

TOPDOCS | BGL INTEGRATION – CAS COMPANY UPLOAD FILE

Save time by not having to rekey your company information in your corporate register software when you order a Company Registration from Topdocs. Included in every full service and instant email package is a CAS Corporate Register upload file which includes all of your company information.

What is a Company upload file?

A company upload file is a text file that contains all of the information pertaining to your new company, in a format that can be read by corporate register software, such as BGL's *Corporate Affairs System*. You can upload this text file into your corporate register software, and the details of your company will be imported - meaning you don't have to rekey all of the company information again!

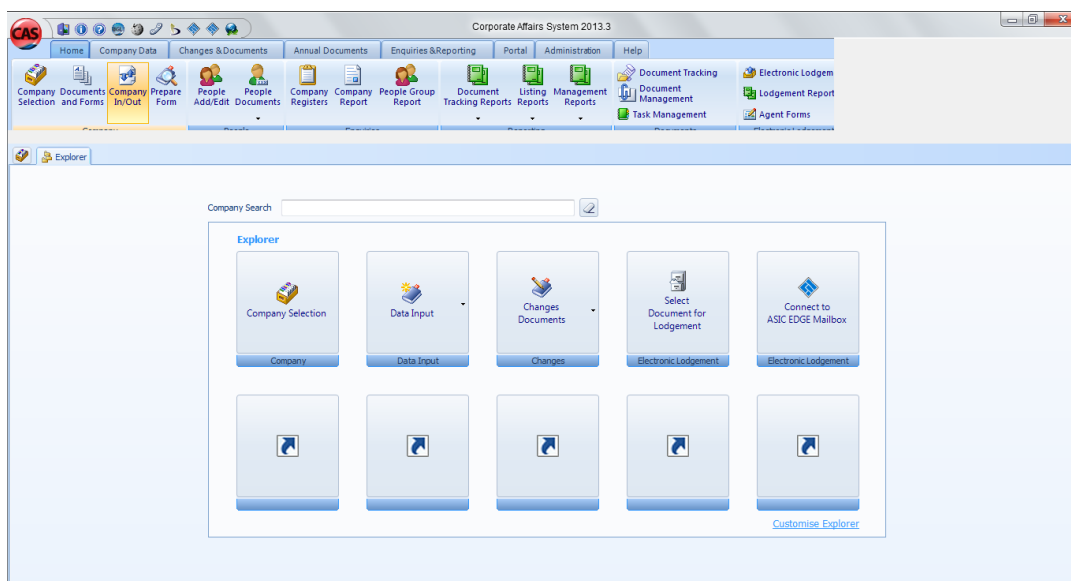
How do I use the Company upload file?

When you order a company with Topdocs, your Company Registration package will be emailed to you once ASIC has registered the company and provided the ACN – this process generally only takes a few minutes. In your Company Registration package you will find a file named **Company Details.cmy**. To upload your company details into BGL's *Corporate Affairs System*, follow these easy steps:



