corporate key field now included in Corporate Register Company Data. The ASIC corporate key field (if entered) will also print on ASIC forms 484, 370 and 362.

Note: There is presently no requirement to electronically transmit the company's Corporate key.

It is provided in case the form is lodged via paper.

(Refer Corporate Register > Companies > Edit Company to add or edit company's ASIC corporate key)

ASIC Blank forms

ASIC blank forms updated.

Changes Wizard Warning

Prime32 will prompt users with a warning if the Form 484 form date is greater than 6 months.

Form 484 ELS Transmission Warning

Prime32 will prompt users with a warning if the Form 484 date of change is greater than 28 days.

Address Code – Attached List

List of attached to Address Codes now available.

(Refer Core files > Address Codes > Click on List)

Status Code – Attached List

List of attached to Status Codes now available.

(Refer Core files > Status Codes > Click on List)

Client Code – Attached List

List of attached to Client Codes now available.

(Refer Core files > Client Codes > Click on List)

Group Code – Attached List

List of attached to Group Codes now available.

(Refer Core files > Group Codes > Click on List)

ASIC Form 484

Update to Annual Statement added to ASIC form 484. This section will only appear when Section C (Shareholder changes) are selected.

ASIC Form RA 68 Company Debt Report

New RA68 Company debt report is now available showing amounts due for all companies for each respective agent.

The companies included in the list will be those companies linked to the agent via Form 362.

3.0.146

ASIC Form 201 – Application for Registration as an Australian Company

Officeholders now transmitted in alphabetical sequence of name.

Import RA72 Data Files

RA72 Data files are available for importing into Prime32 Data Files. Various Shelf company providers supply a Data Disk which contains the RA72 Data file.

Refer System > Data > Import Data > ASIC Data File

RA72 Export Data Files

RA72 Export Data format available.
The export Data file can also be used for archiving purposes.

Refer Corporate Register > Companies > RA72 Export File (on Files Functions Menu)

Country of Birth

Country of birth field has been extended to 50 characters to cater for all Countries in the ISO 3166 Country Codes List.

Annual Statements list

A list is now available that details the status of all annual statements received.

Refer Forms & Documents > Annual Statements > Annual Statement List (located on functions menu)

Officer/Shareholder changes

In respect to changes to shareholders who are also officeholders is to record change as Officeholders. The Changes wizard will notify the ASIC of change to office and shareholder details.

There may be situations where a change is required to shareholder details Only without the need to also notify officeholder details.

A Show Officer/Shareholders button has now been included in the Shareholder change of name/address.

Country Codes

The ASIC now require country of birth to comply with Country Codes per ISO 3166 standard. The country of birth field now includes a search button that provides a look-up of the correct Country description per ISO 3166.

Minutes Definition in Changes Wizard

Officers appointed in the Changes wizard are now available for selection in the Company's minutes definition.

3.0.145

Registered Office Board

Registered Office Board List is now available.

Refer Reports Manager > Corporate Register Tab > Click on Company > Registered Office Board

ELS Batch

Facility to print outstanding ELS Batch items is now available.

Refer ELS > ELS Batch file > Click List on Toolbar

Print User Settings

Facility to print current User Profile settings is now available.

Refer System > User > Print User Settings

Allotment & Transfer Journal

Allotment Journal and Transfer Journal is now available in Prime32.

Refer Corporate Register > Companies > Registers (functions Menu)

3.0.144

Prime32 Auto-Update

Users can now check for latest updates to the program within Prime32. Simply click on the Prime32 version number (located bottom right) and then click on Check for Update.

If an update is available, a download now will be available. Prime32 auto-update will download the file and will then automatically run the update service.

Refer also System > Auto Update

Merge Individual Code Function

Merging of Individual codes is now available.

Users can highlight the duplicate code and click on the new menu function button "Merge Code".

Refer Core Files > Individuals > Merge Code (menu function)

UNDO Changes Function

Prime32 now includes procedure to undo Changes recorded via Changes Wizard.

To undo Changes go to:

Forms & Documents

Click on the Company and required Form 484

Click Delete button

Prime32 will prompt if you require an UNDO of the changes

Note: The Undo function is only available for changes recorded in Prime32 Version 3.0.144 or greater.

Date Selector

The Date Selection window has been modified to address issues with some users with respect to the previous version.

ASIC EDGE Item List

The ASIC EDGE Item List is provided to assist users in identifying EDGE Validation errors. This list can also be printed.

Refer ELS > EDGE Item List

ASIC Annual Statements

The following enhancements have been made:

- Facility to delete ASIC Annual Statements now available.
- Facility to add entries to ASIC Annual Statements now available. This will allow users to monitor all ASIC Annual Statements whether received in paper or electronic format.
- ASIC Annual Company Statement List is provided to assist users in monitoring ASIC Company Statements.

(Refer Forms & Documents > ASIC Annual Statements > List)

RA72 – EDGE Company Compare Profile

Compare RA72 EDGE Company Data with PRIME32 Data function now operational.

Refer ELS > EDGE data > RA72

RA72 – EDGE Company Profile

RA72 EDGE Company Data profile function now operational.