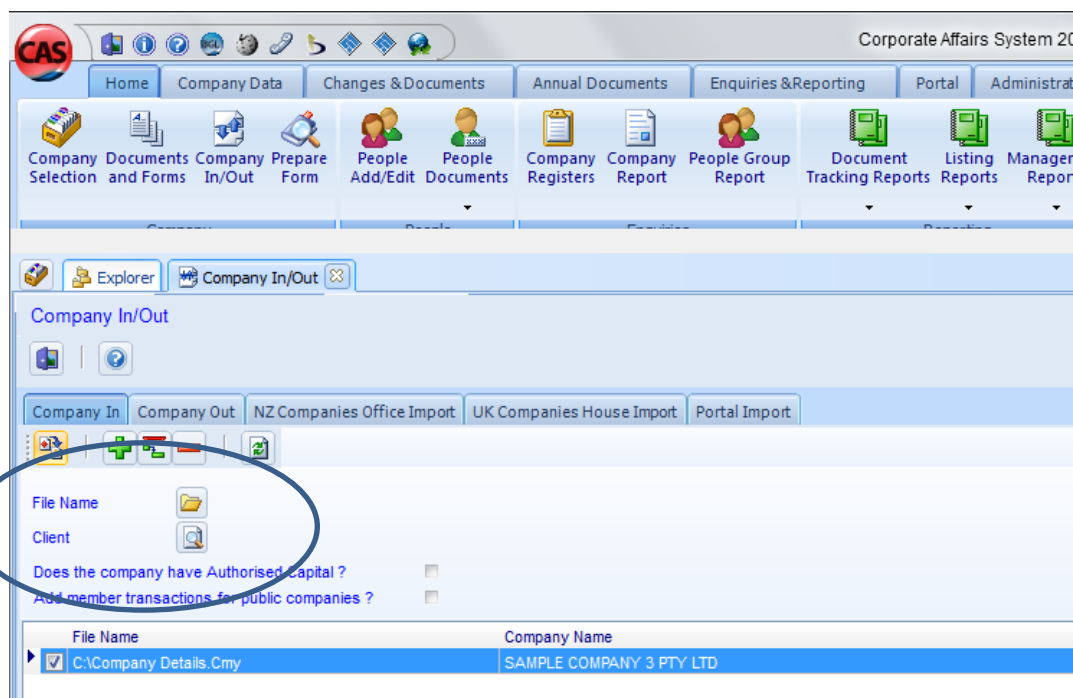
If you haven't ordered a company with Topdocs before its easy – simply register for free at the website by clicking on the **JOIN** button and following the prompts.

> Open CAS and from the **home tab** select **Company In/Out**

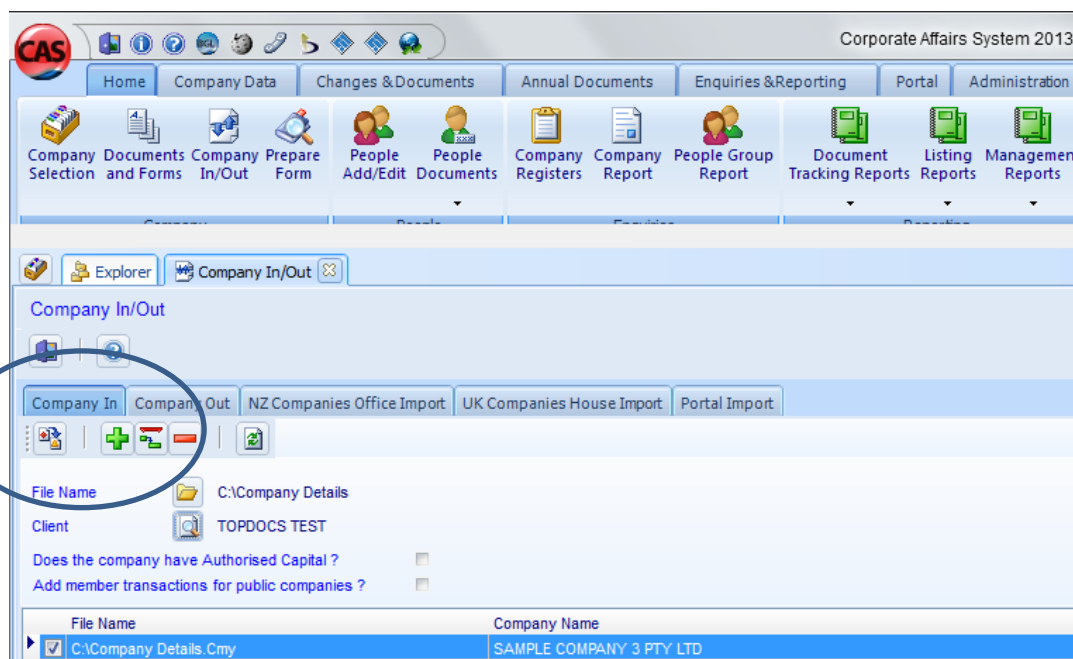


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- > Select **File Name** and locate the Company Details.cmy file on your computer, then click **Client** to attach a client to the company.



- > Add the Company to the import list by clicking on the + symbol, then click the **import company** button



- > Your Company has now been imported, and you can select it from the **Home** tab

For more information on this great new feature, please contact Topdocs on 1300 659 242 or visit the [website](http://topdocs.com.au)