Refer ELS > EDGE data > RA72

RA16 – Agent Status List

RA16 Agent Status List including compare function now operational.

Refer ELS > EDGE data > RA16

User must first lodge a RA15 Agent Status request
Refer ELS > ELS Batch > Agent Form > RA15

Short-form Annual Statement Proforma Sheet

A short-form proforma sheet is now available. A parameter field "Detailed proforma Sheet" is provided for users who require a short-form style sheet.

Non-SecureNet SmartCards

Telstra Card Settings are now saved to Certificate Configuration file. The Settings file is then used to initialize on next Prime32 Login.

3.0.143

ASIC Annual Documents

Amendment to Proforma Notification Changes Sheet - in particular new declaration section.

ASIC Annual Statements

Fine tuned collection process of ASIC Company Statements (PDF file) from ASIC.

Share Certificate

The facility to print a tailored Share certificate is now available. Users can highlight the Share Movement Entry then click on Share Cert (Tailored) on the functions menu.

Users simply complete the required parameters.

Refer Corporate Register > Companies > Share Movements > Share Cert (Tailored)

3.0.142

Share Transfer List

Share Transfer list available to assist users in identifying what share transfers are required for notification to the ASIC.

Refer Reports Manager > Corporate register > Company > Share Transfers

List

Notifying Existing Share Transfer Entries

ASIC requires notification of share transfer entries since the lodgement of the last annual return.

To assist users, an additional selection has been added to the Changes Wizard namely – Share Transfers (existing entries only)

Prime32 will list all the Company Share transfers. Users simply click on the entries they wish to notify the ASIC. A corresponding Form 484 is produced by Prime32. No update of data is required as the share transfer entries are already on file.

Close Button

By popular demand – the close button is positioned as the first toolbar item.

Seal Register

Users now have the option to print Seal entries from a specified seal entry no.

Share Certificates

Users have the option to print Prime32 Share Certificates with or without Share Certificate receipt. (Default is without receipt portion)

Company Solvency Resolutions

The facility to print Company Solvency Resolution is provided where paper Annual Statements are received

Refer Corporate Register > Minutes (Functions Group) > Solvency Resolution

ELS Batch

Form Date has been added to the ELS batch List.

Changes Wizard

Edit of Share Transfer entries now functioning correctly.

SmartCards

Support for alternate SmartCards including Telstra iTrust certificates now supported

Company Profile

Company profile now provides the option to print current Officers/Shareholders and Print Date added to report.

3.0.141

Form 205 – Notice of Resolution

Form 205 added to Forms Wizard

Changes Wizard – Default Signatory

Default signatory in changes wizard now corrected

3.0.140

Refresh Form Data

Facility to refresh Form 484 data with Prime32 Data now available.
Refer Forms & Documents > ASIC Document Tracking

Officer & Shareholder Change of Address

Form 484 correctly displays change of addresses for Officers and/or Shareholders. Updating of Prime32 Data has also been corrected for Officer and/or Shareholder Change of Address.

Registers now printing correctly

Seal register now added to Prime32

Refer Corporate register > Company > Registers (functions menu) > Seal register

3.0.139

Company Annual Statement

Along with the Resolution of Solvency a Company Statement Changes

Instruction Sheet has been added to the Annual documents.

The Changes Instruction Sheet is an optional document that can be prepared by users for use by their clients to instruct the changes required.

The changes instruction sheet lists out all Company Statement data with provision for Clients to make notes beside each data group and/or data item. An additional Data Changes section is also provided.

Refer Forms & Documents > ASIC Company Statements

Note as of this revision date the ASIC has NOT yet prepared any live Company Annual Statements

Consents to Act and Notice of Resignations facility has been added to Officers List Facility for printing Consent to Act or Notice of resignation for all positions or single selection is provided.

Refer Corporate register > Officers > Print (functions menu)

Bug - Selection of Business Address in Meeting Definition fixed

RA14 - Export File for Corporate register Companies now available

Refer Corporate register > Companies > RA14 Export File (under File Functions Menu - last item)

3.0.138

Enhancements made to ELS Transmissions in particular the improvement in connection with ASIC.

Reprint Minutes facility Re - Form 484 Changes to Company details

Refer Forms & Documents > ASIC Document Tracking > Reprint Form and Reprint Minutes (functions menu)

3.0.137

RA61 - Request for Review Date Report (RA61)

Refer to ELS > ELS Batch File > Agent Form > RA61 Request for Review dates

The resulting RA62 Out file can then be used to:

- Import Company Codes List (for use by new Prime32 Users)
- Producing Report of ASIC List of Review Dates
- Produce a List comparing ASIC List against Prime32 Company List
- Synchronising Prime32 Company Review Dates with ASIC Review Dates

Refer ELS > EDGE Data > RA62 Data tab

ASIC Contact Telephone List added

Refer Help > ASIC Contacts

3.0.136

Form 362 - Appointment or Cessation of a Registered Agent

Users can prepare a Form 362 without having to enter the officers details in the Individuals File Users can select the signing officer from the individuals file or simply enter the name details in the respective signatory fields